

e- Publishing and e-Office (Code No. 354/454)

Learning Outcomes

- Ability to demonstrate creation of tables and integrating with (word documents) e-publishing operations
- Ability to use image creation and editing tools
- Ability to demonstrate touch typing with speed and accuracy on different layouts, e.g. QWERTY and INSCRIPT
- Ability to demonstrate conversions of various file format and creating UNICODE compliant documents
- Understanding various components of computer system including peripherals of different types
- Understanding of internet operations & Web applications
- Awareness of Cyber Security and Netiquette
- Awareness of ethical practices in computing
- Awareness of software in open domain and their licensing Scheme

Note:

This Paper has been divided in two parts i.e. theory and practical. The division of marks of theory and practical is as given below:

Theory	30 Marks
Practical	70 Marks
Total	100 Marks

Class IX

Maximum Marks: 30

Time: 2 Hours

Periods: 60

Unit No.	Title of the unit	Marks	Periods	Theory Periods	Practical Periods
1	Introduction to Computing	5	8	2	6
2	Efficient e- typing	3	7	2	5
3	Word Processing-I	6	15	5	10
4	Open source Software and ethical practices	4	6	3	3
5	Working with image and text document-I	6	10	3	7
6	Working with Spreadsheet-I	6	14	3	11
	Total	30	60	18	42

Theory

Maximum Marks: 30

1. Introduction to Computing 5 Marks

- 1.1 Understanding hardware- Starting and shutting down Computer and Printer: Steps to switch on and switch off a computer; Difference between Turn Off, Stand By, Hibernate, and Restart.

Characteristics of Computer, components of computer system - CPU, Memory, Storage Devices (Pen-drive, memory stick, CD - ROM and DVD) and I/O Devices (Input devices: Keyboard, mouse. Output devices: monitor, printer)

Encoding Schemes; ASCII and UNICODE for English and Indian languages

1.2 Keyboard Layout

Types of Keyboards - Physical Keyboards & Virtual Keyboard, Wireless & Wired Keyboard, Standard and Multimedia Keyboard

QWERTY Keyboard Layout: General Keys, Function Keys, Lock Keys, Lock indicators (Lights), Cursor Control Keys, Numeric Keys, Numeric Keypad. Phonetic Keyboarding for non English script.

Setting for Keyboard layouts and language variations.

INSCRIPT Keyboard Layout: importance of INSCRIPT Keyboard, Concept of using standard QWERTY keyboard with INSCRIPT overlay as at <http://tdil.mit.gov.in/isciichart.pdf>.

[Students may be encouraged to find out other relevant keyboard layouts for Indian language processing]

2. Efficient e- Typing 3 marks

- 2.1 Ergonomics: Layout, Correct sitting posture, Position of Keyboards, Mouse and Monitor.

2.2 Methods of Typewriting

2.2.1 Touch Methods of Typewriting

2.2.2 Sight Method of Typewriting

(Advantages and Disadvantages of both the methods)

- 2.3 Positioning of fingers on the Keyboard according to touch method of Typewriting.

- 2.4 Use of Touch Typing Tutor Software (Online and Downloadable; Freeware and Open Source Software) for practice.

- 2.5 Tips for higher efficiency (Speed And Accuracy)

[Students may be encouraged to attain e-typing skills for an Indian language up to 5w/min]

3. Word Processing-I **6 marks**

- 3.1 Creating, Saving and Opening a document in a Word Processor such as Writer.
- 3.2 Text styles (Bold, Italic, and Underline); Selecting Font Faces, Size and Color.
Installing and using non-English fonts.
- 3.3 Unicode: compliant Fonts, Font Convertors
- 3.4 Text Alignment, Automatic Page Numbering with or without header and footer, Cut-Copy-Paste, Undo and Redo.
- 3.5 Preview & Printing a document with different features
(page range, copies, page per sheet, scale to paper size)
- 3.6 Settings for page layout variations.

4. Open source Software and ethical practices **4 marks**

Open Source Software, Features, Shareware, Role of OSS in Education for Creativity promotion, Licensing scheme, Copywriting, GPL (General Public License)

Email etiquettes - proper structure and layout, case sensitivity, Disclaimer to email care with abbreviations and emotions, Gender sensitivity, refrain from copyright violation and piracy etc.

5. Working with image and text document-I (GIMP) **6 marks**

- The Toolbox: Introduction, Tools Icons, Color and Indicator Area, Tool Options, Selection Tools
- Selection Features: Rectangle Selection, Ellipse Selection, Free Selection (Lasso), Fuzzy selection (Magic wand), Select By Color, Intelligent Scissors, Foreground Select
- Paint Tools: Brush Tools (Pencil, Paintbrush, Airbrush), Bucket Fill, Blend, Pencil, Paintbrush, Eraser, Airbrush, Ink, Clone, Heal, Perspective Clone, Blur/Sharpen, Smudge, Dodge/Burn

6. Working with Spreadsheets-I **6 marks**

- Creating, Saving & Opening a Spreadsheet
- Selecting Cells and Ranges
- Entering Numbers & Text in Spreadsheet
- Simple Arithmetic Operations (+, -, *, /)
- Copying Data from Spreadsheet into a Word Processing Document

PRACTICAL WORK

Class - IX

70 marks

1. **Introduction to Computing:** components and operations
 - a. Demonstrate how to start and shut down the computer.
 - b. Use of various input, output and storage devices.
 - c. Getting fingers on the Keyboard and practicing each row of the keyboard. (Home, Upper, Bottom, and Number Rows), Practicing Numeric Keypad, Using Touch Typing Tutor Software.
 - d. Practicing on both QWERTY and INSCRIPT keyboard layout and language variations.

