

Annual & Weekly Syllabus Split-Up - 2026-27

Grade IX

Subject: Computer Applications (CA)

| S.No | Month | No. of Working Days | No. of Days | Topic | Sub Topic | Teaching Aids/Resources | Classroom teaching Video Link | Activities/ practical | Art Integrated project | Pedagogy Process/Teaching Strategy | Chapterwise Notes link | Assessment | |
|------|-------|---------------------|-------------|-------|--|--|---|---|---|--|--|--|---------------------------------|
| 1 | March | | Week 1 | | | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMnCPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | GD/ Oral assesment/ Extra quesn | |
| | | | Week 2 | 6 | | | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMnCPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | GD/ Oral assesment/ Extra quesn |
| | | | Week 3 | 5 | | | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMnCPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | GD/ Oral assesment/ Extra quesn |
| | | | Week 4 | 6 | | | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMnCPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | GD/ Oral assesment/ Extra quesn |
| | | | Week 5 | 6 | | | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMnCPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | GD/ Oral assesment/ Extra quesn |
| 2 | APRIL | 23 | Week 1 | 5 | Ch 1: A Computer System | Introduction to Computer, Characteristics of Computers, Uses of Computers in Everyday Life, Applications of Computers | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMnCPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Identify and label the parts of a computer system (CPU, monitor, keyboard, mouse) using real equipment/charts | Poster/chart on Generations of Computers and their characteristics | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| | | | Week 2 | 5 | Ch 1: A Computer System | Functioning of a Computer, The Binary Concept, Limitations of a Computer, Performance of Computer, Memory Measurement | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMnCPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Convert small decimal numbers to binary and vice versa | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| | | | Week 3 | 4 | Ch 2: Hardware and Software | Input Devices, Output Devices, Processing Device | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMnCPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | Collage of various Input and Output devices | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| | | | Week 4 | 6 | Ch 2: Hardware and Software | Storage Devices, Relationship to Hardware, Software, Types of Software | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMnCPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Compare storage capacities of different storage devices (pen drive, HDD, SSD, CD/DVD) and classify software as System/Application software | Chart on Types of Software (System vs Application Software) | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| | | | Week 5 | 3 | Ch 2: Hardware and Software | Operation of Software, Common Operating System Tasks, Pre-Written Software, System Control Programs, Utility Software | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMnCPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | Diagram showing common Utility Software with their uses | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| 3 | JUNE | 19 | Week 1 | 0 | | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMnCPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | GD/ Oral assesment/ Extra quesn | |
| | | | Week 2 | 6 | Ch 2: Hardware and Software | Application Software, Programming Software, Low Level Programming Language, High Level Programming Language, Very High Level Programming Language, Compiler, Interpreter, Linker, Integrated Development Environment | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMnCPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Differentiate between High Level, Low Level and Machine languages with examples | Flowchart showing translation of Source Code to Object Code (Compiler/Interpreter) | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| | | | Week 3 | 6 | Ch 3: Communication and Content Technology | Networking, Need for Networking, Components of a Network, Network Architectures, Modem, Networking Transmission Media | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMnCPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Identify networking devices (modem, router, switch) and draw a simple LAN diagram | Chart comparing LAN, MAN and WAN | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |

