## DAV POLICE PUBLIC SCHOOL REWARI SYLLABUS CLASS-9th

| S.N. | SUBJECT | MONTH | CHAPTER NAME                    | TOPIC COVERED  |
|------|---------|-------|---------------------------------|--|
| 1.   | Science | April | 5. The fundamental unit of life | 5. The fundamental unit of life: Cell as a<br>basic unit of life; prokaryotic and<br>eukaryotic cells, multicellular<br>organisms; cell membrane and cell<br>wall, cell organelles and cell inclusions;<br>chloroplast, mitochondria, vacuoles,<br>endoplasmic reticulum, Golgi<br>apparatus; nucleus, chromosomes -<br>basic structure, number. |
|      |         |       | 1. Matter in our surrounding    | 1. Matter in our surrounding: Definition<br>of matter; solid, liquid and gas;<br>characteristics – shape, volume,<br>density; change of state melting<br>(absorption of heat), freezing,<br>evaporation (cooling by evaporation),<br>condensation, sublimation.  |
|      |         |       | 8. Motion                       | 8. Motion: Distance and displacement,<br>velocity; uniform and non-uniform<br>motion along a straight line;<br>acceleration, distance-time and<br>velocity-time graphs for uniform<br>motion and uniformly accelerated<br>motion, derivation of equations of<br>motion by graphical method;<br>elementary idea of uniform circular<br>motion.    |
| 2.   |         | Мау   | 13. Why do we fall ill?         | 13. Why do we fall ill?: Health and its<br>failure. Infectious and Non-infectious<br>diseases, their causes and<br>manifestation. Diseases caused by<br>microbes (Virus, Bacteria and<br>Protozoans) and their prevention;<br>Principles of treatment and prevention.<br>Pulse Polio programmes.   |
|      |         |       | 9. Force and Laws of motion     | 9. Force and Laws of motion: Force and<br>Motion, Newton's Laws of Motion,<br>Action and reaction forces, Inertia of a<br>body, Inertia and mass, Momentum,  |

|    |           |                              | Force and Acceleration. Elementary idea of conservation of Momentum.   |
|----|-----------|------------------------------|--|
| 3. | June      | Summer vacation              |  |
| 4. | July      | 2. Is matter around us pure? | 2. Is matter around us pure?: Elements,<br>compounds and mixtures.<br>Heterogeneous and homogenous<br>mixtures, colloids and suspensions.  |
|    |           | 10. Gravitation              | 10. Gravitation: Gravitation; Universal<br>Law of Gravitation, Force of Gravitation<br>of the earth (gravity), Acceleration due<br>to Gravity; Mass and Weight; Free fall.<br>Thrust and Pressure. Archimedes'<br>Principle; Buoyancy; Elementary idea of<br>Relative Density.                   |
| 5. | August    | 3. Atoms and molecules       | 3. Atoms and molecules: Atoms and<br>molecules, Law of constant<br>proportions, Atomic and molecular<br>masses.  |
|    |           | 4. Structure of the atom     | 4.Structure of the atom: Electrons,<br>protons and neutrons, valency,<br>chemical formula of common<br>compounds. Various structures of<br>atom. Isotopes and Isobars.   |
| 6. | September | 14. Natural resources        | 14. Natural resources:<br>Air, Water, Soil. Air for respiration, for<br>combustion, for moderating<br>temperatures; movements of air and its<br>role in bringing rains across India. Air,<br>water and soil pollution (brief<br>introduction). Holes in ozone layer and<br>the probable damages. |
|    |           | 11. Work and energy          | <ul> <li>Bio-geo chemical cycles in<br/>nature: Water, Oxygen, Carbon and<br/>Nitrogen.</li> <li>11. Work and energy: Work done by a<br/>Force, Energy, power: Kinetic and</li> </ul>  |
|    |           |                              | Potential energy; Law of conservation of energy.   |
| 7. | October   | 6. Tissue                    | 6. Tissue:<br>Structure, functions and locations of  |

