

Subject : Information Technology (402)
Grade : IX
Year : 2019-20

Year Planner

Month/No. of Working Days	Unit	SubUnits	Objective	Activities		Assessment
				By Teacher	By Student	
March (7) /April (9)	Unit –II Mastering Typing March -3 April -1	Session I – Getting Started with Touch Typing	To make the students familiar with the Rapid typing software and its components.	Helping students with the Rapid Typing software and its components	Lab Activity on Various Components in the Rapid Typing software	Skill Assessment Slip Test I
		Session II -Working on Rapid Typing Software				
		Session III – Viewing Statistics				
		Session IV – Working with Lesson Editor				
June (18)	Unit –I Fundamentals of Computers June -6	Session I –Introduction to Computers	To teach students about different Fundamentals of Computers.	Helping students to work with different utility programs in computer lab.	PPT on Fundamentals of Computers	Skill Assessment Slip Test II
		Session II – Parts of a Computer System				
		Session III – Computer Fundamentals				
		Session IV – Types Of Computer				
		Session V – Computers Operating Systems				
		Session VI –Performing Basic File Operations				
		Session VII – Communication Technology, Internet and World Wide Web.				
		Session VIII – Digital Technology and Media Devices				
		Session IX - Computer Security and Privacy				
July(24)	Unit –III Word Processing July -12	Session I – Getting started with a Word Processor	To make students know about the various features of the Home and Insert Tabs.	Helping students to work with Formatting Features of the word Document.	Lab Activity Project Work: Pg.no. 299	Skill Assessment Slip Test III
		Session II – Edit and save a Document				
		Session III – Identify Elements of User Interface				
		Session IV – Formatting a Document –Bold, Italics, Underline, Font Style and Font Effects.				
		Session V – Check Spelling and Grammar Using Thesaurus				
		Session VI –Copy Paste and Cut Paste				
		Session VII – Find and Replace Text				
		Session VIII – Create a List of Items using Bullets and Numbering				
		Session IX - Aligning the Text				

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		Session X – Views of a Document Session XI –Preview and Print a Document Session XII – Create a Table Session XIII – Format a Table Session XIV – Convert Text to Table and Table to Text Session XV – Adding Borders and Shading Session XVI – Adjust Margins and Orientation				
Aug(23)	Unit –IV Spreadsheet August -11	Session I – Introduction to Spreadsheet Session II – Manage a Workbook –Open, Save , Close and Delete Spreadsheet Session III – Enter Data in a Spreadsheet Session IV – Basic Calculations –Addition, Subtraction, Multiplication and Division Session V – Insert Column and Row Session VI – Format Cell and its contents Session VII – Inventory Management – Stock Register Session VIII – Customizing the Interface Session IX - Using Currency Symbols Session X – Delete columns and rows Session XI –Spell Check Session XII – Border the cells Session XIII – color the cells	To teach students about various components of the spreadsheet window.	Helping students in doing basic calculations like Addition, subtraction, Multiplication and Division	Lab Activity: Pg.no. 352	Skill Assessment Slip Test IV
Sep		Revision & Half Yearly Exam				

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Oct (18)	Unit –V Digital Presentation(Intermediate) October-9	Session I – Introduction to Digital Presentation	To make students understand about the different kinds of Views and working with Insert and Design Tabs	Preparing Students to Deliver a Presentation	Lab Activity on Page No: 391	Skill Assessment Slip Test V
		Session II – Create, Save and close a presentation				
		Session III – Viewing a Presentation				
		Session IV – Edit Text- Font size, Style and color				
		Session V – Insert Image in a presentation				
		Session VI – Add shapes in a presentation				
		Session VII – Presentation Themes				
		Session VIII – Change design of a presentation				
		Session IX – Arrange , Delete and Add slides				
		Session X – Print a Presentation				
Nov (25)	Unit –VI Email Messaging November-9	Session I – Introduction to Email	To make students work with Email using Microsoft Outlook	Helping Students in Creating and Responding to a Email Message		
		Session II – Creating an Email Account with Outlook.com				
		Session III – Link Email Address to Email Application				
		Session IV – Writing an Email Message				
		Session V – Receive and Respond to Email Messages				
		Session VI – Using Email Ribbon				
		Session VII – Format and Spell Check an Email Message				
		Session VIII – Attach a File to an Email Message				
		Session IX - Using Help				
		Session X – Print an Email Message				
		Session XI –Adding and Modifying a contact				
		Session XII – Using Folders to Organize Email Messages				

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Dec(20)	Part A Unit –III Basic ICT Skills	Session I – Role of ICT	To make the students understand the basic computer operations	Helping students to understand the computer components	Group Discussion on Internet and its Applications	Skill Assessment Slip Test VI
		Session II – Computer components and its Peripheral Devices				
		Session III – Basic Computer Operations				
		Session IV – Internet and its Applications				
Jan		Revision & Annual Exam				