

Syllabus Breakdown Computer Grade 4

AIR FOUNDATION SCHOOL SYSTEM
ISLAMABAD/PAKISTAN

Teaching weeks per annum

For the regions where academic session begins in **April**

FIRST TERM: APRIL – SEPTEMBER

Expected Teaching Weeks

April	Teaching Week 1	Teaching Week 2	Teaching Week 3	Teaching Week 4
May	Teaching Week 5	Teaching Week 6	Teaching Week 7	First Midterm Examination
June	<i>Summer Vacation</i>	<i>Summer Vacation</i>	<i>Summer Vacation</i>	<i>Summer Vacation</i>
July	<i>Summer Vacation</i>	<i>Summer Vacation</i>	<i>Summer Vacation</i>	<i>Summer Vacation</i>
August	Teaching Week 8	Teaching Week 9	Teaching Week 10	Teaching Week 11
September	Teaching Week 12	Teaching Week 13	1st Term Examination	1st Term Examination

SECOND TERM: OCTOBER – MARCH

Expected Teaching Weeks

October	Teaching Week 14	Teaching Week 15	Teaching Week 16	Teaching Week 17
November	Teaching Week 18	Teaching Week 19	Teaching Week 20	Teaching Week 21
December	Teaching Week 22	Second Midterm Examination	<i>Winter Vacation</i>	<i>Winter Vacation</i>
January	Teaching Week 23	Teaching Week 24	Teaching Week 25	Teaching Week 26
February	Teaching Week 27	Teaching Week 28	Teaching Week 29	Teaching Week 30
March	<i>Revision Work</i>	Annual Examination	Annual Examination	<i>PTM & Annual Day</i>

Teaching weeks per annum

For the regions where academic session begins in **August**

FIRST TERM: AUGUST – DECEMBER

Expected Teaching Weeks

August	Teaching Week 1	Teaching Week 2	Teaching Week 3	Teaching Week 4
September	Teaching Week 5	Teaching Week 6	Teaching Week 7	First Midterm Examination
October	Teaching Week 8	Teaching Week 9	Teaching Week 10	Teaching Week 11
November	Teaching Week 12	Teaching Week 13	Teaching Week 14	Teaching Week 15
December	Midterm Examination	Midterm Examination	<i>Winter Vacation</i>	<i>Winter Vacation</i>

SECOND TERM: OCTOBER – MARCH

Expected Teaching Weeks

January	Teaching Week 16	Teaching Week 17	Teaching Week 18	Teaching Week 19
February	Teaching Week 20	Teaching Week 21	Teaching Week 22	Second Midterm Exam
March	Teaching Week 23	Teaching Week 24	Teaching Week 25	Teaching Week 26
April	Teaching Week 27	Teaching Week 28	Teaching Week 29	Teaching Week 30
May	<i>Revision Work</i>	Annual Examination	Annual Examination	<i>PTM & Annual Day</i>

**FIRST TERM | UNITS OR CHAPTERS DISTRIBUTION WITHIN 15 STUDY WEEKS OF 1st TERM.**

Study Week 1 [1/15 1/30] Unit#01 , Characteristics of a Computer Page# 3-07	Study Week 2 [2/15 2/30] Unit#01 , Characteristics of a Computer Page# 7-08	Study Week 3 [3/15 3/30] Unit#01 , Characteristics of a Computer Unit#02, Page # 03-11	Study Week 4[4/15 4/30] Unit#02 , Input and Output Devices page #12-15
Study Week 5 [5/15 5/30] Unit#02 , Input and Output Devices page #15-16	Study Week 6[6/15 6/30] Unit#02, & 03 page #09-19	Study Week 7 [7/15 7/30] Unit#03 , Memory page # 19-22	Study Week 8[8/15 8/30] Unit#03 , Memory page # 22-24
Study Week 9[9/15 9/30] Unit#03 , Memory page # 24	Study Week 10(10/15 10/30) Unit#03, Memory Unit#04, More about windows page # 18-27	Study Week 11[11/15 11/30] Unit#04, More about windows page # 28-31	Study Week 12(12/15 12/30) Unit#04, More about windows page # 31-36
Study week (13/15 13/30) Unit#04, More about windows page # 37	Study Week [14/15 14/30] Unit#05, More about Paint Page# 38-41	Study Week [15/15 15/30] Unit#05, More about Paint Page# 42-44	

