

Computers | 5264

Syllabus outline for grade – IV

ACD[2.6D][DR]

Air Foundation School System
92, Street 6, G-8/2, Islamabad

SYLLABUS INFORMATION

Textbook On line with Computers IV

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Affiliation employee outsource

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FIRST TERM Computers4 [39 periods]	APRIL 12 teaching periods	Teaching Week 1 1-13 (1/30) 3 periods	Teaching Week 2 2-13 (2/30) 3 periods	Teaching Week 2 3-13 (3/30) 3 periods	Teaching Week 4 4-13 (4/30) 3 periods
	MAY 12 teaching periods	Teaching Week 5 5-13 (5/30) 3 periods	Teaching Week 6 6-13 (6/30) 3 periods	Teaching Week 7 7-13 (7/30) 3 periods	Teaching Week 8 8-13 (8/30) 3 periods
	JUNE	Week 9 Holidays	Week 10 Holidays	Week 11 Holidays	Week 12 Holidays
	JULY	Week 13 Holidays	Week 14 Holidays	Week 15 Holidays	Week 16 Holidays
	AUGUST 12 teaching periods	Teaching Week 17 9-13 (9/30) 3 periods	Teaching Week 18 10-13 (10/30) 3 periods	Teaching Week 19 11-13 (11/30) 3 periods	Teaching Week 20 12-13 (12/30) 3 periods
	SEPTEMBER 3 teaching periods	Teaching Week 21 13-13 (13/30) 3 periods	Week 22 Revision Work	Week 23 Examinations	Week 24 Examinations
SECOND TERM Computers4 [51 periods]	OCTOBER 12 teaching periods	Teaching Week 25 1-17 (14/30) 3 periods	Teaching Week 26 2-17 (15/30) 3 periods	Teaching Week 27 3-17 (16/30) 3 periods	Teaching Week 28 4-17 (17/30) 3 periods
	NOVEMBER 12 teaching periods	Teaching Week 29 5-17 (18/30) 3 periods	Teaching Week 30 6-17 (18/30) 3 periods	Teaching Week 31 7-17 (20/30) 3 periods	Teaching Week 32 8-17 (21/30) 3 periods
	DECEMBER 6 teaching periods	Teaching Week 33 9-17 (22/30) 3 periods	Teaching Week 34 10-17 (23/30) 3 periods	Week 35 Holidays	Week 36 Holidays
	JANUARY 12 teaching periods	Teaching Week 37 11-17 (24/30) 3 periods	Teaching Week 38 12-17 (25/30) 3 periods	Teaching Week 39 13-17 (26/30) 3 periods	Teaching Week 40 14-17 (27/30) 3 periods
	FEBRUARY 9 teaching periods	Teaching Week 41 15-17 (28/30) 3 periods	Teaching Week 42 16-17 (29/30) 3 periods	Teaching Week 43 17-17 (30/30) 3 periods	Week 44 Revision Work
	MARCH	Week 45 Revision Work	Week 46 Examinations	Week 47 Examinations	Week 48 Holidays



FIRST TERM | UNITS OR CHAPTER DISTRIBUTION WITHIN 13 WEEKS OF THIS TERM.

APRIL	W1 [1/13 1/30] How does a Computer work Page No. 5-7	W2 [2/13 2/30] How does a Computer Work Page No. 8-11	W3 [3/13 3/30] Characteristics of a Computer Page No. 12-15	W4 [4/13 4/30] Characteristics of Computer/ Input and Output Devices. Page No. 16-20
MAY	W5 [5/13 5/30] Input and Output Devices / Page No. 21-24	W6 [6/13 6/30] Input and Output Devices / MS Windows 7 Page No. 25-29	W7 [7/13 7/30] MS Windows 7 Page No. 30-32	W8 [8/13 8/30] MS Windows 7 Page No. 33-36
JUNE	W9 Holidays	W10 Holidays	W11 Holidays	W12 Holidays
JULY	W13 Holidays	W14 Holidays	W15 Holidays	W16 Holidays
AUGUST	W17 [9/13 9/30] MS Windows 7 Page No. 37-42	W18 [10/13 10/30] MS Windows 7 Page No. 43-45	W19 [11/13 11/30] Test Paper 1 Page No. 46-47	W20 [12/13 12/30] Revision + Practical Work.
SEPTEMBER	W21 [13/13 13/30] Revision + Practical Work	W22 Revision Work	W23 Examinations	W24 Examinations



SECOND TERM | UNITS OR CHAPTER DISTRIBUTION WITHIN 17 WEEKS OF THIS TERM.

