S.D. PUBLIC SCHOOL

ACADEMIC PLANNER OF COMPUTER SCIENCE CLASS IX(2024-25)

Month/Days	LEARNING OUTCOMES	Theory	Practical
April	**Unit 3: Digital Documentation(Part-B)**		• List the available word processing applications.
No of working days -22	1. Create a document using a word processor.	• Introduction to word processing, • Word processing applications, Introduction to Word Processing tool • Creating a document, Parts of a Word Processor Window,	• Introduce with the parts of the main window. • Change document views. • Start a new document. • Open an existing document. • Save a document. • Close a document.
	2. Apply Editing features	• Text editing – Undo and Redo, • Moving and copying text, • Copy and Paste, • Selecting text, • Selection criteria, • Selecting non-consecutive text items, • Selecting a vertical block of text, • Find and replace option, • Jumping to	• Editing of text in a document • Demonstrate to use undo and redo option, • Use the keyboard and mouse options to select, cut, copy, paste, and move text. • Demonstrate to select nonconsecutive text items, vertical block of text, • Search and replace text in a document. • Jump to the given page number in a document, • Insert non-printing characters in a

		the page number, • Non-printing characters, • Checking spelling and grammar, • Using Synonyms and Thesaurus.	document, • Apply Spelling and grammar option of document. • Demonstrate to use Synonyms and Thesaurus.
	3. Apply formatting features	• Page style dialog • Formatting text – Removing manual formatting, Common text formatting, Changing text case, Superscript and Subscript • Formatting paragraph – Indenting paragraphs, Aligning paragraphs, Font colour, highlighting, and background colour, Using bullets and numbering, Assigning colour, border and background to paragraph. • Page formatting – setting up basic page layout using style, Inserting	• Apply various text formatting options for the text, • Demonstrate to format paragraphs–indent/align paragraphs, assign font colour, highlighting, and background colour, • Assign number or bullets to the lists items • Demonstrate to assign colour, border and background to paragraph • Demonstrate the page formatting–set up basic page layout using styles, • Insert page break, Create header/footer and page numbers • Define borders and backgrounds • Insert images, shapes, special characters in a document • Divide page into columns, • Format the shape or image.

		page break, Creating header/footer and page numbers, • Defining borders and backgrounds, Inserting images, shapes, special characters in a document, Dividing page into columns, Formatting the shape or image.	
	Unit 1: Communication Skills-I (Part-A)		•
	1. Demonstrate knowledge of various methods of communication	• Methods of communication - Verbal - Non-verbal - Visual	• Writing pros and cons of written, verbal and non-verbal communication • Listing do's and don'ts for avoiding common body language mistakes
	2. Identify elements of communication cycle	• Meaning of communication • Importance of communication skills • Elements of communication cycle– (i) sender, (ii) ideas, (iii) encoding, (iv) communication channel, (v) receiver, (vi) decoding, and (vii) feedback	• Draw a diagram of communication cycle • Role plays on communication process related to the sector/job role

	3. Identify the factors affecting our perspectives in communication	• Perspectives in communication • Factors affecting perspectives in communication - Visual perception - Language - Past experience - Prejudices - Feelings - Environment	• Group discussion on factors affecting perspectives in communication • Sharing of experiences on factors affecting perspectives • Sharing experiences on factors affecting communication at workplace
	4. Demonstrate the knowledge of basic writing skills	• Writing skills related to the following: - Phrases - Kinds of sentences - Parts of sentence - Parts of speech - Use of articles - Construction of a paragraph	• Demonstration and practice of writing sentences and paragraphs on topics related to the subject
May	**Unit 3: Digital Documentation(Part-B)**		• Demonstrate and do the following in Word Processor:
No of working days -18	4. Create and work with tables	• Creating table in Word • Processor • Inserting row and column in a table • Deleting rows and columns • Splitting and merging tables • Deleting a table • Copying a table	• Create table, • Insert and delete rows and column in a table, • Split and merge tables, • Delete a table, • Copy or move from one location to another location of document.

		• Moving a table.	
	5. Use Print Options	• Printing options in Word Processor. • Print preview, • Controlling printing, • Printing all pages, single and multiple pages.	• Demonstrate to print the document, selected pages in the document • Print the document with various options, • Preview pages before printing.
	6. Understand and apply mail merge	• Introduction to mail merge • Concept of data source for mailmerge.	• Demonstrate to print the letters using mail merge, • Do the following to achieve • Create a main document, • Create the data source, • Enter data in the fields, • Merge the data source with main document, • Edit individual document, • Print the merged letter, • Save the merged letter.
July	**Unit 4: Electronic Spreadsheet (Part-B)**		• Start the spreadsheet, • Identify the parts of Calc,
No of working days -25	1. Create a Spreadsheet	• Introduction to spreadsheet application • Starting a spreadsheet • Parts of a spreadsheet	• Identify the rows number, column number, cell address, • Define the range of cell, • Identify row range, column range, row &

