**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, properusage 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. Addheaders and footers, numbering pages, grammar and spell check utilities,subscript and superscript, insert symbols, use print preview, and print adocument.• Insert pictures, change the page setting, add bullets and numbering, bordersand shading, and insert tables – insert/delete rows and columns, merge andsplit 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 aslide, different types of slide layouts, create and save a presentation, and learnabout the different views of a slide set – normal view, slide sorter view andhand-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 rehearsetimings |
| 10 | Jan | 10 | Spreadsheet Tool:- concept of a worksheet and a workbook, create and save aworksheet.• Working with a spreadsheet: enter numbers, text, date/time, series using autofill; edit and format a worksheet including changing the colour, size, font,alignment of text; insert and delete cells, rows and columns. Enter a formulausing 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 ofcommands.• 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 |