

**Computer Science (E)**  
**Subject Code-34**  
**Class-IX**  
**TERM I (THEORY)**

CHAPTERS	
Chapter 1	: Basics of Computer System
Chapter 2	: Operating Systems
Chapter 3	: Office Application
Chapter 4	: Introduction to Internet
Chapter 5	: Ethics in Information Technology
Chapter 11	: Case Studies

**TERM I (PRACTICAL)**

**Computer Lab Works:**

**1. Word Processor:**

A document is required to be created for testing the following areas:

- Opening, saving and closing a document
- Editing a document- cut, copy, paste, delete
- Formatting a document
- Formatting Text- using Bold, Italic and Underline commands, Text alignment
- Paragraph formatting- Alignment, tabs, indentation
- Line and paragraph spacing
- Spelling and Grammar check
- Borders and shading
- Bullets and numbering

- Working with text boxes
- Inserting Symbols, Shapes, Clip Arts, Word Arts, Pictures and Objects
- Use of format painter
- Inserting page number
- Inserting blank page and page breaks
- Modifying page layout
- Adding Headers and Footers
- Crating, Modifying and formatting a table
- Mail merge
- Printing a documents

## **2. Spreadsheet:**

An Excel sheet is required to be created for testing the following areas:

- Opening, saving and closing a blank workbook
- Selecting cell range in the worksheet
- Selecting rows and columns
- Edit or remove cell content
- Copying & moving cell values
- Inserting rows and columns in the existing worksheet, delete rows and columns
- Modifying columns, rows & cells
- Number formatting
- Text formatting
- Aligning cell values
- Applying cell borders and cell shading
- Using Auto Fill feature

- Using formulas and functions
- Creating different types of charts
- Page setup
- Printing a worksheet

### **3. Presentation**

A Power Point presentation is required to be created for testing the following areas:

- Creating a new presentation
- Adding slides to a presentation
- Editing and formatting the slides
- Changing slide layout
- Changing the order of the slides
- Themes & background styles
- Opening, Saving and closing presentation
- Inserting / modifying / grouping symbols, shapes, pictures, objects, ClipArt
- Working with WordArt
- Inserting and working with tables
- Adding Headers and Footers
- Using Slide Master
- Creating Watermark
- Inserting sounds and movies
- Applying Slide Transition and Animation
- Slide Show
- Printing the presentation

## **TERM II (THEORY)**

<b>CHAPTERS</b>	
Chapter 6 :	Introduction to Database part I
Chapter 7 :	Coding and its importance
Chapter 8 :	C programming Language
Chapter 9 :	Exploring C Programming Language
Chapter 10 :	Recent Developments in IT

## **TERM II (PRACTICAL)**

### **Computer Lab Works:**

#### **1. Database – MS Access**

A database is to be created for testing the following areas:

- Creating a blank database
- Saving, closing & opening a database
- Adding & naming a table, adding fields
- Setting data types & primary key
- Adding & editing records
- Moving fields / deleting fields
- Creating query
- Creating form
- Creating report
- Printing report

#### **2. C Programming**

Students are supposed to work on various C IDEs & to develop various programs using C Language that they have learned from Chapter 7 to Chapter 9.

### **DISTRIBUTION OF MARKS PER CHAPTER**

#### **UNIT TEST - I (THEORY)**

<b>CHAPTERS</b>		<b>MARKS</b>
Ch 1:	Basics of Computer System	20
Ch 2:	Operating System and its Importance	10
Ch 3:	Office Application	
	● Word Processor	10
	● MS Word	10
<b>Total</b>		<b>50 marks</b>

#### **HALF YEARLY EXAM (THEORY)**

<b>CHAPTERS</b>		<b>MARKS</b>
Ch 1:	Basics of Computer System	20
Ch 2:	Operating System and its Importance	8
Ch 3:	Office Applications	15 (5+5+5)
Ch 4:	Introduction to Internet	15
Ch 5:	Ethics in Information Technology	12
<b>Total</b>		<b>70 marks</b>

**HALF YEARLY EXAM (PRACTICAL)**

<b>CHAPTERS</b>		<b>MARKS</b>
Ch 3:	Office Application	
	• Ms Word	<b>10</b>
	• Ms Excel	<b>8</b>
	• Ms PowerPoint	<b>7</b>
Ch 11:	Case Studies (Project work only)	
	Viva	<b>5</b>
<b>Total</b>		<b>30 Marks</b>

**UNIT TEST II (THEORY)**

<b>CHAPTERS</b>		<b>MARKS</b>
Ch 6:	Introduction to Database Part I	30
Ch 7:	Coding and its Importance	20
<b>Total</b>		<b>50 marks</b>

**ANNUAL EXAM (THEORY)**

<b>CHAPTERS</b>		<b>MARKS</b>
Ch 1:	Basics of Computer System	10
Ch 2:	Operating System and its Importance	5
Ch 4:	Introduction to Internet	8
Ch 5:	Ethics in Information Technology	7
Ch 6:	Introduction to Database part I	10
Ch 7:	Coding and its Importance	7
Ch 8:	Introduction to C Programming	6
Ch 9:	Exploring C Programming Language	11
Ch 10:	Recent Developments in IT	6
<b>Total</b>		<b>70 marks</b>

N.B.: 1. Chapter 3 is not necessary for Annual Examination.  
2. Chapter 11 (Case Studies) may be transacted through project work.

**ANNUAL EXAM (PRACTICAL)**

<b>CHAPTERS</b>		<b>MARKS</b>
Ch 6:	Introduction to Database part I	10
Ch 7:	Coding and its Importance	15 (7 +8) [Two C Programs]
Ch 8:	C Programming Language	
Ch 9:	Exploring C Programming Language	
	Viva	5
<b>Total</b>		<b>30 marks</b>

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