			column range
		• Worksheet – Rows and Columns, Cell and Cell Address, • Range of cells – column range, row range, row and column range.	
	2. Apply formula and functions in spreadsheet	• Different types of data, • Entering data – Label, Values, Formula • Formula, how to enter formula, • Mathematical operators used in formulae, • Simple calculations using values and operators, • Formulae with cell addresses and operators, • Commonly used basic functions in a spreadsheet – SUM,AVERAGE, MAX, MIN, Count • Use of functions to do calculations.	• Demonstrate to enter the text, numeric data in a cell, • Identify the label, values and formula in the cell, • Demonstrate to enter formula in a cell, • Construct the formula using mathematical operators, • •Identify formulae with cell addresses and operators, • Identify the correct syntax of formula, • Use the basic functions to perform calculations on data.
	3. Format data in the spreadsheet	• Formatting tool, • Use of dialog boxes to	• Identify the formatting tool, • Demonstrate to use of dialog boxes to

		format values, • Formatting a range of cells with decimal places, • Formatting a range of cells to be seen as labels, • Formatting of a cell range as scientific, • Formatting a range of cells to display times, • Formatting alignment of a cell range, • Speeding up data entry using the fill handle, • Uses of fill handle to copy formulae.	format values, • Demonstrate to format range of cells with decimal places, • Demonstrate to format a range of cells to labels, • Demonstrate to format of a cell range as scientific, • Demonstrate to format a range of cells to display time, • Demonstrate to align cell data range, • Demonstrate to create number series using fill handle, • Copy formula by dragging the formula using fill handle.
	4. Understand and apply Referencing	• Concept of referencing, • Relative referencing, • Mixed referencing, • Absolute referencing.	• Demonstrate to use Relative referencing in spreadsheet, • Demonstrate to use Mixed referencing in spreadsheet, • Demonstrate to use Absolute referencing in spreadsheet.
	5. Create and insert different types of charts in a spreadsheet	• Importance of chart in spreadsheet • Types of chart	• Create different types of charts supported by a spreadsheet, • Illustrate the example of char tin a spreadsheet.
	Unit 2: Self Management Skills-I (Part-A)		• Identification of self management skills

	1.Describe the meaning and importance of self management	• Meaning of self-management • Positive results of self-management • Self-management skills	• Strength and weakness analysis
	2. Identify the factors that helps in building self confidence	• Factors that help in building self confidence – social, cultural, and physical factors • Self-confidence building tips - getting rid of the negative thoughts, thinking positively, staying happy with small things, staying clean, hygienic and smart, chatting with positive people, etc.	• Role play exercises on building self-confidence • Use of positive metaphors/ words • Positive stroking on wakeup and before going bed • Helping others and working for community
August	**Unit 1: Introduction to IT–ITeS industry (Part-B)**		• Identify and list the various IT enabled services, Observe the application of IT in various areas.
No of working days -23	1. Appreciate the applications of IT	• Introduction to IT and ITeS, BPO services, • BPM industry in India, • Structure of the IT-BPM industry, • Applications of IT in home computing,	

		everyday life, library, workplace, education, entertainment, communication, business, science and engineering, banking, insurance, marketing, health care, IT in the government and public service	
September	**Unit 2: Information And Communication Technology Skills– I (Part-A)**		• Discussion on the role and importance of ICT in personal life and at workplace.
No of working days -23	1. Describe the role of Information and Communication Technology (ICT) in day to-day life and workplace	• Introduction to ICT • Role and importance of ICT in personal life and at workplace • ICT in our daily life (examples) • ICT tools - Mobile, tab, radio, TV, email, etc.	• Preparing posters / collages for showing the role of ICT at workplace
	2. Identify components of basic computer system and their functions	• Computer system - Central Processing Unit (CPU), memory, motherboard, storage devices • Hardware and software of a	• Connecting the cables and peripherals to the Central Processing Unit • Starting and shutting down a computer • Group discussion on the various aspects of hardware and software

		computer system	
		• Role and functions of Random Access Memory (RAM) and Read Only Memory (ROM)	
		• Role and functions of Central Processing Unit	
		• Procedure for starting and shutting down a computer	
	3. Demonstrate use of various components and peripherals of computer system	• Peripherals devices and their uses – mouse, keyboard, scanner, webcam, etc. of a computer system	• Identification of various parts and peripherals of a computer • Demonstration and practice on the use of mouse • Demonstration and practice on the use of keyboard • Demonstration of the uses of printers, webcams, scanner and other peripheral devices • Drawing diagram of computer system and labelling it
	4. Demonstrate basic computer skills	• Primary operations on a computer system – input, process, storage, output, communication networking,	• Identification of the various input and output units and explanation of their purposes