|     |         |          |                                  | various animal and plant tissues,       |
|-----|---------|----------|----------------------------------|---|
|     |         |          |                                  | Meristematic and Permanent tissues in   |
|     |         |          |                                  | plants.                                 |
|     |         |          |                                  | 12 Coundy Nature of cound and its       |
|     |         |          | 12. Sound                        | 12. Sound: Nature of sound and its      |
|     |         |          |                                  | propagation in various media, speed of  |
|     |         |          |                                  | sound, range of nearing in numaris,     |
|     |         |          |                                  | acho and SONAR Structure of the         |
|     |         |          |                                  | Human Far                               |
|     |         |          |                                  | Human Ear.                              |
| 8.  |         | November | 7. Diversity in living organisms | 7. Diversity in living organisms:       |
|     |         |          |                                  | Diversity of plants and animals-basic   |
|     |         |          |                                  | issues in scientific naming, basis of   |
|     |         |          |                                  | classification. Hierarchy of            |
|     |         |          |                                  | categories/groups, Major groups of      |
|     |         |          |                                  | plants (salient features) (Bacteria,    |
|     |         |          |                                  | Thallophyta, Bryophyta, Pteridophyta,   |
|     |         |          |                                  | Gymnosperms and Angiosperms).           |
|     |         |          |                                  | Major groups of animals (salient        |
|     |         |          |                                  | features) (Non-chordates upto phyla     |
|     |         |          |                                  | and chordates upto classes).            |
|     |         |          |                                  | 15 Improvement in food resources:       |
|     |         |          | 15.Improvement in food           | Plant and animal breeding and           |
|     |         |          | resources                        | selection for quality improvement and   |
|     |         |          |                                  | management: Use of fertilizers and      |
|     |         |          |                                  | manures: Protection from nests and      |
|     |         |          |                                  | diseases: Organic farming.              |
| 9.  |         | December | Revision                         |   |
| 10. |         | January  | Revision                         |   |
| 11. |         | February | Revision                         |   |
| 12. |         | March    | Revision and final exam          |   |
|     |         |          |                                  |   |
|     | Social  | April    | Contemporary India -1            |   |
|     | science |          | 1 India                          | Size and Location India and the World   |
|     |         |          | 1.11018                          | India's Neighbors                       |
|     |         |          | 2.Physical Features of India     | Major Physiographic Divisions-          |
|     |         |          |                                  | Himalayan Mountains, The Northern       |
|     |         |          |                                  | Plain, The Peninsular Plateau, Indian   |
|     |         |          |                                  | Desert, Coastal Plains, The Islands     |
|     |         |          |                                  | groups                                  |
|     |         |          | Economics                        |   |
|     |         |          | 1.The Story Of Village           | Information about Village, Organization |
|     |         |          | Palampur                         | of production, Farming in Palampur,     |
|     |         |          |                                  | Non-farm activities of Palampur         |

|   |           | 2.People as Resource                    | Overview, Economy activities by men<br>and women, Quality of population,<br>Unemployment   |
|---|-----------|---|--|
|   |           | 3.Poverty as a Challenge                | Two cases of Poverty, Poverty<br>Estimates, Vulnerable Groups,<br>Interstate disparities, Global Poverty<br>Scenario, Causes of Poverty, Anti-<br>poverty measures, The Challenges<br>Ahead                              |
| 2 | May       | Economics                               |  |
|   |           | 4.Food Security in India                | Overview, What is food security?, Why<br>food security? Who is food insecure?<br>Food Security in India, What is Buffer<br>stock? What is Public Distribution<br>System? Current Status of Public<br>Distribution System |
|   |           | Democratic Politics-1                   |  |
|   |           | 1. What is Democracy? Why<br>Democracy? | What is Democracy?, Features of<br>Democracy, Why Democracy?, Broader<br>Meaning of Democracy?   |
| 3 | June      | Summer Vacations                        |  |
| 4 | July      | Democratic Politics-1                   |  |
|   |           | 2. Constitutional Design                | Democratic Constitution in South<br>Africa, Why do we need a Constitution?<br>Making of the Indian Constitution,<br>Guiding Values of the Indian<br>Constitution   |
|   |           | 3. Electoral Politics                   | Why Elections?, What is our System of<br>Elections? What makes elections in<br>India Democratic?   |
| 5 | August    | Democratic Politics-1                   |  |
|   |           | 4. Working of Institutions              | How is the Major policy decision taken?<br>,Parliament, Political Executive,<br>Judiciary  |
|   |           | 5. Democratic Rights                    | Life without rights ,Rights in a<br>Democracy, Rights in the Indian<br>Democracy, Expending the scope of<br>rights   |
|   |           | Contemporary India -1                   |  |
|   |           | 3. Drainage                             | Major rivers and tributaries, Lakes,<br>Roles of Rivers in the economy ,<br>Pollution of rivers  |
| 6 | September | Contemporary India -1                   |  |
|   |           | 4. Climate                              | Concept, Climatic Controls, Factors<br>influencing India's climate, The Indian<br>Monsoon, Distribution of Rainfall,<br>Monsoon as a unifying bond   |

|    |      |          | 5. Natural Vegetation and Wildlife                | Factors affecting Vegetation,<br>Vegetation types, Wildlife,<br>Conservation   |
|----|------|----------|---|--|
| 7  |      | October  | Contemporary India -1                             |  |
|    |      |          | 6. Population                                     | Size, Distribution, Population Growth and Process of Population Change   |
|    |      |          | India and Contemporary<br>World -1                |  |
|    |      |          | 1.The French Revolution                           | French Society during the late<br>Eighteenth Century, The outbreak of<br>the Revolution, France Abolishes<br>Monarchy and Becomes a Republic, Did<br>Women Have a Revolution? The<br>Abolition of Slavery, The Revolution<br>and Everyday Life |
|    |      |          | 2. Socialism in Europe and the Russian Revolution | The age of Social Change, The Russian<br>Revolution, The February Revolution in<br>Petrograd, What changed after<br>October? The Global Influence of the<br>Russian Revolution and the USSR  |
| 8  |      | November | India and Contemporary<br>World -1                |  |
|    |      |          | 3. Nazism and the Rise of Hitler                  | Birth of the Weimer Republic, Hitler's<br>Rise to Power, The Nazi's Worldview,<br>Youth in Nazi Germany, Ordinary<br>People and the Crimes Against<br>Humanity   |
|    |      |          | 4. Forest society and Colonialism                 | Why Deforestation, The Rise of<br>Commercial Forestry, Rebellion in the<br>Forests, Forest Transformations in Java   |
| 9  |      | December | India and Contemporary<br>World -1                |  |
|    |      |          | 5. Pastoralists in the Modern<br>World            | Pastoral nomads and their movements,<br>Colonial Rule and Pastoral life,<br>Pastoralists in Africa   |
| 10 |      | January  | Revision  |  |
| 11 |      | February | Revision  |  |
| 12 |      | March    | Revision  |  |
| 1. | Math | April    | 1.Number Systems                                  | <ul> <li>Introduction to Number<br/>Systems</li> <li>Irrational Numbers</li> <li>Real Numbers and Their<br/>Decimal Expansions</li> <li>Representing Real Numbers on<br/>the Number Line</li> <li>Operations on Real Numbers</li> </ul>        |

