

HANSRAJ MODEL SCHOOL
PUNJABI BAGH, NEW DELHI
ACADEMIC PLAN
SESSION: 2024 – 2025
SUBJECT: COMPUTER APPLICATIONS
CLASS: IX

MONTH	Topic	Sub-topic	Learning Intentions	Activity/Assignment
	Unit 1: Basics of Information Technology	<ul style="list-style-type: none"> • Computer Systems: characteristics of a computer, components of a computer system – CPU, memory, storage devices and I/O devices • Memory: primary (RAM and ROM) and secondary memory • Storage devices: hard disk, CD ROM, DVD, pen/flash drive, memory stick • I/O devices: keyboard, mouse, monitor, printer, scanner, web camera • Types of software: system software (operating system, device drivers), application software including mobile applications • Computer networking: Type of networks: PAN, LAN, MAN, WAN, wired/wireless communication, Wi-Fi, Bluetooth, cloud computers (Private/public) • Multimedia: images, audio, video, animation 	<ul style="list-style-type: none"> • Students are able to understand the concept of computer hardware and software. • Students learn about various input devices, output devices, memory devices • Students understand about different types of computer networks. 	Theory Assignment
	Unit 2: Cyber-safety	<ul style="list-style-type: none"> • Safely browsing the web and using social networks: identity protection, proper usage of passwords, privacy, confidentiality of 	<ul style="list-style-type: none"> • Students understands how to be safe online • Students also learn about computer viruses 	Theory Assignment

		<p>information, cyber stalking, reporting cybercrimes</p> <ul style="list-style-type: none"> • Malware: Viruses, adware 		
	Unit 3: Office tools	<ul style="list-style-type: none"> • Introduction to a word processor: create and save a document. <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Students learn about different features of a word processor (MS Word) 	<ul style="list-style-type: none"> • Theory Assignment • Practical Assignments to practice features of MS Word
	Unit 3: Office tools	<ul style="list-style-type: none"> • Presentation tool: 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 handouts. <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Students learn about different features of a presentation tool (MS PowerPoint) 	<ul style="list-style-type: none"> • Theory Assignment • Practical Assignments to practice features of MS PowerPoint

	Unit 3: Office tools	<ul style="list-style-type: none"> • Spreadsheets: 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. 	Students learn about different features of a spreadsheet tool (MS Excel)	<ul style="list-style-type: none"> • Theory Assignment • Practical Assignments to practice features of MS Excel
FEBRUARY	Revision	Discuss technique of answering questions with proper marking scheme		Sample Question paper