



**DELHI WORLD PUBLIC SCHOOL RAJKOT**

**Annual Syllabus Breakup 2023-24**

**CLASS: 4**

**Subject: English**

**1<sup>st</sup> Term**

Month	Topics
April– May	<b>Course Book:</b> Lesson1:Better Me Reading: The Empty Pot The Boy Who Never Told a Lie Phonics: The sh and ch sound Vocabulary : Word Association Grammar : Concrete and Abstract Nouns <b>Reader 1:</b> The Red Cross Hero-1 <b>Reader 2:</b> The Red Cross Hero-2
June	<b>Course Book:</b> Lesson2: Family Reading: Home Sweet Home Grandparents are the Best Phonics: Long and Short O sound Vocabulary : Similes and Metaphors Grammar : Types of Sentences <b>Reader 3: Colours</b> <b>Course Book:</b> Lesson3: Amazing Science Reading: Eureka! Eureka! Phonics: The/ae/and/e/sound Vocabulary : Collocation Grammar : Conjunction <b>Reader 4 :</b> The Cruel King of the jungle-1
July	<b>Course Book:</b> Lesson4 :Inspiring People Reading: The Missile MAN Try, Try again Phonics: The/scr/and/spl/Blends Vocabulary : Phrasal Verbs Grammar : Adjectives and their Order <b>Reader 5 :</b> The Cruel King of the jungle-1
August	<b>Course Book:</b> Lesson5 : Vibrant Wildlife Reading: Fantastic Animals How Doth the Little Crocodile Phonics: The/al/sound Vocabulary : Animal Names as Verbs

	Grammar : <b>Reader 6 : The Elephant</b>
<b>September</b>	<b>Course Book:</b> Lesson6 : Wit and Wisdom Reading: Tenali Raman and the Two Thieves Phonics: The /s/and /z/sounds Vocabulary : Suffixes Grammar : Interjection and Preposition <b>Reader 7: Stop! Stop! Danger Ahead-1</b> <b>Reader 8: Stop! Stop! Danger Ahead-2</b>

## 2<sup>nd</sup> Term

Month	Topics
<b>October</b>	<b>Course Book:</b> Lesson7: Space Reading: Mangalyaan The Crescent Moon Phonics: The/e/and/ r sounds Vocabulary : Verbs for Description Grammar : Direct and Indirect Speech <b>Reader 9:Rain in Summer</b> <b>Reader 10: Guru Nanak-1</b>
<b>November</b>	<b>Course Book:</b> Lesson8 Adventure: Reading: Sinbad and the Strange Island A Good Play Phonics: The /ei/ie sound Vocabulary : Idioms Grammar :Possessive Adjectives and Possessive Pronouns <b>Reader 11: Guru Nanak-2</b>
<b>December</b>	<b>Course Book:</b> Lesson9:Myths and Legends Reading: Midas and the Golden Touch Phonics: The/e/sound Vocabulary : Prefixes Grammar :Adverb <b>Reader 12:The World is Mine</b> <b>Reader 13:Uncle Tom -1</b>
<b>January</b>	<b>Course Book:</b> Lesson10:Travel Reading: Happy Holidays The Peddler's Caravan Phonics: The/er/sound Vocabulary : Synonyms and Antonyms Grammar : Quantifier and Articles

	<b>Reader 14:</b> Uncle Tom -1 <b>Reader 15 :</b> God Made Them All
<b>February</b>	Revision
<b>March</b>	Revision

