

CAMBRIAN PUBLIC SCHOOL

SYLLABUS FOR SESSION 2021-22

SUBJECT : COMPUTER
CLASS : IV

Prescribed book:

1.COMPUTERS FOR SCHOOL

Coursebook

MICA Educom Publisher IV

Term-I (April-September)

THEORY

- **Evolution Of Computer [3 Theory]**
Introduction to Evolution of Computer, Abacus, Napier's Bones, Pascaline Adding Machine, Jacquard Loom, Charles Babbage, ENIAC, Characteristics of Computer, Limitation of Computer, Input Devices, Processing Device, Output devices.
- **GUI OS [3 Theory]**
Introduction to GUI Operating System, Desktop Screen, Icons, Taskbar, Quick Launch Bar, Date & Time, Notification Area (Speaker, Network Connection), Shortcut Menu in Windows, Keyboard Shortcuts.
- **Word Processor [2 Theory]**
Introduction to Word Processor, To begin with Writer, To Create a Document, To save, Close, Open, Preview, Print and Exit Document.
- **Editing in Word Processor [3 Theory]**
Editing Document (Inserting text, Selecting Text, Deleting Text, Undo, Redo, Copy, Cut, Paste, Find & Replace), Inserting Page Numbers, Pictures, Formatting, spelling and Grammar.

PRACTICAL ASSIGNMENTS

- **Word Processor [4 Practical]**
To Open Word Processor (Writer), Creating a Document, Saving a Document, Open Existing Document, Closing a Document, Print Preview, Printing a Document.
- **Editing in Word Processor [4 Practical]**
Editing Text (Insert, Select, Delete Text, Undo, Copy, Cut, Paste, Find and Replace, Inserting Page number, Inserting Pictures, Formatting a Document (Font Size, Font Name, Bold, Italics, Underline), Spelling and Grammar.

1st Periodic Test (July)

Portion :- Theory, Practical Assignment.

Half Yearly Examination: Entire portion of Term I

Term II (October-March)

THEORY

- **Log on to Logics [3 Theory]**
Introduction to LOGO, MSWLOGO Interface, Primitives, Repeat Command, Nested Repeat, Mathematical Calculation (Calculations using Operators, Calculations using Commands), Simplification in Logo, In-built Functions (ROUND, SQRT, INT, ABS, COUNT) .
- **File Management [2 Theory]**
Introduction to file Management, To Create a new folder, To Open, Move, Rename, Copy, Cut, Paste and Delete a Folder, File Tampering.
- **Draw and Design [4 Theory]**
Introduction to OpenOffice Draw, Drawing shapes (Drawing a line, arrow, rectangle, square, ellipse/circle, curve/polygon/freeform lines), Filling colors in drawing, To save, Print, Open a drawing, Typing text, Adding effects.

PRACTICAL ASSIGNMENTS

- **Log on to Logics [6 Practical]**
Drawing shapes using (CS, CT, HT, ST, FD, BK, RT, LT, LT, HOME, PU, PD, PE) Commands, Drawing Shapes using Repeat and Nested Repeat Commands, Calculation using operators (+, -, *, /), Calculation using Commands, Simplification using Mathematical Functions (ROUND, SQRT, INT, ABS, COUNT).
- **Draw and Design [5 Practical]**
Creating a New File, Drawing shapes, Filling Colors in Drawing, Saving and Printing a Drawing, To open a drawing, Typing Text and adding Effects on drawing, Flipping an Object.

2nd Periodic Test (December)

Portion :- Theory, Practical Assignment.

Annual Examination : Entire portion of Term II + Some Chapters from Term I