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Syllabus Breakup for Grade 4 | ACD [2.1D] [DR]-5214

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AIR
FOUNDATION SCHOOL SYSTEM
Pre School - Junior School - High School

Class Four

SYLLABUS BREAKUP

FOR THE SCHOOL YEAR

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In the Name of Allah, the most Gracious, the most Merciful

O Allah! Increase me in Knowledge

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SYLLABUS INFORMATION

Textbook   Computer 4

Publisher   The Publishers

Approved by   Curriculum & Text Book
Board

Developed by   AFSS Academia

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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 IV to VIII			
واقفیتِ عامہ (1 till 3)			
Social Studies IV to VIII	4	120	
Computers I to VIII	3	90	
Islamite 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 IV to VIII			
واقفیتِ عامہ (1 till 3)			
Social Studies IV to VIII	4	120	
Computers I to VIII	3	90	
Islamite I to VIII			
Sindhi + Art & Activity I to VIII	2+1	60+30	

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FIRST TERM | <u>UNITS OR CHAPTERS DISTRIBUTION WITHIN 13 STUDY WEEKS OF 1st TERM</u>.

Study Week 1 [1/13 | 1/30] Unit#01 , Characteristics of a Computer Page# 3-07	**Study Week 2 [2/13 | 2/30]** Unit#01 , Characteristics of a Computer Page# 7-08	**Study Week 3 [3/13|3/30]** Unit#01 , Characteristics of a Computer Unit#02, Page # 03-11	**Study Week 4[4/13 | 4/30]** Unit#02 , Input and Output Devices page #12-15
Study Week 5 [5/13 |5/30] Unit#02 , Input and Output Devices page #15-16	**Study Week 6[6/13 | 6/30]** Unit#02, & 03 page #09-19	**Study Week 7 [7/13|7/30]** Unit#03 , Memory page # 19-22	**Study Week 8[8/13|8/30]** Unit#03 , Memory page # 22-24
Study Week 9[9/13|9/30] Unit#03 , Memory page # 24	**Study Week 10(10/13|10/30)** Unit#03, Memory Unit#04, More about windows page # 18-27	**Study Week 11[11/13|11/30]** Unit#04, More about windows page # 28-31	**Study Week 12(12/13|12/30)** Unit#04, More about windows page # 31-36
Study week (13/13|13/30) Unit#04, More about windows page # 37			

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

Study Week [1/17 | 14/30] **Unit#05, More about Paint** Page# 38-41	Study Week [2/17 | 15/30] **Unit#05, More about Paint** Page# 42-44	Study Week [3/17 | 16/30] **Unit#05, More about Paint** Page# 45-47	Study Week [4/17 | 17/30] **Unit#05, More about Paint** Page# 47-48
Study Week [5/17 | 18/30] **Unit#06, More About Scratch** Page# 49-53	Study Week [6/17 | 19/30] **Unit#06, More About Scratch** Page# 53-58	Study Week [7/17 | 20/30] **Unit#06, More About Scratch** Page# 58-65	Study Week [8/17 | 21/30] **Unit#06, More About Scratch** **Unit#07, Formatting In MS Word 2016** Page#66-70
Study Week [9/17 | 22/30] **Unit#07, Formatting In MS Word 2016** Page#71-75	Study Week [10/17 | 23/30] **Unit#07, Formatting In MS Word 2016** Page#76-78	Study Week[11/17 | 24/30] **Unit#07, Formatting In MS Word 2016.** Page#78-80	Study Week [12/17 | 25/30] **Unit#08, Introduction To MS Power Paint 2016** Page# 81-86
Study Week [13/17 | 26/30] **Unit#08, Introduction To MS Power Paint 2016** Page# 86-90	Study Week [14/17 | 27/30] **Unit#08, Introduction To MS Power Paint 2016** Page# 91-92	Study Week [15/17 | 28/30] **Unit# 09, Multimedia.** Page# 93-96	Study Week [16/17 | 29/30] **Unit# 09, Multimedia.** Page# 97-99
Study Week [17/17 | 30/30] **Unit# 09, Multimedia.** **Scratch** Page# 99-102			

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1 /13   1 /30

Daily Break-Up

This is our new teaching week.

