

**Dawood Public School**  
**Computer Studies**  
**Course Outline for 2017-2018**  
**Class IV**

**Course book- Keyboard – Computer Science with Application Software (IV)**  
**Second edition (Oxford University Press)**

**Month wise Distribution of Course Work**

August	Applications Of Computers
September	Input And Output Devices
October	More About Window 7 More About Tux Paint
<b>November</b>	<b>Revision</b>
<b>December</b>	<b>Mid-Year Examination</b>
January	Editing in MS Word
February	Formatting in MS Word
March	Introduction to MS Power Point 2007 Working with text in MS Power Point
<b>April</b>	<b>Revision</b>
<b>May</b>	<b>Final Examination</b>

Content	Learning outcomes
<p><b>Applications of Computer</b> Computers are used in everywhere in daily living. Their use can be seen in the following:</p> <ul style="list-style-type: none"> <li>• School</li> <li>• Home</li> <li>• Film Making</li> <li>• Bank</li> <li>• Office</li> <li>• Hospital</li> <li>• Robots</li> <li>• Airlines and Railways</li> <li>• Library</li> <li>• Hotels and Shops</li> </ul> <p>Computers are used to control the following.</p> <ul style="list-style-type: none"> <li>• CCTV</li> <li>• Robots</li> <li>• Satellites</li> </ul>	<p><b>Theory objectives</b></p> <ul style="list-style-type: none"> <li>• Describe two applications of computers: <ul style="list-style-type: none"> <li>➤ in a hospital</li> <li>➤ at an airport</li> <li>➤ at a railway station</li> </ul> </li> <li>• List three uses of a computer in a school</li> <li>• State the full form of: <ul style="list-style-type: none"> <li>➤ ATM</li> <li>➤ E-mail</li> </ul> </li> <li>• State the function of ATM</li> <li>• List four things designed by using a computer</li> <li>• Define robot and animation</li> </ul> <p><b>Practical objectives</b></p> <ul style="list-style-type: none"> <li>• Prepare a document about applications of computer in school</li> <li>• Prepare a document of application of computer in airport, hospital, shopping mall or bank – using observation experience</li> </ul>
<p><b>Tricky Terminology:</b> Animation, ATM</p> <p><b>Types of Questions:</b></p> <ul style="list-style-type: none"> <li>➤ Fill in the Blanks</li> <li>➤ Identify and Label</li> <li>➤ Short Answers</li> <li>➤ Multiple Choice Questions</li> </ul> <p><b>Practice in the Lab</b> Make a list of applications of computers in different fields using any word-processing software.</p> <p><b>I.T Links:</b>  <a href="https://www.informationq.com/uses-of-computers-in-different-fields-areas-sectors-industries-education/">https://www.informationq.com/uses-of-computers-in-different-fields-areas-sectors-industries-education/</a>  <a href="https://www.slideshare.net/DivyanshuGupta2/uses-of-computer-in-various-fields">https://www.slideshare.net/DivyanshuGupta2/uses-of-computer-in-various-fields</a></p>	

Content	Learning outcomes
<p><b>Input And Output Devices</b>            Input and output devices together are called computer peripherals.            Input Devices            Input devices help us to enter data in computer.</p> <ul style="list-style-type: none"> <li>• Keyboard</li> <li>• Mouse</li> <li>• Trackball</li> <li>• Joystick</li> <li>• Light Pen</li> <li>• Scanner</li> <li>• Web Camera</li> <li>• Digital Camera</li> <li>• Microphone</li> </ul> <p>Output Devices            Output devices help us to display a result in the form of information</p> <ul style="list-style-type: none"> <li>• Monitor</li> <li>• Projector</li> <li>• Head Phones</li> <li>• Speaker</li> <li>• Printer</li> </ul>	<p><b>Theory objectives</b></p> <ul style="list-style-type: none"> <li>• Define the terms:               <ul style="list-style-type: none"> <li>➤ computer peripheral</li> <li>➤ input device</li> <li>➤ output device</li> </ul> </li> <li>• List four types of:               <ul style="list-style-type: none"> <li>➤ input devices</li> <li>➤ pointing devices</li> <li>➤ output devices</li> </ul> </li> <li>• State the function of any four:               <ul style="list-style-type: none"> <li>➤ input devices</li> <li>➤ output devices</li> </ul> </li> <li>• Differentiate between headphones and speakers</li> <li>• Differentiate between a printer and a scanner</li> <li>• Differentiate between hard copy and soft copy</li> </ul> <p><b>Practical objectives</b></p> <ul style="list-style-type: none"> <li>• Observe all input and output devices in computer lab and prepare a document</li> <li>• Observe computer peripherals in seminar room and prepare a document</li> </ul>
<p><b>Tricky Terminology:</b>            keyboard, mouse, trackball, joystick, light pen, scanner, web camera, digital camera, VDU, soft copy speaker, head phones, projector, printer, hard copy</p> <p><b>Types of Questions</b></p> <ul style="list-style-type: none"> <li>➤ Fill in the Blanks</li> <li>➤ Identify and Label.</li> <li>➤ Question Answer</li> <li>➤ Multiple Choice Questions</li> <li>➤ Sorting and Matching</li> </ul> <p><b>Practice in the Lab:-</b>            Page No. 15 Task 1, 2 and 3</p> <p><b>I.T Links:</b>  <a href="http://www.ehow.com/list_6494264_uses-computer-kids.html">http://www.ehow.com/list_6494264_uses-computer-kids.html</a>  <a href="http://www.bbc.co.uk/schools/gcsebitesize/ict/hardware/0inputandoutputdevices_act.shtml">http://www.bbc.co.uk/schools/gcsebitesize/ict/hardware/0inputandoutputdevices_act.shtml</a></p>	

