		CLASS IX		परिशिष्ट—'ग'	
		(माध्यमिक शिक्षा बोर्ड राजस्थान द्वारा माध्यमिक कक्षाओं हेतु निर्धारित पाठ्यक्रम को शामिल करते हुए)			
Sr. No	Topics	Concepts		Time theoretical	Time practical
1	Introduction to Computers	Introduction		2	
		Computer Generations			
		Development of Electronics Machines			
		Benefit of Computer System			
		Hardware & Software			
		Exercise			
2	Computer System	Introduction		2	1
		Input Devices			
		Output Devices			
		Input / Output Devices			
		Computer Memory			
		Computer Classification			
		Exercise			
3	Usés of Computers	Use of Computers in Home		1	1
		Use of Computers in Business			
		Use of Computers in Education			
		Use of Computers in Healthcare			
		Use of Computers in eGovernance			
		Online shopping (eCommerce)			
		Internet Banking			
		Online Booking			
		Exercise			
4	Introduction to Internet	History		1	2
		Internet			
		World Wide Web			
		Browser			
		Website			
		Uniform Resource Locator			
		Domain Name System			
		Intranet			
		Connecting to Internet			
		Exercise			
5	Operating System	Introduction		2	2
		Graphical User Interface (GUI) and Command Line Interface (CLI)			
		Windows 10: Introduction			
		Windows 10: Control Panel & Software Installation			
		Windows 10: Working with Files & Folders			
		Windows 10: Basic Applications/Utilities			
		Exercise			
6	MS – Word Basics	Introduction to Word Processing and MS-Word		6	8
		Starting MS Word 2010 Application			
		Creating & Saving a New File in MS Word 2010			
		Opening MS Word file using GUI and Shortcuts			
		Typing in MS-Word 2010			
		Introduction to Font, Style, Color and Other Options			
		Introduction to Paragraphs, Alignment, Bullets and Numbering			
		Title Bar			
		Status Bar			
		Page Layout			
		Exercise			
7	MS – Excle Basics	Introduction to Excel		6	8
		Concept of Sheet and Workbook			
		Basic Excel			
		Sort & Filter			
		Basic Formulas and Functions			
		Exercise			
8	MS PowerPoint Basics	Introduction to MS PowerPoint		4	4
		Creating Slides via Templates, Wizard, Blank Slide			
		Insert Menu			
		Design Menu			
		Changing Background of a Presentation			
		Transition Tab			
		Animation Tab			
		Building a Presentation			
		Slide Show			
		Exercise			

Sr. No	Topics	Concepts	Time theoretical	Time practical
		CLASS X		
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1	Revision 1 to 7		2	2
2	Internet Applications	Searching the Web	1	2
		Email		
		Chat		
		Blogs & Social Networking Sites		
		e-Commerce		
		Cloud Storage		
		Growth in Internet Usage		
		Exercise		
3	MS – Word Advanced	Introduction to Styles	4	4
		Insert Menu, Tables and Word Art		
		Introduction to Flow Chart		
		Working with Graphics		
		Charts		
		Header & Footer		
		Bookmark and Hyperlink		
		Page Layout Menu		
		Page and Section Numbers		
		Page Breaks		
		Section and Section Break		
		Working with Connectors		
		Exercise		
4	MS Excel Advanced	Charts	4	4
		Sparkline		
		Goal Seek		
		Data Analysis: Pivot Tables		
		New Features in Excel 2010		
		Exercise		
5	MS Access	Introduction to Database Management System	5	5
		Microsoft Access 2010		
		Working with Database & Tables		
		Editing Tables & Databases		
		Working with Database Objects		
		Sorting & Filtering		
		Indexes		
		Exercise		
6	Microsoft Outlook Basics	MS Outlook 2010 – Overview & User Interface	2	2
		Mail		
		Calendar – Appointments & Meetings		
		Contacts, Tasks & Notes		
		Exporting & Importing Items – Backup/Restore Process		
		Printing Items		
		Exercise		
7	Latest Trends in IT	DVD Writing/Burning	2	3
		Virus Protection – Windows Defender Anti-Virus & Windows Firewall		
		Getting More Productivity from Computer		
		Latest Terms & Technologies		
		Smart Phones / Mobile Operating Systems / App Stores / Mobile		
		Exercise		
8	Computer Administration	Introduction to Control Panel	2	2
		Working on Control Panel		
		Software Installation		
		Managing Resources		
		Creating User Accounts		
		Working on Firewall		
		Exercise		
9	Computer Networking	Overview	2	2
		Basics of Computer Networking		
		Uses of Computer Networking		
		Network Security Issues		
		Software & Hardware Issues in Networking		
		Exercise		