

DAWOOD PUBLIC SCHOOL
Course Outline for the year 2011-2012
Computer Studies
Class-IV

Text Book

4 Keyboard Computer Science with Application Software, Oxford University Press, Pakistan, 2009.
Authors: Sangeeta Panchal, Alka Sabharwal.

August 2011:

Theory:

Chapter 1-Characteristics and evolution of computers

Aims and objectives:

Introduce early calculating machines
Generations of computers
Characteristics of Computers
Limitations of Computers

Practical:

Typing activity on Ms words

September 2011

Theory:

Chapter 2-Input and output devices
Chapter 3-More about Windows

Aims and objectives:

Introduce different input and output devices and their functions
Introduce detail features of Windows

Practical:

Create a folder
Wall papers and screen saver

October 2011:

Theory:

Chapter 4-More about paint

Aims and objectives:

Describe different commands in Paint program

Practical:

Edit pictures using different Edit commands in Paint software

November 2011:

Revision for Mid-Year Examinations
Revision of all chapters will be done. Practice of all practical work will be done.
Worksheets, tests and practical will be given to students to make sure they have understood all the topics.

December 2011:

Mid year Examination 2010

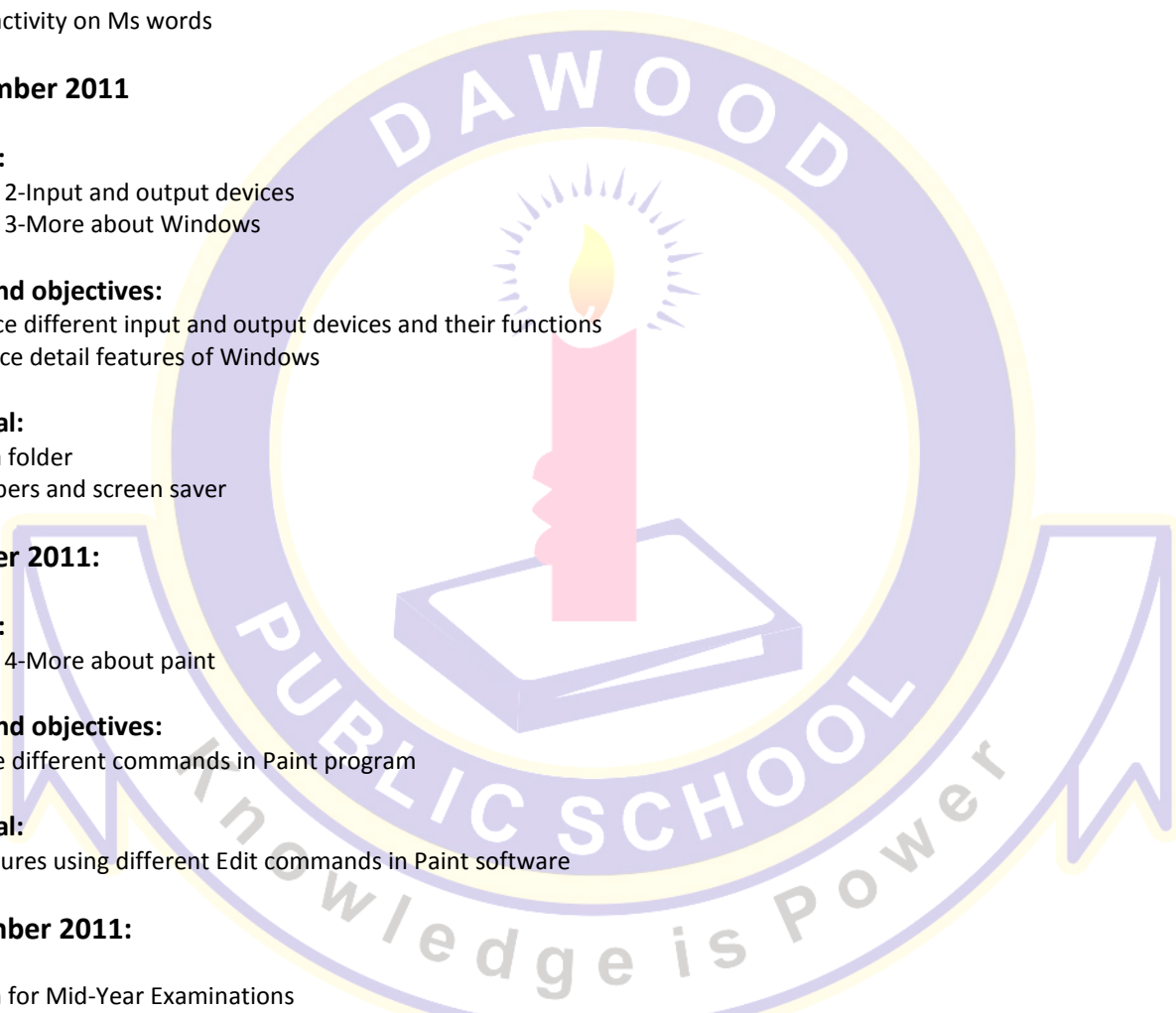
January 2012

Theory:

Chapter 7-Editing Text in MS Word
Chapter 8-Formatting in MS Word

Aims and objectives:

Introduce more tools in Word processing program



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Practical:

Edit documents
Formatting

February 2012

Theory:

Chapter 9- Introduction to MS PowerPoint
Chapter 10-Working with Text in MS PowerPoint

Aims and objectives:

Introduce MS PowerPoint and its different tools

Practical:

Creating presentations

March 2012

Theory:

Chapter 11-Multimedia

Aims and objectives:

Introduce different multimedia programs

Practical:

Install a multimedia CD ROM

April 2012:

Revision for Final-Year Examinations

Revision of all chapters will be done. Practice of all practical work will be done.

Worksheets, tests and practical will be given to students to make sure they have understood all the topics.

May 2012:

Final Examination 2012

