

कक्षा नौवीं
विषय कम्प्यूटर साईंस
पाठ्यक्रम

Month	पुस्तक का नाम	विषय-वस्तु	शिक्षण के पीरियड	दोहराई के पीरियड	प्रयोगात्मक कार्य
April					
May	Any book of computer science covering the syllabus according BSEH Bhiwani	Computer Fundamental: Introduction to Computer, Definition, History & Generation of Computer, Advantages & Disadvantages of Computers, Types of Computer Parts of CPU – ALU & CU Input Unit-KeyBoard, Mouse, Scanner, MICR, OMR, OCR, Light Pen, Microphone, Bar code Reader, Joystick	12	10	2
June	Summer Vacation				
July		Computer Fundamental: Output Unit (Monitor CRT/LCD Printer, Types of Printers, speaker Memory Unit-Bits, Nibble, Byte, KB, MB, GB, TB, PB Memory Devices-Floppy Disk, Hard Disk, CD ROM, DVD, Pen Drive, Memory card. Computer Software- Application & System Software (Operating System, Loader, Linkers, Compiler) Utility Software, Assembler, Interpreter, virus/anti virus	12	10	2
August		Introduction to MS Windows: Introduction to Windows, Desktop, Icon, Start Button, Task Bar, My Computer, Recycle bin, use of start Button, opening & Shut down system, Creating file & folder, Basic operation of Left and Right button of Mouse.	10	10	4
Sep		Introduction to MS Windows: Cut, copy, paste, minimize, maximize, rename, restore, delete. Introduction to Notepad & Word Pad	5	5	5
Oct		MS Word: Introduction to word processor Advantages, toolbars, Creating and saving document, Editing & Formatting, Font size, color style, Paragraph Alignment, Text Styles (B, I, U), Font Type, Page Numbering, Border & Shading, Bullet & Numbering, Page setup.	10	5	7

Nov		<p>MS Word: Print Preview, Printing a document Spelling & Grammar, Find & Replace, Word Art, Pictures.</p> <p>MS Excel: Introduction to spread sheet, worksheet, creating & saving a worksheet, cell, cell address, row & column setting.</p>	8	5	7
Dec		<p>MS Excel: Entering numbers, Text, date time, Editing and formatting, Inserting & deleting data. Charts of various types (Line, bar, pie, Scatter), embedded charts, Area in worksheet, gridlines printing.</p>	8	4	6
Jan		<p>Power-Point: Introduction to Power-Point Creating slides of different types. Slide layouts Creating & saving, Design template, Pictures, clipart, different view of slides: Normal View, Slide Sorter View and Slide View.</p>	4	2	4
Feb		Revision			
March		Exam			