

CONTINUOUS LEARNING PROCESS (CLP)
CLASS IV
COMPUTER

S.No.	Month	Chapter	Learning Outcomes
1	April	Ch-1 Computer devices, memory and storage	<p>The learner:-</p> <ul style="list-style-type: none"> ● Identifies the names and features of different kinds of input and output devices. ● Explains how the major components of a CPU work together, including how data is represented on a computer. ● Explains the types of computer memories, and their abstractions on modern computer systems. ● Lists important applications of computers. ● Differentiates data and information.
2	May	Ch-2 Knowing Windows	<p>The learner:-</p> <ul style="list-style-type: none"> ● Defines MS Windows. ● Lists various versions of Windows. ● Works with the Windows desktop, taskbar, menus, icons, toolbars and buttons. ● Defines file and folder. ● Creates, Open, rename, move, copy and delete a file or folder. ● Performs various tasks in standard applications of Accessories.
3	July	Ch-3 More on MS Word	<p>The learner:-</p> <ul style="list-style-type: none"> ● Understands how to select text by using mouse and keyboard in MS Word. ● Differentiates copy-paste and cut-paste commands. ● Understands how to format text by using bold, italic, underline, font color, font size commands. ● Uses Alignment tool to align text as left, right, centered and justified. ● Improves practical skills.
4	August	Ch-3 More on MS Word	<p>The learner:-</p> <ul style="list-style-type: none"> ● Understands how to create bullets/numbers lists. ● Applies Undo and Redo commands to cancel and reverse the actions. ● Uses the Spelling and Grammar Check. ● Describes steps to insert Table in MS Word. ● Uses various shortcut keys in MS Word.
5	September	Ch-4 More on Internet	<p>The learner:-</p> <ul style="list-style-type: none"> ● Defines important Internet terms.

			<ul style="list-style-type: none"> ● Understands how to search effectively for information on the Internet, including search options, strategies, and how to properly site Internet resources. ● Uses Microsoft Internet Explorer to open any website. ● Lists several useful things that can be done using the Internet, in addition to basic browsing and email.
6	October	Ch-5 Basics of MS PowerPoint	<p>The learner:-</p> <ul style="list-style-type: none"> ● Defines 'MS PowerPoint' and presentation. ● Examines slide show presentation concepts and explore the Microsoft Office PowerPoint environment. ● Recognizes various screen elements of MS PowerPoint. ● Uses different ways to create a new presentation. ● Applies this knowledge in real life.
7	November	Ch-6 Basics of MS PowerPoint	<p>The learner:-</p> <ul style="list-style-type: none"> ● Modifies presentation by using different themes. ● Adds new slides to a presentation. ● Understands how to insert text, clipart, images and shapes to slides. ● Understands how to close, open and save a presentation. ● Creates appropriate visual presentation on computer/laptop.
8	December	Ch-6 Stepwise Thinking	<p>The learner:-</p> <ul style="list-style-type: none"> ● Divides a task into a sequence of step-wise activity. ● Identifies main detailed steps of an activity. ● Identifies in which activity the sequence of steps can be changed and in which it cannot be changed. ● Improves critical thinking skills.
9	January	Ch-7 Basics of Multimedia	<p>The learner:-</p> <ul style="list-style-type: none"> ● Identifies and describes the function of the general skill sets in the multimedia industry. ● Identifies the basic components of a multimedia ● Identifies the basic hardware and software requirements for multimedia development and playback. ● Improves practical and critical thinking skills.