

**Information Technology**  
**Session 2017-2018**  
**Class-IX**  
**Subject: IT Level 1 (462)**  
**Theory: 30, Practical: 60**

**I Term**  
**(01.04.2017 - 31.08.2017)**

Month	Content
<b>April 2017</b> <b>(01.04.2017-)</b>	<p><b>Unit-1 Functional English(Basic)</b></p> <p style="text-align: center;"><b>THEORY</b></p> <ol style="list-style-type: none"> <li>1. Introducing Oneself</li> <li>2. Greeting Others</li> <li>3. Talking About One’s Family</li> <li>4. Telling the Time</li> <li>5. Framing Questions</li> <li>6. Describing Someone</li> <li>7. Describing the Weather</li> <li>8. Framing Complete Sentences</li> <li>9. Expressing Likes &amp; Dislikes</li> <li>10. Expressing Strengths &amp; Weakness</li> <li>11. Talking about Aspirations</li> <li>12. Talking about Values</li> <li>13. Quantifiers</li> <li>14. Inviting Someone</li> <li>15. Shopping for Necessities</li> <li>16. Asking the Price</li> <li>17. Negotiation</li> <li>18. Confusing Words</li> </ol> <p style="text-align: center;"><b>PRACTICAL</b></p> <ol style="list-style-type: none"> <li>1. Self-Presentation</li> <li>2. Communication</li> <li>3. Group Discussion</li> <li>4. Pronunciation</li> </ol>
<b>May 2017</b>	<p><b>Unit-2 Fundamentals of Computer</b></p> <p style="text-align: center;"><b>THEORY</b></p> <ol style="list-style-type: none"> <li>1. Introduction to Computers</li> <li>2. Parts of a Computer System</li> <li>3. Computer Fundamentals</li> <li>4. Types of Computer</li> </ol> <p style="text-align: center;"><b>PRACTICAL</b></p> <ol style="list-style-type: none"> <li>1. Classification of Input/ Output Device</li> <li>2. Knowledge of all computer parts</li> </ol>
<b>11.05.2017-</b> <b>30.06.2017</b>	<b>SUMMER VACATION</b>

<p><b>July 2017</b></p>	<p><b>Unit-2 Fundamentals of Computer</b></p> <p><b>THEORY</b></p> <ol style="list-style-type: none"> <li>1. Using a Computer</li> <li>2. Computer Operating System</li> <li>3. Performing Basic File Operations</li> <li>4. The Internet</li> <li>5. The World Wide Web</li> <li>6. Digital technology &amp; Media Devices</li> <li>7. Computer Security &amp; Privacy</li> </ol> <p><b>PRACTICAL</b></p> <ol style="list-style-type: none"> <li>1. Performing Basic File Operations</li> <li>2. Basic of Internet &amp; World Wide WEB</li> <li>3. Digital Technology &amp; Media Devices</li> <li>4. Computer Security &amp; Privacy</li> </ol>
<p><b>August 2017</b></p>	<p><b>Unit-3 Mastering Typing</b></p> <p><b>THEORY</b></p> <ol style="list-style-type: none"> <li>1. Getting started with Touch Typing</li> <li>2. User Experience</li> <li>3. Begin Lessons</li> <li>4. Viewing Statistics</li> <li>5. Working with Lesson Editor</li> </ol> <p><b>PRACTICAL</b></p> <ol style="list-style-type: none"> <li>1. Basic of Touch Typing</li> <li>2. Working with Lesson Editor</li> </ol>
<p><b>01.09.2017-08.09.2017</b></p>	<p>Revision of I Term Syllabus</p>
<p><b>11.09.2017-26.09.2017</b></p>	<p>I Term Exam</p>
<p><b>27.09.2017</b></p>	<p>Discussion of Question Paper</p>
<p><b>28.09.2017-29.09.2017</b></p>	<p>Autumn Break</p>
<p style="text-align: center;"><b>II Term</b> <b>(03.10.2017 - 10.02.2018)</b></p>	
<p><b>October 2017</b></p>	<p><b>Unit-4 Word Processing</b></p> <p><b>THEORY</b></p> <ol style="list-style-type: none"> <li>1. Getting Started with a Word Processor</li> <li>2. Edit and Save a Document</li> <li>3. Identify Elements of User Interface</li> <li>4. Format a Document – Bold, Italics and Underline</li> <li>5. Check Spelling</li> <li>6. Checking Grammar and Using Thesaurus</li> <li>7. Copy - Paste and Cut – Paste</li> </ol>

8. Find and Replace Text
9. Create List of Items Using Bullets and Numbering
10. Format Font Style
11. Aligning the Text
12. Views of a Document
13. Print a Document
14. Create a Table
15. Format a Table
16. Convert Text to Table and Table to Text

**PRACTICAL**

1. Basic of Word Processor
2. Format a Document
3. Spell Check
4. Use of Thesaurus
5. Copy-Paste & Cut-Paste
6. Find & Replace Text
7. Use of Bullets & Numbering
8. Text Alignment
9. Create & Format a Table
10. Convert text to table & table to text

**November 2017**

**Unit-4 Word Processing**

**THEORY**

1. Add Borders to Pages, Paragraphs and Text
2. Add Shadings to Pages, Paragraphs and Text
3. Preview a Document, Adjust its Margins and Orientation
4. Align Text Using Tabs

