### CLASS-9 SYLLABUS 2024-25 SUBJECT: ENGLISH

MONTH	WORKING DAYS	TOPICS	ACTIVITY
		Beehive (MCB)	Imagine the school in
		Chapter- 1: The Fun They Had	the story 'The Fun
		(Prose)	They Had'. Compare
			it with your own
			school.
			The path which we
		The Road Not Taken (Poem)	have chosen, decides
			our future, our
			destination. Discuss.
		Grammar	Students collaborate in
		1. Tenses	teams to swiftly
			convert sentences
			between different verb
APRIL	20		tenses, enhancing
			comprehension of
			past, present, and
			future tenses.
		Writing Skills	
		1. Descriptive Paragraph	Students observe an
			image or object,
			brainstorm descriptive
			adjectives, and craft
			vivid paragraphs,
			honing their sensory
			writing skills and
		Moments (Supplementary Reader)	creativity.
		Chapter-1: The Lost Child (Prose)	
			Talk about it: How to
			ensure not to get lost.

		Beehive (MCB)	Share information
		Chapter- 2: The Sound of the	about people/children
		Music (Prose)	who have overcome
			their physical barriers and have achieved success in their lives.
		Wind (Poem)	Share your experience about your visit to a place during summer holidays. How do you feel the presence of wind?
MAY	18	<b>Moments (Supplementary Reader)</b> <b>Chapter- 2:</b> The Adventures of Toto (Prose)	Students may discuss whether they have a pet and whether it is mischievous.
		<b>Writing Skills</b> 2. Diary Entry	Familiarize the students with different formats of the writing skills
		3. Story writing	Students work in groups to craft imaginative stories, taking turns adding paragraphs and refining plot elements, fostering teamwork
			and creativity in storytelling.

		Grammar	Students compete in
		2. Subject-verb concord	teams to identify and
			correct subject-verb
			agreement errors in
			sentences, enhancing
			their understanding of
			grammatical concord
			through interactive
			game play.
HINE	00	Beehive (MCB)	Discussion and intro
JUNE	09	Chapter- 3: The Little Girl -	regarding the topic:
			Strict parents vs.
			Friendly parents
		Rain on the Roof (Poem)	When the sky is
			covered with dark
			clouds and it starts
			raining, what thoughts
			flash through your
			mind? (Relational
			Outcome)
	24	<b>Revision &amp; First Terminal</b>	
JULI	24	Examination (35% Syllabus)	
		Moments (Supplementary Reader)	Students can discuss
		Chapter- 3: Iswaran the Storyteller	the qualities of a good
		(Prose)	listener.
AUG		Grammar	
	20	3. Modals	Worm up Activity
			(i)Who is a genius?
		Beehive (MCB)	(ii) What are the
		Chapter- 4: A Truly Beautiful Mind	attributes that make a
		(Prose)	person a genius?

		The Lake Isle of Innistrae (Deam)	Evolora the main theme
		The Lake Isle of Innistree (Poem)	
			and poetic techniques.
		Moments (Supplementary Reader)	~
		Chapter- 4: In the Kingdom of	Students can identify the
		Fools (Prose)	use of humor and
			sarcasm in the story.
		Beehive (MCB)	Story telling
		Chapter- 5: The Snake and the	
		Mirror (Prose)	
		Beehive (MCB)	Narrate two incidents
		Chapter- 6: My Childhood	from the chapter that
			show how differences
			can be created, and
			also how they can be
			resolved. How can
			people change their
		A Legend of the Northland (Poem)	attitudes?
			Do you think that the
			old lady would have
			been so ungenerous if
			she had known who
			Saint Peter really was?
SEP	19	Moments (Supplementary Reader)	What would she have
		Chapter- 5: The Happy Prince	done then?
		(Prose)	A great achievement is
			usually born of great
			sacrifice and is never the
			result of selfishness.
			Discuss.
		Beehive (MCB)	Do you have the passion
		<b>Chapter- 7:</b> Reach for the top	to do something other
		•	than your studies like
			music dance sports
			etc ? Who gives you
		N-Manage Francis (P	support and
		No Men are Foreign (Poem)	encouragement to go
			encouragement to go

			ahead?
			Teacher instructs
			students to write in
			about 80-100 words,
			why they like foreigners.
		<b>Revision &amp; Second Terminal</b>	
OCT	20	Examination (35% + 35%	
		Syllabus)	
		Beehive (MCB)	There are conflicts
		On Killing a Tree (Poem)	between Human and
			nature; and between
			humans. What do you
			understand by this?
		Moments (Supplementary Reader)	Recall and write about
		Chapter-6: The Last Leaf (Prose)	any situation of your
	15		life where you
NOU			supported your friend
NOV			supported your mend
			by your friend in the
			by your menu in the
		Grammar	time of need.
		4. Reported Speech	
		Beehive (MCB)	
		A Slumber Did My Spirit Seal	Group Activity
		(Poem)	Enact Role Play
		Third Terminal Examination	5
DEC	19	(15% Syllabus)	
		Beehive (MCB)	What do the
		<b>Chapter- 8:</b> Kathmandu (Prose)	surroundings of a holv
			place in your city look
ΙΔΝ	20		like?
JAIN	20	<b>Chapter- 9:</b> If I were You (Prose)	
		• • • • • • • • • • • • • • • • • • • •	Speak about the
			shrines you have
			visited.

		Moments (Supplementary Reader)	
		Chapter- 7: A House is Not a Home	Intelligence combine
		(Prose)	with alertness and
		Chapter- 8: The Beggar (Prose)	smartness can save
			one's life. Discuss.
			Students share their
		Grammar	experiences about
		5. Determiners	their old and new
			schools, and any
			losses they may have
			experienced.
		<b>Revision &amp; Final Examination</b>	
EED	21	Begins	
ГЕВ		(35% + 35% + 15% + 15%	
		Syllabus)	
MAR	24	Final Examination, Result & PTM	

# **SUBJECT: HINDI (COURSE-A)**

माह	कार्य दिवस	विषय	क्रिया - कलाप
		दो बैलों की कथा, साखियाँ एवं सबद	कबीर दास के जीवन एवं
		अपठित गयांश, अपठित पयांश, पत्र -	साहित्यिक परिचय देते
अप्रैल	20	लेखन	हुए एक पोर्टफोलियो का
		शब्द निर्माण – उपसर्ग, प्रत्यय,	निर्माण करें
		समास	
		ल्हासा की ओर, वाख	
<del></del>	10	अनुच्छेद - लेखन	
भर्	18	अर्थ के आधार पर वाक्य भेद,	
		अलंकार – अनुप्रास, यमक, श्लेष	
		इस जल प्रलय में, सवैये	
	00	संवाद - लेखन, लघुकथा - लेखन, ई-	
जून	09	मेल - लेखन, सूचना - लेखन,	
		अनुच्छेद - लेखन	
चनार्ट	24	पुनरावृत्ति एवं प्रथम सावधिक परीक्षा	
সুলাহ		(35% पाठ्यक्रम)	
		उपभोक्तावाद की <b>संस्कृति</b> , साँवले	भारतीय स्वतंत्रता
	20	सपनों की याद, <b>मेरे संग की औरतें</b> ,	आन्दोलन में भारतीय
ਮੁਜ਼ਾਤ		अपठित गद्यांश, अपठित पद्यांश, पत्र -	कवियों / लेखकों के
איולת		लेखन	महत्त्व को दर्शाते हुए एक
		शब्द निर्माण – उपसर्ग, प्रत्यय,	पोर्टफोलियो का निर्माण
		समास	करें
		प्रेमचंद के फटे जूते, कैदी और	
सितम्बर		कोकिला, ग्राम श्री, मेघ आए	
	19	अनुच्छेद - लेखन	
		अर्थ के आधार पर वाक्य भेद,	
		अलंकार – अनुप्रास, यमक, श्लेष	
)112277	20	पुनरावृत्ति एवं द्वितीय सावधिक परीक्षा	
अफ्टूबर	20	(35% + 35% पाठ्यक्रम)	

नवम्बर	15	री <u>ढ</u> ़ की हड्डी, <b>मेरे बचपन के दिन</b> , संवाद - लेखन, लघुकथा - लेखन, ई- मेल - लेखन, सूचना - लेखन	
दिसम्बर	19	तृतीय सावधिक परीक्षा (15% पाठ्यक्रम)	
जनवरी	20	बच्चे काम पर जा रहे हैं अपठित गयांश, अपठित पद्यांश, लघुकथा - लेखन, ई-मेल - लेखन, पत्र - लेखन	
फरवरी	21	पुनरावृत्ति, वार्षिक परीक्षा (35% + 35% + 30%)	
मार्च	24	वार्षिक परीक्षा, परिणाम व पी. टी. एम.	