|    |        |   | <ul> <li><u>Laws of Exponents for Real</u><br/>Numbers</li> </ul>   |
|----|--------|---|---|
| 2. | May    | <ol> <li>Polynomials</li> <li>3. Coordinate Geometry</li> </ol> | <ul> <li>Introduction to Polynomials</li> <li>Polynomials in One Variable</li> <li>Zeros of a Polynomial</li> <li>Remainder Theorem</li> <li>Factorisation of Polynomials</li> <li><u>Algebraic Identities</u></li> <li><u>Introduction to Coordinate</u></li> </ul>  |
|    |        |   | <ul> <li><u>Geometry</u></li> <li><u>Cartesian System</u></li> <li><u>Plotting a Point in the Plane if</u><br/><u>its Coordinates are given</u></li> </ul>  |
| 3. | June   | Summer Vacations  |   |
| 4. | July   | 4. Linear Equations in Two<br>Variables                         | <ul> <li>Introduction to Linear<br/>Equations in Two Variables</li> <li>Linear Equations</li> <li>Solution of a Linear Equation</li> <li>Graph of a Linear Equation in<br/>Two Variables</li> <li>Equations of Lines Parallel to x-<br/>axis and y-axis</li> </ul>  |
|    |        | 5. Euclid's Geometry  | <ul> <li>Introduction to Euclid's<br/>Geometry</li> <li>Euclid's Definitions, Axioms and<br/>Postulates</li> <li>Equivalent Versions of Euclid's<br/>Fifth Postulate</li> </ul>   |
|    |        | 6. Lines and Angles   | $\checkmark$  |
|    |        |   | <ul> <li>Introduction to Lines and<br/>Angles</li> <li>Basic Terms and Definitions</li> <li>Intersecting Lines and Non-<br/>intersecting Lines</li> <li>Pairs of Angles</li> <li>Parallel Lines and a Transversal</li> <li>Lines Parallel to the same Line</li> <li>Angle Sum Property of a<br/>Triangle</li> </ul> |
| 5. | August | 7. Triangles  | <ul> <li>Introduction</li> </ul>  |

|    | 1 |           |   |   |  |
|----|---|-----------|---|---|--|
|    |   |           | 8. Quadrilaterals                           |   | Congruence of Triangles<br>Criteria for Congruence of<br>Triangles<br>Some Properties of a Triangle<br>Some More Criteria for<br>Congruence of Triangles<br>Inequalities in a Triangle<br>Introduction to Quadrilaterals<br>Angle Sum Property of a<br>Quadrilateral<br>Types of Quadrilaterals<br>Properties of a Parallelogram<br>Another Condition for a<br>Quadrilateral to be a<br>Parallelogram<br>The Mid-point Theorem |
| 6. |   | September | 9. Areas of Parallelograms and<br>Triangles | • | Introduction to Areas of<br>Parallelograms and Triangles<br>Figures on the same Base and<br>Between the same Parallels<br>Parallelograms on the same<br>Base and between the same<br>Parallels<br>Triangles on the same Base and<br>between the same Parallels   |
| 7. |   | October   | 10. Circles<br>11. Constructions            |   | Introduction to Circles<br>Circles and its Related Terms: A<br>Review<br>Angle Subtended by a Chord at<br>a Point<br>Perpendicular from the Centre<br>to a Chord<br>Circle through Three Points<br>Equal Chords and their<br>Distances from the Centre<br>Angle Subtended by an Arc of a<br>Circle<br>Cyclic Quadrilaterals<br>Introduction to Constructions<br>Basic Constructions<br>Some Constructions of<br>Triangles      |

| 8.  |         | November | <ul> <li>12. Heron's Formula</li> <li>13. Surface Areas and Volumes</li> <li>14. Statistics</li> <li>15. Probability</li> </ul> | <ul> <li>Introduction to Heron's<br/>Formula</li> <li>Area of a Triangle – by Heron's<br/>Formula</li> <li>Application of Heron's Formula<br/>in finding Areas of<br/>Quadrilaterals</li> <li>Introduction to Surface Areas<br/>and Volumes</li> <li>Surface Area of a Cuboid and<br/>a Cube</li> <li>Surface Area of a Right Circular<br/>Cylinder</li> <li>Surface Area of a Right Circular<br/>Cylinder</li> <li>Surface Area of a Right Circular<br/>Cone</li> <li>Surface Area of a Sphere</li> <li>Volume of a Cuboid</li> <li>Volume of a Cylinder</li> <li>Volume of a Right Circular Cone</li> <li>Volume of a Sphere</li> <li>Volume of a Sphere</li> <li>Introduction to Statistics</li> <li>Collection of Data</li> <li>Presentation of Data</li> <li>Graphical Representation of<br/>Data</li> <li>Measures of Central Tendency</li> </ul> |
|-----|---------|----------|---|---|
|     |         |          |   | <ul> <li>Introduction to Probability</li> <li>Probability – an Experimental<br/>Approach</li> </ul>   |
| 10. |         | January  | Revision  |   |
| 11. |         | February | Revision  |   |
| 12. |         | March    | Revision  |   |
|     |         |          |   |   |
| 1.  | English |          |   |   |
|     | Beehive | April    | chapter -1 : The Fun They Had   | Explanation of the chapter ,about the author, keywords , question answer, exercise of the book .  |
|     | Moments |          | Chapter-1 : The Lost Child<br>Chapter-2 : The Adventure<br>Toto<br>Chapter-3 : Iswaran The Story                                |   |