**Unit-5 Spreadsheet**

**THEORY**

1. Introduction to Spreadsheets
2. Open, Save and Close Spreadsheet
3. Enter Data in Spreadsheet
4. Basic Calculations – Addition
5. Basic Calculations – Subtraction
6. Basic Calculations – Multiplication
7. Basic Calculations – Division
8. Insert Column and Row
9. Format Cell and its Contents
10. Stock Register
11. Customizing the Interface
12. Use Currency Symbols
13. Format Cell Contents – Font Style and Size

**Unit-4 Word Processing**

**PRACTICAL**

1. Add Borders & Shading to Page, Paragraph & Text
2. Adjust Margin & Orientation
3. Aligning the Text

**Unit-5 Spreadsheet**

	<p><b>PRACTICAL</b></p> <ol style="list-style-type: none"> <li>1. Basic knowledge of Spreadsheet</li> <li>2. Basic Calculations-Addition, Subtraction, Multiplication, Division</li> <li>3. Insert Column &amp; Row</li> <li>4. Format Cell &amp; its contents</li> </ol>
<p><b>December 2017</b></p>	<p><b>Unit-5 Spreadsheet</b></p> <p><b>THEORY</b></p> <ol style="list-style-type: none"> <li>1. Delete – Columns and Rows</li> <li>2. Spell Check</li> <li>3. Border the Cells</li> <li>4. Color the Cells</li> <li>5. Managing Worksheets in a Workbook</li> <li>6. Print a Worksheet</li> </ol> <p><b>Unit-6 Digital Presentation</b></p> <p><b>THEORY</b></p> <ol style="list-style-type: none"> <li>1. Introduction to Digital Presentation</li> <li>2. Create, Save and Close Presentation</li> <li>3. Create a Simple Presentation</li> <li>4. View a Presentation – Slide Show View</li> <li>5. Edit Text - Font Size, Style and Color</li> <li>6. Edit Text in a Presentation</li> <li>7. Insert Image in a Presentation</li> <li>8. Add Shapes in a Presentation</li> <li>9. Presentation Themes</li> </ol> <p><b>Unit-5 Spreadsheet</b></p> <p><b>PRACTICAL</b></p> <ol style="list-style-type: none"> <li>1. Delete Column &amp; Row</li> <li>2. Spell Check</li> <li>3. Border &amp; Color the cells</li> <li>4. Managing &amp; Print Worksheet</li> </ol> <p><b>Unit-6 Digital Presentation</b></p> <p><b>PRACTICAL</b></p> <ol style="list-style-type: none"> <li>1. Basic of Digital Presentation</li> <li>2. Create, Save &amp; Close a Presentation</li> <li>3. Edit Text-Font Size, Style &amp; Color</li> <li>4. Insert Images &amp; Shapes</li> </ol>
<p><b>28.12.2017- 15.01.2018</b></p>	<p>Winter Break</p>
<p><b>January 2018</b></p>	<p><b>Unit-6 Digital Presentation</b></p> <p><b>THEORY</b></p> <ol style="list-style-type: none"> <li>1. Change Design of a Presentation</li> <li>2. Arrange, Delete and Add Slides</li> </ol>

	<p>3. Print a Presentation</p> <p><b>Unit-7 Email Messaging</b></p> <p><b>THEORY</b></p> <ol style="list-style-type: none"> <li>1. Introduction to E-mail</li> <li>2. Creating an E-mail Account with Gmail.com</li> <li>3. Creating an E-mail Account with Outlook.com</li> <li>4. Link Email Address to Email Application</li> <li>5. Writing an Email Message</li> <li>6. Receive and Respond to Email Messages</li> <li>7. Using Email Ribbon</li> </ol> <p><b>Unit-6 Digital Presentation</b></p> <p><b>PRACTICAL</b></p> <ol style="list-style-type: none"> <li>1. Change Design of Presentation</li> <li>2. Arrange, Delete &amp; Add Slides</li> <li>3. Print a Presentation</li> </ol> <p><b>Unit-7 Email Messaging</b></p> <p><b>PRACTICAL</b></p> <ol style="list-style-type: none"> <li>1. Basic of E-Mail</li> <li>2. Creating an E-Mail account with Gmail &amp; Outlook</li> <li>3. Writing, Receive &amp; Respond an E-Mail Message</li> <li>4. Using Email Ribbon</li> </ol>
<b>February 2018</b>	<p><b>Unit-7 Email Messaging</b></p> <p><b>THEORY</b></p> <ol style="list-style-type: none"> <li>1. Format and Spell Check an Email Message</li> <li>2. Attach a File to Email Message</li> <li>3. Using Help</li> <li>4. Print Email Message</li> <li>5. Adding and Modifying a Contact</li> </ol> <p><b>Unit-7 Email Messaging</b></p> <p><b>PRACTICAL</b></p> <ol style="list-style-type: none"> <li>1. Format &amp; Spell Check an E-Mail Message</li> <li>2. Attach a File</li> <li>3. Print E-Mail Message</li> </ol>
<b>11.02.2018-18.02.2018</b>	Revision of II Term Syllabus
<b>19.02.2018-24.03.2018</b>	Annual Exam
<b>31.03.2018</b>	Result Declaration

