



NAVY CHILDREN SCHOOL, GOA

CLASS 4

SPLIT UP SYLLABUS 2024 - 25

Month	Chapter Name	Contents	Objectives	ACTIVITY	ASSISGNMENTS
APRIL/MAY	1. Computers –Memory and Storage No. of Periods :Theory 5 + Prac 5= 10	<ul style="list-style-type: none">- Computer Operations- Memory Units- Memory in Computers	Children will be able to: <ul style="list-style-type: none">- learn basic computer operations of the computer- learn about IPO cycle through simple examples- learn about memory units and memory capacities of the computer such as bit, byte, KB, MB, etc.- learn about primary and secondary memory and secondary memory devices- learn about ROM and RAM	know about how the computer stores data , identify various memory units know more about temporary and permanent computer memory identify various memory devices that are used to store data Lab Activity: learn about the storage devices used in the school identify USB drives learn and gather information about floppy disks	CREATE A TIME LINE BASED ON DIFFERENT TYPES OF STORAGE DEVICES USED IN DIFFERENT GENERATIONS IN A FLOWCHART.

JUNE/JULY	2. Computer Peripherals No. of Periods = THEORY 5 +PRAC 5 = 10	<ul style="list-style-type: none"> - Types of Computer Peripherals - Printer - Scanner - Microphone - Speaker 	Children will be able to: <ul style="list-style-type: none"> - learn what are computer peripherals - learn about input and output devices - learn about printer, impact and non-impact printers and using a printer - learn about scanner, its types, functions and how to scan a document using MS Paint - learn about microphone, its uses and how to record an audio using the microphone and Sound Recorder application - learn about speaker, its uses and how to adjust the volume of computer speakers 	<ul style="list-style-type: none"> - identify computer peripherals - identify the types of printers - print a document - identify the types of scanners - scan a document using MS Paint - learn about bass, treble, etc. Lab Activity: <ul style="list-style-type: none"> - gather information about 3D printing - observe the difference in the sound output at different bass and treble 	MAKE A CHART ON THE DIFFERENT TYPES OF INPUT AND OUTPUT DEVICES.
AUGUST	3. Windows 10 No. of Periods:THEORY 1 + prac 1 = 2	<ul style="list-style-type: none"> - About Windows 10 - Files and Folders - Knowing your Taskbar - Setting Date and Time - Setting the Volume 	Children will be able to: <ul style="list-style-type: none"> - learn about Windows desktop, icons and other components - learn about files, different extensions and folders - learn to create a new folder, rename a folder, copy and paste files and folders - learn about the taskbar and its components - moving the taskbar, arranging the icons on the taskbar, pinning the icons to the taskbar, aero peek, show desktop and other features. - set the date and time - set the volume 	<ul style="list-style-type: none"> - identify different file extensions - create and rename folders - identify the taskbar, its components and arrange the icons on the taskbar - set the date and time as directed Lab Activity: <ul style="list-style-type: none"> - change the position of the taskbar - use the Aero Peek feature - pin programs to the taskbar 	MAKE A TABLE SHOWING THE DIFFERENT TYPES OF FILES ALONG WITH THEIR EXTENSION (EXAMPLE PAINT FILE - .BMP).

	<p>4. MS Word - Editing No. of Periods THEORY 3 +PRAC 3 = 6</p>	<ul style="list-style-type: none"> - Word Processor - Features of Word Processor - Examples of Word Processor - MS Word and its Operations - Editing in MS Word - Exiting MS Word 	<p>Children will be able to:</p> <ul style="list-style-type: none"> - learn about Word Processor and its examples - learn the features of Word processor - MS Word and its operations like starting MS Word, creating a new document, saving a document, opening a document, printing a document, important commands in MS Word like cut, copy, paste, etc. - Editing text in MS Word using spell check, grammar check, thesaurus, inserting a picture, etc. - exiting MS Word 	<ul style="list-style-type: none"> - learn about different word processors - create a new document, save and exit MS Word <p>Lab Activity:</p> <ul style="list-style-type: none"> - type a letter and making changes in the text - edit using thesaurus - edit using cut, copy and paste - print a document 	<p>CREATE A DOCUMENT. WRITE 5 SENTENCES ABOUT THE BENEFITS OF COMPUTERS IN OUR DAILY LIFE. SAVE THE DOCUMENT WITH YOUR NAME AND CLASS (EXAMPLE RENU4A).</p>
<p>SEPTEMBER</p>	<p>5. MS Word - Formatting No. of Periods: theory 2 +prac 2 = 4</p>	<ul style="list-style-type: none"> - Formatting Text - Formatting Pictures 	<p>Children will be able to:</p> <ul style="list-style-type: none"> - learn what is font and different fonts of MS Word - learn to change the font and font size - learn to bold, italicize and underline text - learn to colour the text - learn to change the text alignment - learn to highlight the text, add bullets and use the strikethrough option - use the superscript and subscript - format pictures using different features 	<ul style="list-style-type: none"> - identify and change font - change font size - format text using different options - format pictures <p>Lab Activity:</p> <ul style="list-style-type: none"> - type text - change font and font size - use bold, italics and underline - change the alignment - add bullets to the text - insert and format pictures - adjust sharpness, colour, artistic effect, etc. 	<p>PREPARE A BOOK MARK IN MS-WORD.</p>