SUBJECT CODE
5274

Computer	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 39 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	Unit#01 , Characteristics of a Computer	
	Week 1	[90]	**TOPIC CONTENT & PAGE NUMBER**	**WORKBOOK OR ACTIVITY CONTENTS**
		1.	**Characteristics of a Computer Page#3-4**	**Reading, Explanation and discussion:** Reading and explanation of the topic Characteristics of a Computer till amount of work
		2.	**Characteristics of a Computer Page#5**	**Reading, Explanation and discussion:** • Reading and explanation of the topic versatility and Accuracy. **Check your Progress:** • Name the type of computers that people use.
		3.	**Characteristics of a Computer Page#6-7**	**Reading, Explanation and discussion:** • Reading and explanation of the topic limitations of the computer and uses of the Computer. ▪**Let Us Recall** ▪**Keywords**

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2 /13   2 /30
Daily Break-Up
This is our new teaching week.

	SUBJECT CODE
	5274

Computer	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 39 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK 2**	**PN**	**Unit#01 , Characteristics of a Computer**					
	Week 2	[90]	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		4.	**Test Yourself**	Page# 7-8		**Test Yourself:** • Solve the A, B, & D parts of Test yourself.		
		5.	**Test Yourself**	Page# 7-8		**Solve F part:** • Write the answers of the given questions of exercise C		
		6.	**Test Yourself**	Page# 8		• **Project Work:** Complete the Project. •		

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3 /13   3 /30

Daily Break-Up

This is our new teaching week.

SUBJECT CODE
5274

Computer	Class-IV | 40 min		TERM INFORMATION	**I**	**Apr-Oct**	**13 weeks**	**1 to 13**	**39 periods**
3 periods p/w | 39 p/a				**II**	**Nov-Mar**	**17 weeks**	**14 to 30**	**51 periods**
MONTH	**WEEK**	**PN**	**Unit#01 , Characteristics of a Computer Unit#02 , Input and Output Devices**					
	Week 3	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		7.	**Characteristics of a Computer Page#03-08**			• Teacher will take the test of whole chapter.		
		8.	**Peripheral and Input Devices Page#9-10**			• Tell the students about peripheral , external and internal peripheral devices. And also explain about few input devices till touch pad. •		
		9.	**Input Devices Page#10-11**			• Explain about few input devices from Touch screen till barcode reader. • **Check Your Progress**		

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4 /13   4 /30

Daily Break-Up

This is our new teaching week.

SUBJECT CODE
5274

Computer Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 39 p/a			II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit#02 , Input and Output Devices**				
	Week 4	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**	
		10.	**Output Devices** Page#12-13			• **Explain** about output devices like Monitor till Speaker. • **Check Your Progress:**	
		11.	**Let Us Recall** Page#13-14			• Tell about Computer Manners. • Let us Recall	
		12.	**Test yourself:** Page#14-15			Teacher will explain and students will learn Keywords**.** **Test yourself:** Solve exercise A & B	

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5 /13   5 /30

Daily Break-Up

This is our new teaching week.

			SUBJECT CODE
			5274

Computer	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 39 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit#02 , Input and Output Devices**					
	Week 5	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		13.	**Test Yourself** **Page#15-16**			**Solve Exercise C.** • Identify and categories input or output devices. • **Exercise D** (write the name of output and input devices.		
		14.	**Test Yourself** **Page#16**			• Answer these questions. (Q # 1 -5)		
		15.	**Project Work** **Page#16**			• **Project Work:** Go to Lab complete the project.		

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6 /13   6 /30
Daily Break-Up
This is our new teaching week.

	SUBJECT CODE
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Computer	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 39 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit#02 , Input and Output Devices Unit#03 , Memory**					
	Week 6	[90]	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		16.	**Input and Output Devices** Page# 09-16			• Test of whole chapter.		
		17.	**Memory** Page# 17-18			Explain the types of Memory through given diagram on book. and explain about Primary memory (RAM).		
		18.	**Memory** Page# 18-19			Explain about Primary memory ROM and its types.		

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7 /13   7 /30

Daily Break-Up
This is our new teaching week.

	SUBJECT CODE
	5274

Computer	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 39 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	Unit#03 , Memory	
	Week 7	[90]	**TOPIC CONTENT & PAGE NUMBER**	**WORKBOOK OR ACTIVITY CONTENTS**
		19.	**Secondary Memory**　　　　**Page# 19-20**	• Tell the students, What is Secondary Memory, Hard Disc and CD?
		20.	**Secondary Memory**　　　　**Page# 20-21s**	• DVD, Floppy Disc and Pen Drive. • **Check Your Progress.** • Rearrange the jumbled letters with the help of the given clues.
		21.	**Secondary Memory**　　　　**Page# 21-22**	• Reading and Explanation of Disk Drive through diagram.