**SECOND TERM / Final Term | UNITS OR CHAPTER DISTRIBUTION WITHIN 15s WEEKS OF THIS TERM.**

Study Week [1/15 16/30] Unit#05, More about Paint Page# 45-47	Study Week [2/15 17/30] Unit#05, More about Paint Page# 47-48	Study Week [3/15 18/30] Unit#06, More About Scratch Page# 49-53	Study Week [4/15 19/30] Unit#06, More AboutScratch Page# 53-58
Study Week [5/15 20/30] Unit#06, More About Scratch Page# 58-65	Study Week [6/15 21/30] Unit#06, More About Scratch Unit#07, Formatting In MS Word 2016 Page#66-70	Study Week [7/15 22/30] Unit#07, Formatting In MS Word 2016 Page#71-75	Study Week [8/15 23/30] Unit#07, Formatting In MS Word 2016 Page#76-78
Study Week[9/15 24/30] Unit#07, Formatting In MS Word 2016. Page#78-80	Study Week [10/15 25/30] Unit#08, Introduction To MS Power Paint 2016 Page# 81-86	Study Week [11/15 26/30] Unit#08, Introduction To MS Power Paint 2016 Page# 86-90	Study Week [12/15 27/30] Unit#08, Introduction To MS Power Paint 2016 Page# 91-92
Study Week [13/15 28/30] Unit# 09, Multimedia. Page# 93-96	Study Week [14/15 29/30] Unit# 09, Multimedia. Page# 97-99	Study Week [15/15 30/30] Unit# 09, Multimedia. Scratch Page# 99-102	



1st Term

1 /15 1 /30

Daily Break-Up

This is our new teaching week.

Computer		Class-IV 40 min		TERM INFORMATION		I Apr-Sep 15 weeks		1 to 15		45 periods		
						II Oct-Mar 15 weeks		16 to 30		45 periods		
MONTH	WEEK	PN	Unit#01 , Characteristics of a Computer									
	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER					WORKBOOK OR ACTIVITY CONTENTS				
		1.	Characteristics of a Computer		Page#3-4		Reading, Explanation and discussion: Reading and explanation of the topic Characteristics of a Computer till amount of work					
		2.	Characteristics of a Computer		Page#5		Reading, Explanation and discussion: <ul style="list-style-type: none"> Reading and explanation of the topic versatility and Accuracy. Check your Progress: <ul style="list-style-type: none"> Name the type of computers that people use. 					
		3.	Characteristics of a Computer		Page#6-7		Reading, Explanation and discussion: <ul style="list-style-type: none"> Reading and explanation of the topic limitations of the computer and uses of the Computer. •Let Us Recall •Keywords					

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



2 /15 2 /30

Daily Break-Up

This is our new teaching week.

Computer		Class-IV 40 min		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 15	45 periods	
3 periods p/w 90 p/a						II	Oct-Mar	15 weeks	16 to 30	45 periods	
MONTH	WEEK 2	PN	Unit#01 , Characteristics of a Computer								
	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER					WORKBOOK OR ACTIVITY CONTENTS			
		4.	Test Yourself	Page# 7-8			Test Yourself: • Solve the A, B, & D parts of Test yourself.				
		5.	Test Yourself	Page# 7-8			Solve F part: • Write the answers of the given questions of exercise C				
		6.	Test Yourself	Page# 8			• Project Work: Complete the Project.				

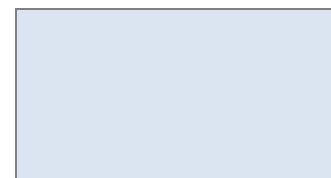
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3 /15 3 /30

Daily Break-Up

This is our new teaching week.



Computer Class-IV 40 min		TERM INFORMATION				
3 periods p/w 90 p/a		I	Apr-Sep	15 weeks	1 to 15	45 periods
		II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#01 , Characteristics of a Computer		Unit#02 , Input and Output Devices	
	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS
		7.	Characteristics of a Computer	Page#03-08	<ul style="list-style-type: none"> Teacher will take the test of whole chapter. 	
		8.	Peripheral and Input Devices	Page#9-10	<ul style="list-style-type: none"> Tell the students about peripheral , external and internal peripheral devices. And also explain about few input devices till touch pad. 	
		9.	Input Devices	Page#10-11	<ul style="list-style-type: none"> Explain about few input devices from Touch screen till barcode reader. Check Your Progress 	

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



4 /15 4 /30

Daily Break-Up

This is our new teaching week.