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| | | | Week 4 | 6 | Ch 3: Communication and Content Technology | Introduction to Internet, Interspace, Influence of Data on Content, Chat Sites, Social Networks, Multimedia, Image File Formats to Use | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: List safe and unsafe practices while using social networking sites and common image file formats | Poster on Safe Social Networking Practices | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| | | | Week 5 | 1 | Revision for Periodic Test 1 | Revision of Ch 1 (A Computer System), Ch 2 (Hardware and Software) and Ch 3 (Communication and Content Technology) | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practice questions and quiz based on Ch 1, 2 and 3 | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| | | | Week 1 | 5 | Periodic Test 1 | 30 June to 7 July 2025 | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn Periodic Test 1 - Syllabus: Ch 1, 2, 3 |
| | | | Week 2 | 6 | Ch 4: Operating System and Windows 7 | Need for Operating System, Facilities Offered by Operating System, Functions of Operating System, Types of Operating Systems, Commonly Used Operating Systems, Commonly Used Mobile Operating Systems | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Explore OS features and settings on lab computers; create, rename, copy, move and delete files/folders using Windows Explorer | Comparison chart of popular Desktop and Mobile Operating Systems | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| | | | Week 3 | 6 | Ch 5: Files, Folders and Accessories | Computer Icon, Files and Folders, Windows Explorer, Navigating Within Windows Explorer, Notepad | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| | | | Week 4 | 6 | Ch 5: Files, Folders and Accessories | WordPad, Paint, Snipping Tool | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Create a drawing in Paint and a note in WordPad, capture a screenshot using Snipping Tool; list safe browsing and cyber safety practices | Digital artwork created using MS Paint | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| | | | Week 5 | 4 | Ch 6: Cyber Safety | Introduction to Cyber Safety, Need for Cyber Safety, Safely Browsing the Web and Using Social Networks, Privacy, Confidentiality of Information, Identity Protection, Cyber Stalking, Reporting Cyber Crimes, SPAM, Safely Accessing Websites: Viruses and Malware, Malware, Antivirus, Bitdefender Total Security 2014 | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | Poster on Cyber Safety Rules (Privacy, SPAM, Malware, Antivirus) | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| | | | Week 1 | 2 | Pre Mid Term Exam | 1 Aug to 8 Aug 2025 | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn Pre Mid Term Exam - Syllabus: Ch 4, 5, 6 |
| | | | Week 2 | 5 | Ch 7: Introduction to Microsoft Word 2010 | Word Processing, Word Processor, Word 2010, Components of Word Window, Backstage View, A New Document | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Open MS Word 2010, explore the Backstage view, create a document, enter and edit text, and practice Undo/Redo, saving and reopening files | Chart on Components of the MS Word Window | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| | | | Week 3 | 5 | Ch 7: Introduction to Microsoft Word 2010 | Entering Text, Understanding Mouse Pointers in Word, Moving the Insertion Pointer, Blocks, Manipulating Blocks of Text, Deleting Single Characters, Deleting a Word | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| | | | Week 4 | 6 | Ch 7: Introduction to Microsoft Word 2010 | Undo Command, Redo Command, Saving a Document, Opening an Existing Document, Accessing Recent Files, Opening Multiple Documents, Closing a Document, OpenOffice Writer | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |
| | | | Week 5 | 5 | Ch 8: Formatting in Word 2010 | Character Formatting, Paragraph Formatting, Format Painter, Inserting Special Characters and Symbols, Adding Borders to Text, Applying Shading, OpenOffice Writer | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Apply character and paragraph formatting, use Format Painter, and add borders/shading to a document | Formatted invitation/notice created using Word formatting tools | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | GD/ Oral assesment/ Extra quesn |

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| 6 | SEPTEMBER | 25 | Week 1 | 5 | Term 1 | 4 Sept to 18 Sept 2025 | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZlGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | GD/ Oral assesment/ Extra quesn Mid Term Exam (Term 1) - Syllabus: Ch 1 to 8 | |
| | | | Week 2 | 6 | Term 1 | 4 Sept to 18 Sept 2025 | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZlGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | | |
| | | | Week 3 | 6 | Term 1 | 4 Sept to 18 Sept 2025 | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZlGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | | |
| | | | Week 4 | 6 | Ch 9: More Features of Word 2010 | Views in Word, Zoom in any View, Setting Page Orientation, Page Margins, Header and Footer, Starting on a New Page | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZlGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Set page orientation and margins, insert headers/footers, use Find & Replace, create bulleted/numbered lists, insert columns, tables and images in a Word document | Chart on Page Layout settings (Orientation, Margins, Header/Footer) | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | | |
| | | | Week 5 | 2 | Ch 9: More Features of Word 2010 | Find and Replace Text, Creating a Simple List With Bullets and Numbering | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZlGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | | |
| 7 | OCTOBER | 13 | Week 1 | 3 | Ch 9: More Features of Word 2010 | Columns, Tables, Images, Proofing a Document, Print Preview, OpenOffice Writer | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZlGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | Newsletter-style document with columns and images | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | | |
| | | | Week 2 | 6 | Ch 10: Introduction to MS-Excel 2010 | What is Excel?, Opening Microsoft Excel, Basic Concepts and Terminologies, Moving to The Active Cell, The Basics of Entering Data, Entering Date and Time Values, Range, Creating a New Excel Workbook, Saving a Workbook, OpenOffice Calc | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZlGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Enter data, dates and times in Excel; edit and format cells, use AutoFill/AutoComplete, and insert/delete rows, columns and cells | Chart on Components of the MS Excel Window | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | | |
| | | | Week 3 | 4 | Ch 11: Editing and Formatting in Excel | Erasing/Replacing the Contents of a Cell, Editing the Contents of a Cell, Undo, Redo, Entering Lists and Serial Data with AutoFill, AutoComplete, Formatting in Excel, Wrapping Text, Merging Cells, Changing Row Height, Widening and Narrowing Columns, Inserting/Deleting a New Row, Column and Cells, OpenOffice Calc | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZlGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Formatted timetable created in Excel | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | |
| | | | Week 4 | 0 | Diwali Break | | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZlGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | |
| | | | Week 5 | 0 | Diwali Break | | Text Book, E-Book, Practice Worksheet, Synopsis(Summary), Comp Lab, Videos | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZlGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | |
| 8 | NOVEMBER | 23 | Week 1 | 0 | Diwali Break | | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZlGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | | |
| | | | Week 2 | 5 | Periodic Test 2 | 4 Nov to 11 Nov 2025 | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZlGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | Periodic Test 2 - Syllabus: Ch 9, 10, 11 | |
| | | | Week 3 | 6 | Ch 12: More on Excel | Inserting a New Worksheet, Renaming a Worksheet, Move or Copy a Sheet, Views in Excel 2010, Splitting a Window | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZlGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Insert, rename, move/copy worksheets; split a worksheet window | Chart on different Views available in Excel 2010 | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | | |
| | | | Week 4 | 6 | Ch 12: More on Excel | Formulas and Functions, Referencing Cells in Formulas, Functions, Commonly Used Functions | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMNcPuZuZlGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Write simple formulas and use common functions (SUM, AVERAGE, MAX, MIN) in Excel | Chart of commonly used Excel functions | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | | |

