

Information Technology Annual & Weekly Syllabus Split-Up - 2025-26															
Grade IV															
S.No	Month	No. of Working Days		No. of Days	Topic	Sub Topic	Resources	Activity	Mid April Test	Periodic Test 1	Pre Mid Term	Mid Term	Periodic Test 2	Post Midterm	Annual
2	APRIL	23	Week 1	5	1.Knowing About your Computer	Input Device,output device,Processing Device	Computer and its Peripherals,Textbook,Internet, Easi Board	Distinguish between Input/Output and Storage device							
			Week 2	5	1.Knowing About your Computer	Storage Device, External Storage Device									
			Week 3	4	1.Knowing About your Computer	Exercise Ch-1									
			Week 4	6	2.Managing Files and Folders	Starting Windows 10,File Explorer,Files and Folders	Computer and its Peripherals,Textbook,Files								
			Week 5	3	2.Managing Files and Folders	Opening,Renaming and Deleting Files and Folders									
3	JUNE	19	Week 1	0											
			Week 2	6	2.Managing Files and Folders	Revision		Create , rename and delete files and folders							
			Week 3	6	2.Managing Files and Folders	Exercise 2									
			Week 4	6	Revision Ch 1&2	Revision Ch 1&2									
			Week 5	1	Revision Ch 1&3	Revision Ch 1&3									
4	JULY	27	Week 1	5	Periodic Test 1										
			Week 2	6	3.Formatting a Document	Changing Font Type,Making Text Bold,Italic and Underline,Changing Text Colour	Computer,Textbook,MS Word,Easi Board	Make the text Bold/Italic and Underline							
			Week 3	6	3.Formatting a Document	Change Case, Applying Drop Cap,Header Footer, Superscript and Subscript									
			Week 4	6	4. Working With Graphics in Word 2016	Inserting Pictutre-Online and Offline	Computer,Textbook,MS Word,Easi Board	Write stylish letter using WordArt features							
			Week 5	4	4. Working With Graphics in Word 2016	Inserting Shape, WordArt, Textbox,Table etc									
5	AUGUST	23	Week 1	2	Pre Mid Term Exam	Revision Ch-1,2,3									
			Week 2	5	4. Working With Graphics in Word 2016	Exercise Ch-4	Computer,Textbook,MS Word,Easi Board								
			Week 3	5	5.Introduction to MS PowerPoint 2016	Components of PowerPoint,Creating Blank Presentation,		Make a presentation on any one of the festivals							
			Week 4	6	5.Introduction to MS PowerPoint 2016	Saving , Opening and Closing Presentation									
			Week 5	5	5.Introduction to MS PowerPoint 2017	Exercise Ch-5									
6	SEPTEMBER	25	Week 1	5	Term 1	Revision Ch1,2,3,4&5									
			Week 2	6	Term 1	Revision Ch1,2,3,4&5									
			Week 3	6	Term 1	Revision Ch1,2,3,4&5									
			Week 4	6	6.Working With Slides in PowerPoint 2016	Inserting New Slide, WordArt,Editing Text Object	Computer,Textbook,MS PoiwerPoint,Easi Board								

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