## Subject : Maths

<b>1<sup>st</sup> Term</b>	
<b>Month</b>	<b>Topics</b>
<b>April</b>	Ch.1 Large Numbers [Read, write and compare 5-digit and 6-digit numbers, place value and face value, forming numbers, rounding numbers to the nearest tens, hundreds and thousands, Roman numerals 1-50] <ul style="list-style-type: none"> <li>• To do activity in a notebook/chart [A4 size] showing place value of 4 or 5 digit number.</li> </ul> Ch.2 Addition and Subtraction Add and subtract 6-digit numbers with and without regrouping, estimate the sum and difference, word problems] Taken examples of objects/students present in the class to solve word problems
<b>June</b>	Ch.3 Multiplication [Multiplication tables 11 to 15, properties of multiplication, multiply 3-digit and 4-digit numbers , word problems, estimate the product of two numbers]s
<b>July</b>	Ch.4 Division [Divide a number by 10, 100and 1000, properties of division, divide a 3-digit and 4-digit numbers by a 2-digit number, word problems, estimate quotient] Ch.5 Factors and Multiples [Factors, multiples, common factors, common multiples, prime and composite numbers]
<b>August</b>	Ch.5 Factors and Multiples [cont] <ul style="list-style-type: none"> <li>• To make a chart [A4 size] of factors 1 – 50</li> </ul> Ch.6 Fractions [Equivalent fractions, simplest form, add and subtract like fractions, mixed fractions, improper fractions]
<b>September</b>	Ch.14 Patterns and Symmetry [patterns in numbers/shapes, define-tiling, line of symmetry, complete the symmetric figure, mirror image] Revision for Half yearly Exam

<b>2<sup>nd</sup> Term</b>	
<b>Month</b>	<b>Topics</b>
<b>October</b>	Ch.7 Decimals [Represent decimals as fractions with denominator 10, 100 and 1000 and vice versa, place value chart of decimals] <ul style="list-style-type: none"> <li>• To do activity in notebook/chart [A4 size] showing comparison of decimals and fractions.</li> </ul>

	Ch.8 Shapes [Open and closed figures, polygons, line segments, circle and its parts, tangram pieces, make solids from nets]
<b>November</b>	Ch.9 Measurement [convert units of length, weight and volume, add and subtract units, word problems]
<b>December</b>	Ch.10 Perimeter and Area [Define perimeter and area, calculate perimeter and area of rectangle, square, triangle and closed figures] • To make a chart[A4 size] to showperimeter and area of a given figure. Ch.11 Time [12-hour and 24-hour clock, time duration in hours and days, compute the number of days between two dates, write events in chronological order]
<b>January</b>	Ch.11 Time [cont] Ch.12 Money [convert rupees into paise and vice versa, word problems, make bills] Ch.13 Data Handling [Bar graph, pie chart, tally marks, pictograph]
<b>February</b>	Revision for Annual Exam
<b>March</b>	Annual Exam

## Subject – Hindi

### 1<sup>st</sup> Term

पुस्तक –रिमझिम भाग 4

माह पाठ का नाम

अप्रैलमई--

1. मन के भोलेभाले बादल- )कविता(
  2. जैसा सवाल वैसा जवाब
- \*कलात्मक एवं रचनात्मक अभिव्यक्ति,  
व्याकरण कार्य ( पर्यायवाची शब्द,वाक्य बनाइए, मुहावरे, विशेषण, विलोम शब्द )

जून- जुलाई

3. किरमिच की गंद
  4. पापा जब बच्चे थे
  5. दोस्त की पोशाक
  6. नाव बनाओ, नाव बनाओ
- \* व्याकरण कार्य ( क्रिया, वचन बदलो, विलोम शब्द, सर्वनाम,)

अगस्त-

- 7दान . का हिसाब
  8. कौन
- \* व्याकरण कार्य ( निबंध )

सितम्बर

9. स्वतंत्रता की ओर
- \* कविता लेखन प्रोजेक्ट

\* पुनरावृत्ति ( अनुनासिक व अनुस्वार)

## 2<sup>nd</sup> Term

अक्टूबर-

10. थप्प रोटी थप्प दाल

11. पढक्कू की सूझ

\* कहानी लेखन प्रोजेक्ट कार्य

\* व्याकरण कार्य ( शुद्ध-अशुद्ध, वाक्य बनाओ, अनेक शब्दों के लिए एक शब्द, मुहावरे, निबंध)

नवंबर

12. सुनीता की पहिया कुर्सी

\* व्याकरण कार्य ( पत्र, विलोम शब्द)

दिसम्बर-

13. हुदहुद

\* व्याकरण कार्य ( निबंध, लिंग बदलो)

जनवरी-

14. मुफ्त ही मुफ्त

\* व्याकरण कार्य ( वचन बदलो, पर्यायवाची शब्द)

फरवरी-

\* पुनरावृत्ति

## Subject:- Music

Month	Topics
March-April	Definitions:- Laya, Saptak, Itni shakti hume... Waltz rhythm on congo Song:- Subah Savere lekar...
June-July	Types of laya Folk rhythm on congo Saraswati Vandana Shloka :- Tvamev mata...
August September	Kadam Taal rhythm on congo Rhythm on Bass, snare drum Song:- Tum hi ho mata...
October November	Three beat rhythm Four beat rhythm Gujarati folk rhythm Mera mulk mera desh...

