

AIR FORCE SCHOOL, BAMRAULI

ACADEMIC SESSION 2024-2025

Annual Split -up of Syllabus

Class: - IX

Sub- Information Technology (402)

Book Name: - Blue Print Publication –IT (402)

Month	Chapter	Topic/Sub topic	No of Periods	Activity
Apr	Part A - 1 Part B - 1	Employability Skill: - Communication Skills – I Introduction to IT and ITeS Industry	20	Create a chart on services provided by IteS Industry
May	Part A 1 Part B 2	Employability Skill: - Communication Skills – I, Data Entry and Keyboarding Skills: Introduction to Keyboarding Skills, Types of keys, Typing and deleting text, Pointing Devices, Sitting Posture, Positioning of fingers on the keyboard, Successful Keyboarding tips,	05	Type a paragraph from software
Jun	Part B - 2	Data Entry and Keyboarding Skills: - Using Typing Software, Begin Lessons, working with lesson editor, Calculating typing speed	10	Type a paragraph from software
Jul	Part A - 2 Part B - 3	Self-management Skills – I Digital Documentation: - Office Word Processor, Parts of write document, working with document, cursor movement, Editing the document, Formatting a document, Paragraph Style	20	Write a Paragraph on your school with paragraph formatting
Aug	Part A- 3 Part B- 3	Basic ICT Skills- I. Digital Documentation: - Page formatting, Inserting Objects in a document, Creating and managing tables, Printing a document, Mail Merge,	20	Create a poster on Cleanliness drive.

Sep	Part A- 3	Basic ICT Skills- I.	10	
Oct	Part A- 4 Part B- 4	Employability Skill: - Entrepreneurial Skills – I Electronic Spreadsheet: -Introduction, Parts of Excel, entering data, Mathematical Operator used in formula, Use of functions, Formatting the worksheet.	12	Create a file in excel representing daily weather report
Nov	Part A- 4 Part B- 4	Employability Skill: - Entrepreneurial Skills – I Electronic Spreadsheet: -Speeding up data entry using fill handle, Referencing and types of referencing, creating charts.	20	Create a chart about your marks
Dec	Part B- 5	Digital Presentation: -Introduction, Characteristics, Parts of PowerPoint window, creating a Presentation, selecting slide layout, running slide show, Working with slides.	15	Creating a presentation on Fire Drill
Jan	Part A- 5 Part-B 5	Employability Skill: - Green Skills – I Digital Presentation: - copying and moving of slides, copying moving and deleting content, view a presentation, formatting text, working with tables, Inserting Images, Managing graphics objects.	10	Creating a presentation on sports day
Feb	Part A- 5	Employability Skill: - Green Skills – I Work on Practical file and Assignment file	20	
Mar		Revision and Annual Exam		