Content	Learning outcomes
<p><b>More About Windows 7</b>                      Microsoft Windows 7 is an operating system which functions through:</p> <ul style="list-style-type: none"> <li>• Desktop</li> <li>• Icons</li> </ul> <p>Windows Explorer is an important part of Windows 7 which operates with:</p> <ul style="list-style-type: none"> <li>• Left pane</li> <li>• Right pane</li> </ul>	<p><b>Theory objectives</b></p> <ul style="list-style-type: none"> <li>• Define the following:                             <ul style="list-style-type: none"> <li>➤ Windows Explorer</li> <li>➤ desktop</li> <li>➤ icons</li> </ul> </li> <li>• Differentiate between file and folder</li> <li>• Differentiate between and copying and moving</li> <li>• Name two parts of Windows Explorer</li> </ul> <p><b>Practical objectives</b></p> <ul style="list-style-type: none"> <li>• Change screen saver and wallpaper</li> <li>• Create a folder</li> <li>• Copy and paste a folder</li> <li>• Move and paste a folder</li> <li>• Rename a folder</li> <li>• Delete a folder</li> </ul>
<p><b>Tricky Terminology</b>                      desktop, icon, file, folder, wall paper, screen saver, rename, copy, move</p> <p><b>Types of Questions</b></p> <ul style="list-style-type: none"> <li>➤ Fill in the Blanks</li> <li>➤ Label and Identify</li> <li>➤ Short Answers</li> <li>➤ Multiple Choice Questions</li> <li>➤ True or False Statements</li> </ul> <p><b>Practice in the Lab:-</b>                      Pages 26-27 Practice time                      Page 30 Lab Task 4</p> <p><b>I.T Links:</b>  <a href="https://www.lifewire.com/operating-systems-2625912">https://www.lifewire.com/operating-systems-2625912</a>  <a href="http://www.dummies.com/.../for-seniors-how-to-set-up-a-screen-saver-for-your-computer">www.dummies.com/.../for-seniors-how-to-set-up-a-screen-saver-for-your-computer</a>  <a href="https://www.gcflernfree.org/windowsxp/files-folders-and-drives/3/">https://www.gcflernfree.org/windowsxp/files-folders-and-drives/3/</a>  <a href="https://www.youtube.com/watch?v=REfgwHRq20s">https://www.youtube.com/watch?v=REfgwHRq20s</a></p>	

Content	Learning objectives
<p><b>More About Tux Paint</b>                      Tux paint window                      Parts of tux paint window                      Stamp tool</p> <ul style="list-style-type: none"> <li>• Control tool</li> <li>• Sound muting</li> </ul> <p>Creating a storyboard</p> <ul style="list-style-type: none"> <li>• New tool</li> <li>• Drawing tools</li> <li>• Save tool</li> </ul> <p>Slide show</p> <ul style="list-style-type: none"> <li>• Open tool</li> <li>• Slide button</li> <li>• Sliding scale</li> <li>• Play button</li> <li>• Keyboard keys</li> </ul> <p>Quit tool</p>	<p><b>Practical objectives</b></p> <ul style="list-style-type: none"> <li>• Open tux paint</li> <li>• Add stamp tool</li> <li>• Increase and decrease the size of stamps</li> <li>• Mute sound</li> <li>• Create story board</li> <li>• Save the slides</li> <li>• Adjust speed of the slide</li> <li>• Play slides</li> <li>• Quit Tux Paint window</li> </ul>
<p><b>Tricky Terminology:</b>                      stamp, mute, story board, slide show</p> <p><b>Types of Questions</b></p> <ul style="list-style-type: none"> <li>➤ Fill in the Blanks</li> <li>➤ Label and Identify</li> <li>➤ Short Answers</li> <li>➤ Multiple Choice Questions</li> </ul> <p><b>Practice in the Lab:-</b>                      Page No. 44 Task 1,2 and 3                      Prepare a story board on any short story</p>	

