

# KIDS KINGDOM CONVENT SCHOOL

SINGHEWALA SUMMER VACATION ASSIGNMENT Class - IX



# Dear Student,

We are sure that you will enjoy your summer vacation with your family and friends. Some of you must be planning to travel to tourist place or visit your relatives. Spend some time reading storybooks, newspapers, watching interesting and informative programmes on mobile or television. Help your parents by cleaning the house and other house chores. You may also join some institute to learn some skills or sports.

We are attaching a few interesting activities and assignments which you are expected to do during the break. This will also help you avoid the noon time heat. Write neatly and present your work well. Have lots of fun and take good care of yourself.

Happy Holidays!

MANDEEP KAURA VICE -PRNCIPAL KKCS Dr. PAWAN KUMAR VERMA PRNCIPAL KKCS

#### SOME USEFUL TIPS FOR SUMMER SEASON

#### Do's

- ✓ Drink lots of water and other fluids like lassi, coconut water, and shikanivee.
- ✓ Carry a water bottle everywhere you go.
- ✓ Have plenty of seasonal fruits like melon, orange, cucumber, etc.
- ✓ Wear light colored cotton clothes.
- ✓ Keep your hair and nails well cut/trimmed.
- ✓ Wash your hands before and after meals.

#### Don'ts:

- ✓ Don't go out or play in the sun.
- ✓ Don't eat junk food (especially outside food).
- ✓ Don't watch too much TV or use too much Mobile phone.

#### Suggested Books to Read:

- 'Malgudi Days' by R. K. Narayan
- 'Panchtantra' by Vishnu Sharma
- Amar Chitra Katha
- 'Wise and Otherwise: A salute to Life' by Sudha Murty
- > 'The Vedas and Upanishads for Children' by Roopa Pai
- > 'The History of India for Children' by Archana Garodia Gupta & Shruti Garodia

#### Suggested Movies/TV programmes to Watch:

- Sports Movies (English) -Eddie the Eagle, Kicking and Screaming, The Natural, Rudy, Air bud, Karate kid, We Are Marshall, Cars, Space jam (basketball), Double Teamed (basketball), Ice Princess (Skating), The Game Plan (Soccer), Surf's up (Panguin), Most Valuable Primate (MVP), The Mighty Ducks (Hockey), Million Dollar Arm (baseball), The Express
- Sports Movies (Hindi) Jhund, Jersey, Vijeta, Kho-Kho, Gold, Jeet lo marathon, 83, Mukkabaaz Kabaddi, achin: A Billion Dreams, Azhar, Dangal, Saina, Soorma, Harjeeta,

#### **Hobby Classes**

- Find out about some interesting hobby classes around your house and develop a hobby for yourself this summer, such as theatre, music, dance, painting, etc.
- To build your physical stamina, join activities such as swimming, skating, aerobics or any sport you like.

#### **FEW COMMON TIPS**

#### Learn to be safe:

- Do not go out alone without an elder accompanying you.
- Do not accept gifts/eatables from strangers.
- Scream for help in case you feel you feel unsafe.
- Remember your parents' and elders' phone numbers.
- If you find yourself lost in a market ask for someone to help calling your parents.
- Learn to know the difference between good touch and bad touch.

#### Learn to be responsible and develop personal skills:

- Help your mother in house chores.
- ♣ Keep your room clean dusting, arranging your things in place.
- Grow the plants and water them daily.
- Look after your younger brother or sister.
- May join some hobby classes like swimming, dancing, skating, painting, etc.

#### Develop some social skills:

- > Give respect to the elders and love to the young ones.
- ► Learn to use four magic words quite often Please, Thank you, Excuse me and Sorry.
- Greet and welcome the guests nicely.
- Talk to relatives/visitors who come to visit your house.
- Spend time with your grandparents.