	6. Advanced Features in MS Word No. of Periods : theory 2 + prac 2 = 4	<ul style="list-style-type: none"> - Copy Formatting - Finding Text - Replacing Text - Working with Shapes 	Children will be able to: <ul style="list-style-type: none"> - learn about Format Painter feature of MS Word - learn about Find and Replace - learn to insert shapes in MS Word - learn to insert text in shapes 	<ul style="list-style-type: none"> - to use Format Painter and make changes in MS Word - to apply Find and Replace in MS Word Lab Activity: <ul style="list-style-type: none"> - type text in MS Word and make changes as directed - use various features of MS Word to format and modify the text 	PREPARE A POSTER IN MS-WORD ON THE TOPIC "GOOD MANNERS V/S BAD MANNERS".
OCTOBER	7. Introduction to MS PowerPoint No. of Periods : theory 3 + prac 3 = 6	<ul style="list-style-type: none"> - Introduction to Microsoft PowerPoint - Starting PowerPoint - Main components of PowerPoint - Adding a slide to a presentation - Deleting a slide - Running a presentation - Saving a presentation - Closing and exiting a presentation - Opening an existing presentation 	Children will be able to: <ul style="list-style-type: none"> - learn about MS PowerPoint, its features and uses - start MS PowerPoint - learn the main components of PowerPoint like title bar, ribbon, slide pane, slide navigation pane, notes pane, etc. - learn to add a slide, delete a slide, working on the slide, add text to slide - learn to run a presentation - learn to save a slide, close and exit MS PowerPoint 	<ul style="list-style-type: none"> - know about MS PowerPoint - identify the various components of PowerPoint window and their uses Lab Activity: <ul style="list-style-type: none"> - create a presentation on 'Myself' 	PREPARE A PRESENTATION ON THE TOPIC "SAVE WATER, SAVE EARTH"

NOVEMBER /DECEMBER	8. Introduction to Scratch No. of Periods : THEORY 7 + PRAC 7 = 14	<ul style="list-style-type: none"> - Uses of LOGO - Concept of program and programming language - Introduction to Scratch - Getting started with Scratch - Main components of Scratch window - Creating a project - Motion block - Pen block - Sound block - Saving a Scratch project - Opening a saved Scratch project 	Children will be able to: <ul style="list-style-type: none"> - Children will be able to: - learn the main components of scratch window - create new projects - use different blocks to code the sprite 	<ul style="list-style-type: none"> - identify different components of scratch window - know the functions of different blocks - create new project - using blocks to make sprite act as per the input instructions 	WRITE CODES TO ANIMATE EACH LETTER OF YOUR NAME.
JANUARY	9. MSW Logo No. of Periods :THEORY 4 + PRAC 4 = 8	<ul style="list-style-type: none"> - Uses of LOGO - Primitives - Loading LOGO on your computer - The LOGO turtle - Commander Window - Components of Commander Window - Commands in LOGO 	Children will be able to: <ul style="list-style-type: none"> - learn about LOGO and its uses - know about primitives - learn how to start LOGO - learn about turtle, home screen, etc. - learn about the commander window and its components like title bar, control buttons, recall list box, command input box, etc. - learn about the important commands such as FD, BK, ST, HT, PU, PD, REPEAT, etc. 	<ul style="list-style-type: none"> - draw various figures in LOGO using the commands - identify parts of the LOGO screen - identify the functions of control buttons - identify the function of the given commands Lab Activity: <ul style="list-style-type: none"> - draw shapes using LOGO - write commands of the shapes given 	USING LOGO COMMANDS, MAKE A SIMPLE HOUSE.

FEBRUARY	10. Learning About Internet No. of Periods :THEORY 2 + PRACT 2 + REVISION 4 = 8	<ul style="list-style-type: none"> - What is Internet? - How to access Internet? - Advantages of Internet - Disadvantages of Internet 	Children will be able to: <ul style="list-style-type: none"> - learn about Internet and its importance - learn about various methods to connect to the Internet - learn about modem, browser, ISP and broadband - learn about the uses of Internet like email, chatting, e-commerce, etc. - learn about the disadvantages of Internet like false information, hacking, fake identities, etc. 	<ul style="list-style-type: none"> - learn about modem, browsers, broadband, ISPs, etc. Lab Activity: <ul style="list-style-type: none"> - create an email address and send email to your friends - gather information about viruses - gather information about false websites and ways to save yourself from them 	ON AN A4 SHEET, WRITE 3 ADVANTAGES AND 3 DISADVANTAGES OF INTERNET.
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