4TH STD CURRICULUM				
S.NO	**Topic**	**Sub topic**	**Sub Sub topic**	**Content and Details.**
1	Internal Device	1.1) CPU, RAM, Hard Disk, Motherboard		Understand the roles of each (minimally). And how they fit in to form the computer.
2	External Device	2.1) Input device		Keyboard, Mouse and Scanner.
		2.2) Output Device		Monitor, Speaker, Printer and Projector.
3	Windows UI	3.1) Start Button		Usage of start button.
		3.2) Icon		Picture of the app on the desktop.
		3.3) Task Bar		A bar located at the bottom of the screen. The taskbar allows you to locate and launch programes through the start button or view any program that is currently open.
		3.4) System tray or Notification area		To view the charger percentage, Internet connection, volume, calender, date and time.
		3.5) Minimize Symbol		Reducing the window to the task bar.
		3.6) Maximize Symbol or Restore Button		Maximum Original size.
		3.7) Close Symbol		Close the application.
		3.8) Shut down		Power off the system.
		3.9) Restart		Restart the computer.
		3.10)Sleep		Resume the computer.
		3.11)Multi tasking		Working with multiple apps. Identifying active window.
		3.12)Resize		
		3.13) Multiple windows (alt+tab)		
4	File	4.1) Folder		It is a small part of hard disc
			4.1.1) Folder Icon	Default folder colour is yellow.
			4.1.2) Folder shortcut key (Ctrl + shift + N	It is shortcut key for creating new folder.
			4.1.3) File operation	File create, delete, copy, Move
		4.2) Files	4.2.1) File types	Audio, video, document, picture, File extension
			4.2.2) Recycle Bin	Restore the files or folders, etc,..
			4.2.3) Undo/Redo	How undo redo work in all spheres of computer activities including files and folder deletions/copying etc.
5	Open office - Text document	5.1) Screen layout	5.1.1) Title bar	Shows file name application that you are working with.
			5.1.2) Menu Bar	It consists of various commands.
			5.1.3) Tool Bar	Standard Tool Bar.
			5.1.4) Ruler	It shows the width of the document which can be increased or decreased.
			5.1.5) Drawing Tool	Has many shapes in it, choose the tool and draw it.
			5.1.6) Properties or Formating Tool	It is for formating the document.
			5.1.7) Workspace are	It is the area where the text can be entered.
			5.1.8)Page break	It is use to break the page.
		5.2) Typing text	5.2.1) Insert word	Enter text in the workspace area.
			5.2.2) Navigate in the text(cursor)	Use arrow keys and mouse click to move to specific positions in the text.
			5.2.3) Modify text	Use Backspace key to erase the text.
			5.2.4) Tamil typing	Type Tamil text in the workspace area. Using Bamini font as well as Google Inoput Tools.
		5.3) Selection Method	5.3.1) Shift + Arrows	To change anything in the text we have to select the text using this.
			5.3.2) Left click + Dragging	
			5.3.3) Ctrl + A	

			5.3.4) Double click	
			5.3.5) Triple click	
			5.3.6) Long Press	Alternate methods in tabs, phones and other touch screen devices.
		5.4) Font style and text appearance	5.4.1) Font Name	These are font styles.
			5.4.2) Font Size	
			5.4.3) Bold(ctrl+B)	
			5.4.4) Italic(ctrl + I)	
			5.4.5) Underline(ctrl + U)	
			5.4.6) Shadow	
			5.4.7) Bullets	
		5.5) Colours	5.5.1) Font colour	To change the text colour.
			5.5.2) Highlighting	To Highlight the word.
			5.5.3) Background	To change the workspace area colour.
		5.6) Editing Operations	5.6.1) Cut – Ctrl + X	To cut the text in that specific place & they should know text will no more be available in workspace area.
			5.6.2) Copy – Ctrl + C	To copy a text & they should know that it will be available in the workspace area then also.
			5.6.3) Paste – Ctrl + V	After cutting or copying to paste the text in other place.
			5.6.4) Undo - Ctrl + Z	
			5.6.5) Redo - Ctrl + Y	
		5.7) File Operation	5.7.1) Save – Ctrl + S	To Save the file.
			5.7.2) Open - Ctrl + O	To open saved files.
			5.7.3) New - Ctrl + N	To insert a new text document.
			5.7.4) Save as	To save the file again in different location or name
		5.8) Align	5.8.1) Left – Ctrl + L	Align the text left.
			5.8.2) Right - Ctrl + R	Align the text right.
			5.8.3) Center - Ctrl + E	Align the text center.
		5.9) Picture Insert		Insert the picture from file and directly from explorer.
6	Open office – Presentation	6.1)Basic Impress	6.1.1) Introduction	Present the content of any topic in a stuctured format.
			6.1.2) Properties or Formating Tool	It is for formating the slide.
			6.1.3) Slide	Presentation can be made up of a number of pages or slides.
			6.1.4) Layout	Learn to use slide layout and workspace area.
			6.1.5) Font work Gallery	Learn to do text styles through font work gallery.
			6.1.6) Master pages	To create Background for slide.
		6.2) Slide Transition and custom Animation	6.2.1) Custom Animation	It is can be used to create small story boards by animating picture to Enter, exit or Move.
			6.2.2) It is can be used to create presentation by animating slide to Enter, exit or Move.	Selected slide can be animated Slow or Medium or Fast.
			6.2.3) Sound	To add a sound to slide and picture.
		6.3) Advance slide	6.3.1) On mouse click	To Play the presentation, control can be used on mouse click.

			6.3.2) Automatically after	Play the presentation without control can be Automatically done.
		6.4) Slide show	6.4.1) Play	Preview in current page.
			6.4.2) Slide show (F5)	It is preview in full screen.
		6.5)Gallery		Insert more picture using gallary property.
		6.6)Drawing tool		To draw shapes using drawing tool.
7	Introduction to Programming	7.1) Procedural operations	7.1.1) Real World Activity with loops	In addition to basic procedural operations, teach loops as well.
		7.2) Turning		Move forward, Move Backward, Go straignt, Turn left, Turn right.
8	Basic programming	8.1) Drag and drop		Use the drag & drop option to make new object(Students will learn joining properties).
		8.2) Directions		Left, Right, Forward, Backward, Straight.
		8.3) Sequence of operations	8.3.1) Collect	Collecting Treasure with Laurel
		8.4) Loop		Use repeat condition for learn loop, Repeat until.
9	Internet	9.1) Wi-fi		Connect to Wifi.
		9.2) Hotspot		Turn the hotspot on or off.
		9.3) Browsers		Types of Browsers, Chrome, Firefox, Edge, Internet Explorer.
		9.4) Search		Search for pictures ,videos and specific websites.
		9.5) New tab		New tab creation – use of memory
		9.6) Downloading		Download and save the documents,Image, and videos.
10	AI Literacy	10.1) Using AI Tools		Introduction to generative AI tools and prompt-based content creation.
		10.2) AI Training		Understanding the fundamentals of AI model training, data-driven learning, and prediction.