सक्षम

.....सीखो, बढ़ो, सक्षम बनो

STUDENT HANDBOOK (GRADE 6 -10)

PRASH
SOCIAL WELFARE FOUNDATION

SUPPORTED BY
"SHIV NADAR INSTITUTION OF EMINENCE
DEEMED TO BE UNIVERSITY"

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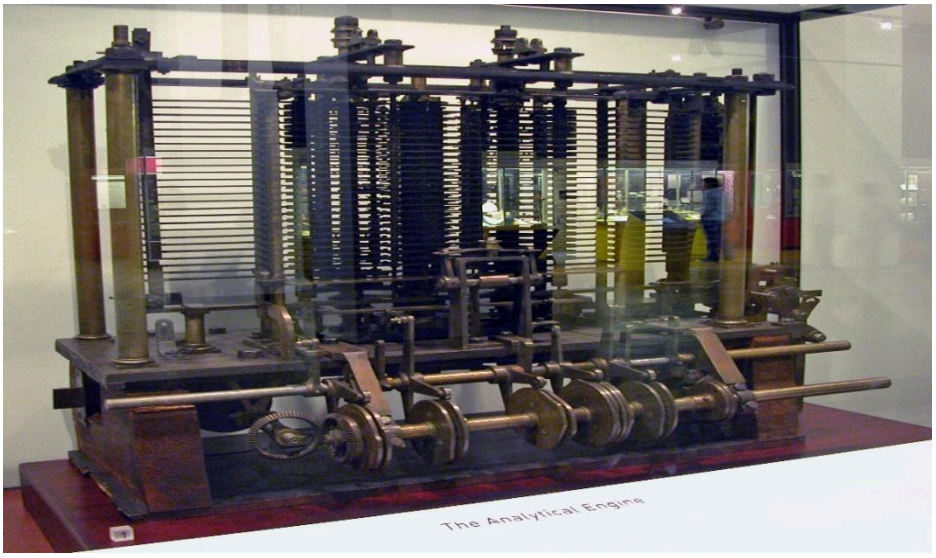
Unit 1: Computer Fundamentals

INTRODUCTION OF COMPUTER:

The word “computer” comes from the word “TO COMPUTE” which means to calculate. A computer is normally considered to be a calculation device which can perform the arithmetic operations very speedily.
A computer may be defined as a device which operates upon the data. Data can be in the form of numbers, letters, symbols, size etc. And it comes in various shapes & sizes depending upon the type of computer application.
Charles Babbage is the "Father of the Computer". He was an English mathematician, philosopher, and inventor who designed the first mechanical computer called the Analytical Engine in the 1830s.



What is Computer:

A computer is an electronic device which takes input from the user, processes it and gives the output as per user’s requirement.

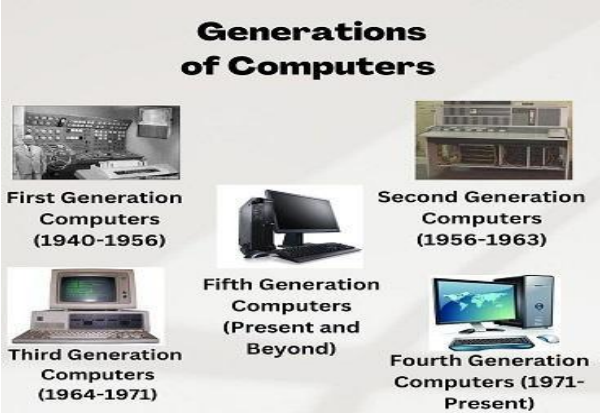
- A computer first gets the Input, does Process on it and then produces Output.

Key Points:

- Accepts input, processes data, gives output
- Fast, accurate, and reliable
- Stores large amounts of data

Generation of Computer:

The history of computers is divided into five generations based on the technology used. Each generation brought new improvements in size, speed, cost, and functionality.



1. First Generation (1940–1956) – Vacuum Tubes:

- These computers used vacuum tubes for processing.
- They were very large and consumed a lot of electricity.
- They were slow and produced a lot of heat.
- Example: ENIAC, UNIVAC

2. Second Generation (1956–1963) – Transistors:

- These computers used transistors instead of vacuum tubes.
- They were smaller, faster, and more reliable than first-generation computers.
- They produced less heat and used less power
- Example: IBM 1401, CDC 1604

3. Third Generation (1964–1971) – Integrated Circuits (ICs):

- Used small chips called Integrated Circuits.
- Much smaller, cheaper, and faster than second-generation computers.

- Supported multiple applications at the same time.
- Example: IBM 360, PDP-8

4. Fourth Generation (1971–Present) – Microprocessors:

- Used microprocessors – a single chip that does all computing work.
- These are modern computers like laptops and desktops.
- They are fast, small, and affordable for everyone.
- Example: Intel 4004, Core i7

5. Fifth Generation (Present and Future) – Artificial Intelligence (AI):

- These computers use Artificial Intelligence and machine learning.
- They can understand, think, and make decisions like humans.
- Used in robotics, smart assistants, self-driving cars, and more.
- Example: Siri, Google Assistant, AI Robots

Characteristics of a computer:

Some important characteristics of the computer are as follow:

1. Speed:

- A computer works very fast.
- It can perform millions of tasks in a second.
- Example: It can add big numbers within a fraction of a second.

2. Accuracy:

- A computer gives correct results.
- Mistakes are usually due to wrong input or instructions given by humans.

3. Automation:

- Once you give the instructions (program), the computer works automatically. No need to give instructions again and again.

4. Multitasking

- A computer can do many tasks at the same time.

- Example: You can type a document, listen to music, and download files together.

5. Storage

- A computer can store a large amount of data.
- You can save text, images, videos, and much more for a long time.

Types of Computers:

Computers are different types based on their size, power, and usage. Here are the main types:

1. Super computer

A supercomputer is a very fast and powerful computer. It can do millions of tasks in one second. Supercomputers are much faster than normal computers.

- Fastest and most powerful computers.
- Used for weather forecasting, space research, scientific simulations.

2. Mainframe Computer

A mainframe computer is a large and powerful computer used by big companies and government offices. It can handle many users and large amounts of data at the same time.

- Very big and powerful.
- Can support hundreds or thousands of users at the same time.
- Used by banks, railways, big companies.

3. Mini Computer

A minicomputer is a medium-sized computer used by small businesses and organizations. It can handle multiple users at the same time and is used for business tasks and data processing.

- Smaller than mainframe computers but still powerful.
- Used in small companies, organizations, or departments.
- Supports many users but fewer than mainframes.

4. Microcomputer (Personal Computer)

A microcomputer is a small, affordable computer used by one person at a time. It is also called a personal computer (PC).

- Commonly used by individuals.
- Also called PC (Personal Computer).
- Used at home, schools, offices.
- Types of Microcomputers:
  - Desktop
  - Laptop
  - Tablet
  - Smartphone

Use of Computers in Various Fields:

Computers are used in almost every field today. They help us to do work faster, more accurately, and with less effort. Let's look at how computers are used in different areas:

1. Education

- Used in schools and colleges for learning and teaching.
- Helps students to study through online classes, videos, and educational software.
- Used for creating question papers and report cards.

2. Office Work

- Used for typing documents, emails, and presentations.
- Helps in managing data, records, and communication.
- Saves time and improves efficiency.

3. Hospitals and Health Care

- Helps doctors in checking patients and doing surgeries.
- Used for keeping medical records and reports.
- Used in scanning machines (CT scan, MRI).

4. Banking

- Used for money transfers, ATM machines, and maintaining customer accounts.
- Helps in online banking and digital payments.

5. Business

- Used in billing, inventory, sales reports, and online shopping.
- Helps manage accounts and customer service.

Parts of computer:

A computer is made up of different parts that work together to perform tasks. These parts are mainly divided into two categories: Hardware and Software.

1. Hardware:

Hardware refers to the physical parts of a computer that we can see and touch.

Examples: Monitor, Keyboard, Mouse, CPU, Printer, Speakers, Hard Disk,etc.

2. Software:

Software refers to the set of instructions or programs that tell the computer what to do. We cannot touch software it only works inside the computer.

Examples: Windows, MS Word, Paint, Google Chrome, Games, etc.

What is Device in a computer?

A device in a computer refers to any hardware component that helps in input, processing, output, or storage of data. These devices are connected to the computer and work together to complete tasks.