Computer Class-IV 40 min		TERM INFORMATION		I Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w 90 p/a				II Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#02 , Input and Output Devices				
	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
		10.	Output Devices	Page#12-13		<ul style="list-style-type: none"> • Explain about output devices like Monitor till Speaker. • Check Your Progress: 	
		11.	Let Us Recall	Page#13-14		<ul style="list-style-type: none"> • Tell about Computer Manners. • Let us Recall 	
		12.	Test yourself:	Page#14-15		Teacher will explain and students will learn Keywords. Test yourself: Solve exercise A & B	

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



5 /15 5 /30

Daily Break-Up

This is our new teaching week.

Computer Class-IV 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	15 weeks	1 to 15	45 periods
			II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#02 , Input and Output Devices				
	Week 5	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
		13.	Test Yourself	Page#15-16	Solve Exercise C. <ul style="list-style-type: none"> Identify and categories input or output devices. Exercise D (write the name of output and input devices. 		
		14.	Test Yourself	Page#16	<ul style="list-style-type: none"> Answer these questions. (Q # 1 -5) 		
		15.	Project Work	Page#16	<ul style="list-style-type: none"> Project Work: Go to Lab complete the project. 		

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



6 /15 6 /30

Daily Break-Up

This is our new teaching week.

Computer		Class-IV 40 min		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 13	45 periods	
3 periods p/w 90 p/a						II	Oct-Mar	15 weeks	16 to 30	45 periods	
MONTH	WEEK	PN	Unit#02 , Input and Output Devices		Unit#03 , Memory						
	Week 6	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS				
		16.	Input and Output Devices	Page# 09-16		• Test of whole chapter.					
		17.	Memory	Page# 17-18		Explain the types of Memory through given diagram on book. and explain about Primary memory (RAM).					
		18.	Memory	Page# 18-19		Explain about Primary memory ROM and its types.					

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



7 /15 7 /30

Daily Break-Up

This is our new teaching week.

Computer Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION				I Apr-Sep 15 weeks 1 to 15		45 periods
						II Oct-Mar 15 weeks 16 to 30		45 periods
MONTH	WEEK	PN	Unit#03 , Memory					
	Week 7	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
		19.	Secondary Memory	Page# 19-20		<ul style="list-style-type: none"> Tell the students, What is SecondaryMemory, Hard Disc and CD? 		
		20.	Secondary Memory	Page# 20-21s		<ul style="list-style-type: none"> DVD, Floppy Disc and Pen Drive. Check Your Progress. Rearrange the jumbled letters with thehelp of the given clues. 		
		21.	Secondary Memory	Page# 21-22		<ul style="list-style-type: none"> Reading and Explanation of Disk Drivethrough diagram. 		

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher



8 /15 8 /30

Daily Break-Up

This is our new teaching week.

Computer		Class-IV 40 min	TERM INFORMATION	I Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w 90 p/a				II Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#03 , Memory				
	Week 8	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
		22.	Secondary Memory	Page# 22		<ul style="list-style-type: none"> Reading and Explanation of MeasuringStorage. 	
		23.	Test Yourself	Page# 22-23		<ul style="list-style-type: none"> Let Us Recall Activity: Learn Keywords	
		24.	Test Yourself	Page# 23-24		Test yourself: Exercise A. <ul style="list-style-type: none"> Tick the correct answers. Also Solve B, D and E exercises. 	

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



9 /15 9 /30

Daily Break-Up**This is our new teaching week.**

Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I Apr-Sep	15 weeks	1 to 15	45 periods
				II Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#03, Memory				
	Week 9	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
		25.	Test Yourself	Page# 24	Test yourself: • Exercise C. • Answer these questions		
		26.	Test Yourself	Page# 24	Go to Lab: Go to the lab and do practical work.		
		27.	Test Yourself	Page# 24	• PROJECT WORK		

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



10/15 10/30

Daily Break-Up

This is our new teaching week.

