

NAVODAYA VIDYALAYA SAMITI**CLASS : IX****SUBJECT : COMPUTER (BASICS & FOUNDATION)****DISTRIBUTION OF MARKS**

Unit No.	Unit Name	Marks	Periods	
			Theory	Practical
1.	Basics of Information Technology	20	20	10
2.	Cyber Safety	15	10	05
3.	Office tools	15	20	55
4.	Lab exercises	50	-	-
	Total	100	50	70

Month.	No. of Days	No.of periods	Weightage of Marks for Unit/Chapter	Units/Subunits/Topics/Chapters to be Covered	Details of Activity/Practical / Projects
April	22	10T+5P	20 MARKS	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 	Navigation of the file system using a mouse and keyboard.
PWT-01/UT- 01 (26-29 APRIL 2024)					
JULY	27	10T+5P		Unit 1: Basics of Information Technology (Continued....) <ul style="list-style-type: none"> • 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 	Explore computer parts available in Lab Explore and create list of software available in computer lab.

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AUGUST	22	10T+05P	15 MARKS	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 information, cyber stalking, reporting cybercrimes Malware: Viruses, adware 	Identifying types of networks and connecting to internet Browser settings for a secure connection
PWT-02/ UT- 02 (08-10 AUG 2024)					
SEPTEMBER	15	05T+10P	15 MARKS	Unit 3: Office tools <ul style="list-style-type: none"> 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 text document in an Indian language other than English
MID TERM (23 SEPT TO 04 OCT 2024)					
OCTOBER	22	05T+10P	<u>continue</u>	Unit 3: Office tools (CONTINUED.....) <ul style="list-style-type: none"> 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"> Check spelling and grammar and apply the changes to the document. Demonstrate to use Synonyms and Thesaurus. Create a letter Create a report Create a greeting card. Create a poster

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NOVEMBER	26	05T+10P	continue	Unit 3: Office tools (CONTINUED.....) <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. Edit and format a slide: add titles, subtitles, text, background, and watermark, headers and footers, and slide numbers. 	<ul style="list-style-type: none"> Create a presentation. Create a presentation with animation.
DECEMBER	20	05T+10P	continue	Unit 3: Office tools (CONTINUED.....) <ul style="list-style-type: none"> 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, alignment of text; insert and delete cells, rows and columns. Enter a formula using the operators (+, -, *, /), refer to cells, and print a worksheet. 	<ul style="list-style-type: none"> Include existing images/ pictures in a presentation. Animate pictures and text with sound effects in a presentation
PWT-03/ UT -3 (12-14 DEC 2024)					
JANUARY	14	10P	continue	Unit 3: Office tools (CONTINUED.....) <ul style="list-style-type: none"> 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. 	Create different types of charts using a spreadsheet: line, bar, area and pie.

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FEBRUARY	20	10P		Lab Exercises <ul style="list-style-type: none"> • Browser settings for a secure connection • Working with the operating system: Navigation of the file system using a mouse and keyboard. • 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. • Discuss the following in a text document about the basic organisation of a computer: CPU, memory, input/output devices, hard disk. • Create a text document in an Indian language other than English. • Create a presentation. • Create a presentation with animation. • Include existing images/ pictures in a presentation. • Animate pictures and text with sound effects in a presentation • Create a simple spreadsheet and perform the following operations: min, max, sum, and average. • Create different types of charts using a spreadsheet: line, bar, area and pie. 	
PWT-04/UT-4 (06-08 FEB 2025)					
MARCH	REVISION				
TERM-END EXAM (17-28 MARCH 2025)					