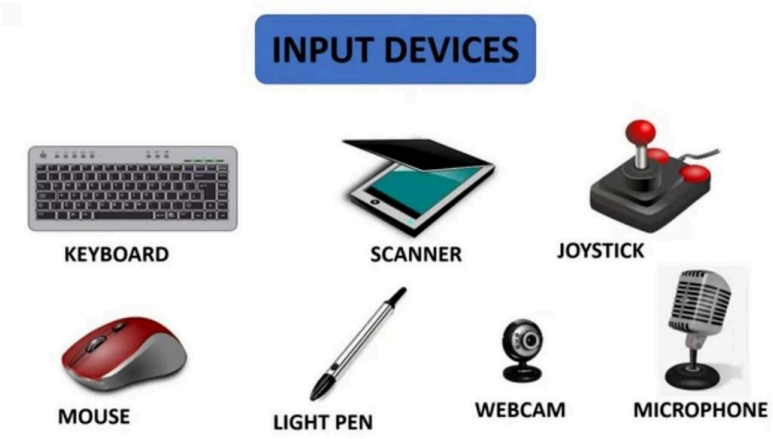
Types of Devices in Computer:

Computer devices are mainly divided into Three types:

1. Input Devices:

These devices are used to enter data and instructions into the computer.
Examples:

- Keyboard – to type text
- Mouse – to click and move the pointer
- Scanner – to scan documents
- Microphone – to record sound



2. Output Devices:

These devices are used to display or show results of processed data.
Examples:

- Monitor – to display text and images
- Printer – to get printed copy (hard copy)
- Speakers – to hear sound
- Projector – to display screen on a wall

3. Storage Devices:

Storage devices are hardware used to store data, files, and programs in a computer. These devices help us **save information** permanently or temporarily.

Examples:

Type	Examples	Use
Primary Storage	RAM, Cache	Temporary storage used while computer is on
Secondary Storage	Hard Disk, SSD	Permanent storage for programs and files
Portable Storage	PenDrive, CD/DVD	Easy to carry and move data between devices
Cloud Storage	GoogleDrive, OneDrive	Online storage using internet

Activity: Group Assessment based on computer Fundamentals (team based)

Unit 2 Operating System

What is an Operating System?

An Operating System (OS) is a system software that controls all the working of a computer. It acts as a manager between the computer hardware (like CPU, keyboard, mouse, printer) and the user. Without an operating system, a computer cannot function.
When you turn on your computer, the first program that starts running is the operating system. It manages files, runs software programs, and allows the user to interact with the system using graphical or text interfaces.

Types of Operating Systems

There are many types of operating systems depending on the device and usage some are Batch Operating System, Time-Sharing Operating System, Distributed Operating System, Network Operating System (NOS). The four most common examples are:

Type	Details
Windows	Developed by Microsoft, Windows is the most widely used OS in desktops and laptops. It has a user-friendly Graphical User Interface (GUI). Examples: Windows 10, Windows 11.
Linux	Linux is a free and open-source operating system, mainly used by programmers and servers. It is known for its security, speed, and flexibility. Popular versions: Ubuntu, Fedora.
Android	Android is an operating system designed for smartphones and tablets. It is developed by Google and supports apps from the Play Store.

Importance of an Operating System

The OS is the most important software on a computer. Here's why it is essential:

1. Make the computer usable – Without it, we cannot use the computer.
2. Manages software and hardware – It makes sure all parts of the computer work together.
3. Provides interface – It gives us a platform (like desktop or mobile screen) to interact with the computer.
4. Runs applications – It runs all the programs like MS Word, Excel, Browsers, Games, etc.
5. Ensures security – It keeps our data safe from unauthorized access.

Functions of Operating System

Function	Detailed Description
1.Memory Management	The OS manages the RAM (Random Access Memory) and allocates memory to each running program. It also frees up memory when not needed
2.Process Management	It keeps track of all active applications or processes. It ensures that each process gets enough time and resources.
3. File Management	It helps in creating, saving, deleting, and organizing files and folders on the storage device like a hard disk.
4.Device Management	It controls all input and output devices like keyboard, mouse, printers, scanners, etc., through device drivers.
5.Security Management	The OS protects files and data by using passwords, permissions, antivirus support, etc.

Example Scenario:

Suppose you are typing a document in MS Word:

- The OS is helping you by running MS Word,
- Storing your file on the hard disk,
- Taking input from your keyboard,
- Sending print commands to the printer,
- And ensuring everything works together smoothly**.**

Unit 3 How to manage File

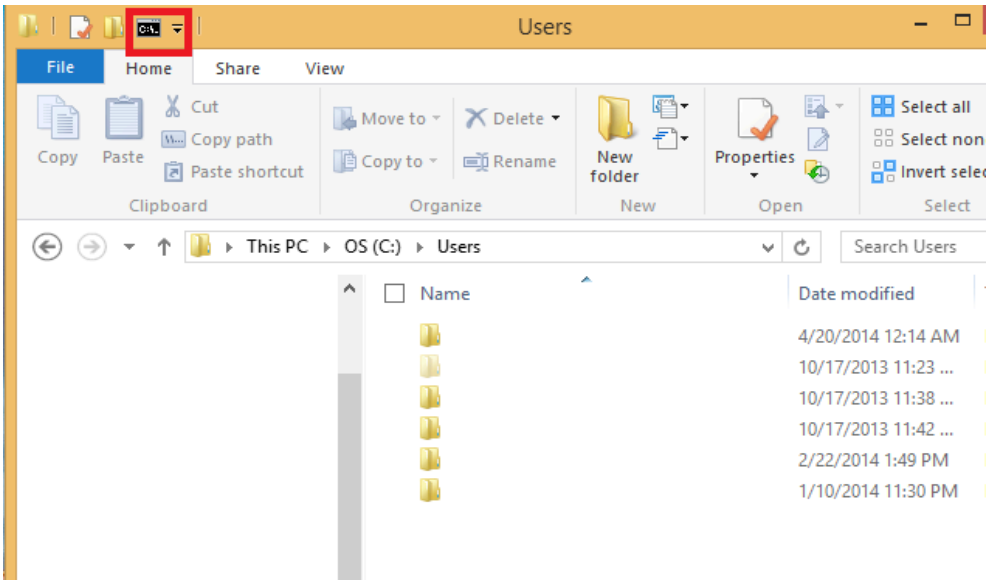
What is a File and Folder?

File: A file is a collection of data or information stored on a computer. It can be a document, image, video, audio, or program.

- **Examples**: MyDocument.docx, Photo.jpg, Song.mp3

Folder: A folder is like a container used to organize files. It helps group related files together.

- **Example:** A folder named "School Work" can contain files like MathHomework.docx or ScienceProject.pptx.



How to Create, Save, and Delete Files and Folder

1. How to Create a Folder:

Step 1: Go to **Desktop** or **any folder**.
Step 2: Right-click on empty space.
Step 3: Click **New** → then click **Folder**.
Step 4: Type the name you want.
Step 5: Press **Enter**.

2. How to Create a File:

Step 1: Right-click on the desktop or inside a folder.
Step 2: Choose New → select the type of file (e.g., Word Document, Text File).
Step 3: Give a name and press Enter.

2. How to Save a File:

When working in an application like MS Word:
Step 1: Click on File → Save or Save As
Step 2: Choose the location (like Desktop or Documents).
Step 3: Enter a name and click Save.

3. How to Delete a File:

Step 1: Right-click the file or folder.
Step 2: Click Delete.
The file will move to the Recycle Bin.
To delete permanently, empty the Recycle Bin.

Importance of Organizing Files

- Makes it easier to find important documents.
- Saves time and effort.
- Keeps the computer neat and clean.
- Helps in better productivity and work management.
- Reduces chances of losing important data.

Tips for organizing:

- Create folders for each subject or project.
- Name files clearly (e.g., Class6_Maths_Homework.docx).
- Delete unwanted files regularly.

Example: How to Organize Files

Let's say you are a student and have many files for different subjects. You can organize like this:

- **Class 9** (Main Folder)
  - **English**
    - *Essay.docx*
    - *GrammarNotes.pdf*
  - **Maths**
    - *Formulas.xlsx*
    - *Algebra.pdf*
  - **Science**
    - *Experiment.docx*
    - *Diagram.png*

Activity:

Create folders for school subjects and save the files

Unit 4 MS Word

INTRODUCTION OF MS WORD

- Charles Simonyi, a developer and Richard Brodie, a software engineer, were the two creators of MS Word
- This program was initially named “multi-Tool Word” but later, was renamed as MS Word
- It was introduced in 1983
- Word for Windows is available standalone or as a part of MS Office suite
- MS Word for Mac was introduced by Microsoft as Word 1.0 in 1985
- The extension for any word file is “.doc or .docx.”

