CBSE Class 9 Computer Applications

Unit-wise syllabus and marks for the 2026-27 session.

UNITS	SESSION
4	2026-27

Exam pattern. Total 100 marks: Theory 50 + Practical 50. Theory unit weightage, Basics of IT (20), Cyber Safety (15), Office Tools (15). Practical 50 marks = Lab Test 30 (Word 10, Spreadsheet 10, Presentation 10) + Report File 8 with Viva 2 + Project 10.

Practical. 50-mark practical component: a Lab Test on word processing, spreadsheets, and presentations; a Report File of at least 4 documents (one each in word processor, spreadsheet, and presentation tool) plus a viva voce; and a Project integrating most learned concepts. Lab exercises include creating letters/reports/greeting cards, a document in an Indian language, animated presentations with sound, and spreadsheets using SUM/AVERAGE/MIN/MAX functions and charts.

#	UNIT AND TOPICS	MARKS
1	**Unit 1: Basics of Information Technology** Computer Systems: characteristics of a computer; components, CPU, memory, storage devices, I/O devices; Memory: primary memory (RAM and ROM) and secondary memory; Storage devices: hard disk, CD ROM, DVD, pen/flash drive, memory stick; I/O devices: keyboard, mouse, monitor, printer, scanner, web camera; Types of software: system software (operating system, device drivers), application software including mobile applications; Computer networking: PAN, LAN, MAN, WAN; wired/wireless communication; Wi-Fi, Bluetooth; cloud computers (private/public); Multimedia: images, audio, video, animation	–
2	**Unit 2: Cyber-safety** Safely browsing the web and using social networks: identity protection; Proper usage of passwords, privacy, confidentiality of information; Cyber stalking and reporting cybercrimes; Malware: viruses, adware	–
3	**Unit 3: Office Tools** Word processor: create and save a document; Edit and format text, text style (B, I, U), font type/size/colour, alignment, paragraph and line spacing, headers/footers, page numbering, spell and grammar check, subscript/superscript, symbols, print preview and print; Insert pictures, page settings, bullets and numbering, borders and shading, tables (insert/delete rows and columns, merge and split cells); Auto-format, track changes, review comments, drawing tools, shapes and mathematical symbols; Presentation tool: slide shows, slide elements, slide layouts, create/save a presentation, views (normal, slide sorter, handouts); Edit and format slides: titles, subtitles, text, background, watermark,	–

#	UNIT AND TOPICS	MARKS
	headers/footers, slide numbers; Insert pictures, create animations, add sound effects, rehearse timings; Spreadsheets: worksheet and workbook concept, create and save a worksheet	
4	**Unit 4: Lab Exercises (Practical)** Browser settings for a secure connection; Operating system: navigate the file system using mouse and keyboard; Word processing: create text documents, a letter, report, and greeting card; documents with figures; a document in an Indian language other than English; Create presentations with animation, images, and sound effects on text and pictures; Create spreadsheets performing MIN, MAX, SUM, AVERAGE and different chart types (line, bar, area, pie)	–

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