

**Grade: 4**

**Subject: ICT**

| Month    | Name of the Lesson                         | Topic   |
|----------|--|---|
| April    | Windows 10: Working with Files and Folders | <ul style="list-style-type: none"> <li>Working with Folders</li> <li>Various File operations</li> </ul>   |
| June     | Windows 10: Personalize Your Windows       | <ul style="list-style-type: none"> <li>Personalizing Desktop</li> <li>Applying Themes</li> </ul>  |
| July     | MS PowerPoint: Getting Started             | <ul style="list-style-type: none"> <li>PowerPoint 2016 Interface</li> <li>Creating Presentations</li> </ul>                                     |
| July     | MS PowerPoint: Formatting Presentation     | <ul style="list-style-type: none"> <li>Applying Themes</li> <li>Inserting Pictures</li> <li>Bullets &amp; Numbering</li> </ul>                  |
| August   | MS Word: Text Editing and Formatting       | <ul style="list-style-type: none"> <li>Text Related Operations: Copying, Moving, Find/ Replace</li> <li>Spelling &amp; Grammar Check</li> </ul> |
| October  | MS Word: Text Enhancement                  | <ul style="list-style-type: none"> <li>Bullets &amp; Numbering</li> <li>Line and Paragraph Setting</li> <li>Borders &amp; Shading</li> </ul>    |
| November | MS Word: Working with Graphics             | <ul style="list-style-type: none"> <li>Pictures &amp; ClipArts</li> <li>Shapes &amp; WordArt</li> </ul>   |
| November | More on MSW Logo                           | <ul style="list-style-type: none"> <li>Hide &amp; Show Turtle</li> <li>Pen Up &amp; Pen Down</li> <li>More Logo Commands</li> </ul>             |
| December | Programming Concepts with Scratch          | <ul style="list-style-type: none"> <li>Sprites &amp; Costumes</li> <li>Event Handling &amp; Decision Making</li> </ul>                          |
| January  | Introduction to Internet                   | <ul style="list-style-type: none"> <li>History &amp; Internet Terminology</li> <li>Searching on Internet</li> </ul>                             |