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8 /13   8 /30

Daily Break-Up
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Computer	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	**39 periods**
3 periods p/w | 39 p/a				II	Nov-Mar	17 weeks	14 to 30	**51 periods**
MONTH	**WEEK**	**PN**	**Unit#03 , Memory**					
	Week 8	[90]	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		22.	**Secondary Memory**	**Page# 22**		• Reading and Explanation of Measuring Storage.		
		23.	**Test Yourself**	**Page# 22-23**		• Let Us Recall **Activity:** Learn Keywords		
		24.	**Test Yourself**	**Page# 23-24**		**Test yourself: Exercise A.** • Tick the correct answers. • Also Solve B, D and E exercises.		

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9 **/13** 9 **/30**

Daily Break-Up

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Computers	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	**39 periods**
3 periods p/w | 39 p/a				II	Nov-Mar	17 weeks	14 to 30	**51 periods**
MONTH	**WEEK**	**PN**	**Unit#03, Memory**					
	Week 9	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		25.	**Test Yourself**	**Page# 24**		**Test yourself:** • Exercise C. • Answer these questions		
		26.	**Test Yourself**	**Page# 24**		**Go to Lab:** Go to the lab and do practical work.		
		27.	**Test Yourself**	**Page# 24**		• **PROJECT WORK:**		

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10 **/13**   10 **/30**

Daily Break-Up

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Computers Class-IV | 40 min			TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	**39 periods**
3 periods p/w | 39 p/a				II	Nov-Mar	17 weeks	14 to 30	**51 periods**
MONTH	**WEEK**	**PN**	**Unit#03, Memory Unit#04, More about windows**					
	Week 10	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		28.	**Memory** **Page#18-24**			• Test of whole chapter		
		29.	**Microsoft windows Page#25-26**			• Reading and explanation of Microsoft Windows, Starting Windows and This PC.		
		30.	**Microsoft windows Page#26-27**			• **Reading, explanation and discussion on the following topics.** • Documents • Recycle Bin • Wall paper		

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11 /13   11 /30

Daily Break-Up

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Computers	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 39 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	Unit#04, More about windows	
	Week 11	[90]	**TOPIC CONTENT & PAGE NUMBER**	**WORKBOOK OR ACTIVITY CONTENTS**
		31.	**Screen Saver** **Page# 28**	Reading and Explanation. • What is Screen Saver? • How to change Screen Saver? • Check your Progress.
		32.	**Click Time** **Page# 29-30** **Setting the Time and Date**	• Click Time Reading and Explanation. • How to set the Time and Date? • Check your Progress.
		33.	**Using Windows Accessories Page# 30**-31	• Tell the students how to use **Windows Accessories** • Cool Tip • Click Time .

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12 **/13**   12 **/30**

Daily Break-Up

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Computers	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 39 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	Unit#04, More about windows	
	Week 12	[90]	**TOPIC CONTENT & PAGE NUMBER**	**WORKBOOK OR ACTIVITY CONTENTS**
		34.	**Using Windows Accessories Page# 31**-32	• Read about • Notepad • Formatting the font • Creating a new Documents • Saving a notepad • Existing Notepad
		35.	**Using Windows Accessories Page# 34**-35	Read about • How to open a save documents • Resizing a window • Moving a window • Computers manners
		36.	**Test Yourself Page# 36**	• **Let us Recall** • **Learn keywords** **Test yourself: Solve Exercises A & B and C for Home work**

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13 **/13**   13 **/30**

Daily Break-Up

This is our new teaching week.

SUBJECT CODE
5274

Computers	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 39 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit#04, More about windows**					
	Week 13	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		37.	**Test Yourself** **Page# 37**			**Test yourself: (D)** • Answer these questions.		
		38.	**Go to Lab** **Page# 37**			• Go To lab and Do the practical's 1 & 2		
		39.	**Project Work** **Page# 37**			• Go To lab and Do the practical's 3 & 4. • **Project Work** for Home work		

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1/17   14 /30

Daily Break-Up

This is our new teaching week.

