SANT NANDLAL SMRITI VIDYA MANDIR, GHATSILA
YEARLY SYLLABUS OF A.I
SESSION – 2025-2026
STD – IV

MONTH	WORKING DAYS	TOPIC TO BE TAUGHT	ACTIVITY	LEARNING OUTCOME	VALUES & SKILLS IMPARTED	ASSESSMENT
APRIL	21	**Computer Memory** • **Primary Memory** • **Secondary memory** • **Types of computer** • **Generations of computer**	• Show various secondary storage devices to the student • Demonstrate to the students how to properly use the external storage devices such as DVD, CD and Pen drive	• Diff. types of memory. • Types of memory • Measuring the computer's memory	Computer's efficiency	Students should be able to differentiate between • Primary and secondary memory • RAM and ROM • Different types of ROM • Storage devices and other hardware
MAY	9	Working with Windows • Windows desktop • Files and folders • Creating and saving a file • Creating a folder	Demonstrate the following operations to the students in the computer lab • Creating and saving a file • Creating a Folder	• **What is an operating system? What are its functions?** • **What is the latest version of windows?**	Empathy	Students should be able to: • Create, rename, mo

Month	No.	Topic	Operations/Activities	Questions	Value	Learning Outcomes
JUNE	11	Working with Windows • **Opening,** • **renaming,** • **deleting,restoring a folder** • **Copying or moving a file / folder** • **Searching a file/folder**	• Opening , renaming deleting ,restoring a file/Folder • Copying and moving a file/folder • Searching a file/folder	• **What are the different parts of the desktop?**	Action	• delete files /folders
JULY	26	Working with Objects in Word • Inserting a text box • Inserting WordArt • Inserting Shape • Inserting pictures • Working with tables	Demonstrate the following operations to the students in the computer lab: • Inserting Text Box,Word Art, Shapes, Pictures • Working with tables	• What is Microsoft used for? • Would you like to add pictures and graphics in your document? • Which shortcut keys can you see on the ribbon by clicking on the Insert tab?	Compassion	• Students should be able to work with objects (insert, edit, move and delete) around text in a document. • Students should be able to create a table depicting their class time-table.
AUGUST	24	Page Formatting in Word • Page Formatting • Setting Page Margins • Setting Page Orientation • Page Background	Show the animated lesson to the students, and also demonstrate the following operations to the students in the computer lab: • Page Formatting • Setting Page Margins • Indenting Text • Page Orientation • Page Background	• What are thesteps to open MS Word 2016? • Find the size of A4 sheet in Inches. • Can you print the document on different page sizes	*Continuous self learning*	Students should be able to produce a perfectly formatted document, such as "Letter to the Principal" or "Notice".

SEPTEMBER	19	**Introduction to PowerPoint** • Starting MS PowerPoint 2016 • Components of PowerPoint 2016 Window • Adding Text in a Placeholder	• Show some presentations created in MS PowerPoint to the students	Show a few PowerPoint Presentations to the students. These can be of different types ◊ a story, a photo album, an educational, and corporate presentations	wisdom	Students should be able to give a presntation after planning.
OCTOBER	18	**Introduction to PowerPoint** • Slide Layouts • Inserting Objects in a Slide • Saving, Closing, and Opening a Presentation • Exiting PowerPoint Application	Show the tutorial videos to the students	Show a few PowerPoint Presentations to the students. These can be of different types ◊ a story, a photo album, an educational, and corporate presentations	Integrity	Students should be able to give a presntation after planning.
NOVEMBER	23	More on Powerpoint • Creating a New Presentation • Different Presentation Views • Running a Slide Show • Rearranging Slides	Demonstrate the following operations to the students in the computer lab: • Creating a new presentation by using Blank Presentation and Installed Templates • Run a Slide Show • Applying Themes	Suppose you were asked to make a Presentation on "Dengue: A Deadly Disease that can be prevented." Write the sequence in which you would want the slides to appear: • Causes of the Disease • What is Dengue? • Prevention of the Disease • Title Slide • Symptoms of the Disease		Students should be able to make a simple presentation given on Pgs. 84-85 of the textbook

		• Applying Themes • Working with the Slide Master		• Treatment Options • The End Slide		
DECEMBER	19	Introduction to Excel • Starting Excel 2016 • Components of Excel 2016 Window • Entering Data in a Worksheet • Types of Data	Demonstrate the following operations to the students in the computer lab: • tarting Excel 2016 Y How to enter data in a worksheet • How to rename and delete a worksheet •	Create a Report Card or Score Card of the game in Ms Excel	Acceptance	The students should be able to comfortably • ove around in a worksheet • nter data in worksheet • witch between worksheet. • reate a new workbook.

JANUARY	22	Introduction to Excel
		
		• Working with Worksheet
		
		• Creating and Saving a Workbook
		
		• Opening a Saved Workbook
		
		Closing and Exiting Excel 2016
			•
			  ow to save a workbook?
			•
			  ow to open a saved workbook ?
				Create a Report Card or Score Card of the game in Ms Excel	Diversity	The students should be able to comfortably
						
						•
						  ove around in a worksheet
						
						•
						  nter data in worksheet
						
						•
						  witch between worksheet.
						Create a new workbook.

FEBRUARY		**Playing with multiple sprites**
		
		•
		
		ore Components of Scratch 3.0
			Demonstrate the following operations to the students in the computer lab:
			•
			  ow to show and hide a Sprite on the stage.
			•
			  ow to add sound from library.
				How can you add and operate more Sprites in your projects to make the project more interactive ?	Cooperation	Students should be able to create a Scratch project where they can show a birthday party scene using different people sprites. They can use backdrops related to the theme and

| | 22 | ● dding a New Sprite

● Show and Hide a Sprite

● Importing Sound from Library

● Adding a Backdrop | ● How to make a project look presentable using the backdrop. | | | also add some music to it. |

Subject Teacher- Supriya Das   **Principal**