

S.D. PUBLIC SCHOOL

ACADEMIC PLANNER OF COMPUTER SCIENCE CLASS IV(2024-25)

Month/Days	Topic/Content	Exercises /Practical /Hands on
April	Ch-1 The Computer- An Overview	<ul style="list-style-type: none"> In word type and decorate all the input and output devices
No of working days -22	<ul style="list-style-type: none"> Working of Computer Output device Processing device 	
May	Ch-2 Personalising Windows -10	<ul style="list-style-type: none"> Practical of Creating file, folder, icon and Double clicking and shortcut keys. Worksheet 1
No of working days -18	<ul style="list-style-type: none"> Getting Started with Windows 10 Using this PC icon File/Folder, Creating New folder, Creating New file Opening file/folder, Shortcut menu 	
July	Ch-3 Introduction to Word 2016	<ul style="list-style-type: none"> Hands on of different parts of the Word 2016 screen, functions, how to open, Close. Discussing the use of the spelling and Grammar tool to correct spellings and grammatical mistakes.
No of working days -25	<ul style="list-style-type: none"> Uses of Word 2016 Starting of Word 2016 Parts of Word 2016 Working with Word 2016 Saving Document, Opening saved document. Printing and closing Word 2016 	
August	Ch-4 Formatting in Word 2016	<ul style="list-style-type: none"> Discuss the advantages of formatting in Word. Create a table in Word Activity given on page no-34.
No of working days -23	<ul style="list-style-type: none"> Changing font, font Size and font colour Applying text effects, highlighting text, format painter, changing alignments, applying borders and shading , changing case 	
September	Ch-4 Formatting in Word 2016	<ul style="list-style-type: none"> Create a scene in Word Activity given on page no-73 Worksheet-2 Test paper -1
No of working days -23	<ul style="list-style-type: none"> Find and replace Adding bullets and numbering Applying drop cap effect 	
October	Ch-5 Graphics and tables in Word 2016	<ul style="list-style-type: none"> Activity given on page no -45 Hands on of page no.74
No of working days -20	<ul style="list-style-type: none"> Shapes 	

	<ul style="list-style-type: none"> • Symbols • Word Art • Table • Working with tables. 	
November	Ch-6 Page formatting and Mail Merge in Word 2016	<ul style="list-style-type: none"> • Type a letter in Word to invite all the teachers of your school to celebrate Annual day. • Activity on page no :- 52 • Worksheet -3
No of working days -23	<ul style="list-style-type: none"> • Header and footer • Column and Column break • Page Break and line Break, Tabs, Indentation Page margin • Page Margin Page Orientation, page size, mail merge 	
December	Ch- 7 Introduction to Internet	<ul style="list-style-type: none"> • Activity on Page No.-57
No of working days -24	<ul style="list-style-type: none"> • Uses of Internet • Requirements for an internet Connection • Internet terms • Microsoft Edge 	
January	Ch-8 More games of Google Blockly	<ul style="list-style-type: none"> • Demonstration of method of playing the Turtle and Bird games.
No of working days -13	<ul style="list-style-type: none"> • Bird Game • Turtle Game 	
February	Recapitulation	
No of working days -22	<ul style="list-style-type: none"> • Revision of all topics 	