

Gopi Birla Memorial School 2025-26

GRADE IX INFORMATION TECHNOLOGY

VRUSHALI PATIL

ANNUAL PLAN

MONTH	MAIN CONTENT/CHAPTERS	ACTIVITIES
APRIL 2025	Methods of communication Introduction to IT and ITeS, BPO services	Writing pros and cons of written, verbal and non-verbal communication. Observe the application of IT in various areas.
JUNE 2025	Meaning of communication. Elements of communication. Keyboarding Skills.	Draw a diagram of communication cycle. Practice the correct typing ergonomics, Practice to place fingers on correct key in four different row of keyboard. Practice various mouse operations.
JULY 2025	Perspectives in communication. Touch typing technique,	Sharing of experiences on factors affecting perspectives. 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.
AUGUST 2025	Knowledge of basic writing skills. Word processing applications.	Demonstration and practice of writing sentences and paragraphs on topics related to the subject. Introduction with the parts of the main window of Word processing applications.
SEPTEMBER 2025	Self-management skills. Apply Editing features. PA 2	Identification of self management skills. Editing of text in a document.
OCTOBER 2025	Factors that help in building selfconfidence. Apply formatting features.	Exercises on building self-confidence. Apply various text formatting options for the text.
NOVEMBER 2025	Role and importance of ICT in personal life and at Workplace. Create and work with tables.	Preparing posters / collages for showing the role of ICT at workplace. Create table, Insert and delete rows and column in a table, Split and merge tables.
DECEMBER 2025	Identify components of basic computer system and their functions. Use Print Options.	Discussion on the various aspects of hardware and software. Demonstrate to print the document, selected pages in the

MONTH	MAIN CONTENT/CHAPTERS	ACTIVITIES
	Demonstrate use of various components and peripherals of computer system. Understand and apply mail merge	document. Demonstration of the uses of printers, webcams, scanner and other peripheral devices. Demonstrate to print the letters using mail merge.
JANUARY 2026	Identify various types of business activities. Demonstrate the knowledge of distinguishing characteristics of entrepreneurship. Describe the importance of green economy and green Skills. Apply formula and functions in spreadsheet.	Group discussions on role and features of entrepreneurship. Prepare a Poster showing the importance of green economy . Use the basic functions to perform calculations on data.
FEBRUARY 2026	Environment protection and conservation. Work with slides.	Discussion on various factors that influence our Environment. Create a new presentation using Wizard . Insert table in presentation. Apply formatting options. Apply the slide masters to the presentation. Add transitions to presentation.
MARCH 2026	PA 4	