COMPUTER SYLLABUS

Class – 4

4th Class Computer Syllabus – An Overview

For Class 4, the NCERT Computer Science syllabus builds on the foundational knowledge from previous years and introduces more advanced concepts. Here's a detailed breakdown of the topics and sub-topics typically covered:

Here our chapters for ITSE Examination :-

Chapter – 1 (*Introduction to Computers* **)**

Chapter – 2 (*Hardware and Software***)**

Chapter – 3 (Working with a Computer)

Chapter – 4 (Understanding the Desktop Environment)

Chapter - 5 (Word Processing Basics)

Chapter - 6 (Drawing and Graphics)

Chapter – 7 (Introduction to the Internet)

Chapter – 8 (*Introduction to Email* **)**

Chapter - 9 (*Multimedia Basics* **)**

Chapter - 10 (*Introduction to Coding (Optional)* **)**

Chapter - 11 (*Safe Computing Practices* **)**

Chapter – 1 (Introduction to Computers)

Topics and Sub – Topics :-

- **Recap of Basic Concepts**

  - What is a computer?
  - Uses of computers in various fields.

- **Categories of Computers**

  - Desktop, Laptop, Handheld devices, etc.

- **Inside the Computer**

  - Understanding basic internal parts: CPU, RAM, storage devices.

Chapter – 2 (Hardware and Software)

Topics and Sub – Topics :-

- **Types of Hardware**

  - Input devices: Keyboard, Mouse, Scanner.
  - Output devices: Monitor, Printer, Speakers.
  - Storage devices: Hard Drive, USB, CD/DVD.

- **Types of Software**

  - System software: Operating systems.
  - Application software: Word processors, Games, Educational tools.

Chapter – 3   (Working with a Computer)

Topics and Sub – Topics :-

- **Starting Up and Shutting Down**

  - Proper procedures to start and shut down a computer.

- **Basic Operations**

  - Opening and closing applications.

- Using the taskbar and start menu.

Chapter – 4   (Understanding the Desktop Environment)

Topics and Sub – Topics :-

- **Desktop and Icons**

  - Identifying and using desktop icons.

- **Taskbar Functions**

  - Using the taskbar for navigating between applications.

- **Files and Folders**

  - Creating, renaming, and organizing files and folders.

Chapter - 5 (Word Processing Basics)

Topics and Sub – Topics :-

- **Introduction to Word Processors**

  - Opening a document.
  - Basic text entry and editing.

- **Formatting Text**

  - Changing font style, size, and color.
  - Using bold, italics, and underline.

- **Saving and Printing Documents**

  - Saving a document with a specific name.
  - Printing basics.

Chapter - 6 (Drawing and Graphics)

Topics and Sub – Topics :-

- **Advanced Drawing with Paint**

  - Using different tools: brush, pencil, shapes.

- Adding text to drawings.

- **Creating Simple Graphics**

  - Drawing and colouring scenes or objects.
  - Using advanced colour options.

Chapter – 7 (Introduction to the Internet)

- **What is the Internet?**

  - Understanding how the internet works.
  - Basics of web browsers.

- **Navigating the Web**

  - Visiting websites.
  - Using search engines safely.

- **Internet Safety**

  - Importance of not sharing personal information.
  - Recognizing safe and unsafe websites.

Chapter – 8 (*Introduction to Email*)

- **Basics of Email**

  - What is an email?
  - Understanding email addresses.

- **Sending and Receiving Emails**

  - Composing a simple email.
  - Reading and replying to emails.

- **Email Safety**

  - Recognizing and avoiding spam.
  - Not opening emails from unknown sources.

Chapter - 9 (*Multimedia Basics*)

Topics and Sub – Topics :-

- **Understanding Multimedia**

  - What constitutes multimedia?
  - Examples of multimedia in daily life.

- **Using Multimedia Software**

  - Playing audio and video files.
  - Creating simple multimedia presentations.

Chapter - 10 { *Introduction to Coding (Optional)* }

Topics and Sub – Topics :-

- **Basic Concepts of Coding**

  - What is coding?
  - Simple examples of coding in everyday applications.

- **Using Block-based Programming**

  - Introduction to tools like Scratch.
  - Creating simple programs using blocks.

Chapter - 11 (Safe Computing Practices)

Topics and Sub – Topics :-

- **Protecting Data**

  - Understanding the importance of backing up data.
  - Basic introduction to antivirus software.

- **Ethical Use of Technology**

  - Respecting copyrights and licenses.
  - Responsible behaviour in digital environments.