December January	Mahamrityunjay Mantra Alankar no. 6 & 7 Basic information about instruments
February March	Group singing Rhythms on Bass, snare, dhol, dholak, congo Tumhi ho mata...

### Subject: Dance

Month	Topics	Content
April	Balancing  <i>Kathak</i> Basics	Balancing with both legs. Balancing with different steps. Balancing in different <i>kathak</i> poses. <i>Tatkar</i> with teen <i>taal</i> rhythm. <i>Shloka</i> with hand gestures.
June- July	Body flexibility movements  Western	Warm up exercise related to yoga dance. International yoga day celebration. Basic foot step - shuffle
August – September	<i>Kathak</i> Routine  Devotional Dance	<i>Namaskar, Tatkar</i> Different feet, hands, neck, wrist, eyes movements. <i>Ganesh/ Krishna</i> dance
October - November	<i>Kathak</i> theory	Importance of <i>Namaskar</i> , Information of <i>Teen Taal</i> , Types of Indian Dances. Based on Western steps.
December	Annual function related preparations	
January - February	Western steps Semi classical dance	Basic steps of shuffle Devotional semi classical dance.
	No. of dances	6

## Subject: Physical Education

<b>1<sup>st</sup> Term</b>	
<b>MONTH</b>	<b>TOPICS</b>
April – May	<ul style="list-style-type: none"><li>- Warming up exercise</li><li>- Stretching exercise</li><li>- Jumping exercise</li><li>- Rotation</li><li>- Different types of Balance Exercise</li><li>- Explanation of games</li></ul>
June-July	<ul style="list-style-type: none"><li>- Warming up exercise</li><li>- Stretching exercise</li><li>- Jumping exercise</li><li>- Rotation</li><li>- Leg strength exercise</li><li>- Yoga (Yoga celebration)</li><li>- Different Stretching exercise</li><li>- Different Rope skipping exercise</li></ul>
August	<ul style="list-style-type: none"><li>- Warming up exercise</li><li>- Stretching exercise</li><li>- Jumping exercise</li><li>- Rotation</li><li>- Different Floor exercise (Plank, knee to elbow crunch, Down-dog knee up, Cross body climber Etc....)</li></ul>
September	<ul style="list-style-type: none"><li>- Warming up exercise</li><li>- Stretching exercise</li><li>- Jumping exercise</li><li>- Rotation</li><li>- Different games Skills (Basketball, Handball, Volleyball and Kabaddi)</li></ul>

## 2<sup>nd</sup> Term

MONTH	TOPICS
October	<ul style="list-style-type: none"><li>- Warming up exercise</li><li>- Stretching exercise</li><li>- Jumping exercise</li><li>- Rotation</li><li>- Yoga Asana (Cultural Asana, Meditative and RelaxativeAsana and Therapeutic Asana)</li></ul>
November	<ul style="list-style-type: none"><li>- Warming up exercise</li><li>- Stretching exercise</li><li>- Jumping exercise</li><li>- Rotation</li><li>- Different Self-defense Techniques</li><li>- throwing at targets</li></ul>
December	<ul style="list-style-type: none"><li>- Warming up exercise</li><li>- Stretching exercise</li><li>- Jumping exercise</li><li>- Rotation</li><li>- Cardio Exercise</li></ul>
January	<ul style="list-style-type: none"><li>- Warming up exercise</li><li>- Stretching exercise</li><li>- Jumping exercise</li><li>- Rotation</li><li>- Muscular strength endurance exercise</li></ul>
February	<ul style="list-style-type: none"><li>- Warming up exercise</li><li>- Stretching exercise</li><li>- Jumping exercise</li><li>- Rotation</li><li>- shuttle run (Agility/ flexibility development exercise)</li></ul>
March	<ul style="list-style-type: none"><li>- Warming up exercise</li><li>- Stretching exercise</li><li>- Jumping exercise</li><li>- Rotation</li><li>- Yoga Asana (Cultural Asana, Meditative and RelaxativeAsana and Therapeutic Asana)</li></ul>