OCTOBER	W25 [1/17 14/30] MS Paint Page No. 48-53	W26 [2/17 15/30] MS Paint Page No. 54-59	W27 [3/17 16/30] MS Paint Page No. 60-63	W28 [4/17 17/30] MS Paint Page No. 64-67
NOVEMBER	W29 [5/17 18/30] MS Paint Page No. 67-68	W30 [6/17 19/30] Logo Primitives Page No. 69-74	W31 [7/17 20/30] Logo Primitives Page No. 75-80	W32 [8/17 21/30] Logo Primitives Page No. 81-82
DECEMBER	W33 [9/17 22/30] Logo Calculations Page No. 83-88	W34 [10/17 23/30] Logo Calculations Page No. 89-90	W35 Holidays	W36 Holidays
JANUARY	W37 [11/17 24/30] Introduction to MS Word Page No. 91-93	W38 [12/17 25/30] Introduction to MS Word Page No. 94-97	W39 [13/17 26/30] Introduction to MS Word 2010 Page No. 98-100	W40 [14/17 27/30] Introduction to MS Word 2010 Page No. 101-103
FEBRUARY	W41 [15/17 28/30] Test Paper 2 Page No. 104	W42 [16/17 29/30] Revision + Practical Work	W43 [17/17 30/30] Revision + Practical work	W44 Revision Work
MARCH	W45 Revision Work	W46 Examinations	W47 Examinations	W48 Holidays



PERIOD ALLOCATION TABLE

PUNJAB, KPK AND BALUCHISTAN REGIONS

SUBJECT	PERIODS PER WEEK	PERIODS PER ANNUM	DURATION
English I to VIII	5	150	40 min
Mathematics I to VIII			
Urdu I to VIII			
Science I to VIII			
Social Studies I to VIII	4	120	
Computers I to VIII	3	90	
Islamiyat I to VIII			
Art & Activity I to VIII			

SINDH REGION

SUBJECT	PERIODS PER WEEK	PERIODS PER ANNUM	DURATION
English I to VIII	5	150	40 min
Mathematics I to VIII			
Urdu I to VIII			
Science I to VIII			
Social Studies I to VIII	4	120	
Computers I to VIII	3	90	
Islamiyat I to VIII			
Sindhi + Art & Activity I to VIII			



PLANNING WEEK

1 /13 1 /30

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

SUBJECT CODE
5264

Computers	Class-IV 40 min	TERM INFORMATION			
3 periods p/w 90 p/a		I	Apr-Sep	13 weeks	1 to 13
		II	Oct-Mar	17 weeks	14 to 30
MONTH	WEEK	PN	UNIT 1: HOW DOES A COMPUTER WORK		
April	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
30-Mar-15	03-Apr-15	1.	How does a computer work	Page No. 5	Learn how computer works on Page No. 5
		2.	Working of a Computer	Page No. 6	Learn working of a computer with examples on Page No. 6
		3.	Differences between man and computer	Page No. 7	Learn differences between man and computer on Page No. 7

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PLANNING WEEK

2 /13 2 /30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION			
		I	Apr-Sep	13 weeks	1 to 13
		II	Oct-Mar	17 weeks	14 to 30
					39 periods
					51 periods
MONTH	WEEK	PN	UNIT 1:HOW DOES A COMPUTER WORK		
April	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
05-Apr-15	10-Apr-15	4.	Multiple Choice Question, Now you Know, Key Terms	Page No. 8	Learn more about computers on Page No. 8
		5.	Exercises	Page No. 9	Choose the correct option, Fill in the blanks, true and false on Page No. 9
		6.	Exercises	Page No. 10/11	Answer the following questions, Jumbled words on Page No. 10,11