# Suggested Places to Visit:

- Nearby park/garden/field for morning/evening walk along with your family members
- Library, Biodiversity Park, Zoo, Monuments, Circus, etc
- Old Age Home, Deaf and Dumb Centre, Andhmaha Vidyalaya (Blind school), etc

# General Instruction regarding studies and Vacation Assignment

- ✓ Revise the syllabus of all subjects completed in your class so far
- ✓ Submit your home work in spiral binding. Attach all relevant pages and keep subject sequence same as given here 1 to 33 plus if any extra work is there attach after 33 marking page number in your handwriting from 34 onward.

#### **HOMEWORK**

Do these worksheets during summer vacation

# Subject -ENGLISH WORKSHEET-I

# **Activity-I- FOR BOTH SECTIONS (A & B)**

# **LITERARY DEVICES**

- There are various literary devices used in English prose and poetry that enrich them.
- Given below are ten devices for you to define.
- Make sentences using these devices (one example of each)

<u> </u>	
Personification	Oxymoron
Alliteration	Paradox
Repetition	Hyperbole
Simile	Symbolism
Metaphor	Anaphora

# **Activity-II- FOR BOTH SECTIONS**

#### **FOR SECTION A:**

#### **NEWSPAPER MAKING**

- You have to create your own digital newspaper.
- Name your newspaper.
- You may choose your own layout of the newspaper you create.
- Create one column for one subject.
- Create content for English column for that you may select sections of your own choice (E.g. editorial, comics, poem, sports, advertisements, etc.)
- Design the layout and prepare it in an interesting way.
- Remember that all the content you put up needs to be original and unique.
- Your newspaper should not be more than five to six pages.

#### FOR SECTION B:

#### TRAVEL DIARY

- Watch a vblog or read the place you wish to travel as a solo traveler.
- Write a travelogue about the place as an author
- Design a travel brochure for the same
- Remember to be honest and creative

## **Activity-III-**

#### FOR SECTION A-

Visit railway station or Bus stand of your town, carry a diary and spend some time there, observe and note down what all is happening there. Click 4-5 pictures and present the scene along with your writing bullets. Now analyse, would you like to bring some changes/improvement for the betterment of the place, for the comfort of traveler or to ease the work done by the concerned authorities there.

Write all these points under the header 'It could be better by......

#### FOR SECTION B-

Write a letter to GOD .....

How humans have destroyed the only livable planet Earth. You are Arjun/Anjana of class IX of Kids Kingdom Convent School, Singhewala complaining about environmental threat posed by the Brick making units present in the nearby areas if the school. Write about how the smoke emerging from the kiln is polluting the air.

# Subject - MATHEMATICS WORKSHEET-II

## **For Section A**

Prepare an Art Integrated Project on Surface Area and Volume of various Solids.

https://youtu.be/9RPdWbCXAI4

## **For Section B**

Prepare a Project to study various aspects of Pythagoras theorem.

## For both Sections (A & B)

Prepare an Art Integrated Project on Probability.

https://youtu.be/-QeKPkQXRzc

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The students will learn the concept while making the artistic models on the given topic.

# Subject - HINDI WORKSHEET-III

# **Activity-I**

संकेत बिंदु के आधार पर चित्र बनाएं और 100-150 शब्दों में अनुच्छेद लिखिए -

संकेत बिंदु:
सड़क स्थल, अत्यधिक वाहन, धुएं और ध्वनि से वातावरण प्रदूषित, ध्वनि के कारण एक दूसरे की बात न सुन पाना, धुएं के कारण वातावरण में कालिमा छाना, पैदल लोगों का इधर-उधर फुटपाथ पर आना जाना, बुजुर्ग का धुएं के कारण रोग पीड़ित होना

Activity-II
छुट्टियों के दौरान बीती कोई अनोखी, हास्यपद, गंभीर आदि किसी भी तरह की घटना या दुर्घटना को अपने शब्दों में लिखें

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# नीचे दी गई घटना को संवादों में बदलिए -

