Syllabus	**D.A.V.PUBLIC SCHOOL SEC-3,DHURVA-RANCHI**	2019-20

CLASS –   IV   **SUBJECT –IT(COMPUTER)**

BOOK-computer quest by verily publication 4

MONTH	Working days	TOPICS	OBJECTIVES	PRACTICAL	FORMATIVEASSESMENTS
April	24	1.Computer Memory	• Differentiate between data and information • Purpose of internal and external memory • Different data storage devices & primary ,secondary storage devices		
May	15	2 .Desktop Management	• Features of OS and GUI • Task Bar Quick Launch Bar and Short Cut menu, windows setup	Open various components of windows 7 screen & note down them	MT - 1 Chapter- 1
June	12	3. Tools Of Word Processor	• Various features for editing and formatting • Shortcut keys • Prepare ,preview and print a document	Write any one topic in MS Word and format it.	
July	25	4. The Internet –Web Browser	• The parts of a browser window • Terminologies ,appropriate keywords		MT - 2 Chapter- 2,3
August	24	**Revision –PT--1**	•		PT—1—Chapter -1,2,3,4
September	13	**Revision –MT--1**	•		Term—1—chapter-1,2,3,4

October November	18 22	5. Presentation Software –An Introduction 6.problem solving	• Purpose of presentation software • Appropriate layouts , create ,add text and images • Navigate between the slides • Present a slides show • Algorithms –how to make, step by step instructions		PT—2—Chapter --5,6
December	18	7. file management	• Copy & move a file /folders • Rename & delete file /folders	Open 'documents ' Copy & move a file /folders Rename & delete file /folders	
January	26	8. scratch	• Programming 's concept • Works on scratch interface • Basic commands ,logical thinking		PT—3—Chapter—5,6,7
FEBRUARY	23	**Revision –final term**			final term-- Chapter5,6,7,8