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| | | | Week 5 | 6 | Ch 12: More on Excel | Some More Functions, Charts, Changing a Chart, OpenOffice Calc | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Create and format a chart from worksheet data; then open PowerPoint and create a presentation using appropriate slide layouts | Class data represented as a bar/pie chart in Excel | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | |
| 9 | DECEMBER | 20 | Week 1 | 6 | Ch 13: PowerPoint 2010 | Introduction to PowerPoint, Starting and Exiting PowerPoint, Working With Your PowerPoint Environment, Creating a Presentation, Slide Layouts | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | Chart on different Slide Layouts in PowerPoint | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | |
| | | | Week 2 | 6 | Ch 13: PowerPoint 2010 | Views in PowerPoint, Adding Bullets, Adding Backgrounds, Moving Between Slides | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Add bullets, apply slide backgrounds, and move between slide views | | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | |
| | | | Week 3 | 6 | Ch 13: PowerPoint 2010 | Inserting Objects, Watermarks/Images, Saving Your Work, Closing and Reopening Presentations | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Insert objects/images, add watermarks, and save/reopen a presentation | Poster on inserting objects, images and watermarks in a presentation | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | |
| | | | Week 4 | 2 | Ch 13: PowerPoint 2010 | OpenOffice Impress | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Recreate a simple presentation using OpenOffice Impress | Comparison chart: PowerPoint 2010 vs OpenOffice Impress | Practicals, Learning through PPTs, extra q/ans, Real life example teaching, etc. | | | |
| | | | Week 5 | 0 | | | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | | | | |
| | | | | | | | | | | | | | | |
| 10 | JANUARY | 22 | Week 1 | 0 | | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | | | | | |
| | | | Week 2 | 6 | Post Mid Term Exam | 6 Jan to 13 Jan 2026 | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | | | Post Mid Term Exam - Syllabus: Ch 12, 13 | |
| | | | Week 3 | 5 | Ch 14: Manipulating Slides in PowerPoint | Rearranging Slides, Changing Slide Layout, Using Headers and Footers, Providing Handouts for Your Audience, Inserting Sound | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Rearrange slides, change slide layouts, add headers/footers and insert sound in a presentation | | | | | |
| | | | Week 4 | 6 | Ch 14: Manipulating Slides in PowerPoint | Inserting Video, Exploring Transitions and Animations, Animating Pictures and Text of a Slide, Starting a Slide Show, OpenOffice Impress | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Insert video, apply transitions and animations, and run a slide show | Animated presentation created on a topic of choice | | | | |
| | | | Week 5 | 5 | Ch 15: Word Processing Tools | AutoFormat Feature, Comments and Track Changes, Inserting Shapes, Inserting a Symbol, Inserting an Equation, OpenOffice Writer | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practical: Use AutoFormat, insert comments/track changes, shapes, symbols and an equation in a Word document | Project cover page designed using shapes, symbols and an equation | | | | |
| 11 | FEBRUARY | 23 | Week 1 | 6 | Revision for Annual Examination | Revision of Ch 3 (Communication and Content Technology), Ch 6 (Cyber Safety), Ch 12 (More on Excel), Ch 13 (PowerPoint 2010), Ch 14 (Manipulating Slides in PowerPoint) and Ch 15 (Word Processing Tools) | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | Practice questions and quiz based on Ch 3, 6, 12, 13, 14 and 15 | | | | | |
| | | | Week 2 | 6 | ANNUAL EXAMINATION (IX &XI) | 10 Feb to 23 Feb 2026 | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | | | Annual Examination - Syllabus: Ch 3, 6, 12, 13, 14, 15 | |
| | | | Week 3 | 5 | ANNUAL EXAMINATION (IX &XI) | 10 Feb to 23 Feb 2026 | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | | | Annual Examination - Syllabus: Ch 3, 6, 12, 13, 14, 15 | |
| | | | Week 4 | 6 | | | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | | | | |
| | | | Week 5 | 0 | | | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | | | | |
| | | | Week 1 | 5 | | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | | | | | |
| | | | Week 2 | 6 | | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZiGf-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | | | | | |

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| 12 | MARCH | 22 | Week 3 | 5 | | | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | | |
| | | | Week 4 | 5 | | | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | | |
| | | | Week 5 | 1 | | | | https://youtube.com/playlist?list=PLvROYvNGOuVaYMncPuZuZlgF-U6MoA-BZ&si=C5gIOjGEMUOzhHnE | | | | |