**Subject: Computer 4th (2025-26)**

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| **Month** | **Name of the Book** | **Content** | **Practical/Activities** |
| **April** | HANDS ONA Book of Information and Communication Technology. | Computer –A Machine | * Information Processing in Computer.
* Learn about various Components of computer system and their interconnection.
* Identify various components of a computer system as Input/output devices Memory (Primary and Secondary), Central Processing Unit.
* All Activities given in chapter.
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| **May** | HANDS ONA Book of Information and Communication Technology. | More on Tux Paint | * How to open Tux Paint.
* Knowledge of Components of main screen of Tux Paint
* How to use following various Tools in Tux Paint.
* Paint Tool ii. Line Tool
* Line Tool
* Eraser Tool
* Text Tool
* How to use undo and redo Button.
* How to save a picture.
* All Activities given in chapter.
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| **June** | Summer Break |
| **July** | HANDS ONA Book of Information and Communication Technology. | Exploring Tux Paint | * How to make a Drawing using Magic Tool.
* Explore Magic Tool
* Blind Magic Effect
* Blur Effect
* Brick Effect
* Drip Magic Effect
* Calligraphy Effect
* How to use STAMP Tool.
* All Activities given in chapter.
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|   **July Assessment of Ch-1,2(Practical test)** |
| **August**  | HANDS ONA Book of Information and Communication Technology. | LOGO –I | * Introduction of LOGO.
* How to Open a LOGO.
* Explore LOGO Window Screen.
* Draw a turtle using following command:-
* FORWARD(FD)
* BACK (BK)
* RIGHT TURN (RT)
* LEFT TURN (LT)
* CLEAR SCREEN (CS) AND DRAW
* CLEAR TEXT (CT)
* HOME
* Draw the initial letter of your name using LOGO commands.
* Draw the various shapes using commands.
* All Activities given in chapter.
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| **Sept.** | HANDS ONA Book of Information and Communication Technology. | LOGO -II | * Understand the use of following command
* HIDE TURTLE
* SHOW TURTLE
* PEN UP
* PEN DOWN
* PEN ERASE
* REPEAT
* Draw various shapes and drawing using LOGO.
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| **Term-1 Examination(September)** **Syllabus Lesson -1 to 4 (Practical Test only)** |
| **Oct.** | HANDS ONA Book of Information and Communication Technology. | LOGO -II | * Make Circle using REPAET command.
* Make Rectangle using REPAET command.
* Make triangle using REPAET command.
* Make Pentagon using REPAET command.
* All Activities given in chapter.
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| **Nov.** | HANDS ONA Book of Information and Communication Technology. | Writer –Getting Started | * Introduce the concept of Open source/Open office software.
* How to open a Open office writer ? Importance also.
* Describe various components of open office writer.
* Perform various following function of open office Writer:
* Saving a file.
* Closing a file.

All Activities given in chapter. |
| **Nov. (Assessment of Ch. 5,6)** **(Practical Test only).** |
| **Dec.** | HANDS ONA Book of Information and Communication Technology. | Editing in Writer | * Navigating of a document using following certain key and key combination.
* Left Arrow
* Right Arrow
* Up Arrow
* Down Arrow
* Home
* End
* Ctrl+Home
* Ctrl+End
* Selection of text using cursor and with selection keys.
* Function of Undo and Redo Command.
* Edit tool-Cut, Copy, Paste etc.
* Use of find and replace option.

All Activities given in chapter. |
| **Jan.** | HANDS ONA Book of Information and Communication Technology. | Internet as A pool of information | * Internet and its uses in day to day life.
* How to connect your computer through internet.
* How to search on internet.
* How to do Video Conferencing.
* How to download an searched information on Internet.
* How to download Image and Text on Internet.

All Activities given in chapter. |
| **UT-4(January) Syllabus Lesson: -7,8 (Practical Test only)** |
| **Feb.** | HANDS ONA Book of Information and Communication Technology. |  | * Practicals
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| **Feb. Term-2 Examination**Syllabus for Term-2 is L-5 to 8. (Practical Test only) |