

## Gopi Birla Memorial School 2024-25

GRADE IX COMPUTER APPLICATION

VRUSHALI PATIL

### ANNUAL PLAN

<b>MONTH</b>	<b>MAIN CONTENT/CHAPTERS</b>	<b>ACTIVITIES</b>
APRIL 2024	<p>THEORY BASICS OF INFORMATION TECHNOLOGY</p> <ul style="list-style-type: none"><li>•COMPUTER SYSTEMS: CHARACTERISTICS OF A COMPUTER</li><li>•COMPONENTS OF A COMPUTER SYSTEM – CPU, MEMORY, STORAGE DEVICES AND I/O DEVICES</li><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>	<p>BROWSING THE INTERNET TO UNDERSTAND THE CONCEPTS</p> <p>DISCUSS THE FOLLOWING IN A TEXT DOCUMENT ABOUT THE BASIC ORGANISATION OF A COMPUTER: CPU, MEMORY, INPUT/OUTPUT DEVICES, HARD DISK.</p>
JUNE 2024	<p>THEORY BASICS OF INFORMATION TECHNOLOGY</p> <ul style="list-style-type: none"><li>• I/O DEVICES: KEYBOARD, MOUSE, MONITOR, PRINTER, SCANNER, WEB CAMERA</li><li>• TYPES OF SOFTWARE: SYSTEM SOFTWARE (OPERATING SYSTEM, DEVICE DRIVERS), APPLICATION SOFTWARE INCLUDING MOBILE APPLICATIONS</li></ul>	<p>BROWSING THE INTERNET TO UNDERSTAND THE CONCEPTS</p> <p>WORKING WITH THE OPERATING SYSTEM: NAVIGATION OF THE FILE SYSTEM USING A MOUSE AND KEYBOARD.</p>
JULY 2024	<p>THEORY BASICS OF INFORMATION TECHNOLOGY</p> <ul style="list-style-type: none"><li>•COMPUTER NETWORKING: TYPE OF NETWORKS: PAN, LAN, MAN, WAN, WIRED/WIRELESS</li><li>•COMMUNICATION, WI-FI, BLUETOOTH, CLOUD (PRIVATE/PUBLIC)</li><li>•MULTIMEDIA: IMAGES, AUDIO, VIDEO, ANIMATION</li></ul>	<p>WORKING WITH NETWORK</p> <p>PA 1</p>

<b>MONTH</b>	<b>MAIN CONTENT/CHAPTERS</b>	<b>ACTIVITIES</b>
AUGUST 2024	<p>THEORY</p> <p>CYBER-SAFETY</p> <ul style="list-style-type: none"> <li>• SAFELY BROWSING THE WEB AND USING SOCIAL NETWORKS: IDENTITY PROTECTION, PROPER USAGE OF PASSWORDS, PRIVACY, CONFIDENTIALITY OF INFORMATION, CYBER STALKING</li> <li>•REPORTING CYBERCRIMES</li> <li>•SAFELY ACCESSING WEBSITES: VIRUSES AND MALWARE , ADWARE</li> </ul> <p>PRACTICAL</p> <p>OFFICE TOOLS</p> <ul style="list-style-type: none"> <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>	<p>WORD PROCESSING: CREATE A TEXT DOCUMENT; CREATE A LETTER, REPORT, AND GREETING CARD</p> <p>CREATE A TEXT DOCUMENT WITH FIGURES IN IT. IT SHOULD DESCRIBE A CONCEPT TAUGHT IN ANOTHER COURSE.</p>



MONTH	MAIN CONTENT/CHAPTERS	ACTIVITIES
	<ul style="list-style-type: none"> <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>	PERFORM THE FOLLOWING OPERATIONS: MIN, MAX, SUM AND AVERAGE.
JANUARY 2025	<ul style="list-style-type: none"> <li>•ALIGNMENT OF TEXT; INSERT AND DELETE CELLS, ROWS AND COLUMNS. ENTER A FORMULA</li> <li>•USING THE OPERATORS (+,-,*, /), REFER TO CELLS, AND PRINT A WORKSHEET.</li> <li>•USE SIMPLE STATISTICAL FUNCTIONS: SUM (), AVERAGE (), MAX (), MIN (), IF ()</li> <li>•(WITHOUT COMPOUND STATEMENTS); EMBED CHARTS OF VARIOUS TYPES: LINE, PIE,SCATTER, BAR AND AREA IN A WORKSHEET.</li> </ul>	CREATE DIFFERENT TYPES OF CHARTS USING A SPREADSHEET: LINE, BAR, AREA AND PIE.  PA 3
FEBRUARY 2025	REVISION	PRACTICAL TEST 2
MARCH 2025		PA 4

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