



# CLASS IV – COMPUTER APPLICATION

## ✓ COMPLETE REVISION POINTER

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### 1 COMPUTER PROGRAMMING BASICS

#### 1.1 Computer Programming

- The process of giving step-by-step instructions to a computer is called **Programming**.
  - A **Computer Program** is a set of instructions given step-by-step to a computer to perform a task.
  - The set of instructions given to a computer to perform any task is called a **Program**.
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#### 1.2 Algorithm

- An **Algorithm** is a group of steps written in English to solve a problem.
- It is a step-wise representation of a solution.
- It uses a definite procedure.
- We do NOT need to learn any specific programming language to write an algorithm.

#### Advantages of Algorithm

- Uses a definite procedure.
- Easy to understand.
- Step-by-step solution.
- Easy to debug errors.
- Helps in solving problems clearly.

#### Disadvantages of Algorithm

- Difficult to show branching and looping.
  - Becomes lengthy for complex problems.
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#### 1.3 Sequence

- **Sequence** means instructions are followed step-by-step in order.
  - Sequencing is also called programming (as per syllabus concept).
  - It is not a pictorial representation.
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# 2 FLOWCHART

## 2.1 Flowchart Meaning

- A **Flowchart** is a pictorial representation of a process using diagrams.
  - It is an excellent way of communicating the logic of a program.
  - It helps to understand the logic clearly.
  - It does NOT use a specific programming language.
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## 2.2 Flowchart Symbols & Their Uses

### 1 Start/Stop (Oval)

- Indicates the beginning or end of a program.

### 2 Rectangle (Process)

- Used to indicate processes or actions.

### 3 Parallelogram (Input/Output)

- Used to indicate input and output of a program.

### 4 Diamond (Decision)

- Used in situations where we choose “Yes” or “No”.
- Represents decision making.
- Used for branching.

### 5 Arrow Lines (Flowlines)

- Used to show the flow of logic in a flowchart.

### 6 Circle (Connector)

- Connects separate elements in a complex diagram across a page.
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## 2.3 Advantages of Flowchart

- Easy to show branching and looping.
- Makes logic easy to understand.

## 2.4 Disadvantages of Flowchart

- Difficult to debug errors.

- Time-consuming for large programs.
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## 3 EMAIL

### 3.1 Email Meaning

- Email stands for **Electronic Mail**.
  - It is used to send and receive messages from one computer to another over the internet.
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### 3.2 Parts of an Email

- **To** – Receiver's email address.
  - **CC (Carbon Copy)** – Send copy to other people (visible to all).
  - **BCC (Blind Carbon Copy)** – Email addresses are NOT visible to other recipients.
  - **Subject** – Main idea of the mail.
  - **Body** – Main content of the mail.
  - **Inbox** – Used to receive emails (NOT to send).
  - **Forward** – Send a received mail to other persons.
  - **Reply** – Respond to sender.
  - **Attach Files Icon** – Used to attach documents, worksheets, images, etc.
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### 3.3 Email Services Websites

Examples:

- [www.gmail.com](http://www.gmail.com)
- [www.yahoo.com](http://www.yahoo.com)
- [www.hotmail.com](http://www.hotmail.com)
- [www.rediffmail.com](http://www.rediffmail.com)

Not an email service:

- safari.com
- Google Chrome
- Bing

Gmail is one of the most used email services around the world.

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### 3.4 Sending Emails

- Use **Forward button** to send a received mail to others.
- Use **CC** to send the same email to multiple people at once.
- Use **Attach files icon** to send images or documents.

- Type main idea in the **Subject field**.
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## **4 SPAM & ONLINE SAFETY**

### **4.1 Spam**

- Spam is also referred to as junk email.
  - It is uninvited messages.
  - Spam emails are not safe.
  - Do not trust unknown senders.
  - Do not open emails from someone you do not know.
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### **4.2 Scam & Fraud**

- Scam and fraud are forms of cheating.
  - Prevent online fraud by:
    - Not sharing personal information.
    - Not sharing password or OTP.
    - Avoid clicking unknown links.
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## **5 NETIQUETTE**

### **5.1 Meaning**

- Netiquette is a set of rules about acceptable behaviour while communicating over the internet.
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### **5.2 Important Netiquette Rules**

- Do not share passwords.
  - Change passwords frequently.
  - Use strong passwords (not easy to guess).
  - Be polite in emails.
  - Do not use rude language.
  - Respect others online.
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## **6 TRUE / FALSE IMPORTANT CONCEPTS**

- ✓ It is good to keep changing passwords.
- ✗ Inbox is used to send messages.

- ✓ Do not open emails from unknown sender.
  - ✗ Spam emails are safe.
  - ✓ We do not need a programming language to write algorithm.
  - ✗ Sequence is a pictorial representation.
  - ✗ CC hides addresses (That is BCC).
  - ✓ Flowlines show logic flow.
  - ✗ Flowchart uses specific programming language.
  - ✓ A flowchart helps to show the logic of a program using symbols.
  - ✗ The Diamond symbol in a flowchart is used to show input and output.
  - ✓ An algorithm is written in simple English steps to solve a problem.
  - ✓ CC stands for Carbon Copy and the addresses are visible to all recipients.
  - ✓ BCC stands for Blind Carbon Copy and hides the email addresses from others.
  - ✗ The Subject field in an email is used to write the detailed message.
  - ✓ Spam emails are also known as junk emails.
  - ✗ We should share our password with close friends to build trust.
  - ✓ A program is a set of instructions given to a computer to perform a task.
  - ✓ Flowlines are used to connect the symbols and show the direction of flow in a flowchart.
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## **MOST IMPORTANT EXAM POINTS**

- ✓ Algorithm = Steps in English
- ✓ Program = Set of instructions
- ✓ Flowchart = Diagram representation
- ✓ Diamond = Decision (Yes/No)
- ✓ Parallelogram = Input/Output
- ✓ Rectangle = Process
- ✓ Circle = Connector
- ✓ Arrow = Flowline
- ✓ Email = Electronic Mail
- ✓ CC = Carbon Copy
- ✓ BCC = Blind Carbon Copy
- ✓ Spam = Junk email
- ✓ Attach icon = Send(Attach) files