What is MS Word?

MS Word (Microsoft Word) is a computer program used to **type and format text** like letters, essays, stories, notes, applications, and reports. It is a part of **MS Office**.

Why Do We Use MS Word?

- To **write and edit** text
- To **change font, colour, and style**
- To **insert pictures, tables, and shapes**
- To **print documents**

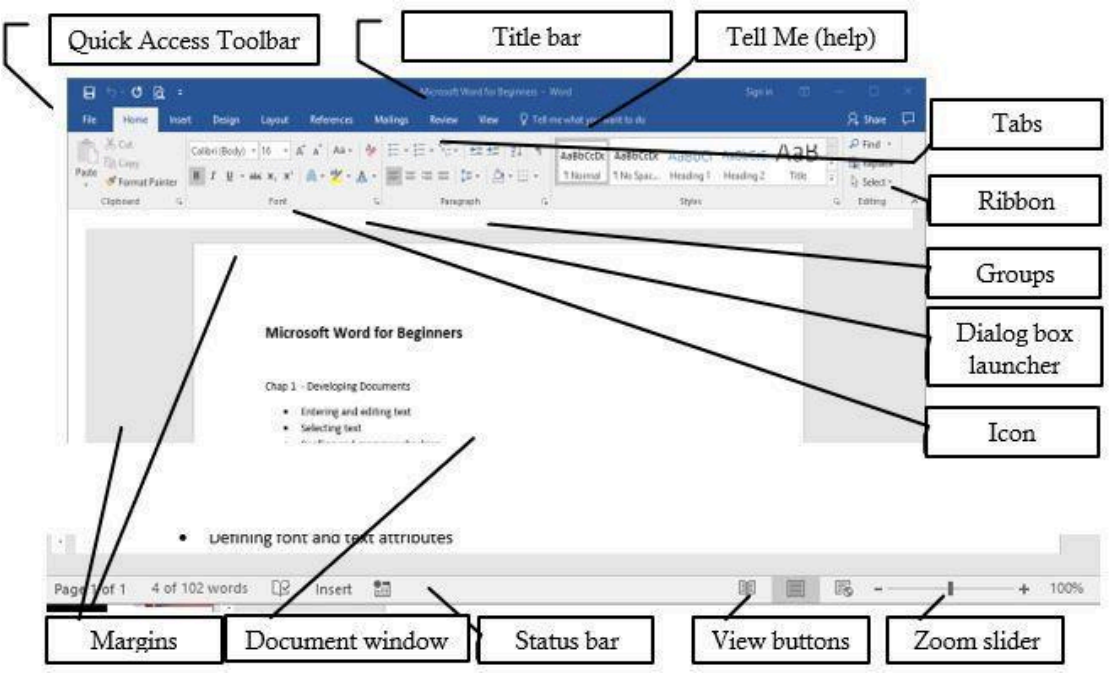
Main Features of MS Word:

Feature Name	What It Does
New Document	Create a new blank page for typing
Font Formatting	Change size, colour, bold, italic, underline
Insert	Add pictures, shapes, tables, etc.
Page Setup	Set margin, page size, orientation
Spell Check	Checks spelling and grammar mistakes
Save & Open	Save work or open saved documents
Print	Print the document on paper

Component (Interface) of MS Word

Microsoft Word is a word processing software used to create, edit, and format documents. It has many useful parts (components) that help users work easily and efficiently.

1. **Title Bar** – Displays the name of the document in the MS Word application.



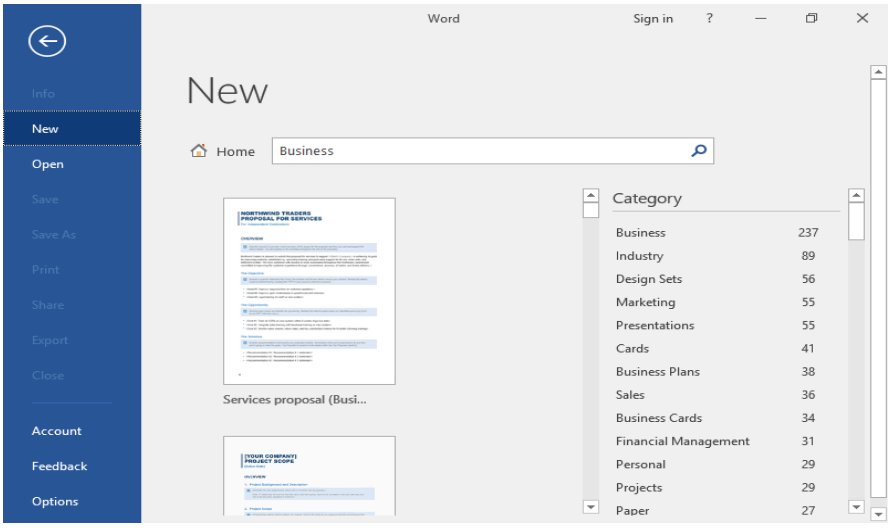
5. **Document Area** – The main area where you type and edit your text.
6. **Status Bar** – Located at the bottom, it shows information such as page number, word count, and language.
7. **Scroll Bars** – Used to move up, down, left, or right through the document.
8. **Cursor (Insertion Point)** – A blinking vertical line that indicates where text will appear when you type.
9. **Ruler** – Helps to align text, tables, and other elements on the page.
10. **Zoom Control** – Allows you to zoom in or zoom out of the document for better visibility.
11. **File Tab (Backstage View)** – Contains options like New, Open, Save, Print, and Share

How to Open MS Word

Step 1. **Click** on the **Start** button (bottom-left corner).
Step 2. **Type** "Word" in the search bar.
Step 3. **Click** on "**Microsoft Word**" from the search results.

How to Create a new file in MS Word

Step 1. If Word is already open, click on **“File”** in the top-left corner.
Step 2. Click on **“New”**.
Step 3. Select **“Blank Document”**.
Step 4. A new Word file will open.



How to Add Text in MS Word

Step 1. Open MS Word.
Step 2. Click inside the white area (blank page).
Step 3. Start typing using your keyboard.
Step 4. Press Enter to go to the next line.
Step 5. Use Backspace to erase if you make a mistake.

How to Edit in MS Word

Editing in MS Word means changing or improving the text you have already typed. You can add, remove, move, or correct your content.

Steps:

Step 1. **Open** your MS Word document.

Step 2. Click on the text you want to change.

Step 3. Use **Backspace** or **Delete** to remove old text.

Step 4. Type new text to replace or add more.

Step 5. You can also **select text** using your mouse (drag over it) and then:

- Type to replace it
- Change font, size, colour from the **Home** tab

Editing Tools (in the Home tab):

- **Cut** – Ctrl + X (Removes the selected text.)
- **Copy** – Ctrl + C (Copies the selected text.)
- **Paste** – Ctrl + V (Inserts the cut/copied text at a new place.)
- **Undo** – Ctrl + Z (Reverses the last action.)

Formatting Text in MS Word

Formatting means changing the appearance of the text to make it look better or to highlight important parts. This includes changing the **font style**, **size**, **colour**, **bold**, **italic**, **underline**, etc.

Steps to Format Text in MS Word:

1. **Open** your document in MS Word.
2. **Select the text** you want to format
3. Go to the **Home** tab at the top.
4. Use different **formatting tools** in the **Font group**

Common Formatting Tools and Their Definitions:

Tool	Icon	Definition / Use
Bold	**B**	Makes text thicker and darker. Shortcut: Ctrl + B
Italic	*I*	Makes text slanted. Shortcut: Ctrl + I
Underline	U	Adds a line under the text. Shortcut: Ctrl + U
Font Style	Aa	Changes the look/design of the text (e.g., Arial, Times New Roman)
Font Size	12, 14, 16...	Increases or decreases the text size
Font Colour	A	Changes the colour of the text
Text Highlight		Adds a background colour to text like a highlighter
Text Alignment		Aligns the text to left, centre, right, or justify

Bullets & Numbering in MS Word

- **Bullets** are small symbols (like ●, ○, ✓) used to make a list easier to read.
- **Numbering** adds numbers (1, 2, 3...) or letters (a, b, c...) to list items in order.

They are useful for **organizing information** clearly

Steps:

Step 1. **Open** your document in MS Word.

Step 2. **Select the text** you want to make into a list.

Step 3. Go to the **Home** tab.

Step 4. In the **Paragraph group**, click:

- **Bullets (●)** icon to make a bulleted list.
- **Numbering (1, 2, 3)** icon to make a numbered list.