## Subject: GK

<b>Months</b>	<b>Topics</b>
<b>April</b>	Ch-1 colour my city name Ch-2 waterfalls in India Ch-3 the first woman in India to... Ch-4 caves of India Ch-5 famous gardens in India Ch-6 lakes of India Ch-7 Indian practices with scientific reasons Ch-8 the eighth wonder Ch-9 when in Russia Ch-10 famous bridges Ch-11 natural wonders
<b>Summer Vacation (May to June 7th)</b>	
<b>June</b>	Ch-13 sobriquets Ch-14 traditional costumes Ch-15 during online classes Ch-16 environment lovers Ch-17 why is plastic being banned? Ch-18 I can prevent water pollution Ch-19 some unique tree
<b>July</b>	Ch-20 deadly sea creatures Ch-21 camouflage Ch-22 National flowers Ch-23 clean technology Ch-24 world's fastest trains
<b>August</b>	Half Year Exam Revision
<b>September</b>	Half Year Exam
<b>October</b>	Ch-25 traffic signals Ch-26 IQ challenge 1 Ch-27 IQ challenge 2 Ch-28 Quiz 1 Ch-29 yoga for kids Ch-30 I can control myself Ch-31 Be a smart child
<b>November</b>	Ch-32 three part puzzle Ch-33 proverbs Ch-34 good reads Ch-35 sportstars Ch-36 strange sports to play

	Ch -37 Just dance
December	Ch-38 unusual musical instruments Ch-39 national games Ch-40 first in space Ch-41 science facts to know Ch-42 great inventions Ch-43 great Indian scientist Ch-44 any world
January	Ch-45 IQ challenge 3 Ch-46 IQ challenge 4 Ch-47 quiz 2 Ch-48 amazing facts Ch-49 World records
February	Annual exam revision
March	Annual Exam


## Subject: Art

1 <sup>st</sup> Term	
Month	Topics
April	1.Tea Leaf & Pencil Shave Pasting: Ant & Bee 2.Draw& Colour: Opposite Pictures 3.Drawing: Figures 4.Glitter& Star Pasting: Rockets 5.Crush Paper Impression & wool pasting ;Bee
June	6.Draw& Colour: Butterfly 7.Cotton Bud Impression : Flowers 8.Draw & Colour: Water Animals 9.Paper Craft: Optical Illusions
July	10.Pencil Shading: Shading Effects 11.Colouring: Parrot 12.Croundnut Shell pasting 13.Sequence Pasting: Boats 14.Overlapping: Design

August	15.Dal Pasting: Hand-fan 16.Colouring: Water Animals 17.Glass& Wool Pasting: Tortoise 18.Draw & Colour: Butterfly 19.Sutli Pasting: Ladybird 20.Draw & Colour: Faces
September	21.Abstract Painting 22.Colouring: Cock 23.Rubber Band, Wheat & Glitter Pasting: Flower Pot

<b>2<sup>nd</sup> Term</b>	
<b>Month</b>	<b>Topics</b>
October	24.Rubber Band & Glitter Pasting: Flower & Fruits 25.Tile Effect: Elephant 26.Gift Wrap: Christmas Tree 27.Stencil Rubbing: Butterflies
November	28.Stencil Shading: Butterflies 29.Leaf Impression: Plant 30.Draw& Colour: Logo
December	31.Scratch Crayons: Painting 32.Draw & Colour: Bat 33.Paper Folding: Elephant
January	34.Draw & Colour: Book Cover 35.Mask: Tiger 36.Rice Pasting: Camel 37.Paper Cutting: Gwiazdy Design

