



# SANT NANDLAL SMRITI VIDYA MANDIR, GHATSILA

## YEARLY SYLLABUS OF COMPUTER

SESSION – 2026-2027

STD – IV



MONTH	WORKING DAYS	TOPIC TO BE TAUGHT	ACTIVITY	LEARNING OUTCOME	VALUES & SKILLS IMPARTED	ASSESSMENT
APRIL	23	<b>Computer devices, memory and storage devices</b> <ul style="list-style-type: none"> <li>• Primary Memory</li> <li>• Secondary memory</li> <li>• Types of computer</li> <li>• Generation s of computer</li> </ul>	<ul style="list-style-type: none"> <li>• Show various secondary storage devices to the student</li> <li>• Demonstrate to the students how to properly use the external storage devices such as DVD, CD, and Pen-drive</li> </ul>	Defination of memory Different types of memory. <ul style="list-style-type: none"> <li>• Types of memory</li> <li>• Measuring the computer's memory</li> </ul>	Computer's efficiency  Understanding memory and storage	Students should be able to differentiate between <ul style="list-style-type: none"> <li>• Primary and secondary memory</li> <li>• RAM and ROM</li> <li>• Different types of ROM</li> <li>• Storage devices and other hardware</li> </ul>
MAY	7	<b>Working with Windows</b> <ul style="list-style-type: none"> <li>• Windows desktop</li> <li>• Files and folders</li> <li>• Creating</li> </ul>	Demonstrate the following operations to the students in the computer lab <ul style="list-style-type: none"> <li>• Creating and saving a file</li> <li>• Creating a Folder</li> </ul>	<ul style="list-style-type: none"> <li>• What is an operating system? What are its functions?</li> <li>• What is the latest version</li> </ul>	Basic operating system skills  Organizing skills	Students should be able to: Create, rename, mov

		<p>and saving a file</p> <ul style="list-style-type: none"> <li>• Creating a folder</li> </ul>		of windows?		
JUNE	12	<p><b>Working with Windows</b></p> <ul style="list-style-type: none"> <li>• Opening, renaming, deleting, restoring a folder</li> <li>• Copying or moving a file / folder</li> <li>• Searching a file/folder</li> </ul>	<ul style="list-style-type: none"> <li>• Opening , renaming deleting ,restoring a file/Folder</li> <li>• Copying and moving a file/folder</li> <li>• Searching a file/folder</li> </ul>	<ul style="list-style-type: none"> <li>• What are the different parts of the desktop?</li> </ul>	<p>Management skills</p> <p>Responsibility</p>	<p>Students should be able to delete, copy, open, rename files /folders.</p>
JULY	26	<p><b>Working with Objects in Word</b></p> <ul style="list-style-type: none"> <li>• Inserting a text box</li> <li>• Inserting WordArt</li> <li>• Inserting Shape</li> <li>• Inserting pictures</li> <li>• Working with</li> </ul>	<p>Demonstrate the following operations to the students in the computer lab:</p> <ul style="list-style-type: none"> <li>• Inserting Text Box, Word Art, Shapes, Pictures</li> <li>• Working with tables</li> </ul>	<ul style="list-style-type: none"> <li>• What is Microsoft used for?</li> <li>• Would you like to add pictures and graphics in your document?</li> <li>• Which shortcut keys can you see on the ribbon by clicking on the Insert tab?</li> </ul>	<p>Creativity skills</p>	<ul style="list-style-type: none"> <li>• Students should be able to work with objects (insert, edit, move and delete) around text in a document.</li> <li>• Students should be able to create a table depicting their class time-table.</li> </ul>