एक बार रसोइए ने महाराज अकबर को एक टांग वाला मुर्गा परोस दिया और पूछे जाने पर कहा कि मुर्गे की तो एक ही टांग होती है। अकबर गुस्सा हो गए और सबूत पेश करने को कहा । रसोईया				
घबराकर बीरबल के पास गया। अगले दिन बीरबल ने राजा से कहा कि वह ठीक कह रहा है जैसे				
आपके सामने बगले एक टांग पर खड़े हैं वैसे ही मुर्गे की भी एक ही टांग होती है ।अकबर बीरबल से				
भी गुस्सा हो गए । उन्होंने शी-शी कर बगुले को उड़ा दिया और उसकी दोनों टांगें दिखाई । बीरबल ने				
कहा कि अगर कल उन्होंने मुर्गी को भी इसी तरह शी-शी कर उड़ा दिया होता तो उसकी भी दोनों				
टांगें दिखाई दे जाती। राजा हंस पड़े और उन्होंने रसोइए को भी माफ कर दिया।				
अकबर, रसोइए और बीरबल के संवाद लिखिए -				

# **Activity-IV**

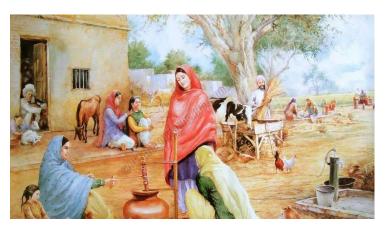
# संकेत बिंदु के आधार पर लघु कथा लिखिए-

संकेत बिंदु:-एक नदी के किनारे मीठे फलों से लदा पेड़ पेड़ पर बंदर का घर नदी में मगरमच्छ का घर दोनों का मित्र बनना बंदर द्वारा रोज मीठे फल मगर को खिलाना मगर द्वारा रोज उसे नदी की सैर कराना मगर द्वारा अपनी पत्नी को बंदर के विषय में बताया जाना मक्कार पत्नी का बंदर का कलेजा खाने की इच्छा व्यक्त करना मगर द्वारा पत्नी की बीमारी का बहाना बनाकर बंदर को अपने घर की ओर ले जाना बीच रास्ते में मगर का बंदर को घर ले जाने का प्रयोजन बताना
कलेजा पेड़ पर रखने की बात कहना मगर द्वारा उसे किनारे पर लाना बंदर की जान बच जाना।

## Subject - PUNJABI WORKSHEET-IV

# **Activity-I**

ਪੁਰਾਣੇ ਸੱਭਿਆਚਾਰ ਬਾਰੇ ਜਾਣਕਾਰੀ ਇੱਕਠੀ ਕਰਕੇ ਚਿੱਤਰਾਂ ਸਹਿਤ 3–4 ਪੰਨਿਆਂ ਦਾ ਪ੍ਰੋਜੈਕਟ ਤਿਆਰ ਕਰੋ। ਉਦਾਹਰਨ :– (ਰਹਿਣ–ਸਹਿਣ, ਖਾਣ–ਪੀਣ, ਕੰਮ–ਕਾਰ, ਰੀਤੀ–ਰਿਵਾਜ਼ ਆਦਿ)



# **Activity-II**

ਸ਼ਹਿਰੀ ਅਤੇ ਪੇਂਡੂ ਜੀਵਨ ਵਿਚਲੇ ਅੰਤਰ ਨੂੰ ਦਰਸਾਉਂਦਾ ਹੋਇਆ ਇੱਕ ਕੋਲਾਜ ਤਿਆਰ ਕਰੋ।

## **Activity-III**

. ਪਾਣੀ ਬਚਾਓ ਵਿਸ਼ੇ 'ਤੇ ਕੋਈ ਦਸ ਸਲੋਗਨ ਲਿਖੋ । ਸੰਬੰਧਿਤ ਚਿੱਤਰ ਵੀ ਚਿਪਕਾਓ । ਜਿਵੇਂ:-



# **Activity-IV**

ਪੰਜਾਬ ਰਾਜ ਦੇ ਪਹਿਰਾਵੇ ਅਤੇ ਖੁਰਾਕ ਸੰਬੰਧੀ 3-4 ਪੰਨਿਆਂ ਦਾ ਚਿੱਤਰਾਂ ਸਹਿਤ ਪ੍ਰੋਜੈਕਟ ਤਿਆਰ ਕਰੋ।