Step 5. Choose the **style/design** you like.

How to Insert: Table, Picture, Shapes in MS Word

Insert means to **add** something into your document, like a table, picture, or shape, to make it more informative and attractive.

1. Insert a Table

A table is a grid made of rows and columns used to display data in a structured way.

1. Steps to Insert a Table:

Step 1. Click on the Insert tab.
Step 2. Click Table.
Step 3. Choose how many rows and columns you need.
Step 4. Click to insert the table.

2. Insert Picture

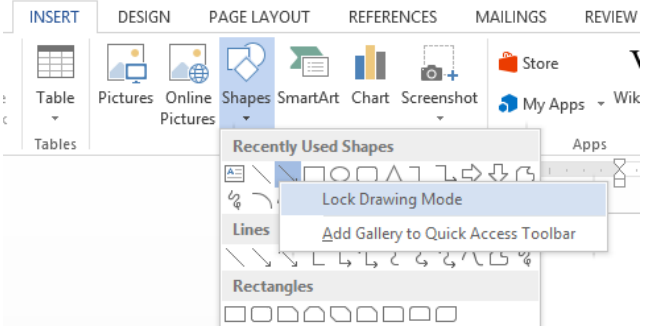
A **picture** is an image (from your computer or online) that you can add to your document.

Steps to Insert a Picture:

Step 1. Click on the **Insert** tab.
Step 2. Click on **Pictures**.
Step 3. Choose **This Device** or **Online Pictures**.
Step 4. Select an image and click **Insert**.

3. Insert Shapes

Shapes are ready-made figures like rectangles, circles, arrows, etc., used to highlight or decorate content.



Steps to Insert Shapes:

Step 1. Click on the **Insert** tab.
Step 2. Click on **Shapes**.
Step 3. Choose a shape (like circle, rectangle, arrow).
Step 4. Click and **drag** on the page to draw the shape.

Page Setup & Print in MS Word

- **Page Setup** means changing the layout of the page like margins, orientation (portrait or landscape), and paper size.
- **Print** means taking a paper copy of your document using a printer.

1. Page Setup:

Steps to Set Up a Page:
Step 1. Click on the **Layout** tab (or **Page Layout** in older versions).
Step 2. Use the following options:

Tool	**Use**
Margins	Set the empty space around the page (top, bottom, left, right).
Orientation	Choose **Portrait** (vertical) or **Landscape** (horizontal).
Size	Choose paper size (like A4, Letter, etc.).

2. How to Print a Document

Steps to Print:

Step 1. Click on the File tab.
Step 2. Click on **Print**.
Step 3. Choose the **printer**.
Steps 4. Set **number of copies**, **pages**, and **orientation**.
Steps 5. Click on the **Print** button.

Activity:
Format a paragraph on “My Family” (bold, italic, colours, bullets)
Activity: Design a timetable using the Insert Table option.

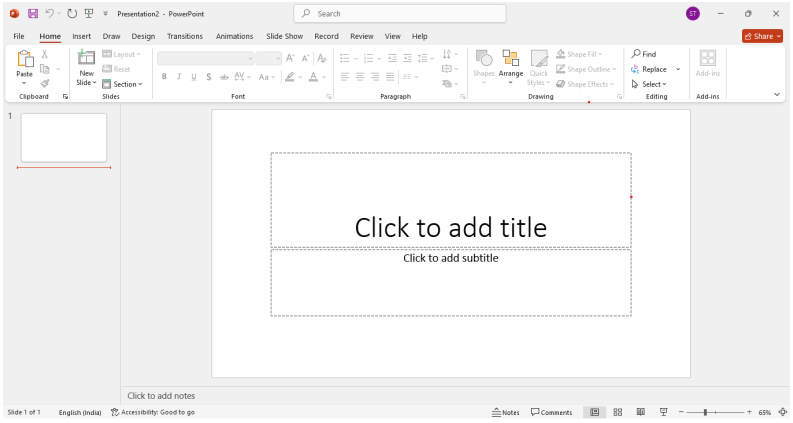
Unit 5 MS PowerPoint

INTRODUCTION OF MS POWER POINT:

- The program was created in a software company named Forethought, Inc. by Robert Gaskins and Dennis Austin.
- It was released on April 20, 1987, and after 3 months of its creation, it was acquired by Microsoft.
- The first version of this program, when introduced by Microsoft, was MS PowerPoint 2.0 (1990).
- It is a presentation-based program that uses graphics, videos, etc. to make a presentation more interactive and interesting.
- The file extension of a saved PowerPoint presentation is ".ppt".
- A PowerPoint presentation comprising slides and other features is also known as PPT.

What is Microsoft PowerPoint?

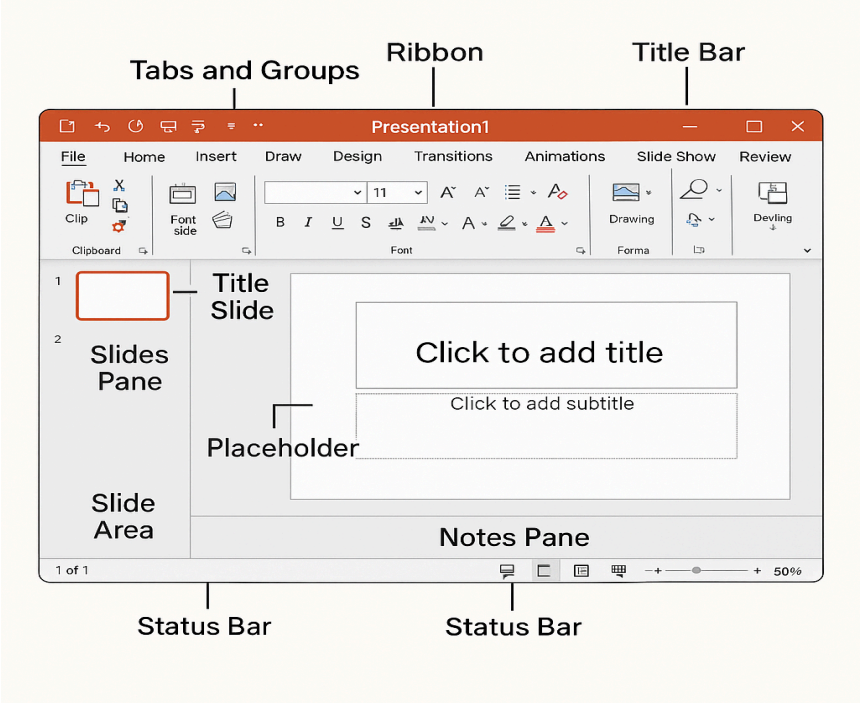
PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program that allows you to create professional-looking electronic slide shows.
The image given below shows the main page of MS PowerPoint, where a person lands when the program is opened on a computer system:



Why Do We Use PowerPoint?

Purpose	Example
To give presentations	Classroom teaching, project display
To make learning interesting	Using pictures, sound, and animations
To explain topics step by step	Showing slides one after another
To present in front of an audience	School events, competitions

Component (Interface) of Microsoft PowerPoint:



1. Slide

- Explanation: A single page in a PowerPoint presentation.
- Use: Each slide contains text, images, charts, or videos to present ideas.

2. Slide Layout

- Explanation: Pre-designed templates for how content is arranged on the slide.
- Types: Title Slide, Title and Content, Two Content, etc.

- Use: Helps organize text, images, charts properly.

3. Placeholder

- Explanation: Dotted boxes on a slide where you can insert text, pictures, charts, etc.
- Example: “Click to add title” is a placeholder.

4. Title Bar

- Explanation: Located at the top; shows the name of the presentation file.
- Example: If the file name is Presentation1.pptx, it appears here.

5. Ribbon

- Explanation: Contains tabs and tools needed to design slides.
- Tabs Include: Home, Insert, Design, Transitions, Animations, Slide Show, Review, View.

6. Slides Pane

- Explanation: On the left side of the window, shows a list of slides in order.
- Use: You can rearrange, duplicate, or delete slides easily here.

7. Notes Pane

- Explanation: Below the slide, where the presenter can write notes (not visible to the audience).
- Use: For reminders or explanations during the presentation.

8. Slide Area

- Explanation: Centre area where you design and edit the selected slide.

9. Status Bar

- Explanation: At the bottom of the window. Shows slide number, design view mode, zoom slider, etc.

10. Slide Show View

- Explanation: Runs the full-screen presentation.
- Shortcut: Press F5 to start the slide show from the beginning.

