

**BAGARIA BAL VIDYA NIKETAN**

**LAXMANGARH-SIKAR**

**SYLLABUS & LESSON PLANNER-2025-26**

<b>Class:-</b>	<b>IV</b>
<b>Subject:-</b>	<b>Computer</b>
<b>Teacher Name:-</b>	<b>Ms Suman Jangir</b>

**SYLLABUS**

Ch.No	NAME OF BOOKS	Name of Chapter	working day	Period	Topic	Month	Week
1	Adroit	1. Computer Storage and Memory Devices	23	12	1. Data and Information	April	1
					2. Data Storage Units		2
					3. Memory		3
					4. Primary Memory		4
					5. Secondary Memory		
2	Adroit	2. GUI Operating system - Desktop Management	13	7	1. Graphical User Interface (GUI)	May	1
					2. Features of Windows 10		2
					3. Desktop and its Components		
2	Adroit	2. GUI Operating System - Desktop Management	11	6	4. Taskbar	June	1
					5. Shortcut Menu/ Context Menu		2
3	Adroit	3. Tools of MS Word	27	14	1. Editing a Document	July	1
					2. Undo and Redo		2
					3. Formatting a Document		3
					4. Paragraph Spacing		4
					5. Printing a Document		
4	Adroit	4. The Internet - Web Browser	24	12	1. About the Internet	August	1
					2. Requirements for Internet Connection		2
					3. Microsoft Edge		3
					4. Parts of Microsoft Edge Window		4

					5. Search Engine		
5	Adroit	5. MS PowerPoint - An Introduction	22	11	1. About PowerPoint	September	1
					2. Components of the PowerPoint Window		2
					3. Creating a Simple Presentation		3
					4. Inserting a New Slide		4
					REVISION		
TERM-I							
5	Adroit	5. MS PowerPoint - An Introduction	24	12	6. Hiding a Slide	November	1
					7. Saving a Presentation		2
					8. Closing a Presentation		3
					4. Opening an Existing Presentation		4
					10. Exiting MS PowerPoint		
6	Adroit	6. Stepwise Thinking	21	11	1. Introduction to Stepwise Thinking	December	1
					2. Reasoning and Problem Solving		2
					3. Case Studies		3
					4. Algorithms		4
					5. Flow Chart		
7	Adroit	E- mail	26	13	1. File/ Folder	January	1
					2. Moving a File/Folder		2
					3. Deleting Files and Folder		3
					4. Restoring a File/ Folder		4
					5. File Safety		
		Revision of Term II	24	12	REVISION	February	1,2,3,4
Term- II							