## **SUBJECT: SANSKRIT**

				व्याकरणवीथिः /
मासाः	काय विज्ञास	शेमुषी प्रथमोभाग:	अभ्यासवान् भव	मणिका संस्कृत
	।दवसाः			व्याकरणम्
		भारती	अपठित अवबोधनम्,	सन्धि स्वर (दीर्घः,
<del></del>	20	वसन्तगीतिः	विसर्ग: सन्धिः	गुणः, वृद्धि, यण,
সমল	20			अयादि) व्यंजन् विसर्गः
		स्वर्णकाकः		सन्धिः च।
		गोदोहनम्	चित्रवर्णनम्	शब्द रुपाणि -
				(अकारान्त ईकारान्त)
	18			व्यंजन् सन्धिः प्रथम
				वर्णस्य तृतीय वर्णं, म
				स्थाने अनुस्वारः
मइ				शब्द रूपाणि - हलन्त,
				आकारान्त, उकारान्त,
				ऋकारान्त च ।
				संस्कृतानुवा <b>दाः</b> उपसर्गाः
				च । <b>१लोकान्वय:</b>
		सूक्ति मौक्तिकम्	संवादानुच्छेद लेखनम्	शब्द रूपाणि किम् ( <b>त्रिषु</b>
			रचनानुवादः	लिङ्गेषु) अस्मद्, युष्मद्
जून	09		कारक उपपद विभक्तिः	। धातुरूपाणि
			उपसर्गाः	(पंचलकारेषु).
				संस्कृतानुवादः
<b>ज</b> নার্ <u>হ</u>	24	पनरावत्तिः	पुनरावृत्तिः प्रथम आवधिक	
-34	<u></u> 7	3	परीक्षा (35% पाठ्यक्रमा:)	

		भ्रान्तोबालः	रचनानुवादः	व्यंजन् सन्धिः उत्वम्
	20			सत्वम् धातु रूपाणि
31144	20			परस्मैपदिनः आत्मने
				पदिनः च, <b>अव्ययाः</b> ।
		सिकता सेतुः	समासाः	कारक उपपद विभक्तयः
				(द्वितीया - सप्तमी)
सितम्बर	19		शब्दरूपाणि	चित्रवर्णनम् पत्राभ्यास
				अपठित अवबोधनम,
				श्लोकान्वय:
			पुनरावृत्तिः, द्वितीय	
अक्टूबर	20	पुनरावृत्तिः	<b>आवधिक</b> - परीक्षा	
			(35% + 35% पाठ्यक्रमा:)	
	15	जटायोः शौर्यम्	धातुरूपाणि	प्रत्यया (क्त्वा ल्यप
		पर्यावरणम्	वर्ण-विचारः	तुमुन् क्त क्तवतु शतृ
नवम्बर			पत्र <b>म्</b>	शानच) संख्या
				(1-100), <b>श्लोकान्वय:</b>
	19	वाटमचः	पुनरावृत्तिः, तृतीय	
दिसम्बर		वार्ड्मनः	आवधिक - परीक्षा	
		प्राणस्वरूपम्	(15% पाठ्यक्रमाः)	
जनवरी	20	पुनरावृत्तिः	पुनरावृत्तिः	पुनरावृत्तिः
			पुनरावृत्तिः	
फरवरी	21	वार्षिकी परीक्षा	वार्षिकी परीक्षा	
	21		(35% + 35% + 15% +	
			15% पाठ्यक्रमाः)	
		वार्षिक परीक्षा,		
मार्च	24	परिणाम व पी.		
		टी. एम.		

## **SUBJECT: MATHEMATICS**

MONTH	WORKING DAYS	TOPICS	ACTIVITY
		Chapter- 1: Real Numbers 1. Review of representation of natural numbers, integers, and rational numbers on the number line. Rational numbers as recurring/ terminating decimals. Operations on real numbers.	1. Division of line segment into given number of equal parts.
APRIL	20	<ol> <li>Examples of non-recurring/non-terminating decimals. Existence of non-rational numbers (irrational numbers) such as √2, √3 and their representation on the number line. Explaining that every real number is represented by a unique point on the number line and conversely, every point on the number line represents a unique real number.</li> <li>Definition of nth root of a real</li> </ol>	
		number. 4. Rationalization (with precise meaning) of real numbers of the type $1/(a+b\sqrt{x})$ and $1/(\sqrt{x} + \sqrt{y})$ (and their combinations) where x and y are natural number and a and b are integers.	
		5. Recall of laws of exponents with integral powers. Rational exponents with positive real bases (to be done by particular cases, allowing learner to arrive at the general laws.)	
		Chapter- 2: Polynomials Definition of a polynomial in one variable, with examples and counter	

		examples. Coefficients of a	
		polynomial, terms of a polynomial	
		and zero polynomial. Degree of a	
		polynomial. Constant, linear,	
		quadratic and cubic polynomials.	
		Monomials, binomials, trinomials.	
		Factors and multiples. Zeros of a	
		polynomial. Statement and proof of	
		the Factor Theorem. Factorization of	
		$ax^2 + bx + c$ , $a \neq 0$ where a, b and c	
		are real numbers, and of cubic	
		polynomials using the Factor	
		Theorem. Recall of algebraic	
		expressions and identities.	
		Verification of identities and uses.	
		Chapter- 6: Lines And Angles	2. Square root
		1. (Motivate) If a ray stands on a line,	Spiral
		then the sum of the two adjacent	1
		angles so formed is $180^{\circ}$ and the	
		converse.	
		2. (Prove) If two lines intersect,	
		vertically opposite angles are equal.	
		3. (Motivate) Lines which are parallel to	
		a given line are parallel.	
		Chapter- 5: Introduction to Euclid's	
		Geometry	
MAY	18	1. Axioms and Theorems.	
		2. The five postulates of Euclid.	
		3. Showing the relationship between	
		Axioms and	
		Theorems.	
		Chapter- 7: Triangles	
		1. (Motivate) Two triangles are	
		congruent if any two sides and the	
		included angle of one triangle is equal	
		to any two sides and the included	
		angle of the other triangle (SAS	
		Congruence).	

		<ol> <li>(Prove) Two triangles are congruent if any two angles and the included side of one triangle is equal to any two angles and the included side of the other triangle (ASA Congruence).</li> <li>(Motivate) Two triangles are congruent if the three sides of one triangle are equal to three sides of the</li> </ol>	
		other triangle (SSS Congruence).	
JUNE	09	<ul> <li>Chapter- 7: Triangles (Contd.)</li> <li>4. (Motivate) Two right triangles are congruent if the hypotenuse and a side of one triangle are equal (respectively) to the hypotenuse and a side of the other triangle. (RHS Congruence)</li> </ul>	
		<ul><li>5. (Prove) The angles opposite to equal sides of a triangle are equal.</li><li>6. (Motivate) The sides opposite to</li></ul>	
		equal angles of a triangle are equal.	
JULY	24	Revision & First Terminal	
		Chapter- 8 Quadrilaterals	3. Angles in the
		1. (Prove) The diagonal divides a parallelogram into two congruent triangles.	same segment of a circle.
AUG	20	2. (Motivate) In a parallelogram opposite sides are equal, and conversely.	
		3. (Motivate) In a parallelogram opposite angles are equal, and conversely.	
		4. (Motivate) A quadrilateral is a parallelogram if a pair of its opposite sides is parallel and equal.	

<ul><li>5. (Motivate) In a parallelogram, the diagonals bisect each other and conversely.</li><li>6. (Motivate) In a triangle, the line</li></ul>	4. Angle subtended
segment joining the mid points of any two sides is parallel to the third side and in half of it and (motivate) its converse. Chapter- 9: Circles	circle at the centre and at any point on remaining part of the circle
1. (Prove) Equal chords of a circle subtend equal angles at the center and (motivate) its converse.	the chicle.
2. (Motivate) The perpendicular from the center of a circle to a chord bisects the chord and conversely, the line drawn through the center of a circle to bisect a chord is perpendicular to the chord.	
3. (Motivate) Equal chords of a circle (or of congruent circles) are equidistant from the center (or their respective centers) and conversely.	
4. (Prove) The angle subtended by an arc at the center is double the angle subtended by it at any point on the remaining part of the circle.	
5. (Motivate) Angles in the same segment of a circle are equal.	
5. (Motivate) If a line segment joining two points subtends equal angle at two other points lying on the same side of the line containing the segment, the four points lie on a circle.	

