

N.C. JINDAL PUBLIC SCHOOL, PUNJABI BAGH
COMPUTER SCIENCE SYLLABUS SESSION (2023-24)

CLASS- IX

HALF YEARLY (APRIL-SEPTEMBER)

1. Introduction to IT-ITeS Industry
Session 1: Information Technology and IT Enabled Services
Session 2: IT Applications
2. Data Entry & Keyboarding Skills
Session 1: Computer Keyboard
Session 2: Pointing Devices
Session 3: Typing Ergonomics
Session 4: Understanding Touch Typing with Rapid Typing software
Session 5: Viewing Statistics
Session 6: Working with Lesson Editor
3. Digital Documentation
Session 1: Getting Started with Word Processing Application
Session 2: Edit the document
Session 3: Format the Document
Session 4: Creating and Using Tables
Session 5: Print The Document
Session 6: Printing Letters Using Mail Merge

ANNUAL (OCTOBER-MARCH)

4. Electronic Spreadsheet
Session 1: Introduction to Spreadsheets
Session 2: Enter Data and Apply Formulas & Functions
Session 3: Formatting Data in the Spreadsheet
Session 4: Concept of Cell Referencing in Spreadsheets
Session 5: Introduction to Charts
5. Digital Presentation
Session 1: Importance And Characteristics of Presentations
Session 2: Creating a Presentation
Session 3: Working with Slides
Session 4: Format Text and Apply Animations
Session 5: Create and Use Tables in Presentation
Session 6: Insert and Format Images in Presentation
Session 7: Working with Slide Master