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PLANNING WEEK

3 /13 3 /30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I Apr-Sep 13 weeks 1 to 13 39 periods
				II Oct-Mar 17 weeks 14 to 30 51 periods
MONTH	WEEK	PN	UNIT 2: CHARACTERISTICS OF A COMPUTER	
April	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
13-Apr-15	17-Apr-15	7.	Characteristics of a Computer Page No. 12,13	Learn Characteristics & Limitations of a Computer on Page No. 12,13
		8.	Uses of a Computer Page No. 14	Learn uses of a Computer on Page No. 14
		9.	Exercises Page No. 15	Choose the correct option Fill in the blanks and true and false on Page No. 15

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PLANNING WEEK

4 /13 4 /30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I Apr-Sep 13 weeks 1 to 13 39 periods
				II Oct-Mar 17 weeks 14 to 30 51 periods
MONTH	WEEK	PN	UNIT 2: CHARACTERISTICS OF A COMPUTER & UNIT 3: INPUT AND OUTPUT DEVICES	
April	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
20-Apr-15	24-Apr-15	10.	Exercises Page No. 16/17	Answer the following question Jumbled words on Page No. 16,17
		11.	Unit 3: Input and Output Devices Page No. 18/19	Learn about input devices on Page No. 18,19
		12.	Input Devices Page No. 20	Learn more about input devices on Page No. 20

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PLANNING WEEK

5 /13 5 /30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I Apr-Sep 13 weeks 1 to 13 39 periods
				II Oct-Mar 17 weeks 14 to 30 51 periods
MONTH	WEEK	PN	UNIT 3: INPUT AND OUTPUT DEVICES	
May	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
27-Apr-15	01-May-15	13.	Processing Devices Page No. 21/22	Learn about processing devices,output devices & storage devices on Page No. 21,22
		14.	Exercise Page No. 23	Choose the correct option on Page No. 23
		15.	Exercise Page No. 24	Answer the following question on Page No. 24

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PLANNING WEEK

6 /13 6 /30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION				
		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 3:INPUT AND OUTPUT DEVICES & UNIT 4:MS WINDOWS 7			
May	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
04-May-15	08-May-15	16.	Exercises	Page No. 25/26	Matching, Searching on Page No. 25,26	
		17.	Unit 4: MS Windows 7	Page No. 27/28	Learn about windows 7 and desktop on Page No. 27,28	
		18.	Computer Icon	Page No. 29	Learn about computer icon on Page No. 29	

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PLANNING WEEK

7 /13 7 /30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I Apr-Sep 13 weeks 1 to 13 39 periods
				II Oct-Mar 17 weeks 14 to 30 51 periods
MONTH	WEEK	PN	UNIT 4: MS WINDOW 7	
May	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
11-May-15	15-May-15	19.	How to create a folder Page No. 30	Learn through pictures how to create a folder on Page No. 30
		20.	Creating new folder using window explorer Page No. 31	Learn through pictures on Page No. 31
		21.	How to rename a folder Page No. 32	Learn how to rename a folder on Page No. 32

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PLANNING WEEK

8 /13 8 /30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 4:MS WINDOW 7					
May	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
18-May-15	22-May-15	22.	How to delete a file on folder	Page No. 33		Learn how to delete a folder on Page No. 33		
		23.	Copy and Paste	Page No. 34/35		Learn how to copy and paste on Page No. 34,35		
		24.	Cut and Paste	Page No. 36		Learn through pictures about cut and paste on Page No. 36		