# Subject: EVS

1 <sup>st</sup> Term	
Month	Topics
April	<p>CHAPTER - 1 - <i>PARTS OF OUR BODY</i></p> <p>Sub-topics</p> <ul style="list-style-type: none"><li>● Our body organs<ol style="list-style-type: none"><li>1. Brain</li><li>2. Lungs</li><li>3. Heart</li></ol></li><li>● Blood circulation</li><li>● Process of digestion</li><li>● Liver</li><li>● Kidneys</li></ul> <p>CHAPTER - 4 - <i>A PERFECT SHELTER</i></p> <p>Sub-topics</p> <ul style="list-style-type: none"><li>● An ideal house<ol style="list-style-type: none"><li>1. Ventilation</li><li>2. Sanitation</li></ol></li><li>● Types of houses</li><li>● Houses according to climatic conditions</li><li>● Some temporary houses</li><li>● Houses now and then</li></ul> <p>CHAPTER - 5 - <i>CLOTHES WE WEAR</i></p> <p>Sub-topics</p> <ul style="list-style-type: none"><li>● Clothes - our basic need</li><li>● Journey of cloth - Fibre to Fabric</li><li>● Some special clothes</li><li>● Care for your clothes</li><li>● Clothes in India</li></ul>
May	<p>SUMMER VACATION</p>  <p>CHILL! 100000</p> <p>PARTY</p> <p>BANTI HAI</p>

<p>June</p>	<p>CHAPTER - 6 - <i>OUR COMMUNITY</i>  Sub-topics</p> <ul style="list-style-type: none"> <li>● A community</li> <li>● Residents welfare association(RWA)</li> <li>● Societies/clubs in schools</li> <li>● Non governmental associations (NGO)</li> </ul> <p>CHAPTER - 7 - <i>SERVICES IN THE COMMUNITY</i>  Sub-topic</p> <ul style="list-style-type: none"> <li>● Public service</li> <li>● Gram Panchayat</li> <li>● Functions of gram panchayat</li> <li>● Sources of funds</li> <li>● Municipal Corporation</li> <li>● Functions of the municipal corporation</li> </ul>
<p>July</p>	<p>CHAPTER - 2 <i>HEALTH AND SAFETY</i>  Sub-topic</p> <ul style="list-style-type: none"> <li>● Health is wealth</li> <li>● Being safe <ol style="list-style-type: none"> <li>1. Safety at home</li> <li>2. Safety outdoors</li> <li>3. Water safety</li> <li>4. Fire safety</li> <li>5. Food safety</li> </ol> </li> <li>● Communicable diseases</li> </ul> <p>CHAPTER - 8 <i>PRIVATE VS. PUBLIC</i>  Sub-topic</p> <ul style="list-style-type: none"> <li>● Private property</li> <li>● Public property <ol style="list-style-type: none"> <li>1. Parks</li> <li>2. Public transport</li> </ol> </li> <li>● School property</li> <li>● Historical monuments</li> </ul> <p>CHAPTER - 9 <i>LOCATING PLACES</i>  Sub-topic</p> <ul style="list-style-type: none"> <li>● Locating a place</li> <li>● A map :- reading a map</li> <li>● An atlas</li> </ul>

August

CHAPTER - 3 *FOOD IS LIFE*

Sub-topic

- Food
- Nutrients in food
  1. Carbohydrates
  2. Fats
  3. Proteins
  4. Vitamins and minerals
  5. Water and roughage
- Enhancing the nutritional value
- Food preservation
- Good food habits
- Journey of food

CHAPTER - 10 *LIFE IN NORTHERN INDIA*

Sub-topic

- Physical features of India
- The great Himalayas
- Why are Himalayas important to us
- The northern plains
- The Indian desert

CHAPTER - 11 *LIFE IN SOUTHERN INDIA*

Sub-topic

- Southern India
- Central highland
- Deccan plateau
- Coastal region
- Islands
  1. The Andaman and Nicobar
  2. The Lakshwadeep Islands

CHAPTER - 12 *INDIAN MONUMENTS*

Sub-topic

- Famous Indian monuments
  1. The Taj Mahal
  2. The Red fort
  3. Qutub minar
  4. India gate
  5. Charminar
  6. Gol gumbaz
  7. Konark Sun temple
  8. Hawa Mahal
  9. Meenakshi temple
  10. Sanchi stupa
  11. Victoria memorial
  12. Caves of Ajanta and Ellora

- Protecting our monuments

September

*REVISION & HALF YEARLY EXAM*



**2<sup>nd</sup> Term**

October

**CHAPTER - 14 TRAVELLERS TO INDIA**

Sub-topic

- Famous travellers to India
  1. Hiuen Tsang from China
  2. Ibn Battuta from Morocco
  3. Al Biruni from Persia
  4. Fa Hien from China
  5. Megasthenes from Greece
  6. Vasco Da Gama from Portugal
  7. Marco Polo from Italy

