



RUBY PARK PUBLIC SCHOOL

SYLLABUS FOR THE ACADEMIC SESSION 2022-23

Subject - Computer

CLASS - IV

Month	Unit	Topic	Sub- Topic
April	1	Multimedia Around Us	Understanding Digital Images, Pixels & Resolution, file formats Understanding Animation (2D & 3D), Sound Files & file formats, Videos & file formats
	2	Communicating Using E-mail	Creating and accessing a Gmail Account , Composing Mails, Attaching Documents
May	3	Designing a Calculator With Logo	Writing text with logo, Adding, Subtracting, Multiplying & dividing numbers
June	4	Using Windows in Daily Life	Finding printers and scanners, Scanning using MS Paint , Performing Calculations using Windows Calculator , Recording Sounds using Sound Recorder
July	5	Searching and Sharing	Search Missing Files & Folders, Identifying Computer Name and System Information, Accessing files using Networks
Cycle 1 Assessment			
August	6	Personalizing your Computer	Using Control Panel - Creating user accounts, Changing keyboard, mouse settings, Taskbar and Start menu settings, Changing System Date and Time , Resolving Windows related queries using Help and Support
	7	Writing and Formatting a Story	Creating a new MS Word document, Saving, Opening an Existing Document, Formatting, aligning text, subscript & superscript, Format Painter, Undo redo options, Copying and moving text, Adding Line spacing.
September	8	Adding Life to Documents	Inserting Clip Art t and Pictures, Adding Header and Footer Inserting and Formatting Tables

October	9	Organizing and Reviewing Documents	Using Styles , Inserting Table of Contents , Using Find and Replace, Spell Check, Thesaurus Using Word Count
November	10	Creating Presentations	Creating Simple Presentations, Adding Details, Making the Slides Look Good
Cycle 2 Assessment			
December	11	Designing Presentations	Changing Slide Background using Gradients and Pictures, Using Design Templates, Inserting footer, slide and date & time numbers, Inserting Word Art
	12	Fun with Presentations	Sounds and Sights, using Audio, Making the presentation come alive using videos, Working with Slide Master
January	13	My Jungle Picture Game	Working with default animations for objects , Working with Custom Path
	14	Understanding Applications and Versions	Variety of versions of an application, Differences and common features / Benefits in different versions of MS Office
February	Revision & Cycle 3 Assessment		