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PLANNING WEEK

9 /13 9 /30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I Apr-Sep 13 weeks 1 to 13 39 periods
				II Oct-Mar 17 weeks 14 to 30 51 periods
MONTH	WEEK	PN	UNIT 4: MS WINDOW 7	
August	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
25-May-15	29-May-15	25.	How to select various files Page No. 37/38/39	Learn how to select various files on Page No. 37,38,39
		26.	How to Change the Screen Saver Page No. 40/41	Learn how to change the screen saver on Page No. 40,41
		27.	How to Resize a window Page No. 42	Learn how to resize on Page No. 42

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PLANNING WEEK

10/13 10/30

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English Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION				I Apr-Sep 13 weeks 1 to 13 39 periods
						II Oct-Mar 17 weeks 14 to 30 51 periods
MONTH	WEEK	PN	UNIT 4: MS WINDOWS 7			
August	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS
03-Aug-15	07-Aug-15	28.	Move or Exit	Page No. 43	Learn how to move or exit window on Page No. 43	
		29.	Exercises	Page No.44	Choose the correct option on Page No. 44	
		30.	Exercises	Page No. 45	Fill in the blanks true and false Answer the following question on Page No. 45	

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PLANNING WEEK

11/13 11/30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION				I Apr-Sep 13 weeks 1 to 13 39 periods
						II Oct-Mar 17 weeks 14 to 30 51 periods
MONTH	WEEK	PN	UNIT 4: MS WINDOWS 7			
August	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS
10-Aug-15	14-Aug-15	31.	Exercises	Page No. 46	Jumbled words and write functions on Page No. 46	
		32.	Test Paper 1-4	Page No. 47	Answer the following question on Page No. 47	
		33.	Test Paper 1-4	Page No. 47	Answer the following question on Page No. 47	

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PLANNING WEEK

12/13 12/30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT:(1-4)					
August	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
17-Aug-15	21-Aug-15	34.	Revision + Practical Work				Revision + Practical Work	
		35.	Revision + Practical Work				Revision + Practical Work	
		36.	Revision + Practical Work				Revision + Practical Work	

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PLANNING WEEK

13/13 13/30

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MONTH	WEEK	PN	UNIT:(1-4)	WORKBOOK OR ACTIVITY CONTENTS
Computers PERIODS	Class-IV 40 min		TERM INFORMATION	
			I Apr-Sep 13 weeks 1 to 13	39 periods
			II Oct-Mar 17 weeks 14 to 30	51 periods
August	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
24-Aug-15	28-Aug-15	37.	Revision + Practical Work	Revision + Practical Work
		38.	Revision + Practical Work	Revision + Practical Work
		39.	Revision + Practical Work	Revision + Practical Work

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PLANNING WEEK

1 /17 14/30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I Apr-Sep 13 weeks 1 to 13 39 periods
				II Oct-Mar 17 weeks 14 to 30 51 periods
MONTH	WEEK	PN	UNIT 5:MS-PAINT	
September	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
31-Aug-15	04-Sep-15	40.	MS Paint Page No. 48/49	Learn through Pictures about MS Paint on Page No. 48,49
		41.	MS- Paint Page No. 50/51	Learn more about MS Paint on Page No. 50,51
		42.	The Image Group Page No. 52/53	Learn about image group on Page No. 52,53

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PLANNING WEEK

2 /17 15/30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 5:MS-PAINT					
October	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
05-Oct-15	09-Oct-15	43.	Flip and Rotate	Page No. 54/55		Learn about flip and rotate on Page No. 54,55		
		44.	Invert Selection	Page No. 56/57		Learn about invert selection on Page No. 56,57		
		45.	How to Cut & Copy An Image	Page No. 58/59		Learn how to copy an Image on Page No. 58/59		

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PLANNING WEEK

3 /17 16/30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I Apr-Sep 13 weeks 1 to 13 39 periods
				II Oct-Mar 17 weeks 14 to 30 51 periods
MONTH	WEEK	PN	UNIT 5:MS-PAINT	
October	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
12-Oct-15	16-Oct-15	46.	Learn how to copy Page No. 60/61	Learn more about copy on Page No. 60,61
		47.	How to save the image Page No. 62	Learn how to save the Page No. 62
		48.	How to print the Image Page No. 63	Learn how to print the image on Page No. 63

