

Sheet1

4TH STD CURRICULUM				
S.NO	Topic	Sub topic	Sub Sub topic	Content and Details.
1	Computer	1.1 Variety of computers and Parts of computer		Calculator, Tab, Laptop, Desktop etc..
2	Internal Device	2.1 CPU, RAM, Hard Disk, Motherboard		
3	External Device	3.1 Input device		Keyboard, Mouse and Scanner.
		3.2 Output Device		Monitor, Speaker, Printer and Projector.
4	Secondary storage	Pendrive(USB) and CD.		
5	Windows UI	5.1) Start Button		Usage of start button.
		5.2) Icon		Picture of the app on the desktop.
		5.3) Task Bar		A bar located at the bottom of the screen. The taskbar allows you to locate and launch programmes through the start button or view any program that is currently open.
		5.4) System tray or Notification area		To view the charger percentage, Internet connection, volume, calendar, date and time.
		5.5) Minimize Symbol		Reducing the window to the task bar.
		5.6) Maximize Symbol or Restore Button		Maximum Original size.
		5.7) Close Symbol		Close the application.
		5.8) Multi tasking		Working with multiple apps. Identifying active window.
		5.9) Shut down		Power off the system.
		5.10) Restart		Restart the computer.
		5.11) Sleep		Resume the computer.
6	File	It is a small part of hard disc		
		6.1) Folder	6.1.1) Folder Icon	Permanant folder colour is yellow.
			6.1.2) Folder shortcut key (Ctrl + shift + N)	It is shortcut key for creating new folder.
			6.1.3) File operations	File create, delete, copy, Move
		6.2) Files	6.2.1) File types	Audio, video, document, picture, File extension
			6.2.2) Recycle Bin	Restore the files or folders, etc,...
7	Open office - Text document	7.1) Screen layout	7.1.1) Title bar	Shows file name application that you are working with.
			7.1.2) Menu Bar	It consists of various commands.
			7.1.3) Tool Bar	Standard Tool Bar.
			7.1.4) Ruler	It shows the width of the document which can be increased or decreased.
			7.1.5) Drawing Tool	Has many shapes in it, choose the tool and draw it.
			7.1.6) Properties or Formating Tool	It is for formating the document.
			7.1.7) Workspace area	It is the area where the text can be entered.
		7.2) Typing text	7.2.1) Insert word	It is the workspace area where the text can be entered.
			7.2.2) Insert sentence	It is the workspace area where the words can be entered.
			7.2.3) Insert Paragraph	It is the workspace area where the sentences can be entered.
			7.2.4) Navigat in the text(cursor)	Use arrow keys and mouse click to move to specific positions in the text.
			7.2.5) Modify word	Use Backspace key to erase the text.
			7.2.6) Tamil typing	Type Tamil text in the workspace area. Using Bamini font
		7.3) Selection Method	7.3.1) Shift + Arrows	To change anything in the text we have to select the text using this.
			7.3.2) Left click + Dragging	
			7.3.3) Ctrl + A	
			7.3.4) Double click	
			7.3.5) Triple click	
		7.4) Font style and text appearance	7.4.1) Font Name	These are font styles.

Sheet1

			7.4.2) Font Size	
			7.4.3) Bold(ctrl+B)	
			7.4.4) Italic(ctrl + I)	
			7.4.5) Underline(ctrl + U)	
			7.4.6) Shadow	
			7.4.7) Bullets	
		7.5) Colours	7.5.1) Font colour	To change the text colour.
			7.5.2) Highlighting	To Highlight the word.
			7.5.3) Background	To change the workspace area colour.
		7.6) Editing Operations	7.6.1) Cut – Ctrl + X	To cut the text in that specific place & they should know text will no more be available in workspace area.
			7.6.2) Copy – Ctrl + C	To copy a text & they should know that it will be available in the workspace area then also.
			7.6.3) Paste – Ctrl + V	After cutting or copying to paste the text in other place.
			7.6.4) Undo - Ctrl + Z	
			7.6.5) Redo - Ctrl + Y	
		7.7) File Operation	7.7.1) Save – Ctrl + S	To Save the file.
			7.7.2) Open - Ctrl + O	To open saved files.
			7.7.3) New - Ctrl + N	To insert a new text document.
			7.7.4) Save as	
		7.8) Align	7.8.1) Left – Ctrl + L	Align the text left.
			7.8.2) Right - Ctrl + R	Align the text right.
			7.8.3) Center - Ctrl + E	Align the text center.
		7.9) Picture Insert		Insert the picture in from file.
8	Open office – Presentation	8.1)Basic Impress	8.1.1) Introduction	Present the content of any topic in a structured format.
			8.1.2) Properties or Formating Tool	It is for formatting the slide.
			8.1.3) Slide	Presentation can be made up of a number of pages or slides.
			8.1.4) Layout	It is slide layout and workspace area.
			8.1.5) Font work Gallery	It is text style.
			8.1.6) Master pages	To create Background for slide.
			8.1.7) Custom Animation	It is can be used to create small story boards by animating picture to Enter, exit or Move.
		8.2) Slide Transition	8.2.2) 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.
			8.2.2) Sound	To add a sound to slide and picture.
		8.3) Advance slide	8.3.1) On mouse click	To Play the presentation, control can be used on mouse click.
			8.3.2) Automatically after	Play the presentation without control can be Automatically done.
		8.4) Slide show	8.4.1) Play	Preview in current page.
			8.4.2) Slide show (F5)	It is preview in full screen.
9	Introduction to Programming	9.1) Procedural operations	9.1.1) Activity	Usage and Real activity with students. Use chalk Event, Sound, Say, Background, Show, Hide, Wait, Score, Set colour, Speed, Mood, Pattern, Pixels, Degrees, Set pen width.
		9.2) Turning		Move forward, Move Backward, Go straight, Turn left, Turn right.

Sheet1

10	Basic programming	10.1) Drag and drop		Use the drag & drop option to make new object(Students will learn joining properties).
		10.2) Directions		Left, Right, Forward, Backward, Straight.
		10.3) Sequence of operations	10.3.1) Collect	Collecting Treasure with Laurel
		10.4) Loop		Use repeat condition for learn loop, Repeat until.
		10.5) Conditional statement		Simple If, If-else, If path, do-else
		10.6) Binary		