11. Design Themes

- Explanation: Predefined styles that apply colours, fonts, and effects to all slides.

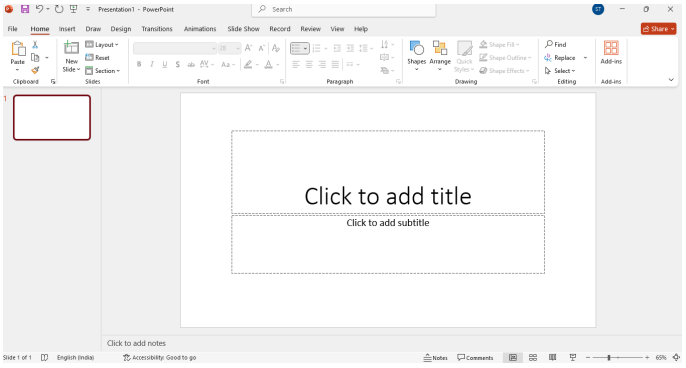
How to Open MS PowerPoint (Windows)

Using Start Menu

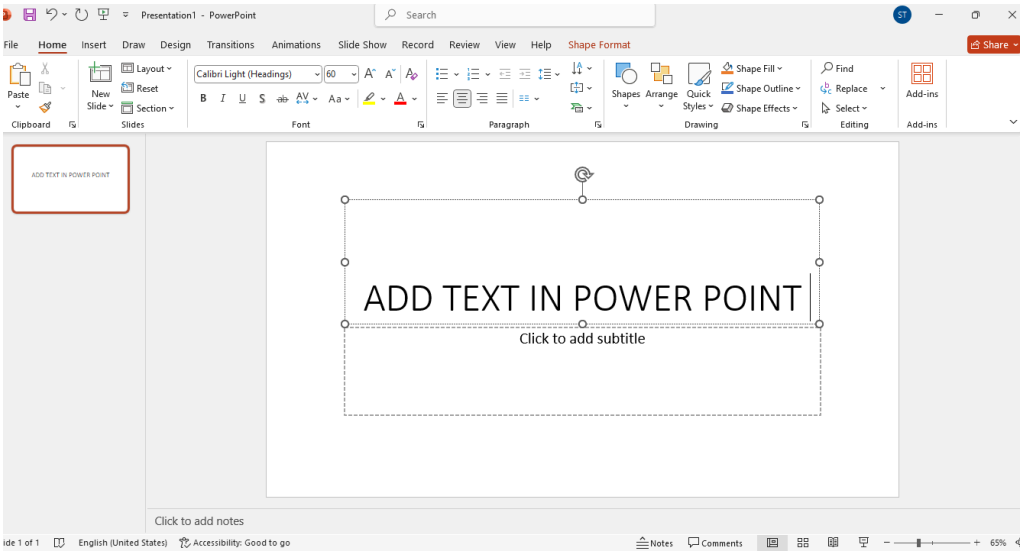
Step 1. Click on the Start Menu (Windows icon at the bottom-left corner).
Step 2. Type “PowerPoint” in the search bar.
Step 3. Click on “Microsoft PowerPoint” from the results.

How to Create a New PowerPoint File:

Step 1. Open MS PowerPoint.
Step 2. Click on “File” in the top left corner.
Step 3. Select “New” from the menu.
Step 4. Choose “Blank Presentation” (or select a template).
Step 5. A new presentation will open with one default slide.



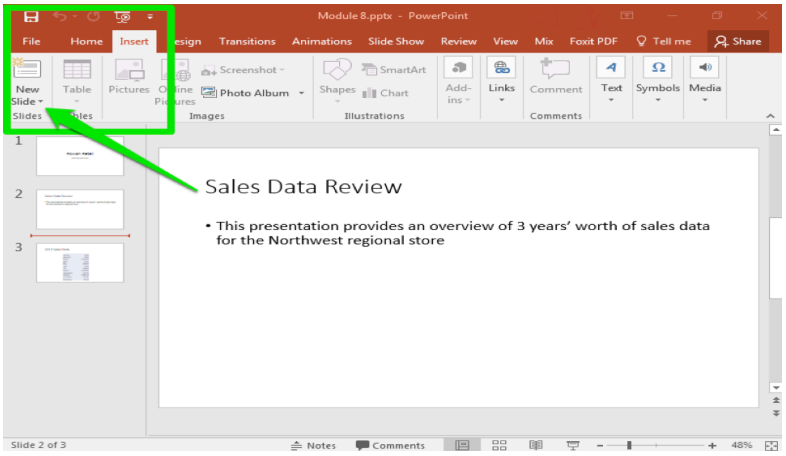
How to Add Text:



Step 1. Open your slide in PowerPoint.
Step 2. Click on the Text Box from the Insert tab.
Step 3. Click on the slide where you want the text.
Step 4. Type your text.

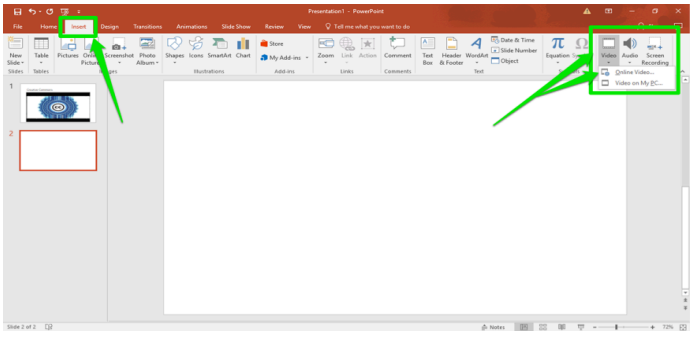
How to Create a New Slide

Step 1. Open your PowerPoint presentation.
Step 2. Go to the Home tab.
Step 3. Click on the New Slide button in the Slides group.
Step 4. A new slide will be added to your presentation.
Step 5. You can choose a layout (like Title Slide, Title and Content, Two Content, etc.) by clicking the arrow under New Slide.



How to Add Images:

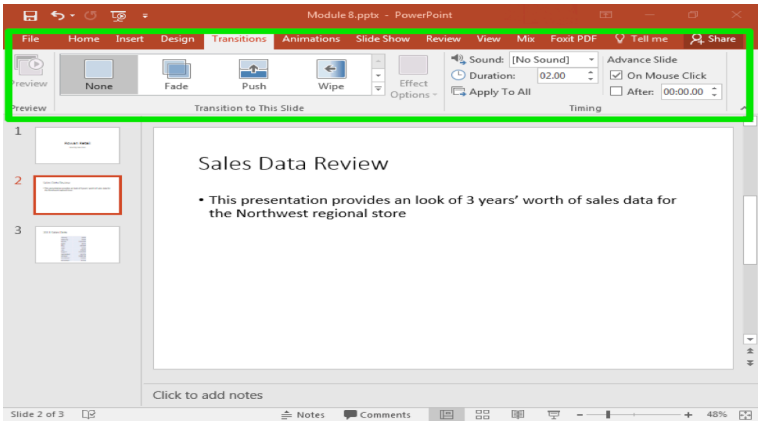
Step 1. Click on the Insert tab.
Step 2. Select Pictures → Choose This Device or Online Pictures.
Step 3. Select your image → Click Insert.
Step 4. Resize or move the image as needed.



What is Transition?

A transition is the visual effect that happens when one slide changes to the next during a presentation in MS PowerPoint. It helps make the presentation look smooth and attractive.

How to Add Transitions (Between Slides)



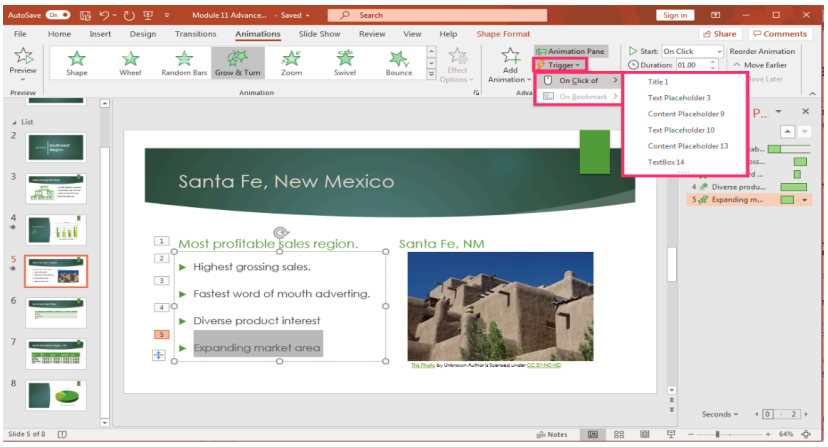
Step 1. Click on the slide where you want to apply the transition.
Step 2. Go to the **Transitions** tab.
Step 3. Choose a transition effect like **Fade**, **Push**, or **Wipe**.
Step 4. You can also click **"Effect Options"** to customize the transition.
Step 5. Click **Apply to All** if you want the same transition on all slides.