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PLANNING WEEK

4 /17 17/30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 5:MS-PAINT					
October	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
19-Oct-15	23-Oct-15	49.	Desktop Background	Page No. 64		Learn how to set a desktop background on Page No. 64		
		50.	Desktop Background	Page No. 65/66		More about desktop Background on Page No. 65,66		
		51.	Exercises	Page No. 67		Choose the correct option fill in the blanks true and false on Page No. 67		

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PLANNING WEEK

5 /17 18/30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I Apr-Sep 13 weeks 1 to 13 39 periods
				II Oct-Mar 17 weeks 14 to 30 51 periods
MONTH	WEEK	PN	UNIT 5:MS-PAINT	
October	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER	
			WORKBOOK OR ACTIVITY CONTENTS	
26-Oct-15	30-Oct-15	52.	Exercises Page No. 67	Answer the following questions Page No. 67
		53.	Exercises Page No. 68	Matching and Arranging on Page No. 68
		54.	Revision + Practical Work	Revision + Practical Work

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PLANNING WEEK

6 /17 19/30

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Computers	Class-IV 40 min	TERM INFORMATION				
PERIODS		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 6:LOGO PRIMITIVE			
November	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
02-Nov-15	06-Nov-15	55.	Logo Primitives	Page No. 69/70	Learn about Logo's on Page No. 69/70	
		56.	Home ,Penup,pendown	Page No. 71/72	Learn about home command on Page No. 71/72	
		57.	Logo's Penerase,Penpaint,Print	Page No. 73/74/75	Learn more about logo's on Page No. 73/74	

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PLANNING WEEK

7 /17 20/30

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Computers	Class-IV 40 min	TERM INFORMATION				
PERIODS		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 6:LOGO PRIMITIVE			
November	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS
09-Nov-15	13-Nov-15	58.	Logo's to Print Sentence & Number	Page No. 75/76	Learn about logos how to print sentence & Number on Page No. 75,76	
		59.	Logo's to print a Word & Sentence	Page No. 77/78	Learn about print word & sentence on Page No. 77,78	
		60.	Clearscreen,key terms, know you know	page No. 79/80	Learn about key terms ,clearscreen on Page No. 79,80	

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PLANNING WEEK

8 /17 21/30

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MONTH	WEEK	PN	UNIT 6:LOGO PRIMITIVE	WORKBOOK OR ACTIVITY CONTENTS
Computers	Class-IV 40 min		TERM INFORMATION	
PERIODS			I Apr-Sep 13 weeks 1 to 13	39 periods
			II Oct-Mar 17 weeks 14 to 30	51 periods
November	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
16-Nov-15	20-Nov-15	61.	Exercises Page No. 81	Choose the correct option fill the blanks true and false on Page No. 81
		62.	Exercises Page No. 82	Answer the following questions and arranging jumbled words on Page No. 82
		63.	Revision + Practical Work	Revision + Practical Work

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PLANNING WEEK

9 /17 22/30

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MONTH	WEEK	PN	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
Computers PERIODS	Class-IV 40 min		TERM INFORMATION	
			I Apr-Sep 13 weeks 1 to 13	39 periods
			II Oct-Mar 17 weeks 14 to 30	51 periods
UNIT 7: LOGO CALCULATION				
November	Week 4	[90]		
23-Nov-15	27-Nov-15	64.	Print Command & Addition of Numbers Page No. 83/84	Learn about the print command ,addition of numbers on Page No. 83,84
		65.	Subtraction, Multiplication & Division of Numbers Page No. 85/86	Learn more about Subtraction & Multiplication & Division of Numbers On Page No. 85,86
		66.	Select Multiple Choice Question & Choose Correct Option Page No. 87/88	Learn about the selection of Multiple Choice Question & Choose Correct Option on Page No. 87,88