|    |                                   |           | Teller   |   |
|----|-----------------------------------|-----------|--|---|
| 2. | Beehive<br>Grammar<br>Composition | Мау       | Chapter-1 The Road not<br>taken(poem)<br>chapter- 2 The sound of Music<br>Wind(poem)<br>Punctuation<br>Application, letters      | Explanation of the chapter, about the<br>author, keywords, question answer,<br>exercise of the book.<br>Definition of punctuation, its types<br>and worksheet of the chapter. And<br>steps of writing a letter and an<br>application.                       |
| 3. |                                   | June      |  |   |
| 4. | Beehive<br>Moments                | July      | chapter - 3 The Little Girl<br>Rain on the<br>Roof(poem)<br>Chapter -4 A Truly Beautiful<br>Mind                                 | Explanation of the chapter, about the<br>author, keywords, question answer,<br>exercise of the book.<br>Definition of Articles, its types and<br>worksheet of the chapter and events<br>description.  |
|    | Grammar<br>Composition            |           | Chapter-4 In The Kingdom of<br>Fools<br>Articles   |   |
|    |                                   |           | Description of events /<br>incidents   |   |
| 5. | Beehive<br>Grammar                | August    | chapter-4 : The lake Isle of<br>Innisfree(poem)<br>chapter -5 : The Snake and<br>the Mirror<br>: A legend of<br>Northland (poem) | Explanation of the chapter , about the<br>author, keywords , question answer, ,<br>exercise of the book.<br>Definition of Direct speech & Indirect<br>speech ,its rules and worksheet of the<br>chapter, different type of topics for<br>paragraph writing. |
|    |                                   |           |  |   |
|    | Composition                       |           | Reported speech<br>Paragraph / Article writing on<br>current affairs   |   |
| 6. | Beehive<br>Moments                | September | chapter - 6 : My Childhood<br>: No Men Are<br>Foreign(poem)<br>Chapter-7 : Packing   | Explanation of the chapter ,about the<br>author,keywords , question answer,<br>exercise of the book .<br>Definition of voice & conjunction ,its<br>rules and worksheet of the chapter.  |
|    |                                   |           | Chapter-5 : The Happy Prince<br>Chapter -6 : Weathering the<br>Storm in Ersama   |   |
|    | Grammar                           |           | Voice  |   |

|     | Composition |          |   |  |
|-----|-------------|----------|---|--|
|     | <b>.</b>    |          | Conjunction   |  |
| /.  | Beehive     | October  | Chapter 7 : The Duck and The<br>Kangaroo(poem)<br>Chapter -8 : Reach for the<br>Top               | Explanation of the chapter, about the author ,keywords , question answer , exercise of the book  |
|     | Moments     |          | : On killing a<br>tree(poem)  | and worksheet of the chapter, report<br>writing format   |
|     | Grammar     |          | Chapter - 7 : The last leaf<br>Chapter-8 : A House is Not A<br>Home                               |  |
|     | Composition |          | Preposition   |  |
|     |             |          | Report writing  |  |
| 8.  | Beehive     | November | chapter-9 :The Bond of Love<br>: The Snake Trying<br>(poem)                                       | Explanation of the chapter, about the<br>author , keywords , question answer,<br>exercise of the book.<br>Introduction of modals , its rules and   |
|     | Moments     |          |   | worksheet of the chapter, format of advertisement & messages.  |
|     | Grammar     |          | Chapter -9 : The Accidental<br>Tourist  |  |
|     | Composition |          | Modals  |  |
|     |             |          | Message, Advertisement  |  |
| 9.  | Beehive     | December | chapter-10 : Kathmandu<br>: A Slumber Did My<br>Spirit Seal( poem)<br>Chapter -11 : If I were You | Explanation of the chapter, about the<br>author, keywords, question answer,<br>exercise of the book.<br>Definition of subject-verb agreement,<br>its types and worksheet of the chapter,<br>Format of Notice |
|     | Moments     |          | Chapter- 10 : The Beggar  | Tornator Notice.   |
|     | Grammar     |          | Subject - Verb Agreement  |  |
|     | Composition |          | Notice  |  |
| 10. | Beehive     | January  | Revision  | Explanation of the chapter, about the author ,keywords , question answer, exercise of the book .   |

