

CLASS-4

April 2026

No. Of Teaching days -

Topic – Computer memory and storage devices (L-1).

No. of days required to complete the topic 4

Learning outcomes-

- 1) Knowledge Objective -students will able to learn about Computer memory and basic term related to computer memory.
- 2) Understanding objective - students will able to understand the differentiate b/w primary and secondary memory.
- 3) Application objective - Students will be able to understand primary chips and secondary storage devices.
- 4) Skill objective - Students will be able to type of memory and classification of computer memory.

Previous Knowledge testing – student will be asked three components of CPU namely the storage unit, the control unit or Arithmetic logic unit.

Teaching aids - computer lab, books, duster, board, chalk.

Pedagogical Strategies - The teacher will explain basic terms related to computer memory. Bits and bytes and other units of memory will be done. Type of primary memory (RAM and ROM) will be discussed. Lesson will be read by students. Imp definition will be underlined.

Experiential learning Hands on Activity- Students will discuss different secondary storage devices and students will do this activity (paste the picture of secondary storage devices on A4 sheets.)

Art integration -Students will be taken to the comp lab to show how to open MS word and create a list of primary memory and secondary memory storage devices and save it.

Inter disciplinary linkages and infusion of life skills -Students have done the activity to write about the classification of comp memory in MS word.

Recapitulation - will be done oral revision will be given.

Resources including, ICT, Information and Communication technology - Books, Internet links –

www.adrc.com/ckr/optical_discs.html

Assessment items - To check the conceptual clarity, Various type of assessments will be done. Exercise in the book will be done Question, Answer in the book will be done.

Feedback and Remedial Teaching – Students will be encouraged to read the lesson carefully and do practice of spelling also.

Inclusive Practices and full participation with discrimination –

- 1) Lab Activity
- 2) Reading Books
- 3) Group discussion.

No. Of Teaching days -

Topic – working window 10.

No. of days required to complete the topic – 4

Learning outcomes-

Knowledge Objective -students will able to learn about different operating system.

Understanding objective - students will able to understand the role of operating system.

Application objective - Students will be able to learn recognise and locate the component of window to desktop.

Skill objective - Students will be able to learn how to change background pic of desktop. operating system.

Previous Knowledge testing – student will be asked to set screen saver option change wallpaper option and set date and time option.

Teaching aids - computer lab, books, duster, board, chalk.

Pedagogical Strategies - The Teacher will explain component of taskbar. Changing desktop icon, mouse pointer and changing screen saver option will be discussed. Some important keywords window, taskbar, taskview, start button, wallpaper, desktop icon will also be discussed and underlined.

Experiential learning Hands on Activity - Students will discuss the different feature of window. Student will do this activity to create a chart to show the steps os setting of wallpaper and desktop screen icons.

Art integration - The students will be taken to computer lab to show how to open MS-word and how to change the background of the desktop and screen saver option also.

Inter disciplinary linkages and infusion of life skills – Student will do this activity to write a paragraph in MS word and apply Bold, Italic, and underline option also.

Recapitulation - will be done oral revision will be given.

Resources including, ICT, Information and Communication technology - Books, Internet links –

<http://shoutmetutorials.com/window10tutorailsforbeginners>.

Assessment items - To check the conceptual clarity, Various type of assessments will be done. Exercise in the book will be done.

Feedback and Remedial Teaching – Students will be encouraged to read the lesson carefully and do practice of spelling also.

Inclusive Practices and full participation with discrimination –

- 1) Lab Activity
- 2) Reading books
- 3) Group discussion

CLASS-4

July 2026

No. Of Teaching days -

Topic –Advance editing to Microsoft word 2016.

No. of days required to complete the topic – 4

Learning outcomes-

- 1) Knowledge Objective -Students will able to learn about word processor.
- 2) Understanding objective - students will able to understand the feature of word processor.
- 3) Application objective - Students will be able to learn how to type, edit and format the text in MS-word.
- 4) Skill objective - Students will be able to learn how to save, open and resave a document on MS-word.

Previous Knowledge testing – student will be asked to basic editing tasks and cut, copy, paste option.

Teaching aids - computer lab, books, duster, board, chalk.

Pedagogical Strategies - The Teacher will explain some features of MS word drag and drop the text option will be done. Undo and redo option will also be discussed steps of how to open a new document in MS word also done. Shortcut keys using the keyboard will also be discussed. Some imp keyword word processor and cursor will also be done. Lesson will be read by student. Important definition will be underlined.

Experiential learning Hands on Activity - Students will discuss the different feature of MS word. student will do this activity to create a chart to show the steps to cut. copy and paste feature of word. Student will do this activity to observe the following window and answer the question.

Art integration - The students will be taken to computer lab to open MS-word application to create a leave application it. Open the leave application and change the reason for tapping the leave.

Inter disciplinary linkages and infusion of life skills – Student have done the activity to cut the first sentence paragraph and paste it at the end of his paragraph copy and paste the paragraph in the same word document.

Recapitulation - will be done oral revision will be given.