			etc.
October	**UNIT 2: Data Entry And Keyboarding Skills(Part-B)**		• Identify the keys and its use on the keyboard,
No of working days -20	1. Use keyboard and mouse for data entry	• Keyboarding Skills, • Types of keys on keyboard, Numeric keypad, • Home keys, Guide keys, • Typing and deleting text, • Typing ergonomics, • Positioning of fingers on the keyboard, Allocation of keys to fingers on four different rows, • Pointing device – Mouse, Mouse operations.	• Demonstrate to use various keys on the keyboard, • Demonstrate to type the text, numbers, special character using appropriate keys on the keyboard, • Practice the correct typing ergonomics, • Practice to place fingers on correct key in four different row of keyboard, • Practice various mouse operations.
	2. Use typing software	• Introduction to Rapid Typing Tutor, • Touch typing technique, • User interface of Typing Tutor, • Typing text and interpret results, • Working with lesson editor, • Calculating typing speed, • Typing rhythm.	• Identify the user interface of typing tutor, • Practice to type text in typing tutor software and interpret the results, • Practice to work in lesson editor, • Calculate the typing speed • Practice to improve typing • Using typing tutor software.
November	**UNIT 5: Digital**		

	Presentation (Part-B)		
No of working days -23	1. Understand features of an effective presentation	• Concept of presentation, • Elements of presentation, • Characteristics of an effective presentation	• Hands on activity on Page No.-73
	2. Create a presentation	• Introduction to presentation software, • Opening a presentation software • Parts of presentation window, • Closing a presentation • Creating a presentation using template, • Selecting slide layout, • Saving a presentation, • Running a slide show, • Save a presentation in PDF, • Closing a presentation, • Using Help.	• Start the presentation application • Various components of main Impress window • Observe the different workspace views. • Create a new presentation using wizard. • Run the presentation, • Save the presentation, • Close the presentation, • Demonstrate to use Help in presentation.
	3. Work with slides	• Inserting a duplicate slide, • Inserting new slides, • Slide layout, • Copying and moving slides, • Deleting and renaming	• Demonstrate to insert a new slide and duplicate slide in a presentation, • Change the slide layout, • Demonstrate to copy and move slides in the presentation, • Demonstrate to copy,

		slides • Copying, moving and deleting contents of slide, • View a presentation, • Controlling the size of the view, • Workspace views – Normal, Outline, Notes, Slide sorter view.	move and delete contents of the slide, • Demonstrate to view a presentation in different views.
	4. Format text and apply animations	• Formatting toolbar, • Various formatting features, • Text alignment, • Bullets and numbering. • Custom Animation	• Identify and list the various options in formatting toolbar, • Apply the appropriate formatting option • Align the text in presentation, • Apply bullets and numbering to the list items in presentation. Apply Animation
	5. Create and use tables	• Inserting tables in presentation, • Entering and editing data in a table, • Selecting a cell, row, column, table, • Adjusting column width and row height, • Table borders and background	Demonstrate the following: • Insert table in presentation, • Enter and edit data in a table, • Select a cell, row, column, table, • Adjust column width and row height, • Assign table borders and background.
	6. Insert and format image in presentation	• Inserting an image from a	• Demonstrate to insert an image from file,

		file, • Inserting an image from the gallery, • Formatting images, • Moving images, • Resizing images, • Rotating images, • Formatting using the Image toolbar, • Drawing graphic objects – line, shapes, • Grouping and n-grouping objects	gallery in presentation, • Apply formatting options to image in presentation, • Demonstrate to move, resize and rotate images, • Apply formatting options of Image toolbar, • Drawing line, shapes using graphic objects, • Demonstrate to group and ungroup objects.
	7. Work with slide master	• Slide masters, • Creating the slide masters, • Applying the slide masters to all slide, • Adding transitions.	• Create the slide masters, • Apply the slide masters to the presentation, • Add transitions to presentation.
December	**Unit 4: Entrepreneurial Skills-I (Part-A)**		• Practise of Project Work on Page No.-79
No of working days -24	1. Identify various types of business activities	• Types of businesses – service, manufacturing, hybrid • Types of businesses found in our community Business activities around us	• Prepare posters of business activities found in cities/villages, using pictures • Discuss the various types of activities, generally adopted by small businesses in a local community \ • Best out of waste • Costing of the product made out of

			waste
			• Selling of items made from waste materials
			• Prepare list of businesses that provides goods and services in exchange for money
	2. Demonstrate the knowledge of distinguishing characteristics of entrepreneurship	• Meaning of entrepreneurship development • Distinguishing characteristics of entrepreneurship • Role and rewards of entrepreneurship	• Prepare charts showing advantages of entrepreneurship over wages • Group discussions on role and features of entrepreneurship • Lectures/presentations by entrepreneurs on their experiences and success stories • Identify core skills of successful entrepreneur
January	**Unit 5: Green Skills – I (Part-A)**		
No of working days -13	1. Demonstrated the knowledge of the factors influencing natural resource conservation	• Introduction to environment, • Relationship between society and environment, ecosystem and factors causing imbalance • Natural resource conservation • Environment protection and conservation	• Group discussion on hazards of deteriorating environment • Prepare posters showing environment conservation • Discussion on various factors that influence our environment
	2. Describe the importance of green economy and green skills	• Definition of green economy • Importance of green	• Definition of green economy • Importance of green economy

		economy	
February	• Recapitulation		
No of working days -22	• Revision of all topics		