|     | Moments     |          | Revision                    | Definition of sentence ,its types and             |
|-----|-------------|----------|-----------------------------|---|
|     | Grammar     |          | Paragraph writing           | exercise of the chapter, format of                |
|     | Grannina    |          |                             |   |
|     |             |          |                             |   |
|     |             |          |                             |   |
|     | Composition |          | Simple / compound sentences |   |
|     |             |          | , Dialogue writing , report |   |
|     |             | E.L.     | writing                     |   |
| 11. |             | February | Revision                    |   |
| 12. |             | Warch    | Revision                    |   |
| 1   | Information | April    | Part-B Vocational           | •Introduction to IT and ITeS                      |
| -   | Technology  | 7.0      | Skills                      | BPO services                                      |
|     |             |          |                             | • RPM industry in India                           |
|     |             |          | Unit-1 Introduction to      | • Structure of the IT PDM inductry                |
|     |             |          | IT-ITeS Security            | • Structure of the H-BPW muustry,                 |
|     |             |          | Ch 1 Annua sists the        | computing everyday life                           |
|     |             |          | Cn-1 Appreciate the         | library workplace education                       |
|     |             |          |                             | antortainmont                                     |
|     |             |          |                             | communication business                            |
|     |             |          |                             | communication, business,                          |
|     |             |          |                             | banking insurance                                 |
|     |             |          |                             | banking, insurance,                               |
|     |             |          |                             | marketing, nealth care, IT in                     |
|     |             |          |                             | the government and public                         |
|     |             |          |                             | service,  |
|     |             |          | Unit-2 Data Entry &         |   |
|     |             |          | Keyboarding Skills          |   |
|     |             |          | Ch-1 Use Keyboard           |   |
|     |             |          | and mouse for data          | Keyboarding Skills.                               |
|     |             |          | entry                       | <ul> <li>Types of keys on keyboard.</li> </ul>    |
|     |             |          |                             | Numeric keypad.                                   |
|     |             |          |                             | Home keys. Guide keys.                            |
|     |             |          |                             | Typing and deleting text                          |
|     |             |          |                             | Typing and detering text,                         |
|     |             |          |                             | <ul> <li>Dositioning of fingers on the</li> </ul> |
|     |             |          |                             | keyboard Allocation of keys                       |
|     |             |          |                             | to fingers on four different                      |
|     |             |          |                             | rows,   |
|     |             |          |                             | <ul> <li>Pointing device – Mouse</li> </ul>       |
|     |             |          |                             | Mouse onerations                                  |
|     |             |          | Ch-2 Use typing             | Introduction to Devid Turking                     |
|     |             |          | software                    | <ul> <li>Introduction to Rapid Typing</li> </ul>  |

|   |     |                                | Tutor   |
|---|-----|--------------------------------|---|
|   |     |                                | <ul> <li>Touch typing technique</li> </ul>        |
|   |     |                                | User interface of Typing                          |
|   |     |                                | Tutor   |
|   |     |                                | Turing toyt and                                   |
|   |     |                                | • Typing text and                                 |
|   |     |                                | interpret results,                                |
|   |     |                                | • Working with lesson editor,                     |
|   |     |                                | <ul> <li>Calculating typing speed,</li> </ul>     |
|   |     |                                | •Typing rhythm.                                   |
| 2 | May | Unit-3 Digital Documentation   |   |
|   |     | Ch-1 Create a document using   | Introduction to                                   |
|   |     | a word processor               | word processing.                                  |
|   |     |                                | Word processing applications                      |
|   |     |                                | <ul> <li>Introduction to</li> </ul>               |
|   |     |                                | Word Processing                                   |
|   |     |                                | tool  |
|   |     |                                | Creating a document Parts of a                    |
|   |     |                                | Word Processor Window.                            |
|   |     |                                | Cursor and mouse pointer.                         |
|   |     | Ch-2 Apply Editing features    |   |
|   |     |                                | • Text editing – Undo and Redo,                   |
|   |     |                                | • Moving and copying text,                        |
|   |     |                                | • Copy and Paste,                                 |
|   |     |                                | • Selecting text,                                 |
|   |     |                                | • Selection criteria,                             |
|   |     |                                | Selecting non-consecutive                         |
|   |     |                                | text items,                                       |
|   |     |                                | <ul> <li>Selecting a vertical block of</li> </ul> |
|   |     |                                | text  |
|   |     |                                | Find and replace option                           |
|   |     |                                | <ul> <li>Immuning to the page number</li> </ul>   |
|   |     |                                | Non printing characters                           |
|   |     |                                | Non-printing characters,     Chooking angling     |
|   |     |                                | Checking spelling                                 |
|   |     |                                | anu graffifiar,                                   |
|   |     |                                | Page style dialog                                 |
|   |     | Ch-3 Apply formatting features | Formatting text -                                 |
|   |     |                                | Removing manual                                   |
|   |     |                                | formatting  |
|   |     |                                | Common tout formatting                            |
|   |     |                                | Common text formatting,                           |
|   |     |                                | <ul> <li>Changing text case,</li> </ul>           |

