# SYLLABUS DISTRIBUTION FOR THE YEAR 2019-20

Name of the teacher:- Jaspreet Kaur
Subject:- Computer                                                                Class:- 4<sup>th</sup>

## APRIL

**Chapter 1  Data Storage & Memory:-** Data and Information, Data Storage Units, Types of Memory, External Hard Disk and SD Card.

**Chapter 2  More About Windows 10:-** Desktop, Wallpaper & Screen Saver, File Explore, Copying & Moving Files, Start Screen

## MAY

**Chapter 3  More About Tux Paint:-** Stamp Tool, Creating Story Board, Quit & Paint Tool..

**JUNE:-**  Summer Vacations

## JULY

**Chapter 4 More with Scratch:-** Starting Scratch, Cat Dance, Repeat, Cat Speak, Change Effect.

## AUGUST

**Chapter 5 Layout in Word 2016:-** Page, Column, and Paragraph Formatting..

**Chapter 6 Creating Tables in Word 2016:-** Creating Table, Modifying & Formatting Table.

**SEPTEMBER:**  Summative Assessment-I

## OCTOBER

**Chapter 7 Introduction to Power Point 2016:-** Starting Power Point 2013, Parts of the Power Point Window, Creating a New Presentation, Slide Show.

## NOVEMBER

**Chapter 8 Tux in Power Point 2016:-** Inserting Text Box, Formatting Text, Changing Case, Changing Alignment, Checking Spellings, Creating Bulleted and Numbered.

**Chapter 9 More About Internet:-** History of Internet, WWW, Search Engines, E-Mail, Netiquette.

## DECEMBER

**JANUARY:-**     REVISION

**FEBRUARY:**   Summative Assessment-II