		tables				
AUGUST	23	<p>Page Formatting in Word</p> <ul style="list-style-type: none"> <li>• Page Formatting</li> <li>• Setting Page Margins</li> <li>• Setting Page Orientation</li> <li>• Page Background</li> </ul>	<p>Show the animated lesson to the students, and also demonstrate the following operations to the students in the computer lab:</p> <ul style="list-style-type: none"> <li>• Page Formatting</li> <li>• Setting Page Margins</li> <li>• Indenting Text</li> <li>• Page Orientation</li> <li>• Page Background</li> </ul>	<ul style="list-style-type: none"> <li>• What are the steps to open MS Word 2016?</li> <li>• Find the size of A4 sheet in Inches.</li> <li>• Can you print the document on different page sizes</li> </ul>	Continuous self learning	Students should be able to produce a perfectly formatted document, such as “Letter to the Principal” or “Notice”.
SEPTEMBER	23	<p><b>Introduction to PowerPoint</b></p> <ul style="list-style-type: none"> <li>• Starting MS PowerPoint 2016</li> <li>• Components of PowerPoint 2016 Window</li> <li>• Adding Text in a Placeholder</li> </ul>	<ul style="list-style-type: none"> <li>• Show some presentations created in MS PowerPoint to the students</li> </ul>	<p>Show a few PowerPoint Presentations to the students. These can be of different types  ◇ a story, a photo album, an educational, and corporate presentations</p>	Curiosity to learn computer. Organising computer data	Students should be able to give a presentation after planning.

OCTOBER	16	<b>Introduction to PowerPoint</b> <ul style="list-style-type: none"> <li>• Slide Layouts</li> <li>• Inserting Objects in a Slide</li> <li>• Saving, Closing, and Opening a Presentation</li> <li>• Exiting PowerPoint Application</li> </ul>	<ul style="list-style-type: none"> <li>• Show the tutorial videos to the students</li> </ul>	Show a few PowerPoint Presentations to the students. These can be of different types ◇ a story, a photo album, an educational, and corporate presentations	Creative and logical skills	Students should be able to give a presentation after planning.
NOVEMBER	19	<b>More on PowerPoint</b> <ul style="list-style-type: none"> <li>• Creating a New Presentation</li> <li>• Different Presentation Views</li> <li>• Running a Slide Show</li> <li>• Rearranging Slides</li> <li>• Applying Themes</li> </ul> Working with the Slide Master	Demonstrate the following operations to the students in the computer lab: <ul style="list-style-type: none"> <li>• Creating a new presentation by using Blank Presentation and Installed Templates</li> <li>• Run a Slide Show</li> </ul> Applying Themes	Suppose you were asked to make a Presentation on “Dengue: A Deadly Disease that can be prevented.” Write the sequence in which you would want the slides to appear: <ul style="list-style-type: none"> <li>• Causes of the Disease</li> <li>• What is Dengue?</li> <li>• Prevention of the Disease</li> <li>• Title Slide</li> <li>• Symptoms of the Disease</li> <li>• Treatment Options</li> </ul> The End Slide	Creative skills  Self learning	Students should be able to make a simple presentation given on Pgs. 84-85 of the textbook

DECEMBER	19	<p><b>Playing with multiple sprites</b></p> <ul style="list-style-type: none"> <li>• Core Components of Scratch 3.0</li> <li>• Adding a New Sprite</li> <li>• Show and Hide a Sprite</li> <li>• Importing Sound from Library</li> <li>• Adding a Backdrop</li> </ul>	<p>Demonstrate the following operations to the students in the computer lab:</p> <p>How to show and hide a Sprite on the stage. How to add sound from library.</p> <p>How to make a project look presentable using the backdrop.</p>	<p>How can you add and operate more Sprites in your projects to make the project more interactive?</p>	<p>Cooperation Managing skill</p>	<p>Students should be able to create a Scratch project where they can show a birthday party scene using different people sprites. They can use backdrops related to the theme and also add some music to it.</p>
JANUARY	19	<p>Introduction to Excel</p> <p>Starting Excel</p> <p>Entering data in a worksheet</p> <p>Creating and saving a workbook</p> <p>Closing and exiting Excel</p>	<p>Demonstrate the following operations to the students in computer lab.</p> <p>Starting Excel. How to enter data . How to close and exit in a worksheet.</p>	<p>Create a report card of game in MS Excel</p>	<p>Creative skills Data management skills</p>	<p>The students should be able to comfortable move in a worksheet, enter data, switch and create in a workbook.</p>

<b>FEBRUARY</b>	<b>22</b>	<b>REVISION</b>	<b>REVISION</b>	<b>REVISION</b>	<b>REVISION</b>	<b>REVISION</b>

**Shubhashree Sheet**

**Subject Teacher**

**Coordinator**

**Primary Incharge**

**Principal**