

2009—2010
Class - IX
INFORMATION TECHNOLOGY
Unitwise weightage-theory and Practials

Unit	Topic	Marks	
		Theory	Practical
1	IT Basic	10	00
2	IT Tools Windows MS-Office *MS-Word *MS-Power Point *MS-Excel	30	30
3	IT Application	00	30
Total		40	60

THEORY

Marks : 40

Unit 1: IT BASICS

Convergence of Technologies:

Computer System:

Characteristics of a computer, Basic applications of a computer, Components of a computer system- Central processing Unit (CPU), Visual Display Unit (VDU), Keyboard;

Concept of Memory:

Primary and Secondary Memory, RAM and ROM, Units of Memory-Byte, Kilobyte, Megabyte, Gigabyte, Terabyte Input/Output Devices:

Mouse, Joy Stick, Scanner, Microphone, OCR, MICR, Light pen, Bar code Reader, Digital Camera, Printer, Speaker, Plotter.

Storage Devices :

Computer languages :

Machine Language, Assembly Language and High level Languages, Role of Assembler and Compiler.

Types of software:

System, utility and Application software with examples

Communication Technology :

Need for networking, LAN, MAN, and WAN

Data Communication Device : Modem,

Intrdouction to Internet.

Content:

Data, Information and multimedia;

UNIT 2 : IT TOOLS

MS-Windows:

Basic concept of an Operating System and its functions.

Introduction of Windows : Using Mouse and moving icons on the screen, My Computer, Recycle Bin, Task Bar, Start-menu and menu selection, running an application, Setting system date and time; Windows Explorer to view files, folders and directories, creating and renaming of files and folder, Opening and Closing of Windows, Minimise, Restore and Maximise forms of windows, Basic components of a Window: Desktop, Frame, Title Bar, Menu Bar, Status Bar, Scroll Bars (Horizontal and Vertical), Using right button of the Mouse, Creating Shortcut, Basic Windows Accessories: Notepad, Paint, Calculator, Wordpad, using Clipboard;

MS-OFFICE

MS Word:

Introduction to a Word Processor, Creating and Saving a document, Editing and Formating a Document; Text Style (B, I.U.), Font Type Size, changing color, alignment of text; Formating paragraphs withline or paragraph spacing; adding headers and footers numbering pages, using grammar and spell check utilities, using subscript and superscript, inserting symbols, Print Preview, printing a document. Inserting Word Art, Clipart and Pictures, Page Setting, Bullets and Numbering, Borders and Shading, Format Painter, Find and Replace, Inserting Tables: Inserting, deleting-rows and columns, merging cells, splitting cells, using autoformat: Mail Merge

MS Power Point :

Introduction to Presentation Graphics, Understanding the concept of Slide Shows, Basic elements of a slide, Different types of Slide Layouts, Creating and saving a Presentation, Different views of a slide: Normal view, Slide Sorter view and Slide Show, Editing and Formating a slide: Adding Titles, Subtitles, Text Background, Watermark ; Headers and Footers, Numbering Slides; Inserting pictures from files, Animating pictures and Text with Sound Effects, Timing Text box, Pictures and Slides, Rehearse Timings, ungrouping and Grouping pictures from Clipart.

MS Excel:

Introudction to Spreadsheets, Concept of Worksheets and workbooks, Creating and Saving a worksheet, Working with a spreadsheet: entering numbers, text, date/time, series using Auto Fill, Editing and formatting a worksheet including changing colour, size, font, alignment of text, Inserting or Deleting cells, rows and columns, Formulae-Entering a formula in a cell, using operators (+, -, *.) (in formulae, Relative referencing, Absolute referencing and mixed referencing, Printing a worksheet. Use Simple Statistical functions: SUM(), AVERAGE(), MAX(), MIN(), IF(), (without compound statements); inserting tables in worksheet, Embedding Charts of various types: Line, Pie, Scatter, Bar and Area in a worksheet.

UNIT 3: IT APPLICATIONS

Students are suggested to work on the following areas using MS-Word, MS-Powerpoint and MSEXcel on topics implementing the tools covered in the course.

Domains :**Documentation:**

- * Informal letter
- * Formal letter
- * Report Writing
- * Greeting card
- * Poster making

Presentation :

- * School Magazine
- * Environment and Pollution
- * Product Advertisement
- * Any topic specific from text book (any subject)

Analysis Reporting :

- *Cricket Record
- *Weather Report
- * School/Class Result

NOTE:

Sample documents/ presentations/spreadsheets on the above topics are made available on CBSE CD-ROM

Teachers are requested to demonstrate some other popular software for word processing, presentation, and spreadsheet, which support Hindi and/or some other Indian language(s). [Lead Office is an example of Office suite (word processor with an interface to MS-Office, Lotus Smartsuite, Pagemaker, Corel Draw etc.) with complete support to Indian language]

PRACTICALS

Practical Paper	Examination Duration	Marks
One	4 Hours	60

(A) HANDS ON EXPERIENCE (4 Exercises)**30 Marks****Design of a Practical Question Paper**

Instructions on the basis of syllabus, distribution of marks and conduction of practical examination have been provided. The examiner is advised to set the question paper according to the prescribed curriculum and distribution of marks.

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|------|--------------------------|----------|
| I. | Windows Operating System | 06 Marks |
| II. | MS Word | 08 Marks |
| III. | MS Excel | 08 Marks |
| IV. | MS Powerpoint | 08 Marks |

I. WINDOWS operating system:*

To test some of the following basic system operations on file/folder(s):

- Create
- Rename

- Copy/Cut/Paste
- Delete
- Commands related to Notepad/Wordpad/Paint
- Using Clipboard

II. MS Word:*

A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination

- Editing and Formating text and paragraph.
- Page and Paragraph Setup
- Inserting pictures and WordArt

III. MS Power Point:*

A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination:

- Editing and formating slides
- Inserting pictures and sounds
- Animating pictures and text wth sound effects

IV. MS Excel:*

A problem in spreadsheet related to some of the tools given below to be tested during the examination:

- Formating cells and data
- Functions & Formulae (Relative, absolute and Mixed reference)
- Charts

* Printouts of the documents(s) should be attached with the answer sheet

(B) IT Application Report File

20 Marks

Students are supposed to make a IT Application Report File Containing Real life assignments/ presentations using MS Word, MS PowerPoint and MS Excel on at least 15 topics from the domain:

- At least 5 documents of MS Word
- At least 5 presentations of MS Power Point
- At least 5 spreadsheets of MS Excel with graphs

(C) VIVA VOCE

10 Marks