What is Animation?

Animation in PowerPoint is a special effect used to make text, images, shapes, or other objects move or appear in a creative way during a slideshow.

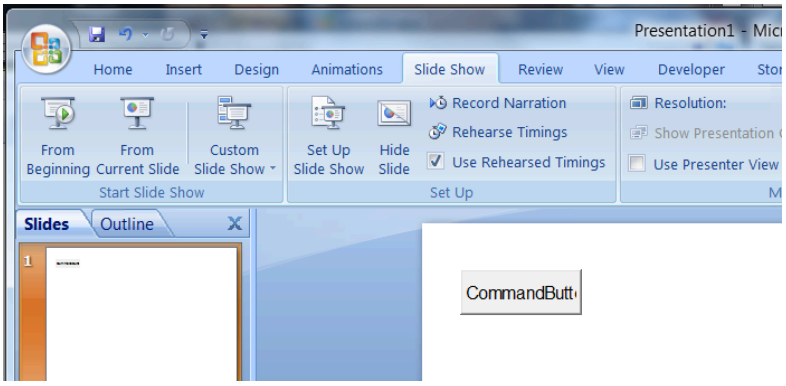
How to Apply Animation

Step 1. Open your slide in PowerPoint.
Step 2. Click on the text or picture you want to animate.
Step 3. Go to the Animations tab at the top.
Step 4. Choose an animation like Fade, Fly In, Zoom, etc.
Step 5. Done! You have added animation.



What is a Slide Show?

A Slide Show is the way to view your presentation on full screen — one slide at a time — like a movie.



How to Start Slide Show:

Step 1. Click on the Slide Show tab.
Step 2. Then click on From Beginning to view all slides from the start.
Step 3. Or click From Current Slide to start from the selected slide.
Step 4. Press F5 on the keyboard to start the slide show from the beginning.
Step 6. Use arrow keys to move forward or backward in the presentation.

What is Page Setup?

Page Setup means changing the slide size or direction (portrait or landscape) before printing or presenting.

How to Do Page Setup:

Step 1. Open PowerPoint.
Step 2. Click on the **"Design"** tab.
Step 3. Click on **"Slide Size"**.
Step 4. Choose:

- **Standard (4:3)** or
- **Widescreen (16:9)**

1. Or click **"Custom Slide Size"** to choose your own.
2. You can set slide **Orientation**:

- **Landscape** (sideways) or
- **Portrait** (up and down)

Step 5. Click **OK** to apply.

Activity:
Create a 4-slide presentation on "My School" or "My Family "and use all the tools.

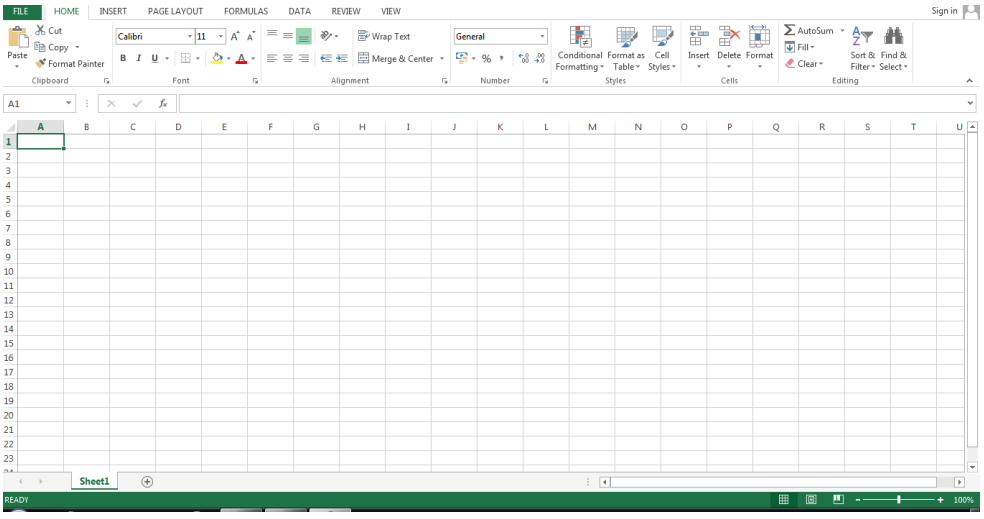
Unit 6 MS Excel

What is MS Excel?

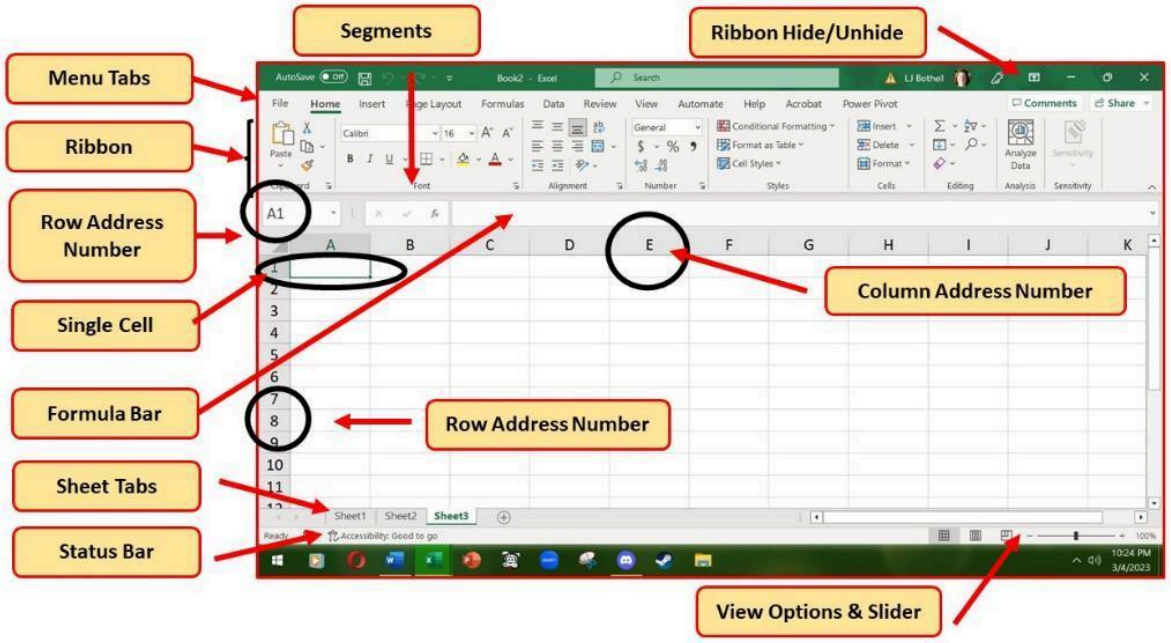
MS Excel is a spreadsheet program where you can record data in the form of tables. It is easy to analyse data in an Excel spreadsheet.

- An MS Excel file is saved with an extension of .xls
- Companies with large staff and workers use MS Excel as saving employee information becomes easier
- Excel spreadsheets are also used in hospitals where the information of patients can be saved more easily and can be removed conveniently once their medical history is cleared
- The sheet on which you work is called a Worksheet
- Multiple worksheets can be added in a single Excel file
- This is a data processing application

The image given below represents how an Excel spreadsheet looks like:



Component (Interface) of MS Excel



What is a Spreadsheet?

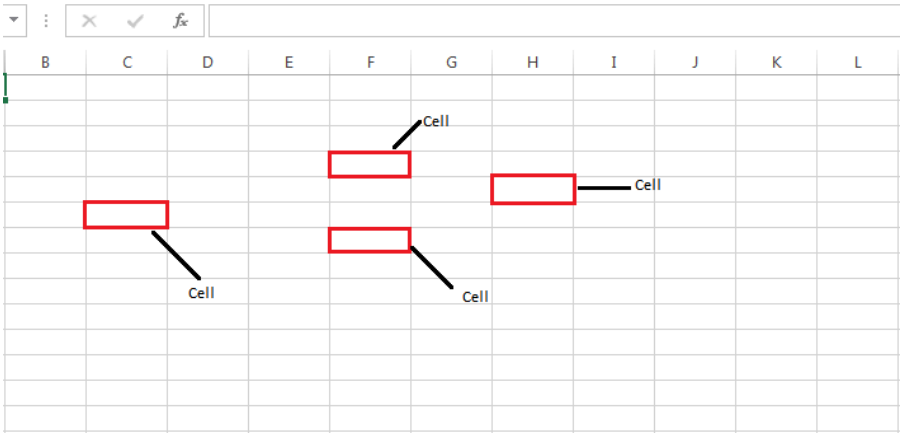
A **Spreadsheet** is a digital sheet made up of rows and columns that helps users to enter, edit, calculate, and analyse data easily.

