

AIR FORCE SCHOOL, BAMRAULI**ACADEMIC SESSION 2021-2022****Annual Split -up of Syllabus****Class: - IX****Sub- Information Technology (402)**

Month	Chapter	Topic/Sub topic	No of Periods	Activity
Apr	Part A 1 Part B 2	Employability Skill: - Communication Skills – I, 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,		
May	Part A 1 Part B 2	Employability Skill: - Communication Skills – I, Data Entry and Keyboarding Skills: - Using Typing Software, Begin Lessons, working with lesson editor, Calculating typing speed		
Jun	Part B 1	Introduction to IT and ITeS Industry		Create a chart on service provided by IteS Industry
Jul	Part A 2 Part B 3	Self-management Skills – I Digital Documentation: - Office Word Processor, Parts of write document, working with document, cursor movement, Editing the document, Formatting a document, Paragraph Style		Write a Paragraph on your school with paragraph formatting
Aug	Part A 3 Part B 3	Basic ICT Skills- I. Digital Documentation: - Page formatting, Inserting Objects in a document, Creating and managing tables, Printing a document, Mail Merge,		Create a poster on Cleanliness drive.
Sep	Part A 3	Basic ICT Skills- I.		
Oct	Part A 4 Part B 4	Employability Skill: - Entrepreneurial Skills – I Electronic Spreadsheet: -Introduction, Parts of Excel, entering data, Mathematical Operator used in formula, Use of functions, Formatting the worksheet.		Create a file in excel representing daily weather report
Nov	Part A 4 Part B 4	Employability Skill: - Entrepreneurial Skills – I Electronic Spreadsheet: -Speeding up data entry using fill handle, Referencing and types of referencing, creating charts.		Create a chart about your marks

Dec	Part B 5	Digital Presentation: -Introduction, Characteristics, Parts of PowerPoint window, creating a Presentation, selecting slide layout, running slide show, Working with slides.		Creating a presentation on Fire Drill
Jan	Part A 5 Part B 5	Employability Skill: - Green Skills – I 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.		Creating a presentation on sports day
Feb	Part A 5	Employability Skill: - Green Skills – I Work on Practical file and Assignment file		
Mar		Revision and Annual Exam		