GRADE IX COMPUTER APPLICATION VRUSHALI PATIL

## **ANNUAL PLAN**

MONTH	MAIN CONTENT/CHAPTERS	ACTIVITIES
APRIL 2023	Theory Basics of information technology	Browsing the internet to understand the concepts
	•computer systems: characteristics of a computer •components of a computer system – cpu, memory, storage devices and i/o devices	Discuss the following in a text document about the basic organisation of a computer: cpu, memory, input/output devices, hard disk.
	<ul> <li>memory: primary (ram and rom) and secondary memory</li> <li>storage devices: hard disk, cd rom, dvd, pen/flash drive, memory stick</li> </ul>	
JUNE 2023	Theory	Browsing the internet to understand the concepts
	Basics of information technology	
	• i/o devices: keyboard, mouse, monitor, printer, scanner,	Working with the operating system: navigation of the file
	web camera	system using a mouse and keyboard.
	• types of software: system software (operating system, device drivers),	
	Application software including mobile applications	
JULY 2023	Theory	Working with network
JOL 1 2023	Basics of information technology	Working with network
	•computer networking: type of networks: pan, lan, man,	Pa 1
	wan, wired/wireless	
	•communication, wi-fi, bluetooth, cloud (private/public)	
	•multimedia: images, audio, video, animation	
AUGUST 2023	Theory	Word processing: create a text document; create a letter,
	Cyber-safety	report, and greeting card
	• safely browsing the web and using social networks:	
	identity protection, proper usage of passwords, privacy,	Create a text document with figures in it. It should describe
	confidentiality of information, cyber stalking	a concept taught in another course.
	•reporting cybercrimes	
	•safely accessing websites: viruses and malware, adware	
	practical	
	Office tools	

	<ul> <li>•introduction to a word processor: create and save a document.</li> <li>•edit and format text: text style (b, i, u), font type, font size, text colour</li> <li>•alignment of text. Format paragraphs with line and/or paragraph spacing.</li> <li>• add headers and footers, numbering pages, grammar and spell check utilities,</li> <li>•subscript and superscript, insert symbols,</li> <li>•use print preview, and print a document.</li> <li>•insert pictures, change the page setting, add bullets and numbering, borders and shading, and insert tables insert/delete rows and columns, merge and split cells</li> </ul>	
SEPTEMBER 2023	Practical Office tools •use auto-format, track changes, review comments, use of drawing tools •shapes and mathematical symbols.	Practical test 1 Pa 2
OCTOBER 2023	•Presentation tool: understand the concept of slide shows, basic elements of a slide, different types of slide layouts, create and save a presentation,	Create a text document in an indian language other than english.
		Create a presentation with animation.
NOVEMBER 2023	Practical Office tools  • learn about the different views of a slide set – normal view, slide sorter view and hand-outs.  •edit and format a slide: add titles, subtitles, text, background, and watermark,  •headers and footers, and slide numbers	Include existing images/ pictures in a presentation.
DECEMBER 2023	Practical Office tools	Animate pictures and text with sound effects in a presentation

	<ul> <li>insert pictures from files, create animations, add sound effects, and rehearse timings.</li> <li>spreadsheets: concept of a worksheet and a workbook, create and save a worksheet.</li> <li>working with a spreadsheet: enter numbers, text, date/time, series using auto fill; edit and format a worksheet including changing the colour, size, font,</li> </ul>	• create a simple spreadsheet and perform the following operations: min, max, Sum and average.
	•Alignment of text; insert and delete cells, rows and columns. Enter a formula •using the operators (+,-,*,/), refer to cells, and print a worksheet. •use simple statistical functions: sum (), average (), max (), min (), if () •(without compound statements); embed charts of various types: line, pie,scatter, bar and area in a worksheet.	Create different types of charts using a spreadsheet: line, bar, area and pie.  Pa 3
FEBRUARY 2024 Revision		Practical test 2
MARCH 2024		PA 4

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