		7. (Motivate) The sum of either of the	
		pair of the opposite angles of a cyclic	
		quadrilateral is 180° and its converse.	
		Chapter- 11: Areas And Volumes	
SED	10	Surface areas and volumes of spheres	5. Area of
SLF	19	(including hemispheres) and right	trapezium
		circular cones.	
		<b>Revision &amp; Second Terminal</b>	
ОСТ	20	Examination	
001	20	(35% + 35% Syllabus)	
NOV	15	Chapter -10 Heron's Formulas	
1101	15	Heron's Formulas	
		Third Terminal Examination	
DEC	19	(15% Syllabus)	
		Chanton 12 Statistics	6 Histogram
		Bar graphs, histograms (with varying	0. Histografii
		base lengths), and frequency	
		palugons, and frequency	
		porygons.	
		Chapter- 4: Linear Equations In Two	
		Variables	
		Recall of linear equations in one	
		variable. Introduction to the equation	
		in two variables. Focus on linear	
IAN	20	equations of the type $ax + by + c=0$ .	
01111	20	Explain that a linear equation in two	
		variables has infinitely many	
		solutions and justify their being	
		written as ordered pairs of real	
		numbers, plotting them and showing	
		that they lie on a line.	
		Chapter- 3: Coordinate Geometry	
		The cartesian plane, coordinates of a	
		point, names and terms associated	
		with the coordinate plane, notations.	
	<u>a</u> .	<b>Revision &amp; Final Examination Begins</b>	
FEB	21	(35% + 35% + 30% Syllabus)	
MAR	24	Final Examination, Result & PTM	

## **SUBJECT: SCIENCE (PHYSICS)**

MONTH	WORKING DAYS	TOPICS	ACTIVITY
APRIL	20	<b>Chapter- 1: Motion:</b> Distance and displacement, velocity, uniform and non-uniform motion along a straight line, acceleration, distance-time and velocity-time graphs for uniform motion and uniformly accelerated motion.	
MAY	18	Chapter- 1: Motion (Contd.): Derivation of equations of motion by graphical method, elementary idea of uniform circular motion.	Determination of the density of solid (denser than water) by using a spring balance and a measuring cylinder.
JUNE	09	Chapter- 2: Force and Newton's laws: Force and Motion, Newton's Laws of Motion, Action and Reaction forces.	
JULY	24	Revision & First Terminal Examination (35% Syllabus)	
AUG	20	Chapter- 2: Force and Newton's Laws (Contd.): Inertia of a body, Inertia and mass, Momentum, Force and Acceleration. Chapter- 3: Gravitation: Gravitation; Universal Law of Gravitation, Force of Gravitation of the earth (gravity). Chapter- 3: Gravitation (Contd.):	Establishing the
SEP	19	Acceleration due to Gravity; Mass and Weight; Free fall, Equations of motion	relation between the loss in weight

		for free fall.	of a solid when
		Floatation:	fully immersed in
		Thrust and Pressure. Archimedes'	tap water and
		Principle; Buoyancy; Elementary idea of	strong salty water
		Relative Density.	with the weight of
			water displaced by
			it by taking at least
			two different
			solids.
ОСТ	20	Revision & Second Terminal	
001	20	Examination (35% + 35% Syllabus)	
		Chapter- 4: Work, energy and power:	Verification of the
		Work done by a Force, Energy, Kinetic	Laws of reflection
		and Potential energy, mathematical	of sound.
		expression for Kinetic and Potential	
		energy.	
NOV	15	Chapter- 4: Work, energy and power	
		(Contd.):	
		Law of conservation of energy,	
		numerical problems based on	
		conservation of energy,	
		power and its expression.	
		Third Terminal Evamination	
DEC	19	(15% Syllabus)	
		Chapter- 5: Sound:	Determination of
		Nature of sound and its propagation in	the speed of a
JAN	20	various media, speed of sound, range of	pulse propagated
		hearing in humans; ultrasound.	through a stretched
			string/slinky
			(helical spring).
FEB	21	Revision & Final Examination Begins	
		(35% + 35% + 30% Syllabus)	
MAR	24	Final Examination, Result & PTM	

## **SUBJECT: SCIENCE (CHEMISTRY)**

MONTH	WORKING DAYS	TOPICS	ACTIVITY
		Chapter- 1: Matter in our	1. Commonly used lab
		surrounding:	apparatus
A PR II	20	Definition of matter, solid, liquid and	
AINL	20	gas, characteristics- shape, volume,	
		density, change of state, melting	
		(absorption of heat), freezing.	
		Chapter- 1: Matter in our	2. Preparation of:
		surrounding (Contd.):	a) A true solution of
		Evaporation, cooling by evaporation,	common salt, Sugar
		condensation, sublimation.	and alum
			b) a suspension of soil,
	18		chalk powder and
			fine sand in water
			c) A colloidal solution
MAY			of starch in water
			and egg
			albumin/milk in
			water and
			distinguish between
			these on the basis of
			• transparency
			<ul> <li>filtration criterion</li> </ul>
			• stability
		Chapter- 2: Is matter around us	
JUNE	09	pure?	
	0,7	Elements, compounds and mixtures	
		(homogeneous mixture).	
ШЛХ	24	<b>Revision &amp; First Terminal</b>	
JULI	2 <b>-</b> <del>1</del>	Examination (35% Syllabus)	

		Chapter- 2: Is matter around us	3. Preparation of:
		pure? (Contd.):	a) A mixture
		Heterogeneous mixture, colloids and	b) A compound using
		suspension, physical and chemical	iron flings and
		changes (excluding separating the	sulphur powder and
		components of a mixture).	distinguishing
			between these on the
			basis of:
			(i) appearance, i.e.,
AUG	20		homogeneity and
			heterogeneity
			(i) behaviour
			towards a magnet
			(iii) behaviour
			towards carbon
			dişulphide as a
			solvent
			(iv) effect of heat
		Chapter- 3: Atoms and molecules:	
	19	Atoms and molecules, law of	
SEP		conservation of mass, law of constant	
5L1		proportion, chemical formula of	
		common compounds, atomic and	
		molecular masses.	
ОСТ	20	<b>Revision &amp; Second Terminal</b>	
	20	Examination (35% + 35% Syllabus)	
		Chapter- 4: Structure of the atom:	4. Perform the
NOV		Electrons, protons and neutrons, valency	following reactions
	15	atomic models (Thomson's atomic	and classify them as
		model, Rutherford's atomic model).	physical or chemical
			changes:

			a) Iron with copper
			sulphate solution in
			water
			b) Burning of
			magnesium ribbon
			in air
			c) Zinc with dilute
			şulphuric acid
			d) Heating of copper
			sulphate, crystals
			e) Sodium sulphate
			with barium chloride
			in the form of their
			solutions in water
DEC	10	Third Terminal Examination	
DEC	19	(15% Syllabus)	
		Chapter- 4: Structure of the atom	5. Verification of the
	20	(Contd.):	law of conservation
TANT		Atomic model (Bohr's atomic model),	of mass in a
JAN		atomic number and mass number,	chemical reaction.
		electronic configuration, isotopes and	
		isobars.	
EED	21	Revision & Final Examination Begins	
ГЕД	21	(35% + 35% + 30% Syllabus)	
MAR	24	Final Examination, Result & PTM	

## **SUBJECT: SCIENCE (BIOLOGY)**

MONTH	WORKING DAYS	TOPICS	ACTIVITY
APRIL	20	Chapter- 5: The Fundamental Unit of Life Cell, history of cell, cell theory, difference between prokaryotic cell and eukaryotic cell, unicellular organism and multicellular organism, plant cell and animal cell, cell shape and size, cell structure: cell wall, cell membrane.	To study the parts and working of simple and compound microscope.
MAY	18	Cell Structure: cytoplasm, cell organelles, nucleus, endoplasmic reticulum, golgi body, ribosome, mitochondria.	To prepare a temporary mount of onion peel and human cheek cell.
JUNE	09	Cell Structure: lysosomes, chloroplast, vacuoles Cell Division: Mitosis and Meiosis. <b>Chapter- 6: Tissues</b> Definition, difference between plant tissue and animal tissue.	To study parenchyma tissue in plants by permanent slide.
JULY	24	<b>Revision &amp; First Terminal</b> <b>Examination (35% Syllabus)</b>	
AUG	20	Chapter- 6: Tissues (Contd.) Plant tissue - meristematic tissues: types, location and function; permanent tissues: types, location and function. Animal tissue - epithelial tissue and connective tissue.	To study sclerenchyma tissue in plants by permanent slides.
SEP	19	Chapter- 6: Tissues (Contd.) Animal tissue-muscular and nervous tissue.	To identify and study striated muscle and nerve fibre in animals.
OCT	20	Revision & Second Terminal Examination (35% + 35% Syllabus)	

