

# ICT-Class 4

## Keyboard Book 4 (3<sup>rd</sup> Edition)

### Revision

<b>Week 10</b>			
<b>Date</b>	<b>Day</b>	<b>Worksheet No</b>	<b>Topic</b>
11-06-2020	Thursday	1-4	Computer – A Machine <ul style="list-style-type: none"> <li>➤ Fill in the blanks</li> <li>➤ True/false</li> <li>➤ Guess the correct answer</li> </ul>
13-06-2020	Saturday	5 & 7	Computer – A Machine <ul style="list-style-type: none"> <li>➤ Circle the correct option</li> <li>➤ Rearrange the letters</li> <li>➤ Shortcut keys</li> <li>➤ Abbreviations.</li> </ul>
<b>Week 11</b>			
<b>Date</b>	<b>Day</b>	<b>Worksheet No</b>	<b>Topic</b>
18-06-2020	Thursday	14, 16-17	Input & Output Devices <ul style="list-style-type: none"> <li>➤ Jumbled Words</li> <li>➤ Crossword Puzzle</li> </ul>

20-06-2020	Saturday	18-20	MS Window MS Word Window ➤ Properties of Desktop ➤ MS Word Window ➤ Short Cut Keys
<b>Week 12</b>			
<b>Date</b>	<b>Day</b>	<b>Worksheet No</b>	<b>Topic</b>
25-06-2020	Thursday	8-9	MS Window Uses of the Computer Input & Output Devices ➤ Short question/answers
27-06-2020	Saturday	10-11	MS Window Uses of the Computer Input & Output Devices ➤ Short question/answers

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