

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

SUBJECT -IT(COMPUTER)

BOOK- IT Framework -4

MONTH	Working days	TOPICS	OBJECTIVES	PRACTICAL	FORMATIVE ASSESSMENTS
April	24	1. Computer Hardware And Software 2. Computer Memory	<ul style="list-style-type: none"> • Hardware and software • Differentiate between data and information • Purpose of internal and external memory • Different data storage devices & primary ,secondary storage devices 		
May	15	3. Working with windows	<ul style="list-style-type: none"> • Window desktop ,files and folders • Window explorer • Creating and saving a file • Creating ,opening ,renaming ,deleting ,restoring copying or moving ,searching files and folders 	Open various components of windows 7 screen & note down them	MT - 1 Chapter- 1
June	12	4. Text formatting in Word	<ul style="list-style-type: none"> • Various features for editing and formatting • Shortcut keys • Prepare ,preview and print a document 	Write any one topic in MS Word and format it.	

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July	25	5. Working with objects in word	<ul style="list-style-type: none"> • Inserting a text box ,word art,shapes,pictures,tables 		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-1,2,3,4,5
October November	18 22	6. An introduction to the internet 7. Introduction to the power point	<ul style="list-style-type: none"> • What is internet ,uses of internet • Basic terms related to internet • Purpose of presentation software • Appropriate layouts , create ,add text and images • 		PT—2—Chapter --5,6
December	18	8. More on power point	<ul style="list-style-type: none"> • Creating a presentation using installed templates ,applying themes • Navigate between the slides • Present a slides show • 	Open 'documents ' Copy & move a file /folders Rename & delete file /folders	
January	26	9. Playing with multiple sprites	<ul style="list-style-type: none"> • More components of scratch • Adding a new sprite ,working with two sprites • Programming 's concept • Works on scratch interface • Basic commands ,logical thinking 		PT—3—Chapter—5,6,7

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FEBRUARY	23	Revision -final term			final term-- Chapter5,6,7,8,9
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