



CHRIST SCHOOL
Bengaluru - 560029

PROGRAMME OF WORK FOR THE YEAR 2019-20

SUB: COMPUTER SCIENCE

STD : IV

Total No. of chapters 09

June Chapter -1 Input and Output devices and Storage devices

- **Computer system**
- **Parts of a computer**
- **Input devices**
- **Output devices**
- **Processing Devices**
- **Storage device**

July Chapter -2 Managing files and folders

- **Features of windows 10**
- **Stating windows**
- **The start button**
- **What is a shortcut**

August Chapter-3 More about Tux paint

- **Introduction to tux paint**
- **Slideshow**
- **Deleting a drawing**
- **Storyboard**

September

Chapter -4 More on Microsoft word 2016

- **Copy, formatting to another selection**
- **Replacing the text**
- **Finding the text**
- **Page formatting**

October

Chapter -5 Working with styles and objects

- **applying bullets and styles and creating a new style**
- **Adding a text box and inserting word art**
- **Working with shapes**
- **Inserting pictures**

November

Chapter 6 More about Scratch

- **Features of scratch**
- **Components of scratch**
- **Adding new sprite**
- **Changing the pen shade**

December

Chapter 7 Microsoft Power Point 2010

- **Staring MS Power Point**
- **Components of MS Power Point**
- **Creating a New presentation**
- **Adding Text into a Placeholder**
- **Saving a presentation**
- **Closing and Exiting a presentation**
- **Opening a presentation**
- **Adding a new Slide**
- **Adding pictures to the Title and content slide**
- **Slide Show**

January

Chapter 8

Working with slides

- **Adding slide to a presentation**
- **Deleting a slide**
- **Formatting text in a slide**
- **Inserting object in a slide**

February

Chapter 9

Browsing Internet

- **What is Internet?**
- **Uses of the Internet**
- **Basic requirements for an Internet Connection**
- **Internet terms**
- **Using a Web browser**

