BAGARIA BAL VIDYA NIKITAN

LAXMANGARH-SIKAR

SYLLABUS & LESSON PLANNER-2023-24

Class:- 4

Subject:- Computer

Teacher Name:- Suman Jangir

SYLLABUS working NAME OF Period Ch.No Name of Chapter **Topic** Month Week **BOOKS** day 1. Computer System 2 Weeks 2. Storage Devices April Written 1. Computer System 3. Primary Memory 1 Smartbyte 22 12 1 week 4. Output devices Practical 2 Weeks May 1. This PC Icon Written 2. File and Folder 2. Using Windows 10 Operating 2 11 8 3. File Explorer system Smartbyte 1 week June 4. Creating a shortcut Icon written 2. Using Windows 10 Operating 2 Smartbyte 13 8 1 week system practical 3 weeks 1. parts of Tux paint Window July Written 2. Magic tool 3 3. Tux paint 16 Smartbyte 25 1 week 3. Saving a file practical Deleting a file

4	Smartbyte	4. More on Word	26	16	1. Spelling and Grammar		3 Weeks
					2. Find and Replace Command	August	written
					3. page properties		1 week
					4. Printing a Document		Practical
5	Smartbyte	5. Inserting Objects in Word	24	16	1. Applying Built-in Styles		3 Weeks
					2. Inserting WordArt	September	Written
					3. Adding a Screenshot		1 week
					4. Working with Shapes		Practical
1 to 4	Smartbyte	 Computer System, 2. Using Windows 10 Operating system, Tux paint, 4. More on Word 	9	4		October	1
					Revision		
6	Smartbyte	6. Introduction to MS PowerPoint	22	12	1. Introduction to PowerPoint	November	2 weeks
							written
					2. Parts of a PowerPoint Window		writteri
					3. Formatting Text		1 week
					4. Closing a Presentation		practical
	Smartbyte	7. Working with Slides 8. More on Scratch	24	12	1. Adding a New Slides		2 weeks
7 & 8					2. Working with Slide Master	December	Written
					1. Adding a New Sprite		1 week
					2. Working with Two Sprites		Practical
							2 weeks

					1. Network		Written
9	Smartbyte	9. The Internet	24	12	2. World Wide Web (WWW)	January	1 week
					3. Browser		Practical
					4. Website		
5 to 9	Smartbyte	5. Inserting Objects in Word. 6.Introduction to MS PowerPoint,7. Working with Slides, 8. More on Scratch, 9. The Internet		16			1,2,3,4
					Revision	February	
5 to 9	smartbyte	Revision - Term 2	9	1			
					Revision	March	1
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