NOV	15	Chapter 12: Improvement in Food Resources Improvement in crop yields, crop variety improvement, hybridization, genetic modification, factors for which variety improvement is done.	
DEC	19	Third Terminal Examination (15% Syllabus)	
JAN	20	Chapter- 12: Improvement in Food Resources (Contd.) Crop production improvement, crop protection management, Animal husbandry, cattle farming, poultry farming, fish production, bee keeping.	
FEB	21	Revision & Final Examination Begins (35% + 35% + 30% Syllabus)	
MAR	24	Final Examination, Result & PTM	

## **SUBJECT: SOCIAL SCIENCE (HISTORY)**

MONTH	WORKING DAYS	TOPICS	ACTIVITY
APRIL	20	<ul> <li>Chapter- 1: The French Revolution</li> <li>French Society during the Late Eighteenth Century</li> <li>The Outbreak of the Revolution</li> </ul>	Map Skill
		<ul> <li>France abolishes Monarchy and Becomes a Republic</li> </ul>	
MAY	18	<ul> <li>Chapter- 1: The French Revolution (Contd.)</li> <li>Did Women have a Revolution?</li> <li>The Abolition of Slavery</li> <li>The Revolution and Everyday Life</li> </ul>	
JUNE	09	<ul> <li>Chapter- 2: Socialism in Europe and the</li> <li>Russian Revolution</li> <li>The Age of Social Change</li> </ul>	
JULY	24	<b>Revision &amp; First Terminal Examination</b> ( <b>35% Syllabus</b> )	
AUG	20	<ul> <li>Chapter- 2: Socialism in Europe and the Russian Revolution (Contd.)</li> <li>The Russian Revolution</li> <li>The February Revolution in Petrograd</li> <li>What Changed after October Revolution?</li> <li>The Global Influence of the Russian Revolution and the USSR</li> </ul>	Map Skill
SEP	19	<ul> <li>Chapter- 4: Forest Society and Colonialism</li> <li>Why Deforestation?</li> <li>The Rise of Commercial Forestry</li> <li>Rebellion in the Forest</li> <li>Forest Transformation in Java</li> </ul>	IDP
OCT	20	(35% + 35% Syllabus)	

		Chapter- 5: Pastoralists in the Modern		
		World		
NOV	15	• Pastoral Nomads and their Movements		
		Colonial Rule and Pastoral Life		
		Pastoralism in Africa		
		Third Terminal Examination		
		(15% Syllabus)		
		Chapter- 3: Nazism and the Rise of Hitler	M	
DEC	19	• Birth of Weimar Republic	Map Skill	
DEC		• Hitler's Rise to Power		
		The Nazi Worldview		
		Chapter- 3: Nazism and the Rise of Hitler		
		(Contd.)		
JAN	20	• Youth in Nazi Germany		
		Ordinary People and the Crimes		
		Against Humanity		
EED	21	<b>Revision &amp; Final Examination Begins</b>		
TED	21	(35% + 35% + 30% Syllabus)		
MAR	24	Final Examination, Result & PTM		

## **SUBJECT: SOCIAL SCIENCE (POLITICAL SCIENCE)**

MONTH	WORKING DAYS	TOPICS
		Chapter- 1: What is Democracy? Why Democracy?
	20	• What is Democracy?
AFKIL	20	• Features of Democracy
		• Why Democracy?
		Chapter- 1: What is Democracy? Why Democracy?
MAY	18	(Contd.)
		Broader Meaning of Democracy
		Chapter- 2: Constitutional Design
JUNE	09	Democratic Constitution in South Africa
		• Why do we need a Constitution?
ших	24	<b>Revision &amp; First Terminal Examination</b>
JULI	24	(35% Syllabus)
		Chapter- 2: Constitutional Design (Contd.)
		Making of the Indian Constitution
		Guiding Values of the Indian Constitution
AUG	20	
		Chapter- 3: Electoral Politics
		• Why Elections?
		• What is our System of Elections?
		Chapter- 3: Electoral Politics (Contd.)
		• What makes Elections in India Democratic?
SED	10	
SLF	19	Chapter- 4: Working of Institutions
		• How is the Major Policy Decision taken?
		• Parliament
0.077	2.2	Revision & Second Terminal Examination
OCT	20	(35% + 35% Syllabus)
		Chapter- 5: Working of Institutions (Contd.)
NOV	15	Political Executive
		• The Judiciary

		Third Terminal Examination (15% Syllabus)
DEC	19	Chapter- 5: Democratic Rights
		Life Without Rights
		• Rights in a Democracy
		Chapter- 5: Democratic Rights (Contd.)
JAN	20	Rights in the Indian Constitution
		• Expanding Scope of Rights
FEB	21	Revision & Final Examination Begins (35% + 35% + 30% Syllabus)
MAR	24	Final Examination, Result & PTM

## **SUBJECT: SOCIAL SCIENCE (GEOGRAPHY)**

MONTH	WORKING DAYS	TOPICS	ACTIVITY
APRIL	20	<ul> <li>Chapter- 1: India : Size and Location</li> <li>Location and Size</li> <li>India and the world</li> <li>India's Contacts with the World</li> <li>India's Neighbours</li> <li>Chapter- 2: Physical Features of India</li> <li>Major Physiographic Divisions</li> </ul>	Map Skill
MAY	18	<ul> <li>The Himalayan Mountains</li> <li>Chapter- 2: Physical Features of India (Contd.)</li> <li>The Northern Plains</li> <li>The Peninsular Plateau</li> <li>The Indian Desert</li> <li>The Coastal Plains</li> <li>The Islands</li> </ul>	Map Skill
JUNE	09	<ul> <li>Chapter- 3: Drainage</li> <li>Drainage Systems in India</li> <li>The Himalayan Rivers</li> <li>The Peninsular Rivers</li> </ul>	
JULY	24	<b>Revision &amp; First Terminal Examination</b> (35% Syllabus)	
AUG	20	<ul> <li>Chapter- 3: Drainage (Contd.)</li> <li>Lakes</li> <li>Role of Rivers in the Economy</li> <li>River Pollution</li> </ul> Chapter- 4: Climate <ul> <li>Regional Climatic Variations in India</li> <li>Climatic Controls</li> </ul>	Map Skill

		Chapter- 4: Climate (Contd.)	
		Factors Affecting India's Climate	
		Chapter- 5: Natural Vegetation and Wildlife	
SEP	19	(To be assessed in the Inter Disciplinary	IDP
		Project)	
		Only map pointing to be evaluated in the	
		examination.	
ОСТ	20	<b>Revision &amp; Second Terminal Examination</b>	
	20	(35% + 35% Syllabus)	
		Chapter- 4: Climate (Contd.)	
NOV	15	• The Seasons	Map Skill
		Monsoon as a Unifying Bond	
556	10	Third Terminal Examination	
DEC	19	(15% Syllabus)	
		Chapter- 6: Population	
		Population Size and Distribution	
LAN	20	Population Growth and Processes of	Map Skill Map Skill
JAIN	20	Population Change	Map Skill
		Characteristics of the Population	
		National Population Policy	
FEB	21	Revision & Final Examination Begins	
TED	21	(35% + 35% + 30% Syllabus)	
MAR	24	Final Examination, Result & PTM	

## **SUBJECT: SOCIAL SCIENCE (ECONOMICS)**

MONTH	WORKING DAYS	TOPICS	ACTIVITY
		Chapter- 1: The Story of Village	Activity I
		Palampur	Contradiction of
		Overview	Green
APRIL	20	• Introduction	Revolution
		Organisation of Production	
		• Farming in Palampur	CASE BASED
		• Non-Farm Activities in Palampur	QUESTIONS
		Chapter- 2: People as Resource	
		Overview	
		• Story of Sakal and Vilas - Case	
MAV	10	Studies	
MA I	10	• Economic Activities by Men and	
		Women	
		• Vicious Cycle and Virtuous	
		Cycle	
		Chapter- 2: People as Resource	Activity II
		(Contd.)	Importance of
HINE	00	• Quality of Population: Education	Education
JUNE	09	and Health	
		• Unemployment	CASE BASED
		• Story of a Village	QUESTIONS
шцу	24	Revision & First Terminal	
JULI	24	Examination (35% Syllabus)	
		Chapter- 3: Poverty as a Challenge	Activity III
		• Two Typical Cases of Poverty	(Experiential
AUG	20	• Poverty as seen by Social	Learning) Poverty
		Scientists	Alleviation
		Poverty Estimates	Programmes