Computers		Class-IV 40 min		TERM INFORMATION		I Apr-Sep 15 weeks		1 to 15		45 periods		
3 periods p/w 90 p/a				II Oct-Mar 15 weeks				16 to 30		45 periods		
MONTH	WEEK	PN	Unit#03, Memory		Unit#04, More about windows							
	Week 10	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS					
		28.	Memory	Page#18-24		<ul style="list-style-type: none"> • Test of whole chapter 						
		29.	Microsoft windows	Page#25-26		<ul style="list-style-type: none"> • Reading and explanation of MicrosoftWindows, Starting Windows and This PC. 						
		30.	Microsoft windows	Page#26-27		<ul style="list-style-type: none"> • Reading, explanation and discussion on the following topics. • Documents • Recycle Bin • Wall paper 						

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



11/15 11/30

Daily Break-Up

This is our new teaching week.

Computers Class-IV 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	15 weeks	1 to 15	45 periods
			II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#04, More about windows				
	Week 11	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
		31.	Screen Saver	Page# 28	Reading and Explanation. <ul style="list-style-type: none"> • What is Screen Saver? • How to change Screen Saver? • Check your Progress. 		
		32.	Click Time Setting the Time and Date	Page# 29-30	<ul style="list-style-type: none"> • Click Time Reading and Explanation. <ul style="list-style-type: none"> • How to set the Time and Date? • Check your Progress. 		
		33.	Using Windows Accessories	Page# 30-31	<ul style="list-style-type: none"> • Tell the students how to use WindowsAccessories • Cool Tip • Click Time . 		

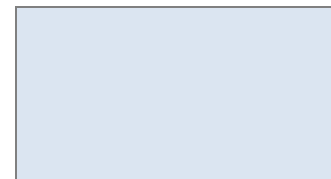
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12/15 12/30

Daily Break-Up

This is our new teaching week.



Computers		Class-IV 40 min		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 13	45 periods	
3 periods p/w 90 p/a						II	Oct-Mar	15 weeks	16 to 30	45 periods	
MONTH	WEEK	PN	Unit#04, More about windows								
	Week 12	[90]	TOPIC CONTENT & PAGE NUMBER					WORKBOOK OR ACTIVITY CONTENTS			
		34.	Using Windows Accessories	Page# 31-32	<ul style="list-style-type: none"> • Read about • Notepad • Formatting the font • Creating a new Documents • Saving a notepad • Existing Notepad 						
		35.	Using Windows Accessories	Page# 34-35	Read about <ul style="list-style-type: none"> • How to open a save documents • Resizing a window • Moving a window • Computers manners 						
		36.	Test Yourself	Page# 36	<ul style="list-style-type: none"> • Let us Recall • Learn keywords Test yourself: Solve Exercises A & B and C for Home work						

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



13/15 13/30

Daily Break-Up

This is our new teaching week.

Computers		Class-IV 40 min	TERM INFORMATION	I	Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w 90 p/a				II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#04, More about windows					
	Week 13	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
		37.	Test Yourself	Page# 37		Test yourself: (D) • Answer these questions.		
		38.	Go to Lab	Page# 37		• Go To lab and Do the practical's 1 & 2		
		39.	Project Work	Page# 37		• Go To lab and Do the practical's 3 & 4. • Project Work for Home work		

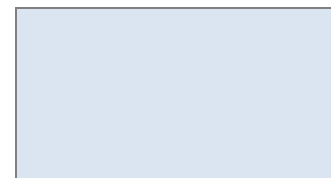
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14/15 14/30

Daily Break-Up

This is our new teaching week.



Computer		Class-4 40 min		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 15	45 periods	
3 periods p/w 90 p/a						II	Oct-Mar	15 weeks	16 to 30	45 periods	
MONTH	WEEK	PN	Unit#05, More about Paint								
	Week 14	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS				
		40.	Drawing Curves	Page#38-39	Reading, explanation and practical work. • Drawing Curves Click Time:						
		41.	Drawing Polygons	Page#40-41	Reading, explanation and practical work. • Drawing Polygons Click Time						
		42.	Selecting and Erasing	Page#41	Explanation and Practical work. • Selecting and Erasing.						

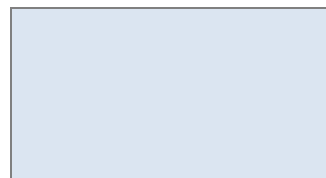
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15/15 15/30

Daily Break-Up

This is our new teaching week.



