

Gopi Birla Memorial School 2023-24

GRADE IX COMPUTER APPLICATION

VRUSHALI PATIL

ANNUAL PLAN

MONTH	MAIN CONTENT/CHAPTERS	ACTIVITIES
APRIL 2023	Theory Basics of information technology <ul style="list-style-type: none"> •computer systems: characteristics of a computer •components of a computer system – cpu, memory, storage devices and i/o devices •memory: primary (ram and rom) and secondary memory •storage devices: hard disk, cd rom, dvd, pen/flash drive, memory stick 	Browsing the internet to understand the concepts Discuss the following in a text document about the basic organisation of a computer: cpu, memory, input/output devices, hard disk.
JUNE 2023	Theory Basics of information technology <ul style="list-style-type: none"> • i/o devices: keyboard, mouse, monitor, printer, scanner, web camera • types of software: system software (operating system, device drivers), Application software including mobile applications	Browsing the internet to understand the concepts Working with the operating system: navigation of the file system using a mouse and keyboard.
JULY 2023	Theory Basics of information technology <ul style="list-style-type: none"> •computer networking: type of networks: pan, lan, man, wan, wired/wireless •communication, wi-fi, bluetooth, cloud (private/public) •multimedia: images, audio, video, animation 	Working with network Pa 1
AUGUST 2023	Theory Cyber-safety <ul style="list-style-type: none"> • safely browsing the web and using social networks: identity protection, proper usage of passwords, privacy, confidentiality of information, cyber stalking •reporting cybercrimes •safely accessing websites: viruses and malware , adware practical Office tools	Word processing: create a text document; create a letter, report, and greeting card Create a text document with figures in it. It should describe a concept taught in another course.

	<ul style="list-style-type: none"> •insert pictures from files, create animations, add sound effects, and rehearse timings. •spreadsheets: concept of a worksheet and a workbook, create and save a worksheet. •working with a spreadsheet: enter numbers, text, date/time, series using auto fill; edit and format a worksheet including changing the colour, size, font, 	<ul style="list-style-type: none"> • create a simple spreadsheet and perform the following operations: min, max, Sum and average.
JANUARY 2024	<ul style="list-style-type: none"> •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. 	<p>Create different types of charts using a spreadsheet: line, bar, area and pie.</p> <p>Pa 3</p>
FEBRUARY 2024	Revision	Practical test 2
MARCH 2024		PA 4

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