MAHARISHI VIDYA MANDIR PUBLIC SCHOOL

SITAPUR ROAD LUCKNOW

Class – IX
Subject – COMPUTER APPLICATIONS
(Session: 2018-2019)

Month	Contents
April`18	**THEORY** BASICS OF IT(Design of computer and overview of Communication technologies, Computer System, Memory, Units of Memory, Storage Devices, I/O Devices, Types of Software) **PRACTICALS** Word Processing Tool
May`18	**THEORY** OPERATING SYSTEM, Python **PRACTICALS** . Working on Operating System: To test some of the following basic system operations on file / folder(s): (• Create • Rename • Copy / Cut / Paste• Delete • Commands related to Text Editor / Drawing Tool) **Python** (A simple "Hello World" Program, Running a Python Program, The notion of data-types and Variables:-integer, float, string, Arithmetic operators:+,-,*,/)
July`18	**THEORY** Office Tools: Introduction to a Word Processor. Creating and Saving a Document. Editing and Formatting a Document: Text Style (B, I, U), Font Type, Size, Changing color, alignment of text. Formatting paragraphs with line and/or paragraph Spacing. Adding headers and footers, numbering pages, using grammar and spell check utilities, using subscript and superscript, inserting symbols, Print Preview,

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	Printing a document. Inserting Pictures, Page Setting, Bullets and Numbering, Borders and Shading, Format Painter/Paintbrush, Find and Replace, Inserting Tables: Inserting, deleting rows and columns, merging cells, splitting cells. **PRACTICALS** A document is required to be created for testing the following areas Editing and formatting text and paragraph • Page and paragraph setup • Inserting symbols and pictures Inserting tables
AUG`18	**THEORY** **COMMUNICATION TECHNOLOGY** Computer Networking - LAN, MAN, WAN, Internet, Interspace Wired Networking Technology; examples Co-axial Cable, Ethernet Cable, OpticalFiber Wireless Networking Technology, examples, Bluetooth, Infrared and WiFiContent Technology Data, Information and Multimedia (Picture/Image, Audio, Video, Animation) **PRESENTATION TOOL** Introduction to Presentation Graphics, Understanding the concept of Slide Shows, Basic elements of a slide, Different types of Slide Layouts, Creating and saving a Presentation, Different views of a slide: Normal view, Slide Sorter view and Slide Show, Editing and Formatting a slide: Adding Titles, Subtitles, Text, Background, Watermark; **PRACTICALS** • School Presentation
Sept`2018	**THEORY**

	PRESENTATION TOOL & REVISION FOR HALF YEARLY Headers and Footers, Numbering Slides; Printing Slides Handouts, Inserting pictures from files, Animating pictures and Text with Sound Effects, Timing Text box, Pictures and Slides, Rehearse Timings, Ungrouping and Grouping Objects (like text, picture). **PRACTICALS** • Environment (Save Energy) and Pollution (Global Warming) • Product Advertisement
Oct`2018	**THEORY** **SPREADSHEET TOOL** Introduction to Spreadsheets, Concept of Worksheets and Workbooks, Creating and Saving a worksheet. Working with a spreadsheet: entering numbers, text, date/time, series using Auto Fill, Editing and formatting a worksheet 299 including changing colour, size, font, alignment of text, Inserting or Deleting cells, rows and columns, Formula-Entering a formula in a cell, using operators(+,-,*,/) in formulae, Relative referencing, Absolute referencing and mixed referencing, Printing a worksheet. **PRACTICALS** Analysis Reporting: • School/Class Result with student-wise and subject-wise marks • Cricket Score Record
Nov`2018	**THEORY** **SPREADSHEET TOOL** . Use simple Statistical functions: SUM(), AVERAGE(), MAX(), MIN(), IF()

	(without compound statements); Inserting tables in worksheet, Embedding Charts of various types: Line, Pie, Scatter, Bar and Area in a worksheet. **PRACTICALS** • Functions & formulae (Relative, absolute and Mixed reference) • Charts
Dec-2018	**THEORY** **Cyber Safety** Identity protection, Proper usage of passwords, Privacy, Confidentiality of information, Cyber Stalking, Reporting Cybercrimes, Safely accessing websites, Viruses and Malwares **PRACTICALS** Privacy setting, Creating and sending E-mails, CC and Bcc Field, Creating and changing password, creating a video and uploading on You tube
JAN`2019	**Revision for Annual Exam & project practical**