

INFORMATION TECHNOLOGY SYLLABUS

CLASS-IV (Session 2018-19)

Book: InfoZone Computer Science (Optima Publication)

(April to September)

April:

Chapter 1: Computer Peripherals

1st Week (02.04.18 – 07.04.18): Input Devices- Keyboard, Mouse, Joystick

2nd Week (09.04.18 – 14.04.18): Input Devices- Microphone, Scanner, Touchscreen

3rd Week (16.04.18 – 21.04.18): Output Devices- Monitor, Printers

4th Week (23.04.18 – 28.04.18): Output Devices- Speakers, Plotter

- Lab Activity:** 1. Open WordPad and write name of any five Input and Output devices.
2. Open Tux Paint and draw and color any two Input and Output devices.

May:

Chapter 2: Computer Memory

1st Week (30.04.18 – 05.05.18): Data Representation in Computer, Types of Memory

2nd Week (07.05.18 – 12.05.18): Primary Memory- RAM, ROM

3rd Week (14.05.18 – 19.05.18): Secondary Memory, Hard Disc

4th Week (21.05.18 – 26.05.18): Compact Disc, Digital Versatile Disc

5th Week (28.05.18 – 31.05.18): Flash Drive, Blu-ray Disc, Memory Stick

- Lab Activity:** 1. Open MS Word and type any two differences between RAM and ROM.
2. Open Tux Paint and draw the pictures of Compact Disc and Flash drive.

July:

Chapter 3: Customizing Windows7

1st Week (02.07.18 – 07.07.18): Windows 7 Components

2nd Week (09.07.18 – 14.07.18): Changing System Date and Time, Desktop Wallpaper

3rd Week (16.07.18 – 21.07.18): Screen Saver, Aero Technology, Jump List

4th Week (23.07.18 – 28.07.18): Snipping Tool, Sticky Notes, Windows Gadgets

Lab Activity: 1. Change your desktop background wallpaper and theme.

2. Add clock and calendar gadgets on the desktop.

August:

Chapter 4: Editing in Word 2010

1st Week (30.08.18 – 04.08.18): Selecting the Text, Moving the Text

2nd Week (06.08.18 – 11.08.18): Copying the Text, Finding the Text

3rd Week (13.08.18 – 18.08.18): Finding and Replacing Text

4th Week (20.08.18 – 25.08.18): Correcting Spelling Errors

5th Week (27.08.18 – 01.09.18): Undo and Redo Commands

Lab Activity: 1. Open a MS Word document and edit it by inserting, moving, copying and deleting the text.

2. Open a document and format it by applying different formatting options.

September:

Revision and Mid Term Exam

(October to February)

October:

Chapter 5: Microsoft PowerPoint 2010

1st Week (01.10.18 – 06.10.18): Starting PowerPoint, Components of PowerPoint

2nd Week (08.10.18 – 13.10.18): Creating a New Presentation, Adding Slide Contents

3rd Week (15.10.18 – 20.10.18): Applying Presentation Theme, Changing Slide Layout

4th Week (22.10.18 – 27.10.18): Saving a Presentation, Closing a Presentation

5th Week (29.10.18 – 03.11.18): Opening an Existing presentation, Slide Show

Lab Activity: 1. Create a presentation on the topic 'Festivals of India'

2. Create a presentation on the topic 'Save Trees'

November:

Chapter 6: More with LOGO

1st Week (05.11.18 – 10.11.18): Basic LOGO Primitives, PENUP Command

2nd Week (12.11.18 – 17.11.18): PENDOWN Command, PENERASE Command

3rd Week (19.11.18 – 24.11.18): HIDETURTLE Command, SHOWTURTLE Command

4th Week (26.11.18 – 01.12.18): REPEAT Command, Drawing Hexagon and Circle

Lab Activity: 1. Execute the procedure for drawing circle with repeat.

2. Execute the procedure for drawing triangle with repeat.

December:

Chapter 7: LOGO Mathematics

1st Week (03.12.18 – 08.12.18): PRINT Command, LABEL Command

2nd Week (10.12.18 – 15.12.18): Maths with LOGO- Addition, Subtraction, Multiplication

3rd Week (17.12.18 – 22.12.18): LOGO Primitives Using Mathematical Operators

Lab Activity: Solve the following problem using LOGO primitives:

The gardener bought one dozen plants from the nursery. The total money paid was Rs. 48. How much does each plan cost?

Chapter 8: Internet

4th Week (24.12.18 – 29.12.18): Internet, Uses of Internet, How to Connect with internet?

5th Week (31.12.18 – 05.01.18): Internet Terms, Working with Web Browser

Lab Activity: 1. Visit the website of your school and read information.

2. Open www.google.com and find information on 'Healthy Eating'.

January:

Revision

February:

Final Exam