

ACADEMIC PLAN :2023-24
CARMEL CONVENT SR SEC SCHOOL ,RATANPUR,BHOPAL.

SUBJECT: COMPUTER

STD: IV

Month / No of Working Days	Name of the Unit / Chapter/Topic	Learning Outcomes	Suggested Activities/ Projects under Internal Assessment/PRACTICALS	Assignment	Assessment
APRIL	Ch-1 : Data Storage and Memory	Children will understand about. Memory and the units of Measuring Computers Memory.	Project: Draw or Paste any three pictures of Storage devices and also write their storage capacity.	Assignment: Search the names of storage devices using the given help box.(Pg 12)	Showing some storages devices physically in the class and explaining their storage capacity.
JUNE	Ch-2 : Managing Files and Folders in Windows 10	Children will learn how to manage and store their files in computer and also how to create Folder.	Practical: Make a folder of your class on the desktop and create the subfolders of the following subjects-Maths, English, Hindi, Science and Social.	Assignment: Identify and write the names of some icons available on desktop.	Giving some important keyboard shortcuts: To Copy, To Cut, To Paste.
JULY	Ch-3 : Shapes, Graphics and Pictures in Word 2016 Ch-4 : Tables in Word 2016	1. Children will learn how to insert shapes , how to fill colour in the shape and also how to write text in the shape. 2. Use of Word Art in Word 2016. Children will learn: 1.Table 2.Deleting Row or Column from table. 3.Inserting a table 4.Entering Data in a Table. 5.Selecting and Inserting Row or Column 6.Deleting a Table 7.Merging Cells 8.Splitting a Cell 9.Formatting a Table	Practical: Using different shapes draw one of your favourite animal in a word document and also use WordArt to write the name of animal drawn. Practical: a. Create a table in word. 1. Write names of 10 of your friends. 2. Write their date of birth, height and weight. 3. Apply different font colour and style to names of each friend.	Fun Time: Observe the following pictures and type the names of object in MS Word, using different font style and colour. Assignment: Label the different components of MS Word window in computer book.	Explaining the word art, formatting of the word art through smart board. Revision Worksheet
AUGUST	Ch-5: PowerPoint 2016	1.Starting PowerPoint 2016 2.Saving a Presentation	Practical: a. Open PowerPoint. b. Open a new presentation and make a slide show, describing about your school.	a. Rearrange the letters to make meaningful	Revision and Class Test

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		3.Windows Components of the PowerPoint 4.Opening a Saved Presentation 5.Creating a Presentation 6. Closing a Presentation 7.Exiting PowerPoint		words. b.MCQ c. Fill up's d. Match the following	
SEPTEMBER	[Ch-1,2,3,4,5]	REVISION			TERM-1 EXAM [04-09-23]
OCTOBER	Ch-6: More on PowerPoint 2016	Children will learn 1.Viewing a Presentation 2. Deleting a Slide 3. Inserting Word Art 4.Inserting a picture from a File.	Practical: Make a presentation on playground. Insert the images from online pictures and write few lines about your visit to the park.	Assignment: What are the steps to display a presentation in slide show view.	Showing all the steps of how to create PowerPoint, how to insert images, How to view presentation through smart board.
NOVEMBER	Ch-7: Blocks in Scratch	Children will learn: 1.Scratch Components 2.Setting the Sprite Position 3.Block Categories 4.Programs in Scratch	Practical: Use motion block and sound blocks and create a story on scratch.	Assignment: After studying scratch, let us see how much you remember it? Try filling these blanks.	1.Find words related to scratch by using help box. 2. MCQ 3. Story creation in computer lab.
DECEMBER	Ch-8: Creating Shapes in Scratch	Children will learn: 1.Pen Block 2.Drawing a Square in Scratch 3.Drawing a Line in Scratch 4.Drawing a Rectangle in Scratch 5.Drawing Polygons in Scratch 6.Drawing a Circle in Scratch	Practical: To draw a circle , create the given script in Scratch.	Assignment: Create a code to draw a Rectangle in Scratch.	Write the steps to draw the given shapes in scratch. 1. Square 2. Rectangle. & Revision Worksheet

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JANUARY	Ch-9: About Internet	1.What is Internet? 2.Commonly used Internet Terms 3.History of Internet 4.Microsoft Edge	Practical: 1. Open Google Chrome and Search about the current President of our country. 2. Using Internet write 10 lines about The President of India in word.	Assignment: Write some examples of Search Engine in your computer copy.	Class Test
FEBRUARY	[Ch-6,7,8,9]	REVISION			FINAL EXAM [15-02-24]

NAME OF THE SUBJECT TEACHER:

Mrs. Bhuvan Gangil

SIGNATURE OF THE SUBJECT COORDINATOR: **Mrs. Bhuvan Gangil**