

Dr. M. K. K. Arya Model School, Modal Town Panipat
INFORMATION TECHNOLOGY (402)
Syllabus To Be Covered (Session 2018-19)
CLASS IX

APRIL

CHAPTER-1

WEEK 1(APR 02 to APR 06)

Session 1: introducing oneself

Session 2: Greeting others

Session 3: Talking About One's Family

Session 4: Telling The Time

WEEK 2(APR 07 to APR 11)

Session 5: Framing Questions

Session 6: Describing Someone

Session 7: Describing the Weather

WEEK 3(APR 14 to APR 19)

Session 8: Framing Complete Sentences

Session 9: Expressing Likes and Dislikes

Session 10: expressing Strengths and Weaknesses

Session 11: Talking about Aspirations

WEEK 4(APR 21 to APR 26)

Session 12: Talking about Values

Session 13: Quantifiers

Session 14: Inviting Someone

Session 15: Shopping for Necessities

WEEK 5 (APR 28 to APR 30)

Session 16: Asking the Price

Session 17: Negotiation

Session 18: Confusing Words

CHAPTER-2

Session 1: Introduction to Computers

Session 2: Parts of a Computer System

MAY

WEEK 1(MAY 07 to MAY 11)

Session 3: Computer Fundamentals

Session 4: Types of Computers

Session 5: Using A Computer

WEEK 2(MAY 14 to MAY 19)

Session 6: Computer Operating Systems

Session 7: Performing Basic File Operations

WEEK 3(MAY 21 to MAY 26)

Session 8: The Internet

Session 9: The World Wide Web

WEEK 4(MAY 28 to MAY 30)

Session 10: Digital Technology and media devices

Session 11: Computer Security and Privacy

JULY

WEEK 1(JUL 02 to JUL 07)

CHAPTER-3

Session 1: Getting started with touch typing

Session 2: User experience

Session 3: Begin lessons

Session 4: Viewing statistics

Lab Activity On Typing practice

WEEK 2(JUL 09 to JUL 14)

Session 5: Working with lesson editor

CHAPTER-4

Session 1: Getting Started with a Word Processor

Session 2: Edit and Save a Document

Session 3: Identify Elements of User Interface

WEEK 3 (JUL 16 to JUL 21)

Session 4: Format a Document – Bold, Italics and Underline

Session 5: Checking Grammar and using Thesaurus

Session 6: Copy - Paste and Cut - Paste

Session 7: Find and Replace Text

Lab Activity on Word Processor

WEEK 4 (JUL 23 to JUL 27)

Session 8: Create List of Items Using Bullets and Numbering

Session 9: Format Font Style

Session 10: Aligning the Text

Lab Activity on formatting a document

WEEK 5(JUL 30 to AUG 04)

Session 11: Views of a Document

Session 12: Print a Document

Session 13: Create a Table

AUGUST**WEEK 1(AUG 06 to AUG 10)**

Session 14: Format a Table

Session 15: Add Borders to Pages, Paragraphs and Text

Session 16: Add Shadings to Pages, Paragraphs and Text

Lab activity on creating a table

WEEK 2(AUG 13 to AUG 18)

Session 17: Preview a Document, Adjust its Margins and Orientation

Session 18: Align Text using Tabs

CH-5

Session 1: Introduction to Spreadsheets

Lab Activity on spreadsheet

WEEK 3(AUG 20 to AUG 24)

Session 2: Open, Save and Close Spreadsheet

Session 3: Enter Data in Spreadsheet

Session 4: Basic Calculations – Addition

WEEK 4 (AUG 27 to SEP 01)

Session 5: Basic Calculations – Subtraction

Session 6: Basic Calculations – Multiplication

Session 7: Basic Calculations – Division

SEPTEMBER

Half Yearly Exams and Revision

OCTOBER**WEEK 1(OCT 01 to OCT 06)**

Session 8: Insert Column and Row

Session 9: Format Cell and its Contents

Session 10: Stock Register

Session 11: Customizing the Interface

Session 12: Use Currency Symbols

Lab Activity on MS-word

WEEK 2(OCT 08 to OCT 12)

Session 13: Format Cell Contents – Font Style and size

Session 14: Delete – Columns and Rows

Session 15: Spell check

Session 16: Border the cells

Session 17: Color the cells

WEEK 3(OCT 15 to OCT 20)

Session 18: Managing Worksheets in a Workbook

Session 19: Print a Worksheet

Lab Activity on MS Excel

CH-6 Session 1: Introduction to Digital Presentation

Session 2: Create, Save and Close Presentation

Session 3: Create a Simple Presentation

WEEK 4(OCT 22 to OCT 27)

Session 4: View a Presentation – Slide Show View

Session 5: Edit Text - Font Size, Style and Color

Session 6: Edit Text in a Presentation

Session 7: Insert Image in a Presentation

Lab Activity on editing a presentation

WEEK 5 (OCT 29 to OCT 03)

Session 8: Add Shapes in a Presentation

Session 9: Presentation Themes

Session 10: Change Design of a Presentation

Lab Activity on presentation themes

NOVEMBER

WEEK 1(NOV 05-NOV 06)

Session 11: Arrange, Delete and Add slides

Session 12: Print a Presentation

WEEK 2 (NOV 12-NOV 17)

Ch-7Session 1: Introduction to E-mail

Session 2: Creating an E-mail Account with Gmail.com

Session 3: Creating an E-mail Account with Outlook.com

WEEK 3(NOV 19-NOV 24)

Session 4: Link Email Address to Email Application

Session 5: Writing an Email Message

Session 6: Receive and Respond to Email Messages

Session 7: Using email Ribbon

Session 8: Format and Spell Check an Email message

WEEK 4(NOV 25-DEC-01)

Session 9: Attach a File to Email Message

Session 10: Using Help

Session 11: Print Email Message

Session 12: Adding and Modifying a Contact

DECEMBER

1.Revision

2.Periodic Test

JANUARY

Revision of full syllabus and pre-board exam

FEBURARY

Final Exam