Computer		Class-4 40 min	TERM INFORMATION			
3 periods p/w 90 p/a			I	Apr-Sep	15 weeks	1 to 15
			II	Oct-Mar	15 weeks	15 to 30
			45 periods			
			45 periods			
MONTH	WEEK 15	PN	Unit#05, More about Paint			
		[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS
		43.	Copying and Pasting	Page# 42		Reading, explanation and practical work. • Copying and Pasting
		44.	Copying and Pasting	Page# 42-43		Reading, explanation and practical work. • Copying and Pasting Click Time & Check Your Progress:
		45.	Cutting and Pasting	Page# 44		Reading, explanation and practical work. • Cutting and Pasting

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



2nd Term / Final Term

1/15 16/30

Daily Break-Up

This is our new teaching week.

Computer Class-4 40 min 3 periods p/w 90 p/a		TERM INFORMATION				
		I	Apr-Sep	15 weeks	1 to 15	45 periods
		II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#05, More about Paint			
	Week 16	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
		46.	More about paint	Page# 45-46	<ul style="list-style-type: none"> Let Us recall key points and learn key words. 	
		47.	Test Yourself	Page# 46	Test yourself: Solve exercise A & B.	
		48.	Test Yourself	Page# 47	Test yourself: Solve the exercise C.	

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



2 /15 17 /30

Daily Break-Up

This is our new teaching week.

Computer Class-4 40 min 3 periods p/w 90 p/a			TERM INFORMATION	I	Apr-Sep	15 weeks	1 to 15	45 periods
				II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#05, More about Paint					
	Week 17	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
		49.	Go To Lab		Page# 47			<ul style="list-style-type: none"> Go to Computer Lab and perform practical work 1 till 2.
		50.	Go To Lab		Page# 47			<ul style="list-style-type: none"> Go to Lab and perform practical 3. Complete project work.
		51.	Test Paper 1		Page#48			<ul style="list-style-type: none"> Take test of exercises A till C.

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



3/15 18/30

Daily Break-Up

This is our new teaching week.

Computer Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 15	39 periods
				II	Oct-Mar	15 weeks	16 to 30	51 periods
MONTH	WEEK	PN	Unit#06, More About Scratch					
	Week 18	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
		52.	More About Scratch	Page#49-50		<ul style="list-style-type: none"> Let us revise some basic scratchcommands and terms. 		
		53.	Coordinate System	Page#50-51		Reading, explanation and practical work. <ul style="list-style-type: none"> Coordinate System Click Time: Complete the activity of click time.		
		54.	Costumes	Page#52-53		Reading, explanation and practical work. <ul style="list-style-type: none"> Costumes 		

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4/15 19/30

Daily Break-Up**This is our new teaching week.**

Computer		Class-IV 40 min		TERM INFORMATION		I		Apr-Sep		15 weeks		1 to 15		45 periods	
3 periods p/w 90 p/a						II		Oct-Mar		15 weeks		16 to 30		45 periods	
MONTH	WEEK	PN	Unit#06, More About Scratch												
	Week 19	[90]	TOPIC CONTENT & PAGE NUMBER					WORKBOOK OR ACTIVITY CONTENTS							
		55.	Costumes		Page#53-54		Reading, explanation and practical work.								
							<ul style="list-style-type: none"> • Costumes • Click Time 								
		56.	Loops		Page# 55-56		Reading, explanation and practical work.								
							<ul style="list-style-type: none"> • Loops 								
		57.	Click Time.		Page# 56-58		<ul style="list-style-type: none"> • Click Time. • Check Your Progress 								

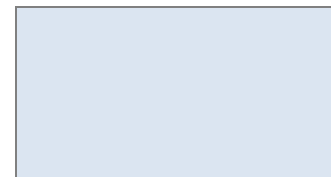
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5/15 20/30

Daily Break-Up

This is our new teaching week.



Computer		Class-IV 40 min		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 15	45 periods	
3 periods p/w 90 p/a						II	Oct-Mar	15 weeks	16 to 30	45 periods	
MONTH	WEEK	PN	Unit#06, More About Scratch								
	Week 20	[90]	TOPIC CONTENT & PAGE NUMBER					WORKBOOK OR ACTIVITY CONTENTS			
		58.	Events	Page# 58-59		Explanation and Practical work of the following Topic					
						<ul style="list-style-type: none"> • Explain what is “Events “. • Click Time 					
		59.	It’s Alive	Page# 61-64		Explanation and Practical work of the following Topic					
						<ul style="list-style-type: none"> • Explain the topic “It’s Alive” 					
		60.	More About Scratch	Page# 64-66		<ul style="list-style-type: none"> • Cool Tip • Let Us Recall • Keywords • Solve exercise A & B 					

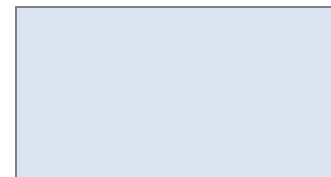
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6/15 21/30

Daily Break-Up

This is our new teaching week.