**November 2017**  
**Revision for Mid Term Examinations**

**December 2017**  
**Mid Term Examinations**

Content	Learning outcomes
<p><b>Editing in MS Word 2007</b></p> <p>Basic text in MS Word</p> <ul style="list-style-type: none"> <li>• Creating MS WORD</li> <li>• Saving a document</li> <li>• Opening an existing document</li> <li>• Closing a document</li> <li>• Exiting MS word</li> </ul> <p>Editing options in MS Word</p> <p>Selection</p> <ul style="list-style-type: none"> <li>• Selection through mouse</li> <li>• Selection through keyboard</li> </ul>	<p><b>Theory objectives</b></p> <ul style="list-style-type: none"> <li>• Define editing</li> <li>• Differentiate between insert and overtype</li> <li>• Differentiate between redo and undo</li> </ul> <p><b>Practical objectives</b></p> <ul style="list-style-type: none"> <li>• Create, open and close document</li> <li>• Select text by using computer mouse</li> <li>• Select text by using short cut keys on keyboard</li> <li>• Insert new word between text</li> <li>• Replace word</li> <li>• Delete text</li> <li>• Copy and move text</li> </ul>
<p><b>Tricky Terminology:</b> edit, insert, overtype, undo, redo, copy , move</p> <p><b>Types of Questions</b></p> <ul style="list-style-type: none"> <li>➤ Fill in the Blanks</li> <li>➤ Label and Identify</li> <li>➤ Short Answers</li> <li>➤ Multiple Choice Questions</li> </ul> <p><b>Practice in the Lab:-</b> Page 70 Task 1,2,and 4 Pages 66-67 Practice Time</p> <p><b>I.T Links:</b>  <a href="https://www.youtube.com/watch?v=huUrsxwtB-Y">https://www.youtube.com/watch?v=huUrsxwtB-Y</a>  <a href="https://www.youtube.com/watch?v=l6kA6jHkc_4">https://www.youtube.com/watch?v=l6kA6jHkc_4</a>  <a href="https://www.youtube.com/watch?v=sEHWLv0R8nc">https://www.youtube.com/watch?v=sEHWLv0R8nc</a>  <a href="https://www.youtube.com/watch?v=kA9NSsMgMWw">https://www.youtube.com/watch?v=kA9NSsMgMWw</a>  <a href="https://support.microsoft.com/en-us/help/982946/overtyping-mode-is-disabled-in-word">https://support.microsoft.com/en-us/help/982946/overtyping-mode-is-disabled-in-word</a> </p>	

Content	Learning Outcomes
<p><b>Formatting in MS Word</b> MS Word is a program used to create documents. Documents may be formatted by</p> <ul style="list-style-type: none"> <li>• Default setting</li> <li>• Character formatting</li> </ul> <p>Character formatting is done using the font dialog box.</p>	<p><b>Theory objectives</b></p> <ul style="list-style-type: none"> <li>• Define formatting and default setting</li> <li>• Differentiate between bold and italic</li> </ul> <p><b>Practical objectives</b></p> <ul style="list-style-type: none"> <li>• Type sentences to demonstrate alphabet key recognition.</li> <li>• Prepare a document about Sports Day in DPS and apply all formatting options</li> <li>• Apply character formatting in text <ul style="list-style-type: none"> <li>➤ bold</li> <li>➤ italic</li> <li>➤ underline</li> <li>➤ font size</li> <li>➤ font style</li> <li>➤ font color</li> <li>➤ highlight text</li> <li>➤ remove highlight</li> </ul> </li> <li>• Align text</li> <li>• Use keyboard short cut key for: <ul style="list-style-type: none"> <li>➤ left alignment</li> <li>➤ right alignment</li> <li>➤ justify</li> <li>➤ centre</li> </ul> </li> <li>• Apply boarder around text</li> <li>• Apply shading behind text</li> </ul>
<p><b>Tricky Terminology</b> formatting, default setting, alignment, highlighting</p> <p><b>Types of Questions:</b></p> <ul style="list-style-type: none"> <li>➤ Fill in the Blanks</li> <li>➤ Label and Identify</li> <li>➤ Short Answers</li> <li>➤ Multiple Choice Questions</li> </ul> <p><b>Practice in the Lab:-</b> Page 80 Practice time Page 83 Lab task 1, 2 and 3</p> <p><b>I.T Links:</b>  <a href="https://www.universalclass.com/articles/computers/formatting-in-ms-word-2007.htm">https://www.universalclass.com/articles/computers/formatting-in-ms-word-2007.htm</a>  <a href="https://www.gcflearnfree.org/word2007/formatting-text/1/">https://www.gcflearnfree.org/word2007/formatting-text/1/</a>  <a href="http://www.free-training-tutorial.com/msWord2007-formattingText.html">http://www.free-training-tutorial.com/msWord2007-formattingText.html</a></p>	

