

IT – CLASS – IX

MONTH	UNIT	ACTIVITY
APRIL	Unit 1 : Communication Skills Unit 2: Self Management Unit 3: ICT Skills-I (Part A)	By showing you the e-learning module for this lesson via http://www.psscive.ac.in/Employability_Skills.html . The module will include videos and e-content for the above topic. <ul style="list-style-type: none"> ● Verbal Presentation describing their understanding of the concepts ● Role play activities to Demonstrate Self Management skills ● Draw any ICT component on a chart
MAY	Unit 4: Entrepreneurial Skills-I (Part-A) Unit 5 : Green Skills - I (Part-A)	<ul style="list-style-type: none"> • Identify Entrepreneur's and Entrepreneurial activities around you • Types of Pollution around you • Draw components of Eco-system • List Sustainable Development goals
JULY	Unit 1: Introduction to IT-ITeS (Part-B)	<ul style="list-style-type: none"> • Identify and list the various IT enabled services, Observe the application of IT in various areas using mail merge
	Unit 2: Keyboarding Skills (Part-B)	<ul style="list-style-type: none"> • Identify the keys and its use on the keyboard, • Practice the correct typing ergonomics, • Practice to place fingers on correct key in four different row of keyboard, • Practice various mouse operations. • Identify the user interface of • typing tutor, • Practice to improve typing

AUGUST	Unit 3: Digital Documentation (Part-B)	<ul style="list-style-type: none"> • List the available word processing applications. • Introduce with the parts of the main window. • Change document views. • Start, open, close a document. <p>Editing and formatting of text in a document</p> <ul style="list-style-type: none"> • Demonstrate to use undo, redo, cut, copy, paste , Search and replace text, Synonyms and Thesaurus using option and shortcuts, • Insert page break, Create header/footer and page numbers • Define borders and backgrounds • Insert images, shapes, special characters in a document • Using print options • Applying mail merge •
	Unit 4: Electronic Spreadsheet (Part-B)	<ul style="list-style-type: none"> *Create, open, close a Spreadsheet * Working in a spreadsheet, writing formulas to generate result * Generating series * Using relative, absolute and mixed cell referencing * Creating charts
SEPTEMBER	REVISION + TESTS	
October	Unit 5 : Digital Presentation (Part-B)	<ul style="list-style-type: none"> ● Understand features of an effective presentation ● Create a presentation, adding slides ● Formatting slides with slide layout, custom animation, transition, master slide ● Using keyboard shortcut ● Make a presentation representing your syllabus