|  |                                  | <ul> <li>Superscript and Subscript,</li> <li>Formatting paragraph         <ul> <li>Indenting             paragraphs,</li> </ul> </li> <li>Aligning paragraphs,         <ul> <li>Font colour,</li> <li>highlighting, and</li> <li>background colour,</li> <li>Using bullets and numbering,</li> <li>Assigning colour, border             <ul> <li>and background to</li> <li>paragraph</li> <li>Page formatting – setting up</li> <li>basic page layout using styles,</li></ul></li></ul></li></ul> |
|--|----------------------------------|--|
|  | Ch-4 Create and work with tables | <ul> <li>Dividing page into columns,</li> <li>Formatting the<br/>shape or image.</li> </ul>  |
|  | Ch-5 Use Print Options           | <ul> <li>Creating table in<br/>Word Processor,</li> <li>Inserting row and column in<br/>a table,</li> <li>Deleting rows and columns,</li> <li>Splitting and merging tables,</li> <li>Deleting a table,</li> <li>Copying a table,</li> <li>Moving a table.</li> <li>Printing options in<br/>Word Processor.</li> <li>Print preview,</li> <li>Controlling printing,</li> </ul>   |
|  | mail merge                       | Printing all pages,  |

|    |      |  | <ul> <li>single and multiple<br/>pages.</li> <li>Concept of mail merge in<br/>word processing,</li> <li>Creating a main document,</li> <li>Creating the data source,</li> <li>Entering data in the fields,</li> <li>Merging the data source with<br/>main document,</li> <li>Editing individual document,</li> <li>Printing the merged letter,</li> <li>Saving the merged<br/>letter.</li> </ul>                             |
|----|------|--|--|
| 3. | June | Summer Vacations                                   |  |
| 4. | July | Unit-4 Electronic Spreadsheet                      |  |
|    |      | Ch-1 Create Spreadsheet                            | <ul> <li>Introduction to<br/>spreadsheet application,</li> <li>Starting a spreadsheet,</li> <li>Parts of a spreadsheet</li> <li>Worksheet – Rows<br/>and columns, Cell and<br/>cell address,</li> <li>Range of cell – column range,<br/>row range, row and column<br/>range.</li> </ul>  |
|    |      | Ch-2 Apply formula and<br>functions in spreadsheet | <ul> <li>Different types of data,</li> <li>Entering data – Label, Values,<br/>Formula</li> <li>Formula, how to enter formula,</li> <li>Mathematical operators<br/>used in formulae,</li> <li>Simple calculations<br/>using values and<br/>operators,</li> <li>Formulae with cell<br/>addresses and operators,</li> <li>Commonly used basic<br/>functions in a spreadsheet –<br/>SUM, AVERAGE, MAX, MIN,<br/>Count</li> </ul> |

|    |   |       | Ch-3 Format data in the spreadsheet                                     | <ul> <li>Use of functions to do<br/>calculations.</li> </ul>  |
|----|---|-------|---|---|
|    |   |       | Ch-4 Understand and apply<br>Referencing                                | <ul> <li>Use of functions to do calculations.</li> <li>Formatting tool,</li> <li>Use of dialog boxes to format values,</li> <li>Formatting a range of cells with decimal places,</li> <li>Formatting a range of cells to be seen as labels,</li> <li>Formatting of a cell range as scientific,</li> <li>Formatting a range of cells to display times,</li> <li>Formatting alignment of a cell range,</li> <li>Speeding up data entry using the fill handle,</li> <li>Uses of fill handle to copy formulae.</li> <li>Concept of referencing,</li> <li>Relative referencing,</li> <li>Mixed referencing,</li> </ul> |
|    |   |       | Ch-5 Create and insert<br>different types of charts in a<br>spreadsheet | <ul> <li>Absolute referencing.</li> <li>Importance of<br/>chart in<br/>spreadsheet,</li> <li>Types of chart, Example of<br/>chart.</li> </ul>   |
| 5. | A | ugust | Unit-5 Digital Presentation   |   |
|    |   |       | Ch-1 Understand features of an effective presentation                   | <ul> <li>Concept of presentation,</li> <li>Elements of presentation,</li> <li>Characteristics of an effective presentation</li> </ul>   |
|    |   |       | Ch-2 Create a presentation  | <ul> <li>Introduction to<br/>presentation software,</li> <li>Starting a presentation tool,</li> <li>Parts of a presentation<br/>tool window,</li> </ul>   |

|                                      | 1  |
|--------------------------------------|--|
|                                      | <ul> <li>Closing the presentation tool,</li> <li>Creating a presentation using template,</li> <li>Selecting slide layout,</li> <li>Saving a presentation,</li> <li>Running a slide show,</li> <li>Save a presentation in PDF,</li> <li>Closing a presentation,</li> <li>Using Help.</li> </ul>   |
| Ch-3 Work with slides                | <ul> <li>Inserting a duplicate slide,</li> <li>Inserting new slides,</li> <li>Slide layout, Copying<br/>and moving slides,</li> <li>Deleting and renaming<br/>slides in presentation,</li> <li>Copying, moving and<br/>deleting contents of slide,</li> <li>View a presentation,</li> <li>Controlling the size of<br/>the view,</li> <li>Workspace views – Normal,<br/>Outline, Notes, Slide sorter<br/>view.</li> </ul> |
| Ch-4 Format Text and apply animation | <ul> <li>Formatting toolbar,</li> <li>Various formatting features,</li> <li>Text alignment,</li> <li>Bullets and numbering.</li> <li>Custom Animation</li> </ul>   |
| Ch-5 Create and Use tables           | <ul> <li>in presentation,</li> <li>Entering and editing data in<br/>a table,</li> <li>Selecting a cell, row,<br/>column, table,</li> <li>Adjusting column width and<br/>row height,</li> <li>Table borders and background</li> <li>Inserting an image from a</li> </ul>  |
| Ch-6 Insert and format image         |  |

