

Concept of Information Technology –I

Class –IX

**BOARD OF SECONDARY EDUCATION, RAJASTHAN,
AJMER**

Concept of Information Technology –I

Class –IX

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Class –IX

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PREFACE

Computer needs no introduction today. Computer has become an intergral part of our life in this era of advanced Information Technology. The invention of computer is a great achievement of man. We may not have access to a computer but computer influences our daily activities somehow or the other. The application of computer is essential whether to open an account in the bank, to send some message at express speed, to buy a railway ticket or to know the result of examination instantly. Computer is proving its immense utility in the numerous fields like scientific research, business, industry, education, medicine, entertainment, communication, transport, environment, meteorology, space exploration, so its fundamental knowledge is essential for all of us.

Keeping this inevitability of computer in mind, the Board of Secondary Education Rajasthan has included computer in its syllabus. The authors have tried their best to present the relevant material in a simple, lucid, clear and easy language. Every care has been taken to make it useful. This book has originally been written for the students of class IX according to the latest syllabus. Every care has been taken to keep its originality during translation.

It is hoped that the book will meet the needs of those for whom it is meant in particular and common man in general. At the end of the chapter, important points are given. Important questions which may be asked in the examinations are also given at the end of the chapter.

Your suggestions are welcome.

Convenor

Syllabus

Class- IX

Concept of Information Technology-I

Unit -1 Introduction to Computer

Introduction to Computer – Introduction, Definition of Computer, Types of Computer, Limitation of Computer, Classification of Computer, Application of Computer, Characteristics of Computer, Computer Generation, Memory; Number System – Binary, Octal, Decimal, Hexadecimal Number System, Conversion from One system to another; Software and Hardware - Types of Software, Computer Language, Language Translator, Operating System; Storage Device - Floppy Disk, Hard Disk, CD Rom, Flash Drive/ Pen Drive, Zip Drive, Blue Ray Disk; Input/output Device- Need of I/O device, Keyboard, Mouse, Joystick, Scanner, Web cam, Digital Camera, Light Pen, Digitizer, Microphone, Touch Screen, OCR, OMR, Monitor, 3 Printer

Unit-2 Communication and Internet Technology

Computer Network- Computer communication, requirements of communication, Communication medium, Types of data communication, Introduction to Computer Network, Categories of computer networks, Definition, Necessity of Computer Network, Network topologies, Types of Computer Network; Network devices, Internet & Internet Technology- Introduction of Internet, Internet Technology, WWW, website, webpage, web server, search engine, E-mail, URL, HTTP, domain name, IP address, FTP, downloading, uploading

Unit-3 Processing Tools

Windows – Introduction, Characteristics of Windows, Desktop, Windows Accessories, File management in Windows, Windows Taskbar, Start Menu; Microsoft Office – Introduction, Create, Save, Print Document, Formatting tool bar, Paragraph formatting, Page formatting
Undo, Redo, Insert Header and Footer, Checking Spelling and Grammar, Search and Replace, Insert Images, Create and Insert table, Page Numbering, Border

and Shading; Power Point- Introduction, Create presentation, Print presentation, Different types of presentation, Insert Animation effect, Slide layout

Unit -4 Information Communication Technology Application & Its Social Impacts

Application of ICT – Usages of information technology, Social Networking, E-Learning, Internet Banking, E-Booking, On-line Shopping, E-Governance, E-Health/ E-Medicine, E-Commerce, E-Designing, E-Mitra; Social Impacts of ICT- Effects of Social networking sites, Cyber Security, Cyber Bulling, Internet Addiction, Plagiarism, Privacy , Reliability of Information, Authenticity of Information

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