		<ul><li>Vulnerable Groups</li><li>Inter-State Disparities</li><li>Global Poverty Scenario</li></ul>	CASE BASED QUESTIONS
		Chapter- 3: Poverty as a Challenge	Activity V
		(Contd.)	Analysing the
		Causes of Poverty	Rationing
		Anti-Poverty Measures	System in India
		The Challenges Ahead	
SEP	19	Chapter 4: Food Security In India	CASE BASED
		• What is Food Security?	QUEBTIONS
		• Why Food Security?	
		• Who are Food- Insecure?	
		• Story of Ramu and Ahmad –	
		Case Studies	
		<b>Revision &amp; Second Terminal</b>	
OCT	20	Examination	
		(35% + 35% Syllabus)	
		Chapter- 4: Food Security in India	Activity IV
		(Contd.)	(Experiential
		• Food Security in India	Learning) Poverty
NOV	15	• What is Buffer Stock?	Alleviation
		• What is Public Distribution	Programmes.
		System (PDS)?	CASE BASED
			QUESTIONS
DEC	10	Third Terminal Examination (15%	
DEC	19	Syllabus)	
		Chapter- 4: Food Security In India	
JAN	20	(Contd.)	
	20		
JAN	20	Rationing	

		• AAY	
		• Role of Cooperatives in Food	
		Security	
		<b>Revision &amp; Final Examination</b>	
FEB	21	Begins (35% + 35% + 30%	
		Syllabus)	
MAR	24	Final Examination, Result & PTM	

## **SUBJECT: INFORMATION TECHNOLOGY**

MONTH	WORKING DAYS	TOPICS	ACTIVITY
		Communication Skills- I	
		• Introduction to	
		communication.	
		Communication Process/cycle	
		• Types of communication	
		• Barriers in communication	
		• Perspectives in	
		communication	
		• Factors affecting perspectives	
		in communication	
		• Sentence and its type	
		• Paragraph and its elements	
		Self-Management Skills- I	
APRIL	20	• Self – Management Skills	
		• Strength And Weakness	
		Analysis	
		• Self – Confidence	
		• Factors that help in building	
		self-confidence – social,	
		cultural, and physical factors	
		• Self-confidence building tips -	
		getting rid of the negative	
		thoughts, thinking positively,	
		staying happy with small	
		things, staying clean, hygienic	
		and smart, chatting with	
		positive people, etc.	
		Basic Information and	Identify and list the
MAY	18	Communication Technology Skills- I	various IT enabled
	_	Information And	services, Observe the
		Communication Technology	application of IT in

		• ICT in our daily life	various areas
		• ICT Tools- Mobile, tab, radio,	
		TV, email, etc.	
		• Basic Components of A	
		Computer	
		Hardware And Software	
		• Performing Basic Computer	
		Operations	
		• Role and functions of	
		Random Access Memory	
		(RAM) and Read Only	
		Memory (ROM)	
		• Role and functions of Central	
		Processing Unit	
		• Procedure for starting and	
		shutting down a computer	
		• Peripherals devices and their	
		uses – mouse, keyboard,	
		scanner, webcam, etc. of a	
		computer system	
		• Primary operations on a	
		computer system – input,	
		process, storage, output,	
		communication networking,	
		etc.	
		Entrepreneurial Skills- I	
		• Introduction to	
JUNE		Entrepreneurship	
		• Types of businesses – service,	
	09	manufacturing, hybrid	
		• Types of businesses found in	
		our community Business	
		activities around us	
		• Meaning of entrepreneurship	
		development	

JULY	24	<ul> <li>of entrepreneurship</li> <li>Role and rewards of entrepreneurship</li> <li>Revision &amp; First Terminal Examination (35% Syllabus)</li> <li>Green Skills- I         <ul> <li>Introduction to environment,</li> <li>Relationship between society and environment, ecosystem</li> </ul> </li> </ul>	
AUG	20	<ul> <li>and environment, ecosystem and factors causing imbalance</li> <li>Natural resource conservation</li> <li>Environment protection and conservation</li> <li>Definition of green economy</li> <li>Importance of green economy</li> <li>Introduction to IT-ITeS Industry</li> <li>Introduction to IT and ITeS, BPO services,</li> <li>BPM industry in India,</li> <li>Structure of the IT-BPM industry,</li> <li>Applications of IT in home computing, everyday life, library, workplace, education, entertainment, communication, business, science and engineering, banking, insurance, marketing, health care, IT in the government and public service,</li> </ul>	Identify and list the various IT enabled services, Observe the application of IT in various areas

		Data Entry and Keyboarding Skills	Identify the keys and
		Keyboarding Skills,	its use on the
		• Types of keys on	keyboard,
		keyboard, Numeric	
		keypad,	Demonstrate to use
		• Home keys, Guide keys,	various keys on the
		• Typing and deleting text,	keyboard,
		• Typing ergonomics,	
		• Positioning of fingers on the	Demonstrate to type
		keyboard, Allocation of	the text, numbers,
		keys to fingers on four	eys to fingers on four fferent rows, pointing device – Mouse, touse operations. special character using appropriate keys on the
		different rows,	
		• Pointing device – Mouse,	
		Mouse operations.	
		• Introduction to Rapid	keyboard,
		Typing Tutor,	Practice the correct
		• Touch typing technique.	typing ergonomics,
SEP	19	• User interface of Typing	Practice to place
		Tutor.	fingers on correct key
		• Typing text and	in four different row
		interpret results.	of keyboard,
		• Working with lesson editor.	
		• Calculating typing speed.	Practice various
		<ul> <li>Typing rhythm.</li> </ul>	mouse
			operations.
		Digital Documentation	List the evoilable
		Create a document using a word	List the available
		processor	applications
		• Introduction to	applications.
		word processing,	narts of the main
		Word processing	window
		applications,	Change document
		• Introduction to	views
		Word Processing	Start a new
		tool	Statt a litw

• Creating a	document.
document, Parts of a	Open an existing
Word Processor	document.
Window,	Save a document.
Apply Editing features	Close a document.
• Text editing – Undo	Apply various text
and Redo,	formatting
• Moving and copying text,	options for the text,
• Copy and Paste.	Demonstrate to
• Selecting text.	format paragraphs –
Selection criteria	indent/align
<ul> <li>Selecting non-consecutive</li> </ul>	paragraphs, assign
text items	font colour,
<ul> <li>Selecting a vertical block of</li> </ul>	highlighting, and
text	background colour,
<ul> <li>Find and replace option</li> </ul>	Assign number or
<ul> <li>The and replace option,</li> <li>Jumping to the page number</li> </ul>	bullets to the lists
<ul> <li>Jumping to the page number,</li> <li>Non printing observators</li> </ul>	items
<ul> <li>Non-printing characters,</li> <li>Checking applling and</li> </ul>	Demonstrate to assign
Checking spennig and	colour, border and
	background to
Using Synonyms and     The second secon	paragraph
I nesaurus.	Demonstrate the page
Apply formatting features	formatting -set up
• Page style dialog	basic page layout
• Formatting text –	using
Removing manual	styles,
formatting, Common text	Insert page break,
formatting, Changing text	Create header/footer
case, Super script and	and page numbers
Subscript	Define borders and
• Formatting paragraph –	backgrounds
Indenting paragraphs,	Insert images, shapes,
Aligning paragraphs, Font	special characters in a
colour, highlighting, and	document

		background colour, Using	Divide page into
		bullets and numbering,	columns,
		Assigning colour, border	Format the shape or
		and background to	image.
		paragraph.	
		• Page formatting – setting up	
		basic page layout using	
		styles, Inserting page break,	
		Creating header/footer and	
		page numbers,	
		• Defining borders and	
		backgrounds, Inserting	
		images shapes, special	
		characters in a document,	
		Dividing page into columns,	
		Formatting the shape or	
		image.	
		<b>Revision &amp; Second Terminal</b>	
OCT	20	<b>Examination (35% + 35%</b>	
		Syllabus)	
		Digital Documentation	Demonstrate and do
		Create and work with tables	the following in Word
		• Creating table in Word	Processor:
		Processor	Create table,
		• Inserting row and column in a	Insert and delete rows
NOV	15	table	and column
		• Deleting rows and columns	in a table,
		• Splitting and merging tables	Split and merge
		• Deleting a table	tables,
		• Copying a table	Copy or move from
		• Moving a table.	one location to
		Use Print Options	another location of
		Printing options in Word	document
		Processor.	Demonstrate to print
		• Print preview,	Demonstrate to print

