

HP Board of School Education Dharamshala

Syllabus For Term-I, Session 2022-23

Subject: Computer Science

Class: 9th

CS-101	Digital Literacy (Fundamental) :- Basics of Computer Computer System (Characteristic, Basic Application & components Viz CPU, VDU, Keyboard etc. Input Devices: (Mouse, Keyboard, Scanner, Joystick, Light Pen, Digital Camera, OCR, MICR, Bar Code Reader, Magnetic Stripe Reader) Output Devices: (Monitor or VDU, Printer, Plotter, Speaker, Projector) Concept of Computer memories- (Primary:- RAM & ROM) Storage devices /Secondary Memory:- (Hard Disk, CD & DVD, Pen Drive) & unit of memory:- Nibble, Bits, Bytes Kilobytes, Megabytes, Gigabytes, Terabytes.
CS-103	Digital Documentation-Word Processing (Elementary) :- MS-Word: Introduction to Word Processor, Creating, Saving, Opening and Print & Print Preview, Closing of Document. Editing and Formatting a Document Text Style – Cut, Copy Paste Redo, Undo, (Bold, Italic, Underline, Font Type, Size, Color Change). Alignment of Text (Left, Right, Center & Justified) Margins- Left, Right, Top and Bottom. Scroll Formatting Paragraphs with line and paragraph spacing, Adding Header and Footer, Page Numbering, Using Grammar and Spell Check Utility.

DISTRIBUTION OF MARKS

Subject: Computer Science

Term-I

Class: 9th

Unit	Name of Unit	Theory	Practical	INA
CS – 101	Digital Literacy (Fundamental)	20	05	---
CS – 103	Digital Documentation Word Processing (Elementary)	30	11	---
CS (Practical/Project Work)	--		02	--
Viva Voce	--	--	02	--
INA	--	--	--	10
TOTAL	--	50 (Weightage 20 marks)	20	10

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Syllabus For Term-II, Session 2022-23

Subject: Computer Science

Class: 9th

CS-102	Basic concepts of Operating System:- Introduction of MS –Window, Basic concepts of Operating system & its functions:- Desktop, Icons on the Desktop (My Computer, Recycle Bin, Task Bar, Start Menu and Menu selection using mouse) Running an Application, Setting system date and Time, Window Explorer to view File, Folders, Directories, Creating ,Renaming and Deleting of Files &Folders, Opening and closing of Window, Minimize and Maximize form of a window. Basic Window Accessories: Notepad, WordPad, Paint, Calculator, Documents, Music, Pictures, Control Panel. Mouse Button functions (Left, Right, Scroll Button).
CS-104	Digital Presentation-Power Point:- MS-Power Point: Introduction to Power Point, Creating, Saving, Opening Presentation. Concept of Slide Show, Basic Element of Slide, Different Elements of Slide Layout, Different Types of View of a Slide (Normal, Slide Sorter and Slide Show). Editing and Formatting of Slide, Adding Title and Sub Titles, Text, Backgrounds, Water Mark, Header and Footer & Numbering of Slides. Inserting Pictures in Slide, Design Templates, Animations, Sound & Transition Effects

DISTRIBUTION OF MARKS

Subject: Computer Science

Term-II

Class: 9th

Unit	Name of Unit	Theory	Practical	INA
CS – 102	Basic Concepts of Operating System	24	06	---
CS – 104	Digital Presentation-Power Point	26	10	---
CS (Practical/Project Work)	--		02	--
Viva Voce	--	--	02	--
INA	--	--	--	10
TOTAL	--	50 (Weightage 20 marks)	20	10