SUBJECT CODE
5274

Computer	Class-4	40 min		TERM INFORMATION		I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w	39 p/a					II	Nov-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	Unit#05, More about Paint	
	Week 14	[90]	**TOPIC CONTENT & PAGE NUMBER**	**WORKBOOK OR ACTIVITY CONTENTS**
		40.	**Drawing Curves** Page#38-39	**Reading, explanation and practical work.** • Drawing Curves **Click Time**:
		41.	**Drawing Polygons** Page#40-41	**Reading, explanation and practical work.** • Drawing Polygons **Click Time**:
		42.	**Selecting and Erasing** Page#41	**Explanation and Practical work.** ▪ Selecting and Erasing.

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2 **/17**   15 **/30**

Daily Break-Up
This is our new teaching week.

SUBJECT CODE
5274

Computer	Class-4	40 min		TERM INFORMATION		I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w	51 p/a					II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK 15**	**PN**	**Unit#05, More about Paint**							
		[90]	**TOPIC CONTENT & PAGE NUMBER**				**WORKBOOK OR ACTIVITY CONTENTS**			
		43.	**Copying and Pasting** **Page# 42**				**Reading, explanation and practical work.** • Copying and Pasting			
		44.	**Copying and Pasting** **Page# 42-43**				**Reading, explanation and practical work.** • Copying and Pasting **Click Time & Check Your Progress:**			
		45.	**Cutting and Pasting** **Page# 44**				**Reading, explanation and practical work.** • Cutting and Pasting :			

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3/17   16 /30

Daily Break-Up

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	SUBJECT CODE
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Computer	Class-4 | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 51 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit#05, More about Paint**					
	Week 16	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		46.	**More about paint** **Page# 45-46**			• Let Us recall key points and learn key words.		
		47.	**Test Yourself** **Page# 46**			**Test yourself:** Solve exercise A & B.		
		48.	**Test Yourself** **Page# 47**			**Test yourself:** Solve the exercise C.		

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4 **/17**   17 **/30**

Daily Break-Up
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SUBJECT CODE
5274

Computer	Class-4 | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 51 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit#05, More about Paint**					
	Week 17	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		49.	**Go To Lab**	**Page# 47**		• Go to Computer Lab and perform practical work 1 till 2.		
		50.	**Go To Lab**	**Page# 47**		• Go to Lab and perform practical 3. • Complete project work.		
		51.	**Test Paper 1**	**Page#48**		• Take test of exercises A till C.		

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SMS: Subject Outline –Computer 4

Syllabus Breakup for Grade 4 |ACD [2.1D][DR]-5214

AFS-SMS-ACD-WI-5-2(1/5)

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5/**17**   18 /**30**

Daily Break-Up
This is our new teaching week.

	SUBJECT CODE 5274

Computer	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 51 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit#06, More About Scratch**					
	Week 18	[90]	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		52.	**More About Scratch** **Page#49-50**			• Let us revise some basic scratch commands and terms.		
		53.	**Coordinate System** **Page#50-51**			**Reading, explanation and practical work.** • Coordinate System **Click Time:** Complete the activity of click time.		
		54.	**Costumes** **Page#52-53**			**Reading, explanation and practical work.** • Costumes		

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SMS: Subject Outline –Computer 4

Syllabus Breakup for Grade 4 |ACD [2.1D][DR]-5214

AFS-SMS-ACD-WI-5-2(1/5)

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6/17   19 **/30**

Daily Break-Up

This is our new teaching week.

SUBJECT CODE
5274

Computer	Class-IV | 40 min	TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 51 p/a			II	Nov-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	Unit#06, More About Scratch	
	Week 19	[90]	**TOPIC CONTENT & PAGE NUMBER**	**WORKBOOK OR ACTIVITY CONTENTS**
		55.	**Costumes** **Page#53-54**	**Reading, explanation and practical work.** • Costumes • Click Time
		56.	**Loops** **Page# 55-56**	**Reading, explanation and practical work.** • Loops .
		57.	**Click Time.** **Page# 56-58**	• **Click Time.** • **Check Your Progress**

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SMS: Subject Outline –Computer 4

Syllabus Breakup for Grade 4 |ACD [2.1D][DR]-5214

AFS-SMS-ACD-WI-5-2(1/5)

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7/17   20/30

Daily Break-Up

This is our new teaching week.