2. Efficient e-Typing

Calculating of Gross (Running) Speed and Accuracy

Calculating of Net (Accurate) Speed and Accuracy

The Purpose of assignment file extends much beyond the formality. The Assignment file should reflect and measure a student's continual improvement in e-Publishing & e-Office. An Assignment file must contain one document per month (in total 3 documents per term). Every month, an initial document without carrying out correction is to be kept in the file which will be known as initial document. The same documents must be duly signed by the instructor. (Private candidate may put self-attested test document)

Self - Assessment

	Month 1	Month2	Month3	Month 4	Month 5	Month 6
Speed						
Accuracy						

An additional analysis report at the end of the school term may be prepared by each student in the following format with self assessment of speed and accuracy.

3. Document preparation : Create a document with the following features:
 - 1) Word Processing Text Styles (B,I,U)
 - 2) Selecting Font, Size and Color, Font Conversion
 - 3) Text alignment
 - 4) Automatic Page Numbering, Cut-Copy-Paste, Word-Count, Preview and printing of documents

Sample Case Studies

- a) Green chilly multi cuisine restaurant is creating a new branch in west extension of the city. Design a menu card highlighting the cuisine and the dishes with their prices.
- b) Hakeem Pharmaceutical Company is located at Arya Nagar Dehradun. Design a sample visiting card for a Medical Representative. Make 5 copies of the card on A4 sheet.
- c) Design a refreshment coupon for all the participants of Techno Fest organized by the school. Replicate as many copies of the coupon on A4 sheet to save the paper.

4. Demonstrating open office software

- 1) Visit <http://www.openoffice.org> and explore and install the open office software specifically CALC and Writer. Take a simple example and re-write the program for an Indian language so as to incite for creative programming.
- 2) Identify cases of violation of ethical practices.

5. Image Creation and editing with the help of following tools:

- 1) Selection Features: Rectangle Selection, Ellipse Selection, Free Selection (Lasso), Fuzzy selection (Magic wand), Select By Color, Intelligent Scissors, Foreground Select
- 2) Paint Tools: Brush Tools (Pencil, Paintbrush, Airbrush), Bucket Fill, Blend, Pencil, Paintbrush, Eraser, Airbrush, Ink, Clone, Heal, Perspective Clone, Blur/Sharpen, Smudge, Dodge/Burn

Sample Case Studies:

- a) Pick an image of an automobile. Delete the picture back ground using selection tools. Insert the edited picture in word processing software and write its specifications.
- (b) Design a Rangoli (Replication of Geometrical Patterns) using refreshment coupon for all the participants of techno fest organized by the school. Replicate as many copies of the coupon on A-4 sheet to save the paper.

6 Spreadsheet Preparation:

Using Arithmetic Operations (+, -, */) and inserting spreadsheet into word document.

Sample Case Studies:

- a) Prepare a Report Card with the following information
 - School Name
 - Name of the student
 - Roll no
 - Class and Section

It should also comprise of following column heads

- Name of the Subjects
- Highest marks scored in the class
- Maximum marks
- Marks scored by the student

Use arithmetic operators and cell addresses

1. To compute the total marks obtained
2. Compute the percentage in each subject
3. Find the difference between the highest marks scored in the class and the marks scored by the student in each Subject.
 - b) Prepare a Weather Forecast Report with the following headings
 - Name of a city
 - Maximum temperature of the weeks of the month
 - Minimum temperature of the weeks of the month
 - Find the difference between maximum and minimum temperature of each week
 - Find average maximum temperature of the month
 - Find average minimum temperature of the month

Project Work:

Sample project-I

Create a word document (at least 5 pages long) giving details description about jobs available in IT sector.

Sample project-II

Prepare a dummy report card of any student showing marks and weightage in various subjects and final percentage.

Note: Computing is easy in Hindi and other Indian Languages also. An example case study is given in Hindi, students may prepare similar case-studies in respective regional languages also.

Sample project-III

अपनी कक्षा के छात्रा/छात्राओं की सूची तैयार करो जिसमें उनका अनुक्रमांक, नाम, पिता का नाम, माता का नाम, पता, फोन न. और जन्म दिन का उल्लेख हो।

पोस्टर बनाओ जिसमें “बेटी बचाओ बेटी पढ़ाओ” अभियान को प्रभावी ढंग से दिखाया गया हो। इसके साथ अपनी बात को वर्ड प्रोसेसर से एक पेज में लिखो।

Practical File	Hands on Experience and Viva	Total
20	50	70

QUESTIONS PAPER DESIGN 2017-18
CLASS-IX

e-Publishing and e-Office

Marks: 30

S. No.	Typology of Questions	Very Short Answer (VSA) (1 Mark)	Short Answer -I (SA) (2 Marks)	Short Answer -II (SA) (3 Marks)	Long Answer (LA) (4 Marks)	Total Marks	% Weigh-tage (approx)
1	Remembering (Knowledge based- Simple recall questions, to know specific facts, terms, concepts, principles or theories; Identify, define, or recite, information)	2	1	-	-	4	14%
2	Understanding (Comprehension- to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase, or interpret information)	1	3	-	-	7	23%
3	Application (Use abstract information in concrete situation, to apply knowledge to new situation; Use given content to interpret a situation, provide an example, or solve a problem)	1	1	1	1	10	33%
4	Higher Order Thinking Skills (Analysis & Synthesis- Classify, compare, contrast, or differentiate between different pieces of information; Organize and /or integrate unique pieces of information from variety of sources)	-	-	1	1	7	23%
5	Evaluation (Judge, and/or justify the value or worth of a decision or outcome, or to predict outcomes based on values)	-	1	-	-	2	7%
	Total	4x1=4	6x2=12	2x3=6	2x4=8	30	100%