**CHAPTER - 15 INDIAN ELECTION**

Sub-topic

- India - The largest democracy
- Union of India
- The parliament
- Elections in India
- Law and justice
  1. The supreme courts
  2. The High courts
  3. The district and session courts

**CHAPTER - 16 THE STORY OF WHEEL**

Sub-topic

- The Wheel - Importance and uses
- Invention of wheel
- Means of transport
  1. Land transport
  2. Air transport
  3. Water transport

November

CHAPTER - 17 *MEANS OF COMMUNICATION*

*Sub-topic*

- Means of communication
- Communication in ancient times
- Communication in modern Times
- Personal communication
- Mass communication
- Social media

CHAPTER - 18 *WORLD OF PLANTS*

*Sub-topic*

- Parts of a plant
  1. The root system
  2. The shoot system
- Functions of a stem
- Leaves, functions of a leaf
- Flowers, functions of a flower
- Fruits

CHAPTER-19 *WORLD OF ANIMALS*

*Sub-topic*

- The animal Kingdom
- Where do animals live
- Food habits of animals
- Reproduction in animals
  1. Animals that lay eggs
- Life cycle of some other animals like frog and butterfly
- Animals that give birth to young ones



December

**CHAPTER - 20 AIR WE BREATHE**

**Sub-topic**

- Air around us
- Uses of air
  1. We need air for breathing
  2. Air is needed for burning
  3. Add carries sounds and fragrances
- Characteristics of air
- Moving air
- Air pollution

**CHAPTER - 21 WATER AND WEATHER**



**Sub-topic**

- The weather report
- Sun and weather
- Water and weather
- Water cycle

**CHAPTER - 13 INDIAN RULERS**

**Sub-topic**

- The great Indian rulers
  1. Maharana Pratap
  2. Tipu Sultan
  3. Chhatrapati Shivaji
  4. Akbar
  5. Chandragupt Maurya
  6. Ashoka
  7. Samudragupta
  8. Rani of Jhansi, Lakshmi Bai

<p>January</p>	<p>CHAPTER - 22 <i>GO GREEN, GET CLEAN</i></p> <p>Sub-topic</p> <ul style="list-style-type: none"> <li>● Cleanliness in our surroundings</li> <li>● Waste disposal</li> <li>● The three R's Reduce Reuse Recycle</li> <li>● Keeping our earth green</li> </ul> <p>CHAPTER - 23 <i>LET'S CONTROL POLLUTION</i></p> <p>Sub-topic</p> <ul style="list-style-type: none"> <li>● Pollution</li> <li>● Air pollution</li> <li>● Water pollution</li> <li>● Soil and land pollution</li> </ul> <p>CHAPTER 24 <i>GIFTS OF NATURE</i></p> <p>Sub-topics</p> <ul style="list-style-type: none"> <li>● Nature and natural resources</li> <li>● Types of natural resources             <ol style="list-style-type: none"> <li>1. Renewable resources</li> <li>2. Water</li> <li>3. Sources of water</li> <li>4. Water pollution</li> <li>5. Conservation of water plants animals and soil</li> </ol> </li> <li>● Non renewable resources</li> <li>● Protecting our resources</li> </ul>
<p>February</p>	<p>REVISION</p> 
<p>March</p>	<p>REVISION</p> 

