

CBSE Class 9 Information Technology (IT)

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

UNITS	SESSION
6	2026-27

Exam pattern. Total 100 marks: Theory 50 + Practical 50. Theory comprises Employability Skills (10 marks) and Subject-Specific Skills (40 marks). Practical 50 marks: Practical Examination 15, Written Test 10, Viva Voce 10 (Practical Work total 35) + Project Work/Field Visit with Practical File/Student Portfolio 10 and Viva Voce 5 (Project total 15).

Practical. Practical component is 50 marks. Hands-on lab work in LibreOffice Writer, Calc and Impress plus typing practice in Rapid Typing Tutor. Assessment includes a practical examination, a written test, viva voce, and a project/field visit with a maintained practical file/student portfolio. Approximately 106 hours of practical work versus 44 hours of theory across the subject-specific units.

#	UNIT AND TOPICS	MARKS
1	Part A, Employability Skills Unit 1: Communication Skills-I; Unit 2: Self-Management Skills-I; Unit 3: ICT Skills-I (Basic Information and Communication Technology Skills); Unit 4: Entrepreneurial Skills-I; Unit 5: Green Skills-I	—
2	Unit 1: Introduction to IT-ITeS Industry Introduction to IT and ITeS, BPO services; BPM industry in India; Structure of the IT-BPM industry; Applications of IT in home computing, everyday life, library, workplace, education, entertainment, communication, business; Applications of IT in science and engineering, banking, insurance, marketing, health care; IT in government and public service; Identifying and listing various IT-enabled services	—
3	Unit 2: Data Entry & Keyboarding Skills Keyboarding skills and types of keys on keyboard (numeric keypad, home keys, guide keys); Typing and deleting text; typing ergonomics; Positioning and allocation of fingers on four rows of keys; Pointing device, mouse and mouse operations; Introduction to Rapid Typing Tutor and touch typing technique; User interface of typing tutor; lesson editor; Calculating typing speed and typing rhythm	—
4	Unit 3: Digital Documentation Introduction to word processing and word processor window parts; Creating, opening, saving and closing a document; document views; Editing, undo/redo, cut, copy, paste, select (non-consecutive and vertical block), find and replace; Spelling & grammar check; synonyms and thesaurus; non-printing characters; Formatting text, case, superscript/subscript, font colour, highlighting; Formatting paragraphs, indent, align, bullets and numbering, borders and background; Page formatting, page layout/styles, page breaks,	—

#	UNIT AND TOPICS	MARKS
	headers/footers, page numbers, columns, inserting images/shapes/special characters; Creating and working with tables, insert/delete rows & columns, split/merge, copy/move tables	

5 Unit 4: Electronic Spreadsheet

Introduction to spreadsheet application; starting Calc and its parts; Worksheet, rows, columns, cell and cell address; range of cells (row, column, row & column range); Data types, labels, values, formula; entering data; Formulas, mathematical operators, simple calculations, formulas with cell addresses; Basic functions, SUM, AVERAGE, MAX, MIN, COUNT; Formatting data, dialog boxes, decimal places, labels, scientific, time, alignment; Fill handle, number series and copying formulas; Cell referencing, relative, mixed and absolute referencing

6 Unit 5: Digital Presentation

Concept, elements and characteristics of an effective presentation; Introduction to presentation software (Impress); parts of the presentation window; Creating a presentation using template/wizard; selecting slide layout; saving (including PDF), running slide show; Working with slides, insert, duplicate, copy, move, delete, rename; workspace views (Normal, Outline, Notes, Slide Sorter); Formatting text and applying custom animation; text alignment, bullets and numbering; Creating and using tables in presentations; cell/row/column selection, borders and background; Inserting and formatting images (from file and gallery), moving/resizing/rotating, drawing graphic objects, grouping/ungrouping; Slide masters and adding slide transitions

Need help covering this syllabus?

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Kwickprep. Prepared from the board's prescribed curriculum for 2026-27; always check the board's own document for the final word, as it can be revised mid-session.