FIRST PERIODICAL (APRIL TO JUNE)	FIRST TERM(JULY TO SEPTEMBER)
Topic/Chapter	Topic/Chapter
Unit 1: Basics of Information Technology **CHAPTER 1: COMPUTING TECHNOLOGY** • Familiarity with the basics of computers: design of computers, and overview of communication technologies • Computer Systems: characteristics of a computer, components of a computer system – CPU, memory, storage devices and I/O devices • Memory: primary (RAM and ROM) and secondary memory • Storage devices: hard disk, CD ROM, DVD, pen/flash drive, memory stick • I/O devices: keyboard, mouse, monitor, printer, scanner, web camera **CHAPTER 2: COMPUTER SOFTWARE** • What is software? • Types of software: system software (operating systems), application software, mobile applications • Operating systems: kernel, device drivers, and file systems (very basic idea) • Computer networking: wired/wireless communication, common protocols: Wi-Fi, Bluetooth, cloud computers (private/public) • Multimedia: images, audio, video, animation • Chat sites, and social networks. **CHAPTER: HTML [contd….]** • Listing in HTML • Ordered list and unordered list • Tables in HTML • <TH>,<TR> and <TD> tags • Attributes of table and other table elements	**CHAPTER: HTML [contd….]** • Frames and frameset tag • Attibutes of frame and frameset tag • Iframes **Unit 2: Information Processing tools** **CHAPTER 3: Communication Technology** • Communication • Computer Networking: wired/wireless communication : Wi-Fi, Bluetooth, cloud computers (private/public) • Internet • Network Devices **CHAPTER 4: CONTENT TECHNOLOGY** • Data and information • Multimedia: images, audio, video, animation • Multimedia Applications **S.A: Project on communication Technology** **Everything taught in the month of April to June also included**

SECOND PERIODICAL (OCTOBER TO DECEMBER)	SECOND TERM(JANUARY & FEBRUARY)
Topic/Chapter	Topic/Chapter

CHAPTER 7: WORD PROCESSING TOOL

Introduction to a word processor: create and save a document.
- Edit and format text: text style (B, I, U), font type, font size, text colour, alignment of text. Format paragraphs with line and/or paragraph spacing. Add headers and footers, numbering pages, grammar and spell check utilities, subscript and superscript, insert symbols, use print preview, and print a document.
- Insert pictures, change the page setting, add bullets and numbering, borders and shading, and insert tables – insert/delete rows and columns, merge and split cells.
- Use auto-format, track changes, review comments, use of drawing tools, shapes and mathematical symbols.

CHAPTER 9: PRESENTATION TOOL
- Presentation tool: understand the concept of slide shows, basic elements of a slide, different types of slide layouts, create and save a presentation, and learn about the different views of a slide set – normal view, slide sorter view and hand-outs.
- Edit and format a slide: add titles, subtitles, text, background, and watermark, headers and footers, and slide numbers.
- Insert pictures from files, create animations, add sound effects, and rehearse timings.

CHAPTER: HTML [CONTD….]
Forms in HTML
- Input Tag
- Text area Tag
- Select Tag

CHAPTER 10: SPREADSHEET TOOL
- Spreadsheets: concept of a worksheet and a workbook, create and save a worksheet.
- Working with a spreadsheet: enter numbers, text, date/time, series using auto fill; edit and format a worksheet including changing the colour, size, font, alignment of text; insert and delete cells, rows and columns. Enter a formula using the operators (+,-,*, /), refer to cells, and print a worksheet.
- Use simple statistical functions: SUM (), AVERAGE (), MAX (), MIN (), IF () (without compound statements); embed charts of various types: line, pie, scatter, bar and area in a worksheet.

CHAPTER: CYBER-SAFETY
- Safely browsing the web and using social networks: identity protection, proper usage of passwords, privacy, confidentiality of information, cyber stalking, reporting cybercrimes
- Safely accessing websites: viruses and malware

Date: 16th April'2019

Signature:_____