BOKARO PUBLIC SCHOOL

Affiliated to CBSE, New Delhi, Upto+2 Level

Sector-3/C, BOKARO STEEL CITY-827003

SYLLABUS 2024-2025

Sub Teacher:-Shweta Arya

Sub:-Computer

Class:-4

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| Sl No. | Month | W/D | Lesson Structure | P.N | Activities |
| 1. | April | 19 | 1.data storage and memory devices  2.more on windows 10 | 5-31 | * How to start windows * Changing desktop background * Create the folder |
| 2. | May | 08 | 2.more on windows 10 | 14-31 | * Setting date and time * Delete or edit the folder |
| 3. | June | 14 | 3.formatting in word 2016 | 32-42 | * Uses of all shortcut keys * Use of proofing group |
| 4. | July | 22 | 3.formatting in word 2016  4.working with objects in word 2016 | 32-56 | * Use of insert tab * Use of font family |
| 5. | August | 19 | 5.powerpoint 2016-an introduction | 57-72 | * Opening powerpoint * Creating and adding a new slide |
| 6. | September | Revision+Half Yearly Exam |  |  |  |
| 7. | October | 17 | 6.formatting and viewing a presentation | 73-86 | * Uses of cut,copy and paste the text * Formatting a picture |
| 8. | November | 15 | 7.more on scratch 3.0 | 87-101 | ------------ |
| 9. | December | 18 | 8. the internet web browser | 102-112 | ------------ |
| 10. | January | 20 | 9.history of robots | 113-126 | ------------- |
| 11. | February | Revision+Annual Exam |  |  |  |