



# MAHARISHI VIDYA MANDIR PUBLIC SCHOOL



SITAPUR ROAD LUCKNOW

Class – IX

Subject – COMPUTER APPLICATIONS

(Session: 2018-2019)

Month	Contents
April`18	<p><b>THEORY</b> 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)</p> <p><b>PRACTICALS</b> Word Processing Tool</p>
May`18	<p><b>THEORY</b> OPERATING SYSTEM, Python</p> <p><b>PRACTICALS</b> . 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)</p> <p><b>Python</b> (A simple “Hello World” Program, Running a Python Program, The notion of data-types and Variables:-integer, float, string, Arithmetic operators:+, -, *, /)</p>
July`18	<p><b>THEORY</b> 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,</p>



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	<p>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.</p> <p><b>PRACTICALS</b></p> <p>A document is required to be created for testing the following areas</p> <p>Editing and formatting text and paragraph</p> <ul style="list-style-type: none"> <li>• Page and paragraph setup</li> <li>• Inserting symbols and pictures</li> </ul> <p>Inserting tables</p>
<p><b>AUG`18</b></p>	<p><b>THEORY</b></p> <p><b>COMMUNICATION TECHNOLOGY</b></p> <p>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)</p> <p><b>PRESENTATION TOOL</b></p> <p>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;</p> <p><b>PRACTICALS</b></p> <ul style="list-style-type: none"> <li>• School Presentation</li> </ul>
<p><b>Sept`2018</b></p>	<p><b>THEORY</b></p>



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	<p><b>PRESENTATION TOOL &amp; REVISION FOR HALF YEARLY</b>  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).  <b>PRACTICALS</b></p> <ul style="list-style-type: none"> <li>• Environment (Save Energy) and Pollution (Global Warming)</li> <li>• Product Advertisement</li> </ul>
<p><b>Oct`2018</b></p>	<p><b>THEORY</b>  <b>SPREADSHEET TOOL</b>  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.  <b>PRACTICALS</b>  Analysis Reporting:</p> <ul style="list-style-type: none"> <li>• School/Class Result with student-wise and subject-wise marks</li> <li>• Cricket Score Record</li> </ul>
<p><b>Nov`2018</b></p>	<p><b>THEORY</b>  <b>SPREADSHEET TOOL</b>  . Use simple Statistical functions: SUM(), AVERAGE(), MAX(), MIN(), IF()</p>



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	<p>(without compound statements); Inserting tables in worksheet, Embedding Charts of various types: Line, Pie, Scatter, Bar and Area in a worksheet.</p> <p><b>PRACTICALS</b></p> <ul style="list-style-type: none"><li>• Functions &amp; formulae (Relative, absolute and Mixed reference)</li><li>• Charts</li></ul>
<b>Dec-2018</b>	<p><b>THEORY</b></p> <p><b>Cyber Safety</b></p> <p>Identity protection, Proper usage of passwords, Privacy, Confidentiality of information, Cyber Stalking, Reporting Cybercrimes, Safely accessing websites, Viruses and Malwares</p> <p><b>PRACTICALS</b></p> <p>Privacy setting, Creating and sending E-mails, CC and Bcc Field, Creating and changing password, creating a video and uploading on You tube</p>
<b>JAN`2019</b>	<p><b>Revision for Annual Exam &amp; project practical</b></p>