



**BLOOM PUBLIC SCHOOL**  
**VASANT KUNJ, NEW DELHI**  
**SYLLABUS: 2018-2019**

**SUBJECT: Computer Studies (Work Ex.)**

**CLASS: IV**

<b>MONTH</b>	<b>CONTENT</b> <b>CHAPTERS (E-WORLD TEXTBOOK BY PEARSON)</b>
<b>April-May</b>	<b>Chapter 1:Evolution of Computers</b> <ul style="list-style-type: none"><li>✓ History of Computers</li><li>✓ Early Calculating Devices</li><li>✓ Generations of Computers</li><li>✓ Characteristics of a Computer</li></ul> <b>Chapter 2:Computer Memory</b> <ul style="list-style-type: none"><li>✓ Measuring Memory</li><li>✓ Primary Memory</li><li>✓ Secondary Memory</li></ul>
<b>July</b>	<b>Chapter 3:Creating Files and Folders</b> <ul style="list-style-type: none"><li>✓ Files and Folders</li><li>✓ Windows Explorer</li><li>✓ Creating a New Folder</li><li>✓ Renaming , Copying , Moving, Removing a File/Folder</li><li>✓ Restoring a Deleted File/Folder</li></ul>
<b>August</b>	<b>Chapter 4:More on LOGO</b> <ul style="list-style-type: none"><li>✓ Basic LOGO Commands</li><li>✓ PENUP Command</li><li>✓ PENDOWN Command</li><li>✓ PENERASE Command</li><li>✓ PENPAINT Command</li><li>✓ SETPENCOLOR Command</li><li>✓ HIDETURTLE Command</li><li>✓ SHOWTURTLE Command</li></ul>
<b>September</b>	<b>Chapter 5:REPEAT Command in LOGO</b> <ul style="list-style-type: none"><li>✓ REPEAT Command</li><li>✓ Drawing Polygons</li><li>✓ Drawing Circles and Curves</li></ul>
<b>October</b>	<b>Chapter 5:REPEAT Command in LOGO (continued)</b>

	<b>Chapter 6:Editing and Formatting Text in Word</b> <ul style="list-style-type: none"> <li>✓ Editing a Document</li> <li>✓ Formatting a Document</li> </ul>
<b>November</b>	<b>Chapter 6:Editing and Formatting Text in Word (continued)</b> <b>Chapter 7:More About Features of Word</b> <ul style="list-style-type: none"> <li>✓ Adding Bullets and Numbering</li> <li>✓ Applying Borders</li> <li>✓ Using Spell and Grammar Check</li> <li>✓ Using Thesaurus</li> </ul>
<b>December</b>	<b>Chapter 8:Introduction to MS PowerPoint</b> <ul style="list-style-type: none"> <li>✓ Introduction to MS PowerPoint</li> <li>✓ Starting and Exiting MS PowerPoint</li> <li>✓ Components of the PowerPoint Window</li> <li>✓ Creating, Saving, Closing and Opening a Presentation</li> </ul>
<b>January</b>	<b>Chapter 8:Introduction to MS PowerPoint (continued)</b> <b>Chapter 9:Views in PowerPoint</b> <ul style="list-style-type: none"> <li>✓ PowerPoint Views</li> <li>✓ Reorganizing Slides</li> </ul>
<b>February</b>	<b>Chapter 10:Internet - A Useful Tool</b> <ul style="list-style-type: none"> <li>✓ Internet</li> <li>✓ ISP, WWW, Web Browser, Webpage, Hyperlinks, Website, URL</li> <li>✓ Accessing a Webpage Using a Browser</li> <li>✓ Searching Information Using Search Engines</li> </ul> <b>Revision</b>

## **ASSESSMENT SYLLABUS**

**\*All Assessments would be PRACTICAL in nature.**

<b>ASSESSMENT</b>	<b>SYLLABUS</b>
QUARTER I (JULY)	Chapter 1: Evolution of Computers Chapter 2: Computer Memory
QUARTER II (SEPTEMBER)	Chapter 4: More on LOGO
QUARTER III (DECEMBER)	Chapter 6: Editing & Formatting Text in Word Chapter 7: More About Features of Word
QUARTER IV (FEBRUARY)	Chapter 8: Introduction to MS PowerPoint Chapter 9: Views in PowerPoint