|    |           | in presentation   | •                | file,<br>Inserting an image from the<br>gallery,<br>Formatting images,<br>Moving images,<br>Resizing images,<br>Rotating images,<br>Formatting using the Image                       |
|----|-----------|---|------------------|--|
|    |           |   | •                | toolbar,<br>Drawing graphic objects –<br>line, shapes,<br>Grouping and un-grouping<br>objects  |
|    |           | Ch-7 Work with slide master   | •<br>•           | Slide masters,<br>Creating the slide masters,<br>Applying the slide masters to<br>all slide,<br>Adding transitions.  |
| 6. | September | Part – A Employability Skills<br>Unit-1 Communication Skills-1                |                  |  |
|    |           | Ch-1 Demonstrate knowledge of various methods of communication                | •                | Methods of communication :<br>Verbal,Nonverbal,Visual  |
|    |           | Ch-2 Identify elements of communication cycle                                 | •                | Meaning of communication<br>Importance of communication<br>skills<br>Elements of communication<br>cycle:<br>Sender,ideas,encoding,commu<br>nication channel<br>receiver,decoding and |
|    |           | Ch-3 Identifying the factors<br>affecting our perspective in<br>communication | •<br>•<br>•<br>• | teedback<br>Perspective in communication<br>Factors affecting perspective in<br>communication<br>Visual Perception<br>Language<br>Past experience<br>Prejudices<br>Feelings          |

|    |         | Ch-4 Demonstrate the<br>knowledge of basic writing<br>skills  | <ul> <li>Environment</li> <li>Writing skills related to the following:</li> <li>Phrases</li> <li>Kinds of sentences</li> <li>Part of sentences</li> <li>Parts of speech</li> <li>Use of articles</li> <li>Construction of paragraph</li> </ul>   |
|----|---------|---|--|
|    |         | Unit-2 Self Management skills-1Ch-1 Describe and meaning<br>and importance of self<br>managementCh-2 Identify the factors that<br>help in building self-confidence            | <ul> <li>Meaning of self management</li> <li>Positive Result of self<br/>Management</li> <li>Self-management skills</li> <li>Factors that help in building<br/>self confidence-social,cultural<br/>and physical factors</li> <li>Self-confidence building tips-<br/>getting rid of the negative<br/>thoughts,thinking<br/>positively,staying happy with<br/>small things,staying<br/>clean,hygienic and<br/>smart,chatting with positive<br/>people etc</li> </ul> |
| 7. | October | Unit-3 ICT Skill-1Ch-1 Describe the role of ICT in<br>day-to-day lifeCh-2 Identify the various<br>components of computer<br>systemCh-3 Identify various<br>peripheral devices | <ul> <li>Introduction to ICT</li> <li>Role and Importance of ICT</li> <li>ICT in our daily life</li> <li>ICT Tools Mobile, Tab, radio,<br/>TV, email etc.</li> <li>Basic component of computer<br/>system</li> <li>Hardware, Software, Primary<br/>and Secondary memory, Input<br/>,Output and storage devices.</li> <li>Various peripheral devices and<br/>their use.</li> <li>Examples of peripherals</li> </ul>   |
|    |         |   | i i occadi e foi starting una  |

| 8   | November | Ch-4 Perform basic computer<br>operations<br>Ch-5 Connect with the world<br>using Internet and its<br>application | <ul> <li>shutting down a computer.</li> <li>Operating system</li> <li>Types of OS-DOS, windows,<br/>Linux</li> <li>Desktop of windows and Linux,<br/>Files and Folders, Keyboard and<br/>mouse operations, Common<br/>desktop operations</li> <li>Introduction of internet<br/>Applications of Internet,</li> <li>Internet Browser,</li> <li>Website and webpages,</li> <li>Email, application, Email<br/>account,</li> <li>Sending and receiving E-mail,<br/>Introduction to social media.,<br/>Blog, Twitter, Facebook, You<br/>tube, Whatsapp ,Digital India</li> </ul> |
|-----|----------|---|--|
| 0.  | November |   |  |
|     |          | Ch-1 Identify various types of business activities  | <ul> <li>Types of business found in our<br/>community, Business activity<br/>around us.</li> </ul>   |
|     |          | Ch-2 Demonstrate the<br>knowledge of distinguishing<br>characteristics of<br>entrepreneurship                     | <ul> <li>Meaning of entrepreneurship<br/>development, Distinguishing<br/>characteristic of<br/>entrepreneurship. Role and<br/>reward of entrepreneurship</li> </ul>  |
| 9.  | December | <u>Unit-5 Green Skills-1</u>  |  |
|     |          | Ch-1 Demonstrate the<br>Knowledge of the factors<br>influencing natural resource<br>conservation                  | <ul> <li>Introduction to environment</li> <li>Relationship between society<br/>and environment, ecosystem<br/>and factors causing imbalance.</li> <li>Natural resource conservation.</li> <li>Environment protection and<br/>conservation.</li> </ul>  |
|     |          | Ch-2 Describe the Importance<br>of green economy and green<br>skills  | <ul><li>Definition of green economy</li><li>Importance of green economy</li></ul>  |
| 10. | January  | Revision  |  |
| 11. | February | Revision  |  |
| 12. | March    | Revision and Final<br>Examination   |  |