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PLANNING WEEK

10/17 23/30

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MONTH	WEEK	PN	UNIT 7: LOGO CALCULATION
Computers	Class-IV 40 min		TERM INFORMATION
PERIODS			I Apr-Sep 13 weeks 1 to 13 39 periods
			II Oct-Mar 17 weeks 14 to 30 51 periods
December	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER
30-Nov-15	04-Dec-15	67.	Exercises Page No. 89
		68.	Exercises Page No. 90
		69.	Revision + Practical Work
			WORKBOOK OR ACTIVITY CONTENTS
			Choose the correct option, fill in the blanks true and false on Page No. 89
			Answer the following questions on Page No. 90
			Revision + Practical Work

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PLANNING WEEK

11/17 24/30

SUBJECT CODE
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THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I Apr-Sep 13 weeks 1 to 13	39 periods
				II Oct-Mar 17 weeks 14 to 30	51 periods
MONTH	WEEK	PN	UNIT 8:INTRODUCTION TO MS WORD 2010		
December	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
07-Dec-15	11-Dec-15	70.	Introduction & Feature of a Word Processor 2010	Page No. 91	Learn about introduction of Ms Word & Feature of a Word Processor 2010 on Page No. 91
		71.	How to start MS word	Page No. 92	Learn how to start on Page No. 92
		72.	Components of MS word	Page No. 93	Learn components of MS word on Page No. 93

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PLANNING WEEK

12/17 25/30

SUBJECT CODE
5264

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION				
		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 8:INTRODUCTION TO MS WORD 2010			
December	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
14-Dec-15	18-Dec-15	73.	How to create a New Document	Page No. 94/95	Learn how to create New Document on Page No. 94,95	
		74.	How to change the font size	Page No. 96	Learn about how to change the font style on Page No. 96	
		75.	How to change the font color	Page No. 97	Learn how to change font colour on Page No. 97	

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PLANNING WEEK

13/17 26/30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION				
		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 8:INTRODUCTION TO MS WORD 2010			
January	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
04-Jan-16	08-Jan-16	76.	About Text saving a Document	Page No. 98	Learn how to make Text bold, Italic and underlined on Page No. 98	
		77.	How to open a saved document on	Page No. 99	Learn how to save on Page No. 99	
		78.	How to exit	Page No. 100	Learn how to exit on Page No. 100	

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PLANNING WEEK

14/17 27/30

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Computers Class-V 40 min 3 periods p/w 90 p/a		TERM INFORMATION				
		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 8:INTRODUCTION TO MS WORD 2010			
January	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
11-Jan-16	15-Jan-16	79.	Exercises	Page No. 101	Choose the correct option fill in the blanks	
		80.	Exercises	Page No. 102	True and false Answer the following questions on Page No. 102	
		81.	Exercises	Page No. 103	Labeling on Page No. 103	

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PLANNING WEEK

15/17 28/30

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MONTH	WEEK	PN	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
Computers	Class-IV 40 min		TERM INFORMATION	
PERIODS			I Apr-Sep 13 weeks 1 to 13	39 periods
			II Oct-Mar 17 weeks 14 to 30	51 periods
January	Week 3	[90]		
18-Jan-16	22-Jan-16	82.	Test Paper 2 Page No. 104	Questions on Page No. 104
		83.	Test Paper 2 Page No. 104	Questions on Page No. 104
		84.	Test Paper 2 Page No. 104	Questions on Page No. 104

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PLANNING WEEK

16/17 29/30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT (5-8)					
January	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
25-Jan-16	29-Jan-16	85.	Revision + Practical Work				Revision + Practical Work	
		86.	Revision + Practical Work				Revision + Practical Work	
		87.	Revision + Practical Work				Revision + Practical Work	

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PLANNING WEEK

17/17 30/30

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Computers Class-IV 40 min 3 periods p/w 90 p/a		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT (5-8)					
February	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
01-Feb-16	05-Feb-16	88.	Revision + Practical Work				Revision + Practical Work	
		89.	Revision + Practical Work				Revision + Practical Work	
		90.	Revision + Practical Work				Revision + Practical Work	

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