<ul> <li>Controlling printing,</li> <li>Printing all pages, single and multiple pages.</li> <li>Understand and apply mail merge</li> <li>Introduction to mail merge</li> <li>Concept of data source for mail merge.</li> <li>Electronic Spreadsheet</li> <li>Introduction to Spreadsheet</li> <li>Parts of a Spreadsheet</li> <li>Parts of a Spreadsheet</li> <li>Worksheet – Rows And Columns, Cell And Cell Address,</li> <li>Range of Cells – Column Range, Row Range, Row And Column Range.</li> <li>Different Types of Data,</li> <li>Entering Data – Label, Values, Formula</li> <li>Formula, How to Enter Formula,</li> <li>Formula,</li> <li>Ell, Identify the rows number, cell address,</li> <li>Define the range of cell,</li> <li>Identify row range, column range</li> <li>Simple Calculations Using Values And Operators,</li> <li>Formulae With Cell</li> <li>Addresses And Operators,</li> <li>Hentify the label,</li> </ul>		
<ul> <li>Printing all pages, single and multiple pages.</li> <li>Understand and apply mail merge</li> <li>Introduction to mail merge</li> <li>Concept of data source for mail merge.</li> <li>Electronic Spreadsheet</li> <li>Introduction to Spreadsheet</li> <li>Parts of a Spreadsheet</li> <li>Worksheet – Rows And Columns, Cell And Cell Address,</li> <li>Range of Cells – Column Range, Row Range, Row And Column Range.</li> <li>Apply formula and functions in spreadsheet</li> <li>Different Types of Data,</li> <li>Entering Data – Label, Values, Formula</li> <li>Mathematical Operators, Used In Formula,</li> <li>Simple Calculations Using Values And Operators,</li> <li>Formulae, Column range.</li> <li>Simple Calculations Using Values And Operators,</li> <li>Formulae, Column range.</li> </ul>	• Controlling printing,	the document,
multiple pages.documentUnderstand and apply mail mergePrint the documentIntroduction to mail mergeProview pages beforeConcept of data source for mail merge.Preview pages beforeIntroduction to SpreadsheetPerview pages beforeApplicationDemonstrate to printStarting A SpreadsheetMerge the data sourceParts of a SpreadsheetMerge the data sourceWorksheet – Rows And Columns, Cell And Cell Address,Merge the data sourceRange of Cells – Column Range, Row Range, Row And Column Range.Print the mergedIetter, Save the mergedBetter, Save the mergedIetter, Save the mergedStart the spreadsheet, Identify the parts of Calc, Identify the rows number, column number, cell address, Define the range of cell, Identify the rows and number, cell address, Define the range of cell, Identify the rows and number, column number, cell address, Define the range of cell, Identify the row formula, esimple Calculations Using Values And Operators, eIdentify the label, column rangeSimple Calculations Using Values And Operators, eDemonstrate to enter the text, numeric data in a cell, Identify the label, Values And Operators,Demonstrate to enter the	• Printing all pages, single and	selected pages in the
<ul> <li>Understand and apply mail merge</li> <li>Introduction to mail merge</li> <li>Concept of data source for mail merge.</li> <li>Electronic Spreadsheet <ul> <li>Introduction to Spreadsheet</li> <li>Application</li> <li>Starting A Spreadsheet</li> <li>Parts of a Spreadsheet</li> <li>Worksheet – Rows And Columns, Cell And Cell Address,</li> <li>Range of Cells – Column Range, Row Range, Row And Column Range.</li> </ul> </li> <li>Apply formula and functions in spreadsheet <ul> <li>Different Types of Data,</li> <li>Entering Data – Label, Values, Formula,</li> <li>Formula,</li> <li>Formula,</li> <li>Simple Calculations Used In Formula,</li> <li>Simple Calculations Using Values And Operators,</li> <li>Formula With Cell Addresses And Operators,</li> <li>Formula With Cell Addresses And Operators,</li> </ul> </li> </ul>	multiple pages.	document
<ul> <li>Introduction to mail merge</li> <li>Concept of data source for mail merge.</li> <li>Electronic Spreadsheet         <ul> <li>Introduction to Spreadsheet</li> <li>Introduction to Spreadsheet</li> <li>Introduction to Spreadsheet</li> <li>Starting A Spreadsheet</li> <li>Parts of a Spreadsheet</li> <li>Parts of a Spreadsheet</li> <li>Worksheet – Rows And Columns, Cell And Cell Address,</li> <li>Range of Cells – Column Range, Row Range, Row And Column Range.</li> </ul> </li> <li>Apply formula and functions in spreadsheet         <ul> <li>Different Types of Data,</li> <li>Entering Data – Label, Values, Formula</li> <li>Formula, How to Enter Formula,</li> <li>Formula, How to Enter Formula,</li> <li>Simple Calculations Using Values And Operators,</li> <li>Formulae With Cell Addresses And Operators,</li> </ul> </li> </ul>	Understand and apply mail merge	Print the document
<ul> <li>Concept of data source for mail merge.</li> <li>Electronic Spreadsheet         <ul> <li>Introduction to Spreadsheet Application</li> <li>Starting A Spreadsheet</li> <li>Parts of a Spreadsheet</li> <li>Worksheet – Rows And Columns, Cell And Cell Address,</li> <li>Range of Cells – Column Range, Row Range, Row Range, Row And Column Range.</li> <li>Apply formula and functions in spreadsheet</li> <li>Different Types of Data, Entering Data – Label, Values, Formula</li> <li>Formula, How to Enter Formula,</li> <li>Formula, How to Enter Formula,</li> <li>Mathematical Operators, Used In Formula,</li> <li>Simple Calculations Using Values And Operators,</li> <li>Formula With Cell Addresses And Column range</li> <li>Simple Calculations Using Values And Operators,</li> <li>Formula With Cell Addresses And Cell, Identify the label,</li> <li>Gering With Cell Addresses And Cell, Identify the label,</li> </ul> </li> </ul>	• Introduction to mail merge	with various options,
mail merge.printing.Electronic Spreadsheet• Introduction to SpreadsheetDemonstrate to printApplicationmerge,• Starting A SpreadsheetMerge the data source• Parts of a SpreadsheetWith main document,• Worksheet – Rows And Columns, Cell And Cell Address,Edit individual document,• Range of Cells – Column Range, Row Range, Row And Column Range.Print the merged• Different Types of Data, • Entering Data – Label, Values, • Formula,Start the spreadsheet, Identify the rows number, column number, cell address, Define the range of Column range, row & column range, row & column range, row & column range• Mathematical Operators, Used In FormulaIdentify row range, column range• Simple Calculations Using Values And Operators, theDefine text, numeric data in a Addresses And cell, Identify the label,	• Concept of data source for	Preview pages before
Electronic SpreadsheetDemonstrate to print the letters using mail merge,• Starting A SpreadsheetMerge the data source with main document,• Parts of a SpreadsheetMerge the data source with main document,• Worksheet – Rows And Columns, Cell And Cell Address,Merge the data source with main document,• Range of Cells – Column Range, Row Range, Row And Column Range.Print the merged 	mail merge.	printing.
<ul> <li>Introduction to Spreadsheet Application</li> <li>Starting A Spreadsheet</li> <li>Parts of a Spreadsheet</li> <li>Parts of a Spreadsheet</li> <li>Worksheet – Rows And Columns, Cell And Cell Address,</li> <li>Range of Cells – Column Range, Row Range, Row And Column Range.</li> <li>Apply formula and functions in spreadsheet</li> <li>Different Types of Data,</li> <li>Entering Data – Label, Values, Formula</li> <li>Formula, How to Enter Formula,</li> <li>Cell, Identify row range, column range, row &amp; column range, row &amp; column range</li> <li>Simple Calculations Using Values And Operators,</li> <li>Formula With Cell Addresses And Colum, Cell, Identify the label,</li> </ul>	Electronic Spreadsheet	
Applicationthe letters using mail merge,• Starting A SpreadsheetParts of a Spreadsheet• Parts of a SpreadsheetMerge the data source with main document,• Worksheet – Rows And Columns, Cell And Cell Address,Columns, Cell And Cell document,• Range of Cells – Column Range, Row Range, Row And Column Range.Print the merged letter,Apply formula and functions in spreadsheetSave the merged letter,• Different Types of Data, Label, Values, FormulaIdentify the parts of Calc,• Formula, Label, Values, Formula,Identify the rows number, column number, cell address, Define the range of cell,• Mathematical Operators Used In Formulae,Identify row range, column range• Simple Calculations Using Values And Operators,Demonstrate to enter the• Formulae With Cell Addresses And Operators,text, numeric data in a cell, Identify the label,	• Introduction to Spreadsheet	Demonstrate to print
<ul> <li>Starting A Spreadsheet</li> <li>Parts of a Spreadsheet</li> <li>Worksheet – Rows And Columns, Cell And Cell Address,</li> <li>Range of Cells – Column Range, Row Range, Row And Column Range.</li> <li>Apply formula and functions in spreadsheet</li> <li>Different Types of Data, Entering Data – Label, Values, Formula,</li> <li>Formula, How to Enter Formula,</li> <li>Formula, How to Enter Formula,</li> <li>Formula, How to Enter Formula,</li> <li>Formula,</li> <li>Gimple Calculations Using Values And Operators,</li> <li>Formulae With Cell Addresses And Column range</li> <li>Simple Calculations Using Values And Operators,</li> <li>Formulae With Cell Addresses And Column range</li> <li>Goperators,</li> <li>Homelae With Cell Addresses And Column range</li> <li>Identify the label,</li> </ul>	Application	the letters using mail
<ul> <li>Parts of a Spreadsheet</li> <li>Parts of a Spreadsheet</li> <li>Worksheet – Rows And Columns, Cell And Cell Address,</li> <li>Range of Cells – Column Range, Row Range, Row And Column Range.</li> <li>Apply formula and functions in spreadsheet</li> <li>Different Types of Data,</li> <li>Entering Data – Label, Values, Formula</li> <li>Formula, How to Enter Formula,</li> <li>Formula, How to Enter Formula,</li> <li>Mathematical Operators Used In Formulae,</li> <li>Simple Calculations Using Values And Operators,</li> <li>Formulae With Cell Addresses And Operators,</li> <li>Henter to the text, numeric data in a Addresses And Operators,</li> <li>Identify the label,</li> </ul>	• Starting A Spreadsheet	merge,
<ul> <li>Worksheet – Rows And Columns, Cell And Cell Address,</li> <li>Range of Cells – Column Range, Row Range, Row And Column Range.</li> <li>Apply formula and functions in spreadsheet</li> <li>Different Types of Data,</li> <li>Entering Data – Label, Values, Formula</li> <li>Formula, How to Enter Formula,</li> <li>Formula, How to Enter Formula,</li> <li>Mathematical Operators Used In Formulae,</li> <li>Simple Calculations Using Values And Operators,</li> <li>Formulae With Cell Addresses And Operators,</li> <li>Identify the label,</li> <li>Identify the label,</li> <li>Identify the label,</li> </ul>	• Parts of a Spreadsheet	Merge the data source
Columns, Cell And Cell Address,Edit individual document,Columns, Cell And Cell Address,Column, Cell Address,Range of Cells – Column Range, Row Range, Row And Column Range.Print the merged letter,Apply formula and functions in spreadsheetSave the merged letter.Different Types of Data, Entering Data – Label, Values, Formula,Start the spreadsheet, Identify the parts of Calc,Identify the rows number, column number, column number, cell address,Identify the rows number, column number, cell address, Define the range of cell,Mathematical Operators Used In Formulae,Identify row range, column range, row & column rangeSimple Calculations Using Values And Operators,Demonstrate to enter the text, numeric data in a cell, Identify the label,	• Worksheet – Rows And	with main document,
Address, Address,document, Print the merged letter, Save the merged letter, Start the spreadsheet, Identify the parts of Calc, Identify the rows number, column number, cell address, Define the range of cell, Identify row range, column range• Mathematical Operators Used In Formulae,Identify row range, column range Define the range of cell, Identify row range, column range• Simple Calculations Using Values And Operators, • Formulae With Cell Addresses And Operators, • Identify the label,	Columns, Cell And Cell	Edit individual
<ul> <li>Range of Cells – Column Range, Row Range, Row And Column Range.</li> <li>Apply formula and functions in spreadsheet</li> <li>Different Types of Data,</li> <li>Entering Data – Label, Values, Formula</li> <li>Formula, How to Enter Formula,</li> <li>Formula, How to Enter Formula,</li> <li>Mathematical Operators Used In Formulae,</li> <li>Simple Calculations Using Values And Operators,</li> <li>Formulae With Cell Addresses And Operators,</li> <li>Formula How to Cell Formulae</li> <li>Formulae,</li> <li>Column range Demonstrate to enter the text, numeric data in a cell, Identify the label,</li> </ul>	Address.	document,
Ittinge of cents – column Range, Row Range, Row And Column Range.letter, Save the merged letter.Apply formula and functions in spreadsheetspreadsheet Different Types of Data, Entering Data – Label, Values, Formulaletter, Save the merged letter.Opifferent Types of Data, Entering Data – Label, Values, Formulaletter, Save the merged letter.FormulaIdentify the parts of Calc, Identify the rows number, column number, cell address, Define the range of cell,Mathematical Operators Used In Formulae,Identify row range, column range, row & column rangeSimple Calculations Using Values And Operators,Demonstrate to enter the text, numeric data in a cell, Identify the label,	Range of Cells – Column	Print the merged
And Column Range.Save the mergedApply formula and functions in spreadsheetStart the spreadsheet, Identify the parts of Calc,• Different Types of Data, • Entering Data – Label, Values, FormulaIdentify the parts of Calc,• Entering Data – Label, Values, Formula,Identify the rows number, column number, cell address,• Formula, Operators Used In Formulae,cell,• Simple Calculations Using Values And Operators,Demonstrate to enter the• Formulae With Cell Addresses And Operators,text, numeric data in a cell,	Range Row Range Row	letter,
Apply formula and functions in spreadsheetletter.• Different Types of Data, • Entering Data – Label, Values, FormulaIdentify the spreadsheet, Identify the parts of Calc,• Entering Data – Label, Values, FormulaIdentify the rows number, column number, cell address,• Formula, How to Enter Formula,Define the range of cell,• Mathematical Operators Used In Formulae,Identify row range, column range• Simple Calculations Using Values And Operators,Demonstrate to enter the text, numeric data in a Addresses And Operators,	And Column Range	Save the merged
spreadsheetStart the spreadsheet, Identify the parts of Calc,• Different Types of Data, • Entering Data – Label, Values, FormulaIdentify the parts of Calc,• Entering Data – Label, Values, FormulaIdentify the rows number, column number, cell address,• Formula, • Formula,Define the range of cell,• Mathematical • Operators Used In Formulae,Identify row range, column range• Simple Calculations Using Values And Operators,Demonstrate to enter the text, numeric data in a Addresses And cell,• Mathematics• Formulae With Cell text, numeric data in a cell,	Annly formula and functions in	letter.
<ul> <li>Different Types of Data,</li> <li>Entering Data –</li> <li>Label, Values,</li> <li>Formula</li> <li>Formula, How to Enter</li> <li>Formula,</li> <li>Formula,</li> <li>Mathematical</li> <li>Operators Used In</li> <li>Formulae,</li> <li>Column range,</li> <li>Column range</li> <li>Simple Calculations Using</li> <li>Values And Operators,</li> <li>Formulae With Cell</li> <li>Ext, numeric data in a</li> <li>Addresses And</li> <li>Operators,</li> <li>Identify the parts of</li> </ul>	spradsheet	Start the spreadsheet,
<ul> <li>Different Types of Data,</li> <li>Entering Data –</li> <li>Label, Values,</li> <li>Formula</li> <li>Formula, How to Enter</li> <li>Formula,</li> <li>Formula,</li> <li>Mathematical</li> <li>Operators Used In</li> <li>Formulae,</li> <li>Simple Calculations Using</li> <li>Values And Operators,</li> <li>Formulae With Cell</li> <li>Formulae With Cell</li> <li>text, numeric data in a</li> <li>Addresses And</li> <li>Operators,</li> <li>Identify the label,</li> </ul>	Different Types of Data	Identify the parts of
<ul> <li>Emering Data – Label, Values, Formula</li> <li>Formula, How to Enter Formula,</li> <li>Formula, How to Enter Formula,</li> <li>Mathematical Operators Used In Formulae,</li> <li>Simple Calculations Using Values And Operators,</li> <li>Formulae With Cell Addresses And Operators,</li> <li>Formulae With Cell Addresses And Operators,</li> <li>Identify the label,</li> </ul>	• Different Types of Data,	Calc,
Laber, values,number, columnFormulanumber, cell address,Formula, How to EnterDefine the range ofFormula,cell,MathematicalIdentify row range,Operators Used Incolumn range, row &Formulae,column rangeSimple Calculations UsingDemonstrate to enterValues And Operators,theFormulae With Celltext, numeric data in aAddresses Andcell,Operators,Identify the label,	• Emering Data –	Identify the rows
<ul> <li>Formula</li> <li>Formula, How to Enter</li> <li>Formula,</li> <li>Mathematical</li> <li>Operators Used In</li> <li>Formulae,</li> <li>Column range, row &amp;</li> <li>Formulae,</li> <li>Simple Calculations Using</li> <li>Values And Operators,</li> <li>Formulae With Cell</li> <li>Formulae With Cell</li> <li>text, numeric data in a</li> <li>Addresses And</li> <li>Cell,</li> </ul>	Label, values,	number, column
<ul> <li>Formula, How to Enter Formula,</li> <li>Mathematical Operators Used In Formulae,</li> <li>Simple Calculations Using Values And Operators,</li> <li>Formulae With Cell Addresses And Operators,</li> <li>Identify row range, column range</li> <li>Demonstrate to enter the text, numeric data in a Addresses And Operators,</li> <li>Identify the label,</li> </ul>		number, cell address,
Formula,cell,• MathematicalIdentify row range,Operators Used Incolumn range, row &Formulae,column range• Simple Calculations UsingDemonstrate to enterValues And Operators,the• Formulae With Celltext, numeric data in aAddresses Andcell,Operators,Identify the label,	• Formula, How to Enter	Define the range of
<ul> <li>Mathematical</li> <li>Operators Used In</li> <li>Formulae,</li> <li>Simple Calculations Using</li> <li>Values And Operators,</li> <li>Formulae With Cell</li> <li>Formulae With Cell</li> <li>Addresses And</li> <li>Operators,</li> <li>Identify row range,</li> <li>column range</li> <li>Demonstrate to enter</li> <li>the</li> <li>text, numeric data in a</li> <li>Addresses And</li> <li>cell,</li> <li>Operators,</li> <li>Identify the label,</li> </ul>	Formula,	cell,
Operators Used In Formulae,column range, row & column rangeFormulae,column rangeSimple Calculations Using Values And Operators,Demonstrate to enter theFormulae With Cell Addresses And Operators,text, numeric data in a cell, Identify the label,	Mathematical	Identify row range,
Formulae,column range• Simple Calculations Using Values And Operators,Demonstrate to enter the• Formulae With Cell Addresses And Operators,text, numeric data in a cell, Identify the label,	Operators Used In	column range, row &
<ul> <li>Simple Calculations Using Values And Operators,</li> <li>Formulae With Cell Addresses And Operators,</li> <li>Identify the label,</li> </ul>	Formulae,	column range
Values And Operators,the• Formulae With Celltext, numeric data in aAddresses Andcell,Operators,Identify the label,	Simple Calculations Using	Demonstrate to enter
<ul> <li>Formulae With Cell text, numeric data in a Addresses And cell, Operators, Identify the label,</li> </ul>	Values And Operators,	the
Addresses And Operators,cell, Identify the label,	• Formulae With Cell	text, numeric data in a
Operators, Identify the label,	Addresses And	cell,
	Operators,	Identify the label,