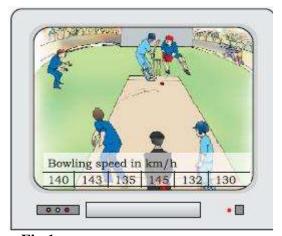
4. ਬੇਟੀ ਪੜ੍ਹਾਓ , ਬੇਟੀ ਬਚਾਓ ਵਿਸ਼ੇ 'ਤੇ ਦਸ ਸਲੋਗਨ ਲਿਖੋ । ਸੰਬੰਧਿਤ ਚਿੱਤਰ ਵੀ ਚਿਪਕਾਓ ।

# Subject - SCIENCE WORKSHEET-V

#### **PHYSICS**

"Fun and Learn kind of activity based assignments will foster your curiosity, develop creativity, enhance knowledge and instil the joy of learning among you all. They will certainly help you discover a new you who is more enriched and confident and performs every action to perfection.

#### **Activity-I-Measuring the Rate of Motion**



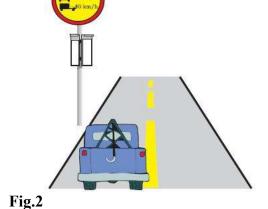


Fig.1

Look at the situations given in Fig. 1 and 2.

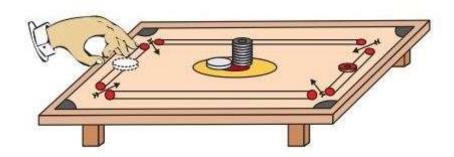
In Fig 1. If the bowling speed is 143 km  $h^{-1}$ , what does it mean?

In Fig 2. Explain what do you understand from the signboard. Also try to observe the similar sign boards present on the highways when you travel during summer vacation.

## **Activity-II**

#### A.

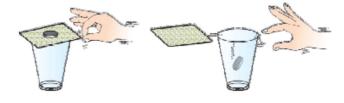
- Make a pile of similar carrom board coins as shown in Fig. 3.
- Attempt a sharp horizontal targeting the lowest coin in the pile. If the hit is strong enough, the bottom coin moves out quickly and the rest of coins remains vertically balanced just after little shaking.
- Why it happened so? Try to do it yourself and explain the reason.



# **Reasoning -**

## B.

- Set a five-rupee coin on a stiff card covering a glass of water as shown in the figure.
- Give the card a sharp horizontal flick with a finger. If we do it fast then the card shoots away, allowing the coin to fall vertically into the glass tumbler.
- Try to conduct this activity on your own and find the reason of the coin falling straight into the glass.



# Reasoning -

# **CHEMISTRY**

# Activity-I Chemicals in our daily life

Do you know ....Everything is a chemical — Common table salt to water, we drink. In fact, whatever we can see, smell, eat, touch, and even air is made up of chemicals. Look around in your house and note down some objects and write their chemicals composition. Ten are given here for which you have to write the chemical formulae and the symbols of the elements used in each formula.

One is done for you - WATER

No	Chemical Name	Chemical Formula	Symbols of the Elements present in these
	Shermour Hume	c.ic.incari orinala	chemicals
1	Water	H <sub>2</sub> O	Hydrogen and Oxygen
2	Table Salt		
3	Table Sugar		
4	Baking Soda		
5	Caustic Soda		
6	Ammonia		
7	Ethanol		
8	Acetic acid		
9	Acetone		
10	Sulfuric acid		

# **Activity-II**

## Matter around you

- Anything, which occupies space and has some mass, is called matter.
- As we look at our surroundings, we see a large variety of things with different shapes, sizes and textures all in different forms of matter, may be solid, liquids, gases, and plasma.
- These states of matter arise due to the variation in the characteristics of the particles of matter.
- The state of matter of a substance may be changed by adding or removing heat energy from it. For example, the addition of heat can melt ice into liquid water and turn water into steam

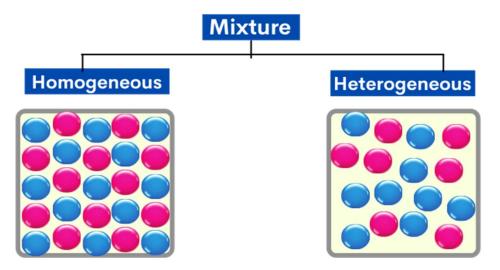
Give two examples of each type of matter present in your surrounding.

