

SHARJAH INDIAN SCHOOL

Grade I to VIII - Syllabus for the Academic Year 2018 - 2019

Grade: **4**

Subject: **Work Education (Computer Science)**

Prepared by:

Ms.REEMA RAJ

(Name & Signature)

Month	SCHOLASTIC AREAS			CO-SCHOLASTIC AREAS
	Lesson /Unit No.	Page No.	Title of Lesson / Unit	Activity, Projects, Assignments etc.
April	L1	7-15	Computer memory and storage devices. <ul style="list-style-type: none">• Computer memory.• Types of computer memory.• Secondary storage devices.	Activity-Page-17-18
May	L3	34-38	Editing in MS Word 2010 <ul style="list-style-type: none">• Selecting, Inserting, Overtyping, Deleting text.• Copy and paste text.	Activity-Page-38
June & July	L3	39-42	Editing in MS Word 2010 <ul style="list-style-type: none">• Moving text, undo and redo options.• Spell check Find and Replace option. FIRST TERM EXAMINATION	Activity –Page- 43,44
September	L4	45-50	Formatting in MS Word 2010. <ul style="list-style-type: none">• Formatting Font.• Formatting text.	Activity-Page-49,50,54

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	Lesson /Unit No.	Page No.	Title of Lesson / Unit	Activity, Projects, Assignments etc.
October	L4	50-53	Formatting in MS Word 2010. <ul style="list-style-type: none"> • Formatting text(. • Mini toolbar. 	Activity –Page no- 54-55
	L5	56-61	Advanced formatting features in MS Word. <ul style="list-style-type: none"> • Line spacing, paragraph spacing. • Indents. • Page orientation, page margins, • Page border, Watermark 	Activity- page no- 59, 66
November	L5	62-65	Advanced formatting features in MS Word. <ul style="list-style-type: none"> • Page number,Page color • Column and Column Break • Header and Footer. SECOND TERM EXAMINATION	Activity-Page no: 66-67
December	L6	68- 74	Introduction to MS PowerPoint 2010. <ul style="list-style-type: none"> • Parts of MS Powerpoint 2010 • Creating a presentation. • Inserting Pictures on slide. 	Activity- Page no: 73
January	L6	74-79	Introduction to MS PowerPoint 2010. <ul style="list-style-type: none"> • Working with text. • Viewing slide show. • Saving, opening and closing presentation. 	Activity-Page- 79-82
February	L7	84-93	More about MS PowerPoint 2010 <ul style="list-style-type: none"> • Slide layout. • Adding background • Inserting Animations. • Applying transition effects. 	Activity-Page- 91, 94-96
March	Annual Exam			