SUBJECT CODE
5274

Computer	Class-IV | 40 min		TERM INFORMATION		I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w |51 p/a					II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	**Unit#06, More About Scratch**						
	Week 20	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS		
		58.	**Events** **Page# 58-59**				**Explanation and Practical work of the following Topic**		
							• Explain what is **"Events "**.		
							• **Click Time**		
		59.	**It's Alive** **Page# 61-64**				**Explanation and Practical work of the following Topic**		
							• Explain the topic **"It's Alive"**		
		60.	**More About Scratch** **Page# 64-66**				• Cool Tip		
							• Let Us Recall		
							• Keywords		
							• Solve exercise A & B		

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SMS: Subject Outline –Computer 4

Syllabus Breakup for Grade 4 |ACD [2.1D][DR]-5214

AFS-SMS-ACD-WI-5-2(1/5)

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school network

8/17   21/30

Daily Break-Up

This is our new teaching week.

SUBJECT CODE
5274

Computer	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 51 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit#06, More About Scratch Unit#07, Formatting In MS Word 2016**					
	Week 21	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		61.	Test Yourself. page#66			●Understanding & answer the questions of exercise c.		
		62.	Formatting the Text Page# 67-68			Explanation and Practical work of the following Topic • Explain how to **"Formatting the text."** • **Click Time**		
		63.	Aligning the Text Page# 69-70			Explanation and Practical work of the following Topic • Explain how to **"Aligning the Text."** • **Click Time**		

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SMS: Subject Outline –Computer 4

Syllabus Breakup for Grade 4 |ACD [2.1D][DR]-5214

AFS-SMS-ACD-WI-5-2(1/5)

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9/17   22 /30

Daily Break-Up
This is our new teaching week.

			SUBJECT CODE
			5274

Computers	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 51 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit#07, Formatting In MS Word 2016**					
	Week 22	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		64.	**Applying Borders and Shading Page# 71-72**			**Explanation and Practical work of the following Topic**		
						• Explain how to **"Apply Borders and Shading."**		
		65.	**Click Time Page# 73**			• Click Time		
		66.	**Adding Bullets and Numbering Page# 74-75**			**Explanation and Practical work of the following Topic**		
						• Explain how to **"Add Bullets and Numbering."**		

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SMS: Subject Outline –Computer 4

Syllabus Breakup for Grade 4 |ACD [2.1D][DR]-5214

AFS-SMS-ACD-WI-5-2(1/5)

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10/17   23 **/30**

				SUBJECT CODE

Daily Break-Up

This is our new teaching week.

SUBJECT CODE

5274

Computers	Class-IV | 40 min	TERM INFORMATION		I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 51 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit#07, Formatting In MS Word 2016**					
	Week 23	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		67.	**Test yourself** Page#76-77			. Click Time - Check Your Progress - Computer Manners - Let Us Recall - Keywords		
		68.	**Test yourself** Page# 77-78			Complete the exercises A trill D.		
		69.	**Test yourself** Page# 78			Complete the exercises E.		

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SMS: Subject Outline –Computer 4

Syllabus Breakup for Grade 4 |ACD [2.1D][DR]-5214

AFS-SMS-ACD-WI-5-2(1/5)

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11/17   24 /30

Daily Break-Up

This is our new teaching week.

SUBJECT CODE
5274

Computers	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 51 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit#07, Formatting In MS Word 2016**					
	Week 11	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		70.	**Test yourself** **Page# 78**			• Complete the exercise E.		
		71.	**Go To lab** **page# 78-79**			• Go to Lab and complete the practical 1 and 2.		
		72.	**Go To lab** **page# 79-80**			• Go to Lab and complete the practical 3 and Project work..		

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SMS: Subject Outline –Computer 4

Syllabus Breakup for Grade 4 |ACD [2.1D][DR]-5214

AFS-SMS-ACD-WI-5-2(1/5)

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12/17   25 /30

Daily Break-Up

This is our new teaching week.

SUBJECT CODE
5274

Computers	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 51 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit#08, Introduction To MS Power Paint 2016**					
	Week 25	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		73.	**Starting Power Point page# 81-83**			**Explanation and Practical work of the following Topics** Explain all steps of **"Starting Power Point and Power Point Screen".**		
		74.	**Creating a new presentation page# 83-84**			**Explanation and Practical work of the following Topics** Explain how to **"Create a new presentation.**		
		75.	**Saving a presentation and Inserting a new Slide page# 85-86**			**Explanation and Practical work of the given topics**		

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SMS: Subject Outline –Computer 4

Syllabus Breakup for Grade 4 |ACD [2.1D][DR]-5214

AFS-SMS-ACD-WI-5-2(1/5)

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13/17   26 /30

Daily Break-Up

This is our new teaching week.