Give two examples of each type of matter present in your surrounding.				
No	Name of the object	Its State of matter	Picture of the matter	
1				
2				
3				
4				
5				
6				

# **Activity-III**

# **Mixing of Mixtures**

What this picture indicates?



Look around, list some examples of homogeneous and heterogeneous samples, write their names and composition here -

Two examples have been given here for your help, find four more -

Sample	Composition	Type of Mixture	
Sea water	Water + Salt	Homogeneous	
Sea water	vvater i Sait	Homogeneous	
Milk	Fat, some vitamins and protein dispersed in water	Heterogeneous	

## **Activity-IV**

## **Fun with Evaporation**



#### Task1.

Take same amount (say 200mL each) of simple water, salted water and milk in three different bowls. The bowls should be of same size and similar material (say all three are of steel)

Put all these three bowls containing simple water, salted water and milk in such a place where they get same amount of sunlight. Keep them for fixed amount of time say 3 to 4 hours.

Now measure the quantity/volume left in each bowl.

❖ Why there is a difference in the volume of simple water, salted water and milk left in these bowls? Explain -

#### Task2.

Now do another activity where you keep the one liquid say simple water in three different shapes – a wide mouth bottle, a bowl and a plate.

Put all these three containers containing same quantity of simple water in such a place where they get same amount of sunlight. Keep them for fixed amount of time say 3 to 4 hours.

Now measure the quantity/volume left in each container.

❖ Why there is a difference in the volume of the water left in these three containers?

# **Activity-V**

The basic formula for converting Fahrenheit into Celsius is (°F – 32)  $\times$  5/9 = °C.

To convert Kelvins into Celsius degrees, the formula is  $K - 273 = ^{\circ}C$ 

The formula of converting Kelvins into Fahrenheit degrees is  $(K - 273) \times 9/5 + 32 = ^{\circ}F$ .

The given table is of the temperature recorded on 25<sup>th</sup> April (Celsius scale) for some Indian States.

Convert these values into Kelvin and Fahrenheit scales.

State Names	Celsius scale (°C)	Fahrenheit scale (°F)	Kelvin scale (K)
Punjab	30°C		
Himachal Pradesh	12°C		
Rajasthan	45°C		
Andhra Pradesh	43°C		
Karnataka	41°C		

**Calculation Work** 

#### **BIOLOGY**

#### **Activity-I**

#### **MY CELLULAR ROLE**

Though the cells are small, together they form tissues which form organs, and organs work together in a system, the systems form an entire organism. A cell comprises of a number of organelles which work together like family members to make it possible for a living organism to survive and grow. An organelle is a subcellular structure that has one or more specific jobs to perform in the cell, much like an organ does in the body. Among the more important cell organelles are the nucleus, which store genetic information; mitochondria, which produce chemical energy; and ribosomes, which assemble proteins, Centrioles, involved in cell division, Chloroplast, responsible for food production in plant cells. Golgi apparatus which sorts and ships proteins, Endoplasmic reticulum, involved in protein production.

Pick your role as mentioned here according to your roll number:

#### **SECTION -A**

1.	Roll no	1 To 8	- Mitochondria
2.	Roll no	9 To 16	- Chloroplast
3.	Roll no	17 To 24	- Golgi apparatus
4.	Roll no	25 To 30	- Endoplasmic reticulum

#### **SECTION-B**

5.	Roll no	1 To 9	- Nucleus
6.	Roll no	10 To 18	- Ribosome
7.	Roll no	19 To 27	- Centrioles

Each student has to prepare a presentation PPT (Ten slides) or on A4 papers (6 papers) on the allotted organelle and prepare himself/herself for the role play where he/she would enact like that organelle.