Commonly Used Basic	values and formula in
Functions In A	the cell,
Spreadsheet – Sum,	Demonstrate to enter
Average, Max, Min,	formula in a cell,
Count	Construct the formula
• Use of functions to do	using mathematical
calculations.	operators,
Use of Functions to Do	Identify formulae
Calculations.	with cell addresses
• Formatting Tool,	and operators,
• Use of Dialog Boxes to	Identify the correct
Format Values,	syntax of formula,
Formatting A	Use the basic
Range of Cells	functions to perform
With Decimal	calculations on data.
Places,	Identify the
• Formatting A Range of	formatting tool,
Cells to Be Seen As	Demonstrate to use of
Labels,	dialog boxes to
• Formatting of A Cell Range	format values,
As Scientific,	Demonstrate to
• Formatting A Range of	format range of cells
Cells to Display Times,	with decimal places,
• Formatting Alignment of A	Demonstrate to
Cell Range.	format a range of
Speeding Up Data	cells to labels,
Entry Using The Fill	Demonstrate to
Handle	format of a cell range
<ul> <li>Uses of Fill Handle to Conv.</li> </ul>	as scientific,
Formulae	Demonstrate to
i ormano.	format a range of
	cells to display time,
	Demonstrate to align
	cell data range,
	Demonstrate to create

