

S.D. PUBLIC SCHOOL

ACADEMIC PLANNER OF COMPUTER SCIENCE (CLASS-IV)

Month/Days	Topic/Content	Exercises /Practical /Hands on
April	Ch-1 The Computer- An Overview	
No of working days -20	Working of Computer	In word type and decorate all the input
	Working of Computer	
	Output device	
	Processing device	
May	Ch-2 Personalising Windows -10	Practical of Creating file , folder , icon. About Double clicking and shortcut .keys
No of working days -11	Getting Started with Windows 10	
	getting started with windoe=ws 10	
	using the this PC icon	
	File/Folder, Creating New folder,Creating New file	
	Opening file/folder, Shortcut menu	Worksheet 1
July	Ch-3 Introduction to Word 2016	
No of working days -24	Uses of Word 2016, Starting of	Hands on of different parts of the Word 2016 screen , functions , how to open, Close.
	Parts of Word 2016	
	Working with Word 2016	
	Saving Document ,Opening saved document. Printing and closing Word 2016	Discuss the use of the spelling and Grammar tool to correct spellings and grammatical mistakes.
August	Ch-4 Formatting in Word 2016	
No of working days -24	Changing font,font Size and font color	Discuss the advantages of formatting in Word. Create a table in Word.
	Applying text effects,highlighting text,format painter, changing alignments, applying borders and shading , changing case	
		Activity given on page no-34.
September	Ch-4 Formatting in Word 2016	Create a scene in Word.
No of working days -23	Find and replace	Activity given on page no-73

	Adding bullets and numbereing	Worksheet-2
	Applying drop cap effect	Test paper -1
October	Ch-5 Graphics and tables in Word 2016	
No of working days -19	Shapes	Activity given on apge no -45
	Symbols	Hands on of page no.74
	Word Art	
	Table	
November	Working with tables.	
No of working days -21	Ch-6 Page formatting and Mail Merge in Word 2016	
	Header and footer	Type a letter in Word to invite all the teachers of your school to celebrate Annual day.
	Column and Column break	Activity on page no :- 52
	Page Break and line Break, Tabs, Indentation Page margin	
	Page Margin Page Orientation, page size , mail merge	Worksheet -3
December	Ch- 7 Introduction to Internet	
No of working days -25	Uses of Internet	
	Requirements for an internet Connection	Demontration of method of playing the turtle and Bird Games
	Internet terms	
	Microsoft Edge	
January		
No of working days -13		
Febraury		
No of working days -24	Bird Game	
	Turtle Game	