## **Activity-II**

## **Help the Earth**

Gardening – You will enjoy tremendously while growing plants in waste containers. You can plant tomatoes, chillis, herbs like Tulsi and Pudina, or seasonal flowers in these containers. Grow some plants and make a difference for the environment and by doing something productive in your free time.



## Include these observations into your learning -

- 1. Check the apical region of the plants and see how growth happens at the apex of shoot.
- 2. Check the sprouting leaves and branches from the nodal region of the stem/trunk of a plant.
- 3. Check out difference in the width of a tree trunk (see an old tree) and branches.

## Subject - SOCIAL SCIENCE WORKSHEET-VI

#### **HISTORY**

#### **Activity-I POLITICAL SYMBOLS**

Dear students, as you know the majority of men and women in the 18 <sup>th</sup> century could not read and write. So images and symbols were frequently used instead of printed words to communicate important ideas. That's why they used many symbols to convey the content of the declaration of rights. Draw or collect the political symbols of France, write their names and significance.

Prepare a presentation on PPT or A4 size papers

One is given here for your help



Name - THE WINGED WOMAN : Personification of the law

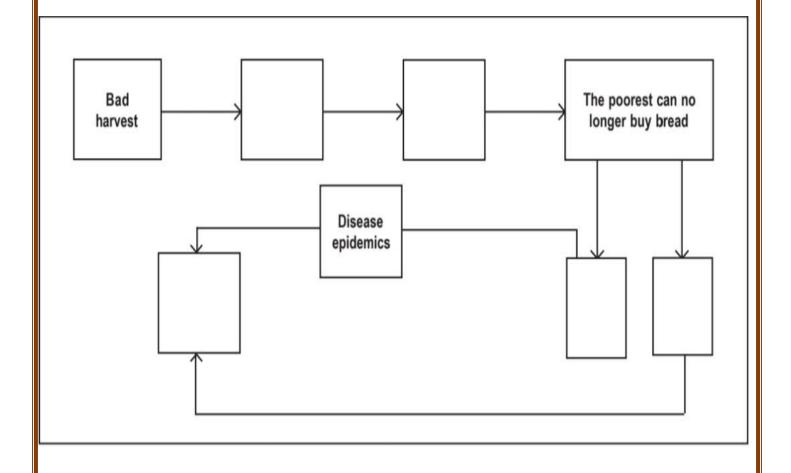
Significance -: This symbol has been used to make citizens who were uneducated

realise the meaning of the French Revolution and encourage them

engage in the event.

## **Activity-II THE STRUGGLE TO SURVIVE**

Students, as you know that the population of France rose from about 23 million in 1715 to 28 million in 1789. This led to a rapid increase in the demand for food grains. Production of food grains could not keep pace with the demand. This led to a SUBSISTENCE CRISIS. Try to learn more about Subsistence crisis and how it happened. Help box - Increased number of deaths, rising food prices, food riots, weaker bodies, scarcity of food.



# **Activity-III**

For this activity, collect the required information from History textbook, Internet and Newspapers and paste the pictures also.

## TOPIC: SHORT BIOGRAPHY OF NAPOLEON BONAPART

- Personal Life
- Rise to Power
- Administrative Reforms
- Napoleonic Wars (1800-1815)
- The Russia Invasion
- The Battle of Waterloo
- Death



#### **GEOGRAPHY**

## **Activity -I**

#### **India - Size and Location**



India in the World

Make a presentation on 'India - Size and Location"

Just prepare either 5-6 PPT slides or do it on  $A_4$  size paper using relevant pictures along with the information. Your presentation must answer these questions –

- ❖ Which is the exact Geographical location of India on Globe?
- ❖ What is the size of India and at which place it is ranked in the world?
- ❖ Which Indian States do not have an international border?
- Which Indian States do have an international border? Prepare yourself to present the show in the class once you are back from your summer vacation.