			Number series using
			fill handle,
			Copy formula by
			dragging the formula
			using fill handle.
DEC	19	Third Terminal Examination (15% Syllabus)	
		Electronic Spreadsheet	Demonstrate to use
		Concept of Referencing	Relative referencing
		• Relative Referencing,	in spreadsheet,
		• Mixed Referencing, Absolute	Demonstrate to use
		Referencing	Mixed referencing in
		• Importance of Chart In	spreadsheet,
		Spreadsheet	Demonstrate to use
		• Types of Chart	Absolute referencing
		Digital Presentation	in spreadsheet.
		Understand features of an effective	Start the presentation
		presentation	application
		• Concept of Presentation,	various components
		• Elements of Presentation,	of main Impress
JAN	20	• Characteristics of an Effective	window
		Presentation	Observe the different
		Create a presentation	workspace views.
		• Introduction to	Create a new
		Presentation Software,	presentation using
		• Opening A	wizard.
		Presentation	Run the presentation,
		Software	Save the presentation,
		• Parts of Presentation Window.	Close the
		Closing A Presentation	presentation,
		• Creating A Presentation	Demonstrate to use
		Using Template.	Help in presentation.
		Selecting Slide Layout	Demonstrate to insert
		<ul> <li>Saving A Presentation</li> </ul>	a new slide and
		- Saving A Hestillation,	

Running A Slide Show,	duplicate slide in a
• Save A Presentation in Pdf,	presentation,
Closing A Presentation,	Change the slide
• Using Help.	layout,
• Work with slides	Demonstrate to copy
• Inserting A Duplicate Slide,	and move slides in
• Inserting New Slides.	the presentation,
• Slide Layout.	Demonstrate to copy,
Conving And Moving Slides	move and delete
Deleting And Renaming	contents of the slide,
Slides	Demonstrate to view
Copying Moving And	a
Deleting Contents of Slide	presentation in
View A Presentation	different views.
• View A Flesentation,	Identify and list the
Controlling The Size of     The View	various options in
The view,	formatting toolbar,
• Workspace Views –	Apply the appropriate
Normal, Outline,	formatting option
Notes, Slide Sorter	Align the text in
V iew.	presentation,
Format text and apply	Apply bullets and
animations	numbering to the
Formatting Toolbar	list items in
Various Formatting	presentation. Apply
Features	Animation
• Text Alignment,	Demonstrate the
Bullets And Numbering	following:
Custom Animation	•Insert table in
Create and use tables	presentation,
Inserting Tables In	• Enter and edit data
Presentation,	in a table,
Entering And Editing Data	• Select a cell, row,
In A Table,	column, table,
Selecting A Cell Row	<ul> <li>Adjust column</li> </ul>

		<ul><li>Column, Table,</li><li>Adjusting Column Width</li></ul>	width and row height,
		<ul> <li>Adjusting Column Within And Row Height,</li> <li>Table Border and Background</li> <li>Insert and format image in presentation <ul> <li>Inserting An Image</li> <li>From A File,</li> <li>Inserting An Image From The Gallery,</li> <li>Formatting Images,</li> <li>Moving Images,</li> <li>Resizing Images,</li> <li>Rotating Images,</li> <li>Formatting Using The Image Toolbar,</li> <li>Drawing Graphic Objects –Line, Shapes,</li> <li>Grouping and Un- Grouping Objects</li> </ul> </li> <li>Work with slide master <ul> <li>Slide Masters,</li> <li>Applying The Slide Masters to All Slide,</li> <li>Adding Transitions.</li> </ul> </li> </ul>	<ul> <li>Assign table borders and background.</li> <li>Demonstrate to insert an image from file, gallery in presentation,</li> <li>Apply formatting options to image in presentation,</li> <li>Demonstrate to move, resize and rotate images,</li> <li>Apply formatting options of Image toolbar,</li> <li>Drawing line, shapes using graphic objects,</li> <li>Demonstrate to group and ungroup objects.</li> <li>Create the slide masters,</li> <li>Apply the slide masters to the presentation,</li> <li>Add transitions to presentation.</li> </ul>
FEB	21	Revision & Final Examination Begins (35% + 35% + 30% Syllabus) Final Examination, Result & PTM	
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