

KLE ENGLISH MEDIUM SCHOOL

JULE SOLAPUR

GRADE- IX SYLLABUS SPLIT 2023-24

SUBJECT:-INFORMATION TECHNOLOGY					
Sr.No.	Month	Unit/Sub-unit	Values	Project /Activity	Examination
Part A- Employability Skills					
1	April	Unit I: Communication Skills-I	Develop Employability Skills	Activity Based on Communication	
2	June	Unit II: Self-Management Skills-I			
3	July	Unit III: ICT-I			
4	July.	Unit IV: Entrepreneurial Skills-I			
5	Aug	Unit V: Green Skills-I			
Term-II					
Part B- Subject Specific Skills					
6	Aug/Sept	Unit I: Introduction to IT-ITeS industry .Industry, Applications of IT in home computing, Everyday life, library, work place, education, entertainment, communication, business, science and engineering, banking, insurance, marketing, health care, IT in the government and public service	Develop Subject Specific Skills	Lab Activity	PERIODIC TEST-II
7	Oct/Nov	Unit II: Data Entry & Keyboarding Skills Keyboarding Skills, Types of keys on Numeric keypad, home keys, Guide keys, Typing and deleting text, Positioning of fingers on the character using appropriate keyboard, Allocation of keys to fingers on four different rows, Pointing device – Mouse, Practice to place fingers on Mouse operations. Use typing software Introduction to Rapid Typing Identify the user interface of Tutor, typing tutor, Touch typing technique, Practice to type text in User interface of Typing typing tutor software and Tutor, interpret the results, Typing text and interpret Practice to work in lesson results, editor, Working with lesson editor, Calculate the typing speed, Calculating typing speed,	Develop Subject Specific Skills	Lab Activity	

8	Dec/Jan	<p>Unit III: Digital Documentation</p> <p>Start the word processing Application, Edit the document, Format the document Start the word Introduction to word List the available word</p> <p>Processing application processing, processing applications.</p> <p>Word processing Introduce with the parts of Applications, the main window. Introduction to LibreOffice Change document views.</p> <p>Writer, Start a new document. Starting LibreOffice Writer, Open an existing document.</p> <p>Creating a document, Save a document.</p> <p>Parts of Writer window, Close a document.</p> <p>Cursor and mouse pointer. Use the Navigator.</p> <p>2. Edit the document Text editing -</p>	Develop Subject Specific Skills	Lab Activity	
9	Feb/Mar	<p>Unit IV: Electronic Spreadsheet</p> <p>Create a Spreadsheet Introduction to spreadsheet Start the LibreOffice Calc, application, Identify the parts of Calc, Starting Libre Office Calc. Identify the rows number, Parts of Liber Office Calc, column number, cell address, Worksheet – Rows and Define the range of cell, columns, Cell and cell Identify row range, column address, range, row & column range. Range of cell – column range, row range, row and column range.</p> <p>2. Enter and edit the text in Different types of data,</p> <p>Demonstrate to enter the spreadsheet Entering data – Label, text, numeric data in a cell, Values, Formula Identify the label, values and Formula, how to enter</p>	Develop Subject Specific Skills	Lab Activity	
10	March	<p>Unit V: Digital Presentation</p> <p>Describe the quality of Concept of presentation, Identify and list the elements good presentation Elements of presentation, of presentation, Characteristics of good List the characteristics of quality presentation good quality presentation. 2. Create a presentation</p> <p>Introduction to presentation Start Impress software, Identify and name the Starting Impress, various components of main Parts of Impress window, Impress window Closing Impress, Observe the different Creating a presentation workspace views. using template, Create a new presentation Selecting slide layout, using wizard. Saving a presentation, Run the presentation, Running a slide show, Save the presentation Save a</p>	Develop Subject Specific Skills	Lab Activity	