**AIR FORCE SCHOOL, BAMRAULI**

**ACADEMIC SESSION 2021-2022**

**Annual Split -up of Syllabus**

**Class:- IX Sub- Information Technology(402)**

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| **Sl.No** | **Month** | **Chapter No./**  **Unit** | **Topic/Sub topic** |
| 1 | Apr | 1 | Introduction to IT and ITeS Industry |
| 2 | May | 2 | Data Entry and Keyboarding Skills:- Introduction to Keyboarding Skills, Types of keys, Typing and deleting text, Pointing Devices, Sitting Posture, Positioning of fingers on the keyboard, Successful Keyboarding tips, |
| 3 | Jun | 2 | Data Entry and Keyboarding Skills:- Using Typing Software, Begin Lessons, working with lesson editor, Calculating typing speed |
| 4 | Jul | 3 | Digital Documentation:- Libre Office Write Document Word Processor, Parts of write document, working with document, cursor movement, Editing the document, Formatting a document, Paragraph Style |
| 5 | Aug | 3 | Digital Documentation:- Page formatting, Inserting Objects in a document, Creating and managing tables, Printing a document, Mail Merge, |
| 6 | Sep | 4 | Electronic Spreadsheet:-Introduction, Parts of Libre office Calc, Entering data, Mathematical Operator used in formula, Use of functions, Formatting the worksheet. |
| 7 | Oct | 4 | Electronic Spreadsheet:-Speeding up data entry using fill handle, Referencing and types of referencing, creating charts. |
| 8 | Nov | 5 | Digital Presentation:-Introduction, Characteristics, Parts of Impress window, Creating a Presentation, Selecting slide layout, running slide show, Working with slides. |
| 9 | Dec | 5 | Digital Presentation:- copying and moving of slides, copying moving and deleting content, view a presentation, Formatting text, working with tables, Inserting Images, Managing graphics objects. |
| 10 | Jan | 6 | Employability Skill:- Communication Skills – II, Self-management Skills – II, Basic ICT Skills- II. |
| 11 | Feb | 6 | Employability Skill:- Entrepreneurial Skills – II, Green Skills – II  Work on Practical file and Assignment file |
| 12 | Mar |  | Revision and Annual Exam |