GOPI BIRLA MEMORIAL SCHOOL

Grade 9 Computer **ANNUAL PLAN** Vrushali Patil

MONTH	CONTENT	ACTIVITIES
April [16]	Theory Basics of information technology •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	Browsing the internet to understand the concepts Discuss the following in a text document about the basic organisation of a computer: cpu, memory, input/output devices, hard disk.
June [17]	Theory Basics of information technology • i/o devices: keyboard, mouse, monitor, printer, scanner, web camera • types of software: system software (operating system, device drivers), Application software including mobile applications	Browsing the internet to understand the concepts Working with the operating system: navigation of the file system using a mouse and keyboard.
July [21]	Theory Basics of information technology •computer networking: type of networks: pan, lan, man, wan, wired/wireless •communication, wi-fi, bluetooth, cloud (private/public) •multimedia: images, audio, video, animation	Working with network
August [19]	Theory Cyber-safety • safely browsing the web and using social networks: identity protection, proper usage of passwords, privacy, confidentiality of information, cyber stalking •reporting cybercrimes •safely accessing websites: viruses and malware , adware practical Office tools •introduction to a word processor: create and save a document. •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.	Word processing: create a text document; create a letter, report, and greeting card Create a text document with figures in it. It should describe a concept taught in another course. Co-scholastic ongoing submission

	•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	
September [8]	Practical Office tools •use auto-format, track changes, review comments, use of drawing tools •shapes and mathematical symbols	
October [19]	•Presentation tool: understand the concept of slide shows, basic elements of a slide, different types of slide layouts, create and save a presentation,	Create a text document in an indian language other than english. Create a presentation with animation.
November [14]	Practical Office tools • learn about the different views of a slide set – normal view, slide sorter view and hand-outs. •edit and format a slide: add titles, subtitles, text, background, and watermark, •headers and footers, and slide numbers	Include existing images/ pictures in a presentation.
December [14]	Practical Office tools •insert pictures from files, create animations, add sound effects, and rehearse timings. •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,	Animate pictures and text with sound effects in a presentation • create a simple spreadsheet and perform the following operations: min, max, Sum and average.
January [18]	•Alignment of text; insert and delete cells, rows and columns. Enter a formula	Create different types of charts using a spreadsheet:

	•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.	line, bar, area and pie.
February [12]	Revision	Co Scholastic Ongoing Submission