Resources including, ICT, Information and Communication technology - Books, Internet links –

<http://dbyan.files.wordpress.com>

Assessment items - To check the conceptual clarity, Various type of assessments will be done. Exercise in the book will be done.

Feedback and Remedial Teaching – Students will be encouraged to read the lesson carefully and do practice of spelling also.

Inclusive Practices and full participation with discrimination –

- 1) Lab Activity
- 2) Reading sooks
- 3) Group discussion

CLASS-4

July 2026

No. Of Teaching days -

Topic –Advance Formatting in Microsoft word 2016.

No. of days required to complete the topic –

Learning outcomes-

- 1) Knowledge Objective -Students will able to learn formatting, editing. And printing features of word.
- 2) Understanding objective - students will able to understand about page formatting option in MS word.
- 3) Application objective - Students will be able to learn about three buttons are present in the font group of the home tab in MS word.
- 4) Skill objective - Students will be able to learn about different features of a word document.

Previous Knowledge testing – student will be asked about adjusting page margin option and setting page orientation option.

Teaching aids - computer lab, books, duster, board, chalk.

Pedagogical Strategies - The Teacher will explain some Bold, Italic, underline option will also be done. Changing font style, Size and color option will also be discussed. Text alignment option and adding page border in MS word will also be discussed. Some imp keyboard shortcut keys will be underlined and imp definition will be underlined.

Experiential learning Hands on Activity - Students will discuss the different formatting and printing features in word. Students will do this activity to create a border around the documents pages and apply shading to the title of the article and create a chart to show different text formatting features of word.

Art integration - The students will be taken to computer lab to type an article in word on spending time on the computer, stating its pros and cons and apply different text formatting to make the article look neat and attractive.

Inter disciplinary linkages and infusion of life skills – Student will do this activity to make a list of imp shortcuts keys in MS word.

Recapitulation - will be done oral revision will be given.

Resources including, ICT, Information and Communication technology - Books, Internet links –

<http://www.docs.is.ed.acvk/skill/document>

Assessment items - To check the conceptual clarity, Various type of assessments will be done. Exercise in the book will be done.

Feedback and Remedial Teaching – Students will be encouraged to read the lesson carefully and do practice of spelling also.

Inclusive Practices and full participation with discrimination –

1) Lab Activity

2) Reading sooks

3) Group discussion

August 2026 - Revision of term-1 (L-1,2,3,4)

September 2026 – Half Yearly Exam.

CLASS-4

October 2026

No. of teaching days –

Topic – Let us use paint 3D.

No. of days required to complete the topic –

Learning outcomes -

- 1) Knowledge objective – The Students will be able to learn about paint program.
- 2) Understanding objective -The Students will be able to understand the features of paint program.
- 3) Application objective - The Students will be able to learn how to draw and colour shapes.
- 4) Skill objective – The Students will be able to learn how to do colourful drawing with many functions.

Previous Knowledge testing - Students will be asked about the mouse click and functioning of right click and left click and how to click and drag the mouse pointer on another.

Teaching aids- chalk, dusted, board, comp lab, books.

Pedagogical Strategies- The teacher will explain some features of MS-word drag and drop the text option will be done. Undo and redo options will also be discussed. Steps of how to open a new document in MS-word also be done. Shortcut keys using the keyboard will also be discussed. Some important keyboard word processor and cursor will also be done. Lesson will be read by students. Important definition will be underlined.

Experiential learning- The students will discuss difference features of Microsoft word. Students will do this activity to create a chart to show cut, copy and paste features of word. Students will do this activity to observe the following window and answer the question.

Art integration - The students will be taken to computer lab to open MS-word application to create a leave application save the leave application and close it. Open the leave application and change the reason for taking the leave.

Inter disciplinary linkages and infusion of life skills – Students have done the activity to cut the first sentence paragraph and paste it at the end of his paragraph. Copy and paste the paragraph in the same word document.

Recapitulation - Oral revision will be given.

Resources including, ICT, Information and Communication technology - Books, Internet links –

<http://dbgyan.files.wordpress.com>

Assessment items - To check the conceptual clarity, Various assessments will be done. Exercise in the book will be done.

Feedback and Remedial Teaching – Students will be encouraged to read the lesson carefully practice of spellings also.

Inclusive Practices and full participation with discrimination –

- 1) Lab Activity
- 2) Reading sooks

3) Group discussion

CLASS-4

November 2026

No. Of Teaching days – 22

Topic – Introducing to MS PowerPoint 2016 .

No. of days required to complete the topic - 4

Learning outcomes-

- 1) Knowledge Objective -students will able to learn about MS PowerPoint.
- 2) Understanding objective - students will able to understand the uses of MS PowerPoint.
- 3) Application objective - Students will be able to learn about follow step to save and open a presentation.
- 4) Skill objective - Students will be able to learn about the steps of activities that students do in their everyday life MS PowerPoint.

Previous Knowledge testing – student will be asked about a computer is a machine it takes step by step instructions from the user to prepare tasks MS PowerPoint.

Teaching aids -chalks, duster, computer lab, books.

