

## Class - 4

### Computer Fundamental Syllabus

#### 1st Terminals Examination

#### Week 1: Introduction to Computers

1. **Class 1:** What is a computer? Definition, Parts, and Uses
  2. **Class 2:** Input, Output, and Storage Devices
  3. **Class 3:** Types of Computers (Desktop, Laptop, Tablet, etc.)
  4. **Class 4:** History of Computer and Generation of computer
  5. **Class 5:** Understanding Hardware and Software
  6. **Class 6:** Networking
  7. **Class 5:** Introduction to Operating Systems (Windows, macOS, etc.)
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#### Week 2: Basic Computer Operations

6. **Class 6:** Switching On/Off a Computer (Practical)
  7. **Class 7:** Using a Mouse and Keyboard (Hands-On)
  8. **Class 8:** Desktop Basics: Taskbar, Icons, and Start Menu
  9. **Class 9:** Opening, Saving, and Closing Files
  10. **Class 10:** Understanding Folders and Directories
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#### Week 3: Microsoft Office (Basics)

11. **Class 11:** Introduction to MS Word
12. **Class 12:** Creating a Simple Document

13. **Class 13:** Formatting Text (Font, Size, Color, etc.)
  14. **Class 14:** Using Bold, Italic, and Underline
  15. **Class 15:** Saving and Printing Documents
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### Week 4: Microsoft Office (Advanced Basics)

16. **Class 16:** Inserting Images and Tables in MS Word
  17. **Class 17:** Introduction to MS Paint (Drawing and Coloring)
  18. **Class 18:** Creating Shapes and Filling Colors in MS Paint
  19. **Class 19:** Introduction to MS PowerPoint
  20. **Class 20:** Making a Simple Presentation
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### 2nd Terminals Examination

#### Week 5: Internet Basics

21. **Class 21:** What is the Internet? Benefits and Uses
  22. **Class 22:** How to Open a Browser (Chrome, Edge, etc.)
  23. **Class 23:** Searching for Information (Google Search Basics)
  24. **Class 24:** Safe Internet Practices (Online Safety)
  25. **Class 25:** Introduction to Email (Basics of Sending and Receiving Emails)
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#### Week 6: Introduction to Multimedia

26. **Class 26:** Playing Audio and Video Files

27. **Class 27:** Understanding File Formats (MP3, MP4, JPEG, PDF, etc.)
  28. **Class 28:** Using Simple Media Players
  29. **Class 29:** Introduction to Cameras and Microphones on a Computer
  30. **Class 30:** Taking Screenshots and Saving Images
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### Week 7: Computer Maintenance and Security

31. **Class 31:** Keeping Your Computer Clean (Hardware and Software Tips)
  32. **Class 32:** Importance of Antivirus Software
  33. **Class 33:** Identifying and Avoiding Computer Viruses
  34. **Class 34:** Basic Troubleshooting (Restart, Error Messages)
  35. **Class 35:** Backing Up Data
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### Week 8: Introduction to Programming Concepts

36. **Class 36:** What is Programming? (Simple Explanation)
  37. **Class 37:** Introduction to Scratch (Interactive Programming Tool)
  38. **Class 38:** Creating Simple Animations in Scratch
  39. **Class 39:** Understanding Loops and Events in Scratch
  40. **Class 40:** Fun Projects in Scratch (Basic Game/Story)
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### Week 9: Advanced MS Office Tools

41. **Class 41:** Introduction to MS Excel
  42. **Class 42:** Creating a Simple Spreadsheet
  43. **Class 43:** Using Basic Formulas (Sum, Subtraction, etc.)
  44. **Class 44:** Understanding Rows, Columns, and Cells
  45. **Class 45:** Formatting Spreadsheets
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### Week 10: Computer Networks

46. **Class 46:** What is a Network? Types of Networks (LAN, WAN)
  47. **Class 47:** Understanding Wi-Fi and Internet Connections
  48. **Class 48:** How Computers Communicate (Emails, Cloud)
  49. **Class 49:** Importance of Network Security (Passwords, Firewalls)
  50. **Class 50:** Uses of Cloud Storage (Google Drive, OneDrive)
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### Week 11: Ethical Use of Computers

51. **Class 51:** Importance of Computer Ethics
  52. **Class 52:** Copyright and Plagiarism (Basics)
  53. **Class 53:** Cyberbullying and How to Avoid It
  54. **Class 54:** Using Social Media Responsibly
  55. **Class 55:** Respecting Privacy Online
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### Week 12: Revision and Fun Activities

56. **Class 56:** Quiz: Identify Computer Parts and Functions
57. **Class 57:** Group Activity: Create a Presentation Together
58. **Class 58:** Practice: Sending an Email or Creating a Document
59. **Class 59:** Solve a Puzzle in Scratch or MS Paint
60. **Class 60:** Recap, Feedback, and Certificates