

CLASS:	4	SUBJECT:	COMPUTER
BOOK:	Let's Start with Windows 10		
	Publication: GREENEARTH		

FIRST TERM

MONTH	T O P I C	CHAPTERS
April	Computer – Storage and Memory Device	1
May/June	Windows 10 – Desktop and File Management	2
June	MS Word 2016 – Tools of Word Processor	5
July	MS Word 2016 – Tools of Word Processor Formatting a Word Document	5 6
August	Formatting a Word Document	6
September	REVISION	-
Practical	MS Word 2016 – Tools of Word Processor	-

SECOND TERM

Month	T O P I C	CHAPTERS
October	More on MS Paint	3
November	More on MS Paint Paint 3D	3 4
December	Internet	8
January	Introduction to MS PowerPoint 2016	7
February	Revision	-
Practical	Introduction to MS PowerPoint 2016	-