ST. THOMAS SCHOOL, LONI

SYLLABUS 2021-22

SUBJECT: COMPUTER

CLASS: IX

Textbook - NCERT

Publisher- NCERT

PERIODIC TEST I

Part-A: EMPLOYABILITY SKILLS	
Unit 1	Communication Skills-I
Unit-3	- Information and Communication Technology Skills-I - Role of ICT in Day-to-Day Life - Identify the Various Components of Computer System - Identify Various Peripheral Devices - Performing Basic Computer Operations - Connect with the World Using Internet and its Applications
Part-B – SUBJECT SPECIFIC SKILLS	
Unit 3: Digital Documentation	- Create a document using a word processor - Apply Editing features - Apply formatting features - Create and work with tables - Use Print Options - Understand and apply mail merge

HALF YEARLY EXAMINATION

Part-A: EMPLOYABILITY SKILLS	
Unit 1	Communication Skills-I
Unit 2	Self-management Skills-I
Unit 3	Information and Communication Technology Skills-I
Part-B – SUBJECT SPECIFIC SKILLS	
Unit 1: Digital Documentation (MS Word)	- Create a document using a word processor - Apply Editing features - Apply formatting features - Create and work with tables - Use Print Options - Understand and apply mail merge

Unit 2: Electronic Spreadsheet (Libre Office)	• Create a Spreadsheet • Apply formula and functions in spreadsheet • Format data in the spreadsheet • Understand and apply Referencing • Create and insert different types of charts in a spreadsheet
UNIT 3: DIGITAL PRESENTATION(Libre Office-Impress)	• Understand features of an effective presentation • Create a presentation • Work with slides

PERIODIC TEST III

Part-A: EMPLOYABILITY SKILLS	
Chapter No.	**Chapter Name**
Unit 5	Green Skills
Part-B – SUBJECT SPECIFIC SKILLS	
Unit 2-Data Entry and Keyboarding Skills	• Keyboarding Skills • Types of keys • Typing and deleting text • Pointing devices • Typing ergonomics • Successful keyboarding tips
Unit 5: Digital Presentation(Libre Office-Impress)	• Understand features of an effective presentation • Create a presentation • Work with slides • Format text and apply animations • Create and use tables • Insert and format image in presentation • Work with slide master

ANNUAL EXAMINATION

Part-A: EMPLOYABILITY SKILLS	
Chapter No.	**Chapter Name**
Unit 1	Communication Skills-I
Unit-2	Self-management Skills-I
Unit-3	• Information and Communication Technology Skills-I • Role of ICT in Day-to-Day Life

	• Identify the Various Components of Computer System • Identify Various Peripheral Devices • Performing Basic Computer Operations • Connect with the World Using Internet and its Applications
Unit 4	• Enterpeurnship Skill
Unit 5	Green Skills
Part-B – SUBJECT SPECIFIC SKILLS	
Unit 2-Data Entry And Keyboarding Skills	• Keyboarding Skills • Types of keys • Typing and deleting text • Pointing devices • Typing ergonomics • Successful keyboarding tips
Unit 2: Digital Documentation (Ms Word)	• Create a document using a word processor • Apply Editing features • Apply formatting features • Create and work with tables • Use Print Options • Understand and apply mail merge
Unit 2: Electronic Spreadsheet (Libre Office)	• Create a Spreadsheet • Apply formula and functions in spreadsheet • Format data in the spreadsheet • Understand and apply Referencing • Create and insert different types of charts in a spreadsheet
UNIT 3: DIGITAL PRESENTATION(Libre Office-Impress)	• Understand features of an effective presentation • Create a presentation • Work with slides • Format text and apply animations • Create and use tables • Insert and format image in presentation • Work with slide master