Basic Terms in MS Excel:

Term	Meaning
Workbook	The entire Excel file
Worksheet	A single sheet/page within a workbook
Row	Horizontal line in the sheet (numbered 1, 2, 3, ...)
Column	Vertical line in the sheet (labelled A, B, C, ...)
Cell	Intersection of a row and a column (e.g., A1, B2)

What is cell?

A cell is the smallest unit or box in a Microsoft Excel worksheet. It is where you can enter, store, and manage data like numbers, text, dates, or formulas.



What is Cell Address?

The cell address is the name by which the cell can be addressed. For example, if row 7 is interested in column G, then the cell address is G7.

How to Open MS Excel

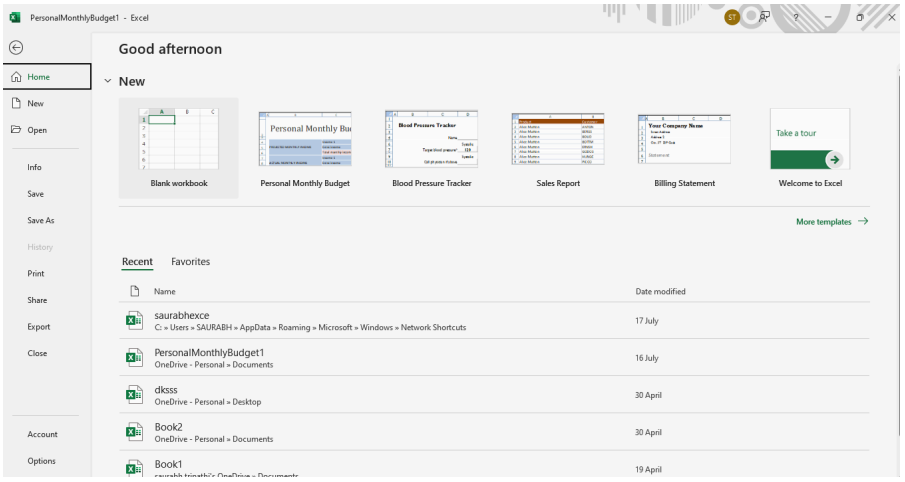
From Start Menu

Step 1. Click on the **Start** button (bottom-left corner).
Step 2. Type **Excel** in the search box.
Step 3. Click on **Microsoft Excel** from the list.
Step 4. Excel will open on your screen.

How to Create file in MS Excel

Step 1. Open MS Excel.
Step 2. Click on **File** in the top-left corner.
Step 3. Click on **New** from the menu.
Step 4. Choose **Blank Workbook**.
Step 5. A new file will open — you can now enter your data.

Entering and Editing Data in MS Excel



What is Data in Excel?

In Excel, data means any information you type into a cell — like numbers, text, or formulas.

How to Enter Data in a Cell:

Step 1. Click on a cell where you want to enter data (e.g., A1).
Step 2. Type the data (text, number, or date).
Step 3. Press Enter or Tab to move to the next cell.

How to Edit Data in a Cell:

If you made a mistake or want to change the data than follow the Steps:
Method 1: Double-click to Edit

Step 1. Double-click on the cell.
Step 2. Change the text or number.
Step 3. Press Enter to save.

Method 2: Use Formula Bar

Step 1. Click on the cell.
Step 2. Go to the Formula Bar (top of the sheet).
Step 3. Edit the data.
Step 4. Press Enter.

Basic Formulas in MS Excel

What is a Formula?

A formula in Excel is a mathematical expression used to perform calculations.
Every formula in Excel starts with an equal sign =.

Common Basic Formulas:

Operation	Formula Syntax	Example	Result
Addition	=A1 + B1	=10 + 20	30
Subtraction	=A1 - B1	=50 – 30	20
Multiplication	=A1 * B1	=5 * 4	20
Division	=A1 / B1	=40 / 5	8
Combine Numbers and Cells	=A1 + 10	If A1 = 20, then =A1+10	30

How to Use Formulas in Excel

Steps:

Step 1. Open Excel
Step2. Type numbers in two cells

Example: 10 in A1, 20 in B1

Step 3. Click on another cell (like C1) for result
Step 4. Type the formula in cell or in the formula bar

Example: =A1 + B1

Step 5. Press Enter

Excel shows the answer: 30

Note: Formula Is Always Start with" =" equal sign. (e.g: =A1+A2)

What is a Function in MS Excel?

A Function in MS Excel is a pre-written formula that helps you do quick calculations like total, average, maximum, minimum, etc.

Important Points:

- Every function starts with = sign
- Then comes the function name, like SUM, AVERAGE, etc.
- After that, you write the cell range in brackets ().
- =FUNCTION_NAME (cell range)

Basic Functions in MS Excel:

Function Name	Use	Example	Result (if A1 to A5 = 10, 20, 30, 40, 50)
SUM ()	Adds numbers	=SUM (A1:A5)	150
AVERAGE ()	Finds average	=AVERAGE (A1:A5)	30
MAX ()	Finds largest number	=MAX (A1:A5)	50
MIN ()	Finds smallest number	=MIN (A1:A5)	10
COUNT ()	Counts how many cells have data	=COUNT (A1:A5)	5

How to Use a Function in Excel

Steps:

Step 1. Open Excel

Step 2. Type numbers in some cells

Example: A1 = 10, A2 = 20, A3 = 30

Step 3. Click on an empty cell (like A4)

Step 4. Type a function

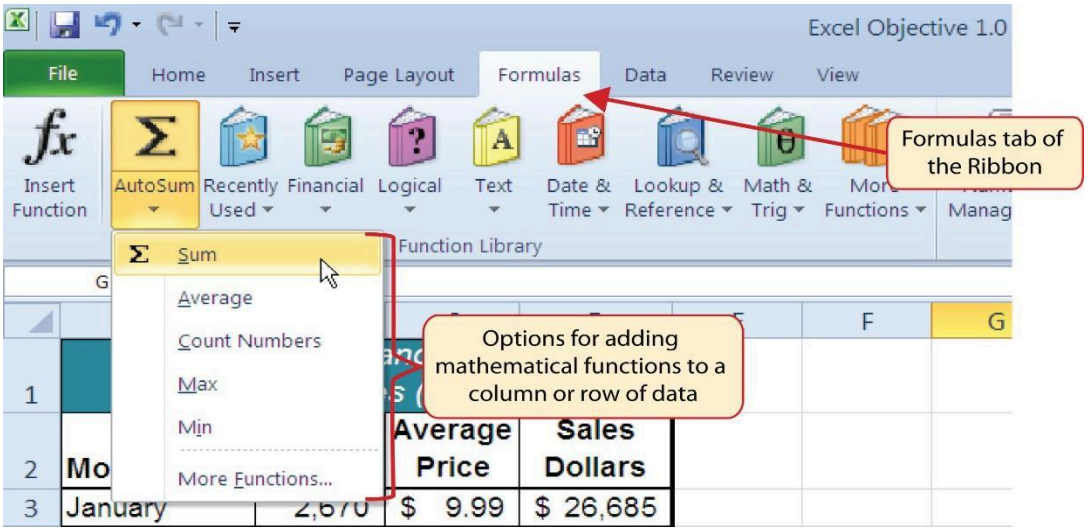
Example: =SUM (A1:A3)

Step 5. Press Enter

Excel will show the answer: 60

What is AutoSum in MS Excel?

AutoSum is a button in Excel that quickly adds up numbers in a row or column using the SUM function automatically. It is mostly used for sum but. you can use all the functions in Autosome like. (Average, count etc).



How to Use AutoSum (Step-by-step):

Step 1. Type numbers in cells (e.g., A1 to A3).
Step 2. Click on the next empty cell (e.g., A4).
Step 3. Go to the Home tab on the top**.**
Step 4. Click on the AutoSum (∑) button and Select the Function**.**
Step 5. Press Enter and Give the range in brackets.