Computer		Class-IV 40 min		TERM INFORMATION				
3 periods p/w 90 p/a				I	Apr-Sep	15 weeks	1 to 15	45 periods
				II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#06, More About Scratch		Unit#07, Formatting In MS Word 2016			
	Week 21	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
		61.	Test Yourself.	page#66		• Understanding & answer the questions of exercise c.		
		62.	Formatting the Text	Page# 67-68		Explanation and Practical work of the following Topic <ul style="list-style-type: none"> • Explain how to “Formatting the text.” • Click Time 		
		63.	Aligning the Text	Page# 69-70		Explanation and Practical work of the following Topic <ul style="list-style-type: none"> • Explain how to “Aligning the Text.” • Click Time 		

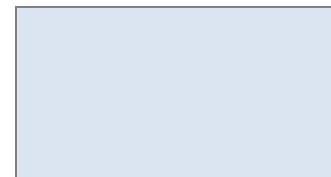
Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



7/15 22/30

Daily Break-Up

This is our new teaching week.



Computers		Class-IV 40 min	TERM INFORMATION	I	Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w 90 p/a				II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#07, Formatting In MS Word 2016					
	Week 22	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
		64.	Applying Borders and Shading	Page# 71-72		Explanation and Practical work of the following Topic		
		65.	Click Time	Page# 73		<ul style="list-style-type: none"> • Explain how to “Apply Borders and Shading.” • Click Time 		
		66.	Adding Bullets and Numbering	Page# 74-75		Explanation and Practical work of the following Topic		
						<ul style="list-style-type: none"> • Explain how to “Add Bullets and Numbering.” 		

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



8/15 23/30

Daily Break-Up

This is our new teaching week.

Computers		Class-IV 40 min		TERM INFORMATION		I Apr-Sep		15 weeks		1 to 15		45 periods		
3 periods p/w 90 p/a						II Oct-Mar		15 weeks		16 to 30		45 periods		
MONTH	WEEK	PN	Unit#07, Formatting In MS Word 2016											
	Week 23	[90]	TOPIC CONTENT & PAGE NUMBER					WORKBOOK OR ACTIVITY CONTENTS						
		67.	Test yourself	Page#76-77		<ul style="list-style-type: none"> • . Click Time • Check Your Progress • Computer Manners • Let Us Recall • Keywords 								
		68.	Test yourself	Page# 77-78		<ul style="list-style-type: none"> • Complete the exercises A trill D. 								
		69.	Test yourself	Page# 78		<ul style="list-style-type: none"> • Complete the exercises E. 								

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



9/15 24/30

Daily Break-Up**This is our new teaching week.**

Computers		Class-IV 40 min		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w 90 p/a						II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#07, Formatting In MS Word 2016							
	Week 11	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS			
		70.	Test yourself	Page# 78						• Complete the exercise E.
		71.	Go To lab	page# 78-79						• Go to Lab and complete the practical 1and 2.
		72.	Go To lab	page# 79-80						• Go to Lab and complete the practical 3and Project work.

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



10/15 25/30

Daily Break-Up

This is our new teaching week.

Computers		Class-IV 40 min		TERM INFORMATION		I Apr-Sep 15 weeks		1 to 15		45 periods		
3 periods p/w 90 p/a				II Oct-Mar 15 weeks				16 to 30		45 periods		
MONTH	WEEK	PN	Unit#08, Introduction To MS Power Paint 2016									
	Week 25	[90]	TOPIC CONTENT & PAGE NUMBER					WORKBOOK OR ACTIVITY CONTENTS				
		73.	Starting Power Point		page# 81-83		Explanation and Practical work of the following Topics <ul style="list-style-type: none"> Explain all steps of “Starting PowerPoint and Power Point Screen”. 					
		74.	Creating a new presentation		page# 83-84		Explanation and Practical work of the following Topics <ul style="list-style-type: none"> Explain how to “Create a new presentation. 					
		75.	Saving a presentation and Inserting a new Slide		page# 85-86		Explanation and Practical work of the given topics					

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



11/15 26/30

Daily Break-Up

This is our new teaching week.

