

DELHI POLICE PUBLIC SCHOOL

Annual Syllabus: 2025-26

Subject: INFORMATION TECHNOLOGY (SUBJECT CODE - 402)

Class: IX

| MONTH | UNIT/CHAPTER/TOPIC |
|---------------------|---|
| APRIL AND MAY | PART B - UNIT 5: DIGITAL PRESENTATION <ul style="list-style-type: none">• UNDERSTAND FEATURES OF AN EFFECTIVE PRESENTATION• CREATE A PRESENTATION• WORK WITH SLIDES• FORMAT TEXT AND APPLY ANIMATIONS• CREATE AND USE TABLES• INSERT AND FORMAT IMAGE IN PRESENTATION• WORK WITH SLIDE MASTER PART A - UNIT 1: COMMUNICATION SKILLS-I |
| JULY | PART A - UNIT 2: SELF-MANAGEMENT SKILLS-I PART B - UNIT 1: INTRODUCTION TO IT- ITES INDUSTRY - APPRECIATE THE APPLICATIONS OF IT |
| AUGUST | PART B - UNIT 2: DATA ENTRY & KEYBOARDING SKILLS <ul style="list-style-type: none">• USE KEYBOARD AND MOUSE FOR DATA ENTRY• USE TYPING SOFTWARE PART B - UNIT 3: DIGITAL DOCUMENTATION <ul style="list-style-type: none">• CREATE A DOCUMENT USING A WORD PROCESSOR• APPLY EDITING FEATURES• APPLY FORMATTING FEATURES• CREATE AND WORK WITH TABLES• USE PRINT OPTIONS• UNDERSTAND AND APPLY MAIL MERGE |
| SEPTEMBER | REVISION FOR HALF YEARLY EXAM |
| OCTOBER | PART A - UNIT 3: ICT SKILLS-I |
| NOVEMBER | PART B - UNIT 4: ELECTRONIC SPREADSHEET <ul style="list-style-type: none">• CREATE A SPREADSHEET• APPLY FORMULA AND FUNCTIONS IN SPREADSHEET• FORMAT DATA IN THE SPREADSHEET• UNDERSTAND AND APPLY REFERENCING• CREATE AND INSERT DIFFERENT TYPES OF CHARTS IN A SPREADSHEET |
| DECEMBER | PART A - UNIT 4: ENTREPRENEURIAL SKILLS-I |
| JANUARY | PART A - UNIT 5: GREEN SKILLS-I |
| FEBRUARY | REVISION FOR ANNUAL EXAM |