SUBJECT CODE
5274

Computers	Class-IV | 40 min		**TERM INFORMATION**	**I**	**Apr-Oct**	**13 weeks**	**1 to 13**	**39 periods**
3 periods p/w | 51 p/a				**II**	**Nov-Mar**	**17 weeks**	**14 to 30**	**51 periods**
MONTH	**WEEK**	**PN**	**Unit#08, Introduction To MS Power Paint 2016**					
	Week 26	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		76.	**Slide Show** **Page# 86-87**			**Explanation and Practical work of the following Topics** • Slide Show • Click Time • Check Your Progress		
		77.	**Closing a File** **Page# 87-88** **Opening a Saved File**			**Explanation and Practical work of the following Topics** • Explain how to closed and open the saved File.		
		78.	**Test Yourself** **Page# 89-90**			• Let Us Recall • Keywords • Complete Exercises A till D		

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SMS: Subject Outline –Computer 4

Syllabus Breakup for Grade 4 |ACD [2.1D][DR]-5214

AFS-SMS-ACD-WI-5-2(1/5)

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14/17   27 /30

Daily Break-Up

This is our new teaching week.

	SUBJECT CODE
	5274

Computers Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 51 p/a			II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit#08, Introduction To MS Power Paint 2016**				
	Week 27	**[90]**	**TOPIC CONTENT & PAGE NUMBER**		**WORKBOOK OR ACTIVITY CONTENTS**		
		79.	**Test Yourself Page# 91**		• **Complete Exercises E till G.**		
		80.	**Go To Lab Page# 91-92**		• **Do practical 1 & 2.**		
		81.	**Project Work Page# 92**		• **Do practical work.**		

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Syllabus Breakup for Grade 4 |ACD [2.1D][DR]-5214

AFS-SMS-ACD-WI-5-2(1/5)

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15/17   28 **/30**

Daily Break-Up
This is our new teaching week.

SUBJECT CODE
5274

Computers	Class-IV | 40 min		TERM INFORMATION		I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 39 p/a					II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit# 09, Multimedia.**						
	Week 28	**[90]**	**TOPIC CONTENT & PAGE NUMBER**				**WORKBOOK OR ACTIVITY CONTENTS**		
		82.	**Multimedia** **Page# 93-94**				**Explanation and Practical work of the following Topic** Explain about Multimedia.		
		83.	**Hardware Required** **Page# 94-95**				**Explanation and Practical work of the following Topic** • Explain about Hardware Required. • Check your progress		
		84.	**Hardware Required** **Page# 95-96**				**Explanation and Practical work of the following Topic** • Explain about Hardware Required.		

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SMS: Subject Outline –Computer 4

Syllabus Breakup for Grade 4 |ACD [2.1D][DR]-5214

AFS-SMS-ACD-WI-5-2(1/5)

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school network

16/17   29 /30

Daily Break-Up
This is our new teaching week.

SUBJECT CODE
5274

Computers	Class-IV | 40 min		TERM INFORMATION	I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 51 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit# 09, Multimedia.**					
	Week 29	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		85.	**Hardware Required**	**Page# 97-98**		**Explanation and Practical work of the following Topic** • Explain about Hardware Required.		
		86.	**Let Us Recall & Keywords**	**Page# 98-99**		• Computers Manners • Let Us Recall • Keywords. • Solve the exercises A till B		
		87.	**Test Yourself**	**Page# 99**		• Solve the exercise C • Answer the given questions.		

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SMS: Subject Outline –Computer 4

Syllabus Breakup for Grade 4 |ACD [2.1D][DR]-5214

AFS-SMS-ACD-WI-5-2(1/5)

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school network

17/17   30 /30

Daily Break-Up

This is our new teaching week.

SUBJECT CODE
5274

Computers	Class-IV | 40 min	TERM INFORMATION		I	Apr-Oct	13 weeks	1 to 13	39 periods
3 periods p/w | 51 p/a				II	Nov-Mar	17 weeks	14 to 30	51 periods
MONTH	**WEEK**	**PN**	**Unit# 09, Multimedia.**					
	Week 30	**[90]**	**TOPIC CONTENT & PAGE NUMBER**			**WORKBOOK OR ACTIVITY CONTENTS**		
		88.	**Go To Lab & Project Work Page# 99**			Go to Computer Lab and perform practicals.		
		89.	**Test Paper 2 Page# 100**			. Take Test of Test paper 2.		
		90.	**Project Work Page# 101-102**			• Complete project work.		

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