Computers		Class-IV 40 min		TERM INFORMATION		I Apr-Sep 15 weeks		1 to 15		45 periods		
3 periods p/w 90 p/a				II Oct-Mar 15 weeks				16 to 30		45 periods		
MONTH	WEEK	PN	Unit#08, Introduction To MS Power Paint 2016									
	Week 26	[90]	TOPIC CONTENT & PAGE NUMBER					WORKBOOK OR ACTIVITY CONTENTS				
		76.	Slide Show		Page# 86-87		Explanation and Practical work of the following Topics <ul style="list-style-type: none"> • Slide Show • Click Time • Check Your Progress 					
		77.	Closing a File Opening a Saved File		Page# 87-88		Explanation and Practical work of the following Topics <ul style="list-style-type: none"> • Explain how to closed and open the saved File. 					
		78.	Test Yourself		Page# 89-90		<ul style="list-style-type: none"> • Let Us Recall • Keywords • Complete Exercises A till D 					

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



12/15 27/30

Daily Break-Up

This is our new teaching week.

Computers		Class-IV 40 min		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 15	45 periods	
3 periods p/w 90 p/a						II	Oct-Mar	15 weeks	16 to 30	45 periods	
MONTH	WEEK	PN	Unit#08, Introduction To MS Power Paint 2016								
	Week 27	[90]	TOPIC CONTENT & PAGE NUMBER					WORKBOOK OR ACTIVITY CONTENTS			
		79.	Test Yourself	Page# 91		• Complete Exercises E till G.					
		80.	Go To Lab	Page# 91-92		• Do practical 1 & 2.					
		81.	Project Work	Page# 92		• Do practical work.					

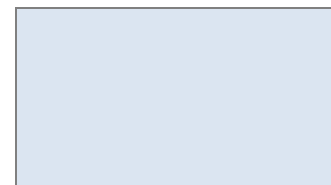
Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



13/15 28/30

Daily Break-Up

This is our new teaching week.



Computers	Class-IV 40 min	TERM INFORMATION		I Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w 90 p/a			II Oct-Mar	15 weeks	16 to 30	45 periods	
MONTH	WEEK	PN	Unit# 09, Multimedia.				
	Week 28	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
		82.	Multimedia	Page# 93-94		Explanation and Practical work of the following Topic Explain about Multimedia.	
		83.	Hardware Required	Page# 94-95		Explanation and Practical work of the following Topic <ul style="list-style-type: none"> Explain about Hardware Required. Check your progress 	
		84.	Hardware Required	Page# 95-96		Explanation and Practical work of the following Topic <ul style="list-style-type: none"> Explain about Hardware Required. 	

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



16/15 29/30

Daily Break-Up

This is our new teaching week.

Computers		Class-IV 40 min		TERM INFORMATION		I Apr-Sep 15 weeks		1 to 15		45 periods		
3 periods p/w 90 p/a				II Oct-Mar 15 weeks				16 to 30		45 periods		
MONTH	WEEK	PN	Unit# 09, Multimedia.									
	Week 29	[90]	TOPIC CONTENT & PAGE NUMBER					WORKBOOK OR ACTIVITY CONTENTS				
		85.	Hardware Required		Page# 97-98		Explanation and Practical work of the following Topic					
								<ul style="list-style-type: none"> • Explain about Hardware Required. 				
		86.	Let Us Recall & Keywords		Page# 98-99		<ul style="list-style-type: none"> • Computers Manners • Let Us Recall • Keywords. • Solve the exercises A till B 					
		87.	Test Yourself		Page# 99		<ul style="list-style-type: none"> • Solve the exercise C • Answer the given questions. 					

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.



15/15 30/30

Daily Break-Up**This is our new teaching week.**

Computers		Class-IV 40 min	TERM INFORMATION	I	Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w 90 p/a				II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit# 09, Multimedia.					
	Week 30	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
		88.	Go To Lab & Project Work	Page# 99		Go to Computer Lab and perform practical's.		
		89.	Test Paper 2	Page# 100		. Take Test of Test paper 2.		
		90.	Project Work	Page# 101-102		<ul style="list-style-type: none"> Complete project work. 		

Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.