

VASISHTA ENGLISH MEDIUM SCHOOL (CBSE)
INFORMATION TECHNOLOGY SYLLABUS FOR IX CLASS

SNO	CHAPTER - PART A
1	METHODS OF COMMUNICATION
2	COMMUNICATION CYCLE
3	PRESPECTIVES OF COMMUNICAITON
4	BASIC WRITING SKILLS
5	INTRODUCITON TO ICT
6	COMPONENTS SOF COMPUTER SYSTEM
7	PHERIPHERAL DEVICES
8	BASIC COMPUTER OPEREATTIONS
9	OPERATING SYSTEMS
10	INTORDUCTON TO INTERNET
11	INTORDUCITON TO EMAIL
12	INTORDUCITON TO SOCIAL MEDIA
13	ENVIRONMENT PROTECTION AND CONSERVATION
14	IMPROTANCE OF GREEN ECONOMY

SNO	CHAPTER - PART B
1	CREATING A DOCUMENT USING WRITER
2	EDITING TEXT IN WRITER
3	FORMATTING A DOCUMENT
4	CREATING AND USING TABLES
5	MAIL MERGE IN WRITER
6	CREATING A SPREAD SHEET
7	EDITING DATA IN SPREAD SHEET
8	FORMATTING DATA IN A SPREAD SHEET
9	CELL REFERENCING
10	INTRODUCTION TO CHARTS
11	INTRODUCTION TO IMPRESS (PRESENTATION)
12	WORKING WITH SLIDES
13	FORMATTING TEXT AND ANIMATIONS
14	WORKING WITH TABLES
15	INSERTING AND FORMATTINGNG IMAGES IN PRESENTATION
16	CONCEPTS OF DATABASE MANAGEMENT SYSTEM
17	CREATING AND USING TABLES
18	PERFORMAING OPERATTIONS ON TABLES
19	RETRIVING DATA USING QUERIES
20	WORKING WITHT FORMS AN REPORTS

OPTIONAL

NOTE: PART-C OR PROJECT WORK IS FROM DATABASE ACCORDING TO TIME