# Subject : Computer

<b>1<sup>st</sup> Term</b>		
Chapter No.	Month	Topic Name
1	April	<u><b>Storage &amp; Memory Devices</b></u> <ul style="list-style-type: none"> <li>&gt; Data And Information</li> <li>&gt; Data Storage Units</li> <li>&gt; Types Of Memory</li> <li>&gt; Storage Devices</li> <li>&gt; Computer Ports</li> </ul>
2	June	<u><b>GUI Operating System – Desktop Management</b></u> <ul style="list-style-type: none"> <li>&gt; Features Of Windows 7</li> <li>&gt; The Taskbar</li> <li>&gt; Customizing The Taskbar</li> <li>&gt; Icons</li> <li>&gt; Customizing The Desktop</li> <li>&gt; Customizing The Windows Setup</li> <li>&gt; Use Of Shortcut Menu</li> </ul>
3	July	<u><b>Advanced Features Of TUX Paint</b></u> <ul style="list-style-type: none"> <li>&gt; TuxPaint</li> <li>&gt; More Magic Tools</li> <li>&gt; Storyboard</li> <li>&gt; Slide Show</li> <li>&gt; Deleting A Drawing</li> <li>&gt; Quit Tool</li> </ul>
4	August	<u><b>Formatting In Microsoft Word 2010</b></u> <ul style="list-style-type: none"> <li>&gt; Format Painter</li> <li>&gt; Applying Superscript And Subscript</li> <li>&gt; Applying Shadow Effect</li> <li>&gt; Applying Header And Footer</li> <li>&gt; Inserting Column And Column Break</li> <li>&gt; Inserting Page Break</li> <li>&gt; Inserting Line Break</li> <li>&gt; Setting Margins</li> <li>&gt; Setting Page Orientation</li> <li>&gt; Setting Paper Size</li> <li>&gt; WorkingWith Tabs</li> <li>&gt; Indenting Text</li> </ul>

**Worksheet -1 And Revision Of Chapter 1 To 4**

<b>2<sup>nd</sup> Term</b>		
Chapter No.	Month	Topic Name
5	September /October	<u><b>Advanced Features Of Microsoft Word 2010</b></u> <ul style="list-style-type: none"> <li>&gt; Finding The Text</li> <li>&gt; Replacing The Text</li> <li>&gt; Working With Shapes</li> <li>&gt; Using Drawing Tools</li> </ul>

		<ul style="list-style-type: none"> <li>&gt; Inserting Word-Art</li> <li>&gt; Inserting Clip-Art</li> <li>&gt; Adding Watermark</li> <li>&gt; Applying Borders And Shading</li> <li>&gt; Inserting Cover Page</li> </ul>
6	October	<b><u>Stepwise Thinking</u></b> <ul style="list-style-type: none"> <li>&gt; Reasoning And Problem Solving</li> <li>&gt; Examples Of Step-Wise Thinking</li> <li>&gt; Encoding And Decoding</li> </ul>
7	November	<b><u>More About Scratch</u></b> <ul style="list-style-type: none"> <li>&gt; Features Of Scratch</li> <li>&gt; Components Of Scratch</li> <li>&gt; Adding A New Sprite</li> <li>&gt; Working With Two Sprites</li> <li>&gt; Setting The Sprite Position</li> <li>&gt; Setting The Rotation Style</li> <li>&gt; Changing The Pen Shade</li> <li>&gt; Changing The Backdrop Of The Stage</li> <li>&gt; Playing The Instruments</li> </ul>
8	December	<b><u>Microsoft Powerpoint 2010</u></b> <ul style="list-style-type: none"> <li>&gt; Starting Microsoft Powerpoint</li> <li>&gt; Components Of MS Powerpoint</li> <li>&gt; Creating A New Presentation</li> <li>&gt; Adding Text Into A Presentation</li> <li>&gt; Saving A Presentation</li> <li>&gt; Closing And Exiting A Presentation</li> <li>&gt; Opening A Presentation</li> <li>&gt; Adding A New Slide</li> <li>&gt; Adding Pictures To The Title And Content Slide</li> <li>&gt; Slide Show</li> </ul>
9	January	<b><u>The Internet – Web Browser</u></b> <ul style="list-style-type: none"> <li>&gt; What Is A Network?</li> <li>&gt; What Is The Internet?</li> <li>&gt; History Of The Internet</li> <li>&gt; Commonly Used Internet Terms</li> <li>&gt; Basic Requirements Of An Internet Connection</li> <li>&gt; Web Browser And Its Parts</li> <li>&gt; Best Practices Related To Online Safety</li> </ul>
10	February	<b><u>Worksheet -2/ Revision Of Chapter 5 To 9 / National Cyber Olympiad / Project Work / Quick Glimpse Of MSWord 2016</u></b>
11	March	<b>Revision And Exam</b>

Subject Teacher: \_\_\_\_\_

Subject In-charge: \_\_\_\_\_

Principal: \_\_\_\_\_