# **Activity -II**

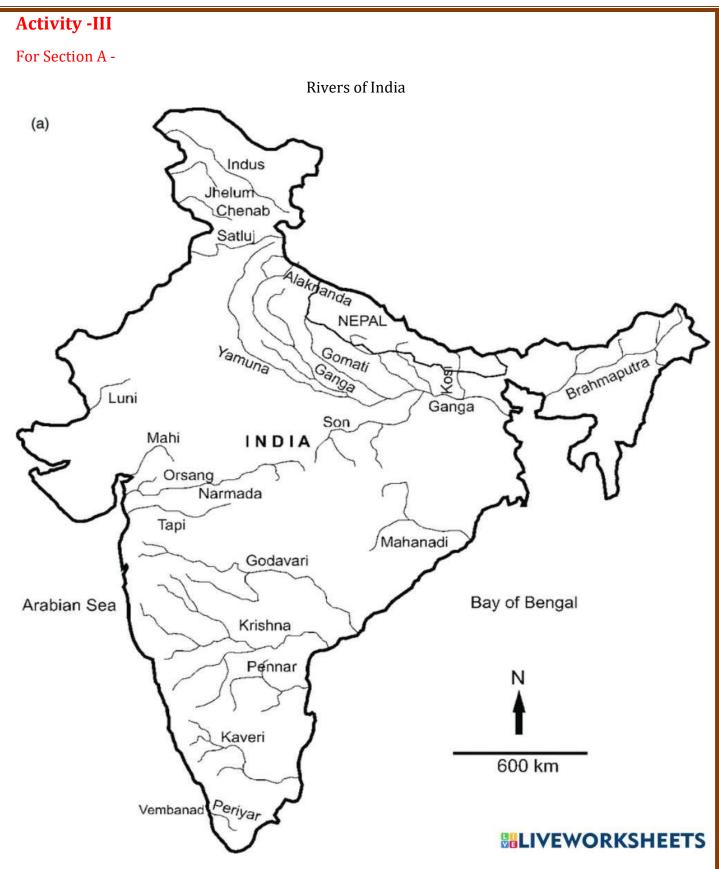
# **Happiness in the Himalayas**



Make a presentation on 'Happiness in the Himalayas'

Just prepare either 5-6 PPT slides or do it on A4 size paper (4-5) using relevant pictures along with the information. Your presentation must answer these points -

- The role of Himalayas in India.
- Main ranges of Himalayas?
- Some great peaks of the Himalayas.
- How does Himalayas divided by rivers?



Make a presentation on 'Rivers of India'

Just prepare either 7-8 PPT slides or do it on A4 size paper (5-6) using relevant pictures along with the information. Your presentation must answer these points -

- Major rivers of India. (Show on India's map)
- ❖ Which river/rivers flows/flow through your State? (Show on Punjab's map)
- ❖ What role river/rivers in your State play in your State's economy?

#### Indian Monsoon



Just prepare either 7-8PPT slides or do it on A4 size paper (5-6) using relevant pictures along with the information. Your presentation must answer these points –

- ❖ How are monsoon caused?
- Characteristics of the monsoon rainfall in India.
- ❖ What is the duration of monsoon in India?
- Why it is said 'Monsoon as a Unifying bond'

#### **ECONOMICS**

#### **Activity-I**

Make a pocket dictionary containing key definitions/meanings of some common and some economics terms. Arrange the words alphabetically, chapter wise and keep it safe, maintain it for your the use throughout the year. Bring it to class after the vacation for these two chapters.

## Ch1-The story of Village Palampur

Hypothetical, labour, weather road, capital, fixed capital, working capital, human capital, hectare, bigha, guintha, yield, multiple cropping, conventional, HYV seeds, sustain, unfortunately, distress, surplus, substantial, chilling centre, ferry, green revolution.