|    | <u> </u>  |                  |   |  |
|----|-----------|------------------|---|--|
| 1  | हर्डाः दी | अप्रेल           | कृ हिका भाग- 1इस जल प्रलय<br>में हिहिज( गद्य- खिंड)दो<br>बैलोिं की<br>कथा<br>हिहिज(काव्य- खिंड)<br>साखखयािं एविं सबद<br>व्याकरणवणण प्रकरण   | पाठ वाचन, शब्दाथण, प्रश्नत्तिर, स5ी /गलि<br>,मु5ावरे, पयाणयवाची, वाक्य<br>हनमाणण, वाक्यािंश। |
| 2  |           | मई               | कृ हिका भाग -1 मेरे सिंग<br>की औरिं<br>हिहिज( गद्य-खिंड) ल5ासा की<br>ओर<br>हिहिज (काव्य-खिंड)—वाख<br>व्याकरणवाक्य प्रकरण विणनी<br>र के हक्हमन्न रूप हबिंदु<br>अर्णचिंद्राकार नुक्ता हवकारी शब्द<br>प्र्वा लेखन।                   | पाठ वाचन, शब्दाथण, प्रश्नोत्तर, स5ी /गलि<br>,मु5ावरे, पयाणयवाची, वाक्य<br>हनमाणण, वाक्यािंश। |
| 3  |           | जून              | ग्रीष्मकालीन अवकाश  |  |
| 4  |           | जुलाई            | कृ हिका भाग- 1रीड की 5ड्डी<br>हिहिज (गद्य- खिंड) उपभोक्तावाद<br>की सिंस्कृहि<br>हिहिज (काव्य- खिंड) सवैया<br>व्याकरण –उपसगण, प्रत्यय,<br>अहवकारी शब्द, हनबिंर्<br>लेखन।   | पाठ वाचन, शब्दाथण, प्रश्नोत्तर, स5ी /गलि<br>,मु5ावरे, पयाणयवाची, वाक्य<br>हनमाणण, वाक्यािंशा |
| 5  |           | अगस्त            | हिहिज (गद्य-खिंड) सािंवले<br>सपनोिं की याद<br>हिहिज( काव्य- खिंड) कै दी और<br>कोहकला<br>व्याकरणसमास प्रकरण  | पाठ वाचन, शब्दाथण, प्रश्नोत्तर, स5ी /गलि<br>,मु5ावरे, पयाणयवाची, वाक्य<br>हनमाणण, वाक्यािंश। |
| 6  |           | हसिि <b>ं</b> बर | कृ हिका भाग- 1 माटी वाली<br>हिहिज( गद्य- खिंड) नाना सा5ब<br>की पुत्री<br>देवी मैना को भस्म कर हदया गया<br>।<br>हिहिज( काव्य -खिंड )ग्राम<br>श्री व्याकरण भाषा और<br>विणनी   | पाठ वाचन, शब्दाथण, प्रश्नोत्तर, स5ी /गलि<br>,मु5ावरे, पयाणयवाची, वाक्य<br>हनमाणण, वाक्यािंशा |
| 7  |           | अक्टू बर         | कृ हिका भाग- 1 हकस<br>िर5 आखखरकार मैं<br>ह5िंदी में आया<br>हिहिज (गद्य -खिंड) प्रेमचिंद के<br>फटे जूिे<br>हिहिज( काव्य- खिंड)-चिंद्र ग5ना<br>से लौटिी बेर व्याकरण –<br>पयाणयवाची, हवलोमिथा<br>अनेकाथी शब्द ह5िंदी का<br>मानक रूप। | पाठ वाचन, शब्दाथण, प्रश्नोत्तर, स5ी /गलि<br>,मु5ावरे, पयाणयवाची, वाक्य<br>हनमाणण, वाक्यािंश। |
| ∣x |           | 1442             | ाहाहान् गरा छत्न, ये बनाव क   | ागर वानन शब्दाशाम मधानेर सह ा /मलि   |

|    |         | हदन                                 | ,मु5ावरे, पयाणयवाची, वाक्य               |
|----|---------|-------------------------------------|--|
|    |         | हिहिज (काव्य -खिंड) मेघ आए          | हनमाणण, वाक्यािंश।                       |
|    |         | व्याकरणमु5ावरोिं का                 |  |
|    |         | अथण व                               |  |
|    |         | वाक्य में प्रयोग अलिंकार पत्र लेखन। |  |
| 9  | हदसिंबर | हिहिज( गद्य -खिंड) एक कु            | पाठ वाचन, शब्दाथण, प्रश्नोत्तर, स5ी /गलि |
|    |         | त्ता और एक मैना                     | ,मु5ावरे, पयाणयवाची, वाक्य               |
|    |         | हिहिज (काव्य -खिंड) यमराज की        | हनमाणण, वाक्यािंश।                       |
|    |         | हदशा                                |  |
|    |         | बच्चे काम पर जा र5े 5ैं             |  |
|    |         | व्याकरण समास ,ित्सम,                |  |
|    |         | िन्द्रव, शब्द, हनबिंर् -लेखन।       |  |
| 10 | जनवरी   | पढाए गए हम्क्षकी पुनरावृहि          |  |
| 11 | फरवरी   | पढाए गए हम्ध्रकी पुनरावृहि          |  |
| 12 | मावण    | पढाए गए ह्वश्वकी पुनरावृहि          |  |