

**RISHS INTERNATIONAL SCHOOL
MANGADU**

Class : Grade 4

Handling Teacher: D. Shobana

Month	Week	Date	Topic
June	WEEK 1	10.6.21	Recap
	WEEK 2	14.6.21- 18.6.21	Theory-Ls1-Know Your Computer Practical-Working with computer
	WEEK 3	21.6.21-25.6.21	Theory-Ls1-input device ,Output Device, CPU Practical-Introduction to MSOffice
	WEEK 4	28.6.21-30.6.21	Theory-Ls1-Computer Memory, Computer Application Practical-Introduction to MS Word
		28.6.21-30.6.21	Theory-Ls-1Book Back Exercise
July	WEEK 1	1.7.21-2.7.21	Revision
	WEEK 2	5.7.21-9.7.21	PA-1
	WEEK 3	12.7.21-16.7.21	Theory-Ls2-File and Folder In windows 7 Practical-Starting a new document
	WEEK 4	19.7.21-23.7.21	Theory-Ls2-Disk Drives Practical-Menus in MSWord
	WEEK 5	26.7.21-30.7.21	Theory-Ls-2 Working with Files and folder
August	WEEK 1	02.8.21-06.8.21	Theory-Ls2-Book back exercise for Ls-2 Practical-Tool Bar for MS Word
	WEEK 2	09.8.21-13.8.21	Theory-Ls3-More on LOGO Practical-Create Logo Window
	WEEK 3	16.8.21-19.8.21	Theory-Ls3-Quick Recap of Logo commands Practical-Colour Commands
	WEEK 4	23.8.21-27.8.21	Theory-Ls3-Repeat Commands Practical-Text Commands
	WEEK 5	31.8.21	Theory -Ls-3 Book Back Exercise
September	WEEK 1	01.9.21-03.9.21	PA-2
	WEEK 2	06.9.21-09.9.21	Theory & Practical -Ls4-Formatting in MS word
	WEEK 3	13.9.21-17.9.21	Theory & Pracital-Ls4-Inserting,selecting and deleting Text
	WEEK 4	20.9.21-24.9.21	Theory & Pracital-Ls4-Copying and Moving text, Search and Replace
	WEEK 5	27.9.21-30.9.21	Theory & Practical -Ls4-Undo and Redo the Text, Spelling and Grammar
October	WEEK 1	1.10.21	Revision
	WEEK 2	4.10.21-8.10.21	SA-1
	WEEK 3	9.10.21-17.10.21	Term Leave
	WEEK 4	18.10.21-22.10.21	Theory & Pracital-Ls5-Formatting in MSWord
	WEEK 5	25.10.21-29.10.21	Theory & Pracital-Ls5-Font Dialog Box, changing Text Alignment

November	WEEK 1	01.11.21-05.11.21	Theory & Pracital-Ls5-Using Format Painter, Bullets and Numbering
	WEEK 2	8.11.21-12.11.21	Theory & Pracital-Ls5-Borders and Shading ,Changing Text case
	WEEK 3	15.11.21-19.11.21	Theory & Pracital-Ls5-Book Back
	WEEK 4	22.11.21-26.11.21	Theory-Ls5-Sample leave letter using MSWord
	WEEK 5	29.11.21-30.11.21	PA-3
December	WEEK 1	1.12.21-3.12.21	Theory & Pracital-Ls6-Introduction to MSPowerpaint Start and create new presentation
	WEEK 2	6.12.21-10.12.21	Theory & Pracital-Ls6-Saving,Opening ,Printing and Closing Presentation
	WEEK 3	13.12.21-17.12.21	Theory & Pracital-Ls7-TUX PAINT
	WEEK 4	20.12.21-24.12.21	Theory & Pracital-Ls-7-Magic Tool
	WEEK 5	27.12.21-29.12.21	Theory & Practical Ls-7-stamp Tool
January	WEEK 1	3.1.22-7.1.22	Theory & Pracital-Ls-7-Story Board
	WEEK 2	10.1.22-12.1.22	Ls7-Book Back
	WEEK 3	17.1.22-21.1.22	LS-7-Sample TUX Paint drawing
	WEEK 4	24.1.22-31.1.22	Revision
February	WEEK 1	1.2.22-4.2.22	PA-4
	WEEK 2	7.2.22-11.2.22	Ls-8-Internet Basics
	WEEK 3	14.2.22-18.2.22	Ls-8-Basic Internet Terms, Internet Explorer
	WEEK 4	21.2.22-25.2.22	Ls-8-E-Mail,Search Information on the internet
March	WEEK 1		REVISION
	WEEK 2		SA-2