

**Class IV**

**CYBER**

## **Computer Fundamentals**

- Introduction
- Characteristics of computers
- Early calculating devices
- Types of computers
- Data, process and information
- Working of a computer
- Hardware
- Software

## **Operating system - Windows 7**

- Introduction
- Windows 7
- Starting windows 7
- Taskbar
- Start menu
- Icons
- Gadgets
- Aero themes
- Window
- Aero effects
- Jump lists
- GUI operating systems

## **MS paint**

- Introduction
- Recap of tools
- Some more Tools
- Using 'cut' , 'copy' and 'paste', options
- Creating, Saving and Opening drawings
- Printing a drawing
- Exiting MS Paint

## **Microsoft Word**

- Introduction
- Starting Microsoft Word
- Microsoft Word window
- Getting Help
- Working in MS Word
- Printing a document
- Closing a Document and Exiting MS Word

## **Storage and Memory device**

- Introduction
- Data storage units
- Computer memory
- Internal memory
- External memory

## **Latest developments in the field of IT**