#### Ch 2-People as Resource

Resource, Asset, Liability, chores, investment, persuaded, vigour, enthusiasm, matriculation, vocational course, arthritis, acknowledged, meager, mining, quarrying, remuneration, counterpart, maternal, paternal, elementary education, diluted, retention, efficiency, infrastructure, decade, disguised unemployment, seaosonal unemployment, weeding, threshing, paradoxical, detrimental.

Write down your expenditure on daily basis for one month which you parents spend on you.

# **Activity-II**

Visit a village or explore your own colony to note down the various tasks (professional) undertaken by the people staying there and categorise their activities into different sectors of an economy i.e., Primary, Secondary & Tertiary. Also paste the pictures of the activity including you in the clicked pics at some place.

Reference Pictures for your help:

a) Ladies are working in a field

(Primary Activity)



b) Raw material has been given some shape (Secondary Activity)



c) Salesman is serving his customers (Tertiary Activity)



You may use PPT or A4 size paper sheet to present your work.

# **Activity-III**

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Collect sample of two types of produce grown in each - Kharif & Rabi.

Put the samples in a small zip lock packet or any other transparent pouches present at home.

Also add the following information with each sample as given in the example here.

Example of one sample given here for your help.



- Name of the crop: Rice
- > Type of Crop: Kharif Crop
- Sowing Period: June-July
- Weather Conditions: High Temperature, High Humidity
- > Harvesting Period: November December
- > Season: Winter
- > States Grown in: Eastern UP, Bihar, West Bengal etc.

# **Activity-IV**

Human capital or Human resource is the greatest resource any country or area can ever have.

A doctor, a teacher, a business man, a military man, an engineer and a tailor, a student, a housewife, all serve the society with their services.

Look around and find the people of different occupations, talk to atleast four persons, each of different profession, frame a questionnaire which can help you to know the pro and cons of their profession and the way their professional efforts are helping in boosting India's economy.

Record your conversation and make an audio presentation

# CIVICS Activity-I

Select one State of India (any) and list out the names of its the chief ministers and their tenure since independence. Collect the pictures also and make a collage like as given here for the Prime ministers



	<b>Activity-II</b> Write about G-20 summit in India held recently briefing about -		
4	Where was it held (cities)		
4	Number and names of countries participated in G-20 summit		
4	Write the decisions made in above G-20 Summit for trade , politics , security and		
	peace .		

# Subject - INFORMATION TECHNOLOGY WORKSHEET-VII

# **Activity-I**

Writing an e-mail to your Principal on his mail id - drpawankumar14676@gmail.com

He must receive this mail by 30<sup>th</sup>June, Write your name/roll no/class/section

#### Section A students will draft

An e-mail requesting him to plan an educational trip to a historical place or a fun trip to a hill station.

#### Section B students will draft

An e-mail requesting him to invite a career counselor who can help you in deciding the choice of the career you must think of.

# **Activity-II**

Making of a PowerPoint Presentation or preparing it on A4 size pages

# Topic for section A - Keyboard Skills

Slide No	Content to be covered in the Slide
1.	Introduction – Keyboard and Image of Keybaord
2.	Alphabatic keys – Image and use of them
3.	Special Symbol key – How we use it with key image and write Key Combination also
4.	Function Key — with their function also
5.	Numeric Key – Image and use
6.	Tab key, Caps Lock key, Shift Key and Ctrl Key with their short keys also
7.	Introduction the typing Skills – With the Help of Rapid Typing Software.
8.	Image of Home row key with fingers and explain which key pressed by which finger.
9.	Image of Upper row key with fingers and explain which key pressed by which finger.
10.	Image of Lower row key with fingers and explain which key pressed by which finger.

# Topic for section B - Operating System

Slide No.	Content to be covered in the Slide
1.	Introduction – Operating System
2.	Function of Operating System
3.	Types of Operating System – Based on User Interaction
4.	Character User Interface – With example & Image of
	Operating system
5.	Graphical User Interface – With example & Image of
	Operating system
6.	Types of Operating system – Based on their Functionality
7.	Single User, Multi User
8.	Multi-tasking, Real Time, Distribute OS
9.	Function of OS – With Diagram