

## 5. SUGGESTED YEAR PLANNING FOR GRADE 4

Unit 1	Unit 2	Unit 3	Unit 4
<b>Graphics</b>	<b>Word Processing</b>	<b>Word Processing</b>	<b>Integration</b>
<ol style="list-style-type: none"> <li>1. Switching on and switching off</li> <li>2. The Paint Window</li> <li>3. Open and Save a drawing</li> <li>4. Draw a rectangle</li> <li>5. Change line and fill colour</li> <li>6. Erase small and large areas</li> <li>7. Create a text frame</li> <li>8. Format text</li> </ol>	<ol style="list-style-type: none"> <li>1. Introduction to Word Processing</li> <li>2. Open, save and close</li> <li>3. Type text in a document</li> <li>4. Change font size and type</li> <li>5. Change font style and colour</li> <li>6. Select and copy text</li> <li>7. Move and deleted text</li> <li>8. Print a document</li> </ol>	<ol style="list-style-type: none"> <li>1. Revision on Word Processing</li> <li>2. Insert Clipart</li> <li>3. Resize and move clipart</li> <li>4. Wrapping of text</li> <li>5. Order of objects</li> <li>6. Insert WordArt</li> <li>7. Format WordArt</li> <li>8. Move and Resize WordArt</li> </ol>	<ol style="list-style-type: none"> <li>1. Revision on Paint</li> <li>2. Revision on Word Processing</li> <li>3. Copy from Paint into Word</li> <li>4. Insert a saved drawing in Word</li> <li>5. Copy, paste and delete an inserted drawing</li> <li>6. Resize a drawing</li> <li>7. Badge Project</li> <li>8. Maths Game</li> </ol>
<u>Recommended Software</u> Microsoft Paint	<u>Recommended Software</u> Microsoft Word	<u>Recommended Software</u> Microsoft Word	<u>Recommended Software</u> Microsoft Word Microsoft Paint