

St. Xavier's School

Syllabus and Lesson Planner



Class	4	<h1>Syllabus</h1>		
Subject	COMPUTER			
Tr's Name	GULFESHAN BAZMI			
Ch. No.	Name of Chapter	Topic	Month	Week

FIRST SEMESTER

1	Memory and storage	Data and information	APRIL	4
		Data storage units, basic facts		
		Internal and external memory		
		Computer memory.		
		Types of computer memory.		
2	Desktop management	Features of Windows 10, the desktop, icons, changing date and time, setting volume	MAY, JUNE, JULY	5
		Usage of Taskbar and quick Launch bar		
		Use of shortcut menu		
3	Tools of the Word Processor	Starting Word	JULY	3
		Quick glimpse of basic operations		
		editing a document		
		Checking spelling and grammar		
		Thesaurus, formatting a document.		
4	Step wise thinking	Previewing and printing a document.	AUGUST	4
		Reasoning and problem solving		
		Case studies		
	REVISION	ALL CHAPTERS	SEP	2

SECOND SEMESTER

5	The internet web browser	The internet	OCTOBER	4
		Basic requirements for internet connection		
		Parts of a browser window		
		Commonly used internet terms		
6	Introduction to presentation software	Search Engine	NOVEMBER, DECEMBER, JANUARY	7
		Starting PowerPoint 2019		
		Components of the PowerPoint window		
		Creating a new presentation		
		Saving a presentation		
		Closing and exiting a presentation		
		Opening an existing presentation		
Slide layouts				
7	Features of the file management	Slide show	JANUARY, FEBRUARY	5
		Copying a file or folder		
		Renaming a file or folder		
		Moving a file or folder		
		Deleting a file of folder		
8	REVISION	Work ethics	FEBRUARY	2
		ALL CHAPTERS		