**AIR FORCE SCHOOL, BAMRAULI**

**ACADEMIC SESSION 2019-2020**

**Annual Split -up of Syllabus**

**Class:- IX Sub- Computer Applications**

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| **Sl.No** | **Month** | **Chapter No./**  **Unit** | **Chapter Name** |
| 1 | Apr | 1 | Basics of Computer: Introduction, Characteristic, Components, Input/ Output |
| 2 | May | 2 | Hardware:-Categories of Hardware, Memory, Storage, Input/ Output Devices |
| 3 | Jun | 3 | Software:- Types of Software, Components of System Software, Types and Uses of Application Software. |
| 4 | Jul | 4 | Operating System:- Types of Operating System(OS), Functions of OS, Role of OS, Mobile OS. |
| 5 | Aug | 5,6 | Understanding Network: Type of networks: PAN, LAN, MAN, WAN, wired/wireless communication, Wi-Fi, Bluetooth, cloud computers (private/public), Multimedia:- images, audio, video, animation |
| 6 | Sep |  | Revision and Exam |
| 7 | Oct | 7 | Safely Browsing the Web and Using Social Networks:- 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 |
| 8 | Nov | 8 | Word Processing Tools:- Edit and format text: text style (B, I, U), font type, font size, text colour, alignment of text. Format paragraphs with line and/or paragraph spacing. Add headers and footers, numbering pages, grammar and spell check utilities, subscript and superscript, insert symbols, use print preview, and print a document. • 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. • Use auto-format, track changes, review comments, use of drawing tools, shapes and mathematical symbols. |
| 9 | Dec | 9 | Presentation Tools:- understand the concept of slide shows, basic elements of a slide, different types of slide layouts, create and save a presentation, and 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. • Insert pictures from files, create animations, add sound effects, and rehearse timings |
| 10 | Jan | 10 | Spreadsheet Tool:- 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, 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. |
| 11 | Feb | 11 | Scratch:- Introduction to Scratch. • Drag and drop commands, creating simple scripts, repeating blocks of commands. • Discuss x-y plane, create scripts to move the cat (Scratch mascot). • Create a script to draw diagrams using the pen feature. |
|  | Mar |  | Revision and Exam |