Pedagogical Strategies - The Teacher will explain in our daily life, we do a number of activities. Every activity has a sequence of steps that needs to be followed. The teacher will give example Tanvi and moz are best friends. Both, Tavi and Moz are writing a letter to invite their friends. Moz asks Tanvi for new pen. Think! What steps does she follow to give him a pen which is on the table? Observe the steps given:-

- i) Move to the table.
- ii) Pick up the pen.
- iii) Give the pen to Moz.

Lesson will be read by students. Some important definitions will be underlined.

Experiential learning Hands on activity - students will discuss to create different things to using origami sheets and discuss steps to turn ON or OFF a computer, fan mobile and other gadgets and students will do this activity to identify the paint tools and match them with their correct names.

Art integration - The students will be taken to computer lab to open notepad application and type steps to launch program such as notepad, paint, calculate, word and write the steps to draw a peacock in paint in India and write about it in a few lines.

Inter disciplinary linkages and infusion of life skills – Student will do this activity to draw mountains using different sizes of the brush. Observe the figure and identify the shapes used to draw the picture circle, rounded and rectangular.

Recapitulation - will be done oral revision will be given.

Resources including, ICT, Information and Communication technology - Books, Internet links -

www.youidraw.com/apps/painter.

Assessment items - To check the conceptual clarity, Various Assessments will be done.

Feedback and Remedial Teaching – Students will be encouraged to read the lesson carefully and do practice of spelling also.

Inclusive Practices and full participation with discrimination –

- 1) Lab Activity
- 2) Reading sooks
- 3) Group discussion

CLASS-4

December 2026

No. Of Teaching days -

Topic – Smart world.

No. of days required to complete the topic -

Learning outcomes-

- 1) Knowledge Objective -students will able to learn about multimedia concept.
- 2) Understanding objective - students will able to understand the application of basic multimedia.
- 3) Application objective - Students will be able to understand the conceptual understanding of multimedia concept.
- 4) Skill objective - Students will be able to Learn about the application of multimedia.

Previous Knowledge testing - Students will be asked about the about the different forms of multimedia.

Teaching aids - chalks, duster, complab, books.

Pedagogical Strategies - The Teacher will explain the different concepts of multimedia and the teacher will explain different forms of multimedia like text, audio, video, animation some important uses of multimedia will also be discussed.

Experiential learning Hands on Activity – The Students will discuss about the uses of multimedia and students will discuss about the hardware needed for a multimedia computer. Students will discuss about these hardware items- sound card, speaker, headphones, microphone, CD/DVD drive etc.

Art integration – students will be taken to computer lab and learn about that how to open or starting a windows media player. Students will discuss that window media player is software used to play audio and video files.

Inter disciplinary linkages and infusion of life skills – Student will do this activity to rearrange the letters to name the different forms of multimedia given on P.NO.59 in comp book.

Assessment items - To check the conceptual clarity, Various type of assessments will be done. Exercise in book will be done.

Feedback and Remedial Teaching – Students in the computer lab will practically how to launch MS paint and how to draw different shapes and color it.

Inclusive Practices and full participation with discrimination –

- 1) Lab Activity
- 2) Reading books
- 3) Group discussion

CLASS-4

January 2026

No. Of Teaching days – 19

Topic –More Shapes in scratch.

No. of days required to complete the topic - 3

Learning outcomes-

- 1) Knowledge Objective -students will able to learn about scratch.
- 2) Understanding objective - students will able to understand the features of scratch.
- 3) Application objective - Students will be able to learn about create and execute scripts in scratch.
- 4) Skill objective - Students will be able to learn about another programming language called scratch.

Previous Knowledge testing – student will be asked about different features and uses of scratch.

Teaching aids - computer lab, books, duster, board, chalk.

Pedagogical Strategies - The Teacher will explain some features of MS word drag and drop text option will be done, Undo and Redo options will also do discussed shortcut keys using the keyboard will also be disused.

Experiential learning Hands on Activity – The Students will discuss different shortcut keys to save a project (ctrl + S) to oen a project (ctrl + 0)to exit full screen mode (Esc key) and explain the steps how to open scratch and moving a sprite in clockwise direction how to save project and how to closing the scratch.

Art integration - The students will be taken to computer lab to open scratch application to create a leave application save the leave application and close it.

Inter disciplinary linkages and infusion of life skills – Student have done the activity to cut the first sentence the paragraph and paste it at the end of his paragraph.

Recapitulation - will be done oral revision will be given.

Resources including, ICT, Information and Communication technology - Books, Internet links –

- 1) www.learnscratch.org/scratch-1

Assessment items - To check the conceptual clarity, Various type of assessments will be done. Exercise in the book will be done.

Feedback and Remedial Teaching – Students will be encouraged to read the lesson carefully and do practice of spelling also.

Inclusive Practices and full participation with discrimination –

- 1) Lab Activity
- 2) Reading sooks
- 3) Group discussion.

CLASS-4

February 2026.

Revision of lesson 5,6,7,8,9

CLASS- 4

March 2026.

FINAL EXAMS.