Content	Learning Outcomes
<p><b>Introduction To MS Power Point</b>                      MS Power Point is used for making presentations.                      Features of MS Power Point include:</p> <ul style="list-style-type: none"> <li>• Create a slide</li> <li>• Insert new slides</li> <li>• Apply theme</li> <li>• Apply text, pictures and clip art</li> <li>• Slide show</li> </ul>	<p><b>Theory objectives</b></p> <ul style="list-style-type: none"> <li>• Define presentation and bullet</li> <li>• State three way to run slides</li> </ul> <p><b>Practical objectives</b></p> <ul style="list-style-type: none"> <li>• Prepare a presentation about uses of computer and apply all inserting options</li> <li>• Create new presentation</li> <li>• Insert text box</li> <li>• Inset pictures and clip art</li> <li>• Apply theme</li> <li>• Save presentation</li> </ul>
<p><b>Tricky Terminology</b>                      presentation, slide, placeholder, slide show</p> <p><b>Types of Questions</b></p> <ul style="list-style-type: none"> <li>➤ Fill in the Blanks</li> <li>➤ Label and Identify</li> <li>➤ Short Answers</li> <li>➤ Multiple Choice Questions</li> </ul> <p><b>Practice in the Lab:-</b>                      Pages 93-94) Practice Time                      Page 97 Lab task 1, 2 and 4</p> <p><b>I.T Links:</b>  <a href="https://www.slideshare.net/RegHineElago/introduction-to-powerpoint2007">https://www.slideshare.net/RegHineElago/introduction-to-powerpoint2007</a>  <a href="https://www.slideshare.net/mufassirin/ms-power-point-2007-presentation">https://www.slideshare.net/mufassirin/ms-power-point-2007-presentation</a></p>	



Content	Learning outcomes
<p><b>Working with Text in MS Power Point 2007</b></p> <ul style="list-style-type: none"> <li>• Inserting text box</li> <li>• Changing case</li> <li>• Deleting and replacing text from slides</li> <li>• Checking spelling</li> <li>• Creating a bulleted list</li> <li>• Changing bullet style</li> </ul>	<p><b>Theoretical objectives</b></p> <ul style="list-style-type: none"> <li>• Define bullets</li> <li>• Name the five changes of case</li> <li>• Differentiate the five cases</li> </ul> <p><b>Practical objectives</b></p> <ul style="list-style-type: none"> <li>• Prepare a presentation</li> <li>• Insert text box</li> <li>• Change case</li> <li>• Correct spelling mistake</li> <li>• Add bullets</li> <li>• Change bullet style</li> <li>•</li> </ul>
<p><b>Tricky Terminology</b> Placeholder, Text Box, Bullets</p> <p><b>Types of Questions</b></p> <ul style="list-style-type: none"> <li>➤ Fill in the Blanks</li> <li>➤ Label and Identify</li> <li>➤ Short Answers</li> <li>➤ Multiple Choice Questions</li> </ul> <p><b>Practice in the Lab:-</b> Pages 102-103 Practice time Page 97 Lab Task 1 and 4</p> <p><b>I.T Links:</b>  <a href="http://gethelp.library.upenn.edu/workshops/biomed/ppt07/inserttext07.html">http://gethelp.library.upenn.edu/workshops/biomed/ppt07/inserttext07.html</a>  <a href="http://gethelp.library.upenn.edu/workshops/biomed/ppt07/themes07.html">http://gethelp.library.upenn.edu/workshops/biomed/ppt07/themes07.html</a>  <a href="http://gethelp.library.upenn.edu/workshops/biomed/ppt07/backgrounds07.html">http://gethelp.library.upenn.edu/workshops/biomed/ppt07/backgrounds07.html</a>  <a href="https://support.office.com/en-us/article/Add-bullets-or-numbers-to-text-a6f1b87e-fca8-47da-ade9-5d99b7f41f04#ID0EAAIAAA=2007">https://support.office.com/en-us/article/Add-bullets-or-numbers-to-text-a6f1b87e-fca8-47da-ade9-5d99b7f41f04#ID0EAAIAAA=2007</a></p>	

April 2018

Revision for Final Examination

May 2018

Final Examination