Activity:
Enter a list of student names, classes, and marks and use formulas in Excel

Unit 7 Introduction of Internet

What is the Internet?

The Internet is a global network that connects millions of computers and devices worldwide. It allows people to share information, communicate, watch videos, play games, shop, and much more. It works through a system of servers and networks that transfer data from one place to another using web addresses (URLs).

Importance of Internet in Daily Life

The Internet is very important in our day-to-day life. Here's how:

- **Education**: Helps students attend online classes, do research, and access e-books.
- **Communication**: We can send emails, make video calls, and chat with anyone around the world.
- **Shopping**: Online shopping websites help us buy things from home.

- 📰 **News and Information**: We can read news and get the latest updates easily.

- 🎮 **Entertainment**: Watch movies, listen to songs, or play online games

- 💼 **Jobs and Work**: Many people work from home using the Internet.

- 💳 **Banking and Payments**: Online banking and UPI apps help us transfer money

What is a Browser?

A **Web Browser** is a software application that we use to access and view websites on the Internet.

Examples: Google Chrome, Mozilla Firefox, Microsoft Edge, Safari
When you type a website address (like www.google.com) into a browser, it opens that website**.**

What is a Search Engine?

A Search Engine is a tool used to find information on the Internet.
Examples: Google, Bing, Yahoo, DuckDuckGo
You type keywords or questions, and the search engine shows you related websites and answers

Introduction of Google office

Google Office, now called Google Workspace, is a collection of online applications created by Google. These applications include Google Docs, Google Sheets, Google Slides, Google Drive. Unlike traditional software, you do not need to install them on your computer. They work directly on the internet.

Key Points:

- **Online Tools**

  Google Docs, Sheets, Slides, etc., are called online tools because they work on the internet. You don't need to install them on your computer. Just log in to your Google account, and you can use them from any device.

- **Cloud Storage**

  This means your files are not saved only on your computer but on the internet, in a place called **Google Drive**. Because of this, your files are safe, and you can open them anytime, anywhere. Even if your computer is lost or damaged, your work is not lost.

- **Real-time Collaboration**

  A special feature of Google Workspace where many people can work on the same file at the same time. For example, four students can type in one Google Doc together, even if they are at their own homes. They can also see each other's changes instantly.

- **Auto Save**

  Everything you type or edit is saved automatically in Google Drive. You don't need to press the "Save" button again and again. Even if the internet disconnects suddenly, your work is safe.

- **Accessibility**

Accessibility means you can open your files from anywhere and on any

device. Students can open their homework on a school computer, check notes on their phone at home, or edit a project on a tablet while traveling.

Google Tools:

Google Docs (Writing Tool)

- Similar to **Microsoft Word** but works online.
- Used for **essays, reports, assignments, and notes**.

Features:

- Auto-save (saves automatically).
- Insert images, tables, and charts.
- Formatting options (bold, underline, font, colour).
- Real-time collaboration (many can edit together).

Examples for students:

- English essay writing.
- Science project report.
- History notes.
- Homework typing.

Google Sheets (For Data & Numbers)

- Similar to **Microsoft Excel**.
- Used for **calculations and data management**.

Features:

- Rows and columns (data in cells).
- Perform calculations (addition, subtraction, average).
- Create tables, graphs, and charts.
- Real-time editing with classmates

Examples for students:

- Science experiment data.
- Class attendance register.
- Marks calculation sheet.
- Budget for school events.

Google Slides (For Presentations)

Similar to **Microsoft PowerPoint**.
Used to **make presentations in slides**.

Features:

- Add text, images, video, and animation.
- Ready-made themes and layouts.
- Transition effects between slides.
- Many students can add slides together.

Examples for students:

- History project presentation.
- Science fair project.
- Seminar or class project.
- Explaining topics like “Solar System.”

Google Drive

Google Drive is an **online storage platform** provided by Google. It allows users to save documents, images, videos, and all kinds of files safely on the internet instead of only keeping them on their computer.

Features:

- Saves all Google Docs, Sheets, Slides, and Forms automatically.
- Files are safe even if your computer or phone gets damaged.
- Can create folders to organize homework, notes, and projects.
- Easy to **share** files with teachers or classmates by sending a link.
- Access your files from **any device** (computer, laptop, tablet, or mobile).
- Supports uploading of large files like videos and pictures.

Examples for Students

- Storing homework assignments and essays.
- Keeping science project reports and charts.

- Uploading class notes to revise later.
- Sharing a folder of study material with classmates.
- Submitting work to teachers without using a pen drive.

Activity:
Use the Google Office
Activity:
Use Google to find facts on your idol and any famous person & Write In Notebook

What are Cloud Services

- Google Cloud Services are **online tools provided by Google** that help individuals, schools, and businesses **store, manage, and use data safely on the internet**.
- Instead of keeping everything only on a computer or hard disk, we can save our files, documents, photos, and applications on Google's cloud.
- This makes it possible to **access files anywhere, anytime, from any device** (computer, tablet, or mobile phone).
- Google Cloud Services also provide many **applications for working, learning, and sharing**.

Benefits of Cloud Services:

- **Accessibility** – Files can be opened anytime with internet connection.
- **Collaboration** – Many people can work together on the same file at the same time.
- **Data Safety** – Data is protected with Google's strong security system.
- **Cost Saving** – No need to buy extra storage devices like pen drives or external hard disks.
- **Automatic Updates** – Apps and services get updated automatically.

- **Backup Facility** – If a device is lost or damaged, data is still safe online.
- **Environment Friendly** – Reduces the need for physical storage and paper.

Importance of Cloud Services:

- For Students and Teachers – Helps in sharing homework, notes, assignments, and presentations. Online classes and group projects become easier.
- For Business – Companies use it for storing data, running software, and working with teams across the world.
- For Daily Life – People use Google Drive, Gmail, and Google Photos to keep documents and memories safe.
- For Innovation – Developers use Google Cloud to build apps, websites, and smart technologies.
- For Remote Work – In today's world, cloud services make it possible to work from home or any location.

Importance	Simple Explanation
Saves Money	No need to buy big computers or storage. Use online services instead.
Can be Used Anytime, anywhere	You can use it from school, home, or even while travelling.
Safe Storage	Your photos, videos, or homework are safely saved in the cloud.
No Worry About Losing Files	Even if your phone or computer breaks, your files stay safe in the cloud.
Easy Sharing	You can share notes or projects with friends and teachers easily.
Works on Any Device	Can be used on mobile, tablet, or computer.
No Need for Updates	Software is always up to date. No need to install anything.
Helps in Learning	Use Google Classroom, YouTube, and other apps for studying online.

Examples of Cloud Services:

- Google Drive
- OneDrive
- iCloud

Activity: Create a Folder in Google Drive and save files

What is Artificial Intelligence (AI)

Artificial Intelligence (AI) is the ability of a computer or machine to think and learn like humans. It uses special programs and data to solve problems, understand speech, make decisions, and even recognize pictures or faces.

In simple words:

AI means "smart machines" that can do tasks on their own like humans — such as talking, playing games, solving math problems, or driving cars.

Examples of AI in Daily Life:

- Voice assistants like Alexa, Siri, or Google Assistant
- Face unlocks in mobile phones
- Chatbots on websites
- Self-driving cars
- Google Translate

Importance of Artificial Intelligence

AI is becoming very important in today's world because:

1. Helps in Education

- AI tutorials and learning apps help students understand topics better.

2. Healthcare

- AI helps doctors detect diseases and suggest treatments faster.

3. Agriculture

- AI is used to predict weather, monitor crops, and improve farming.

4. Daily Life

- Smart devices, maps, and apps use AI to make life easier.

5. Safety and Security

- AI helps in face detection, CCTV analysis, and cyber protection.

6. Job Assistance

- AI tools help people write resumes, search jobs, and even give interview tips.

Topic	Details
AI (Artificial Intelligence)	Smart technology that helps machines work like humans
Used in	Mobiles, apps, cars, hospitals, education, farming, etc

Benefit of AI

No	Benefit	Explanation
1	Saves Time	AI works fast and doesn't take breaks.
2	Smart Suggestions	Helps you find videos, books, or songs you like.
3	Helps in Studies	Solves problems, explains topics, and teaches languages.
4	Safety	AI can detect fraud, alert in emergencies, and guide drivers.
5	Helps Disabled People	AI reads for blind people or types when someone speaks.

Current AI Applications

1. ChatGPT (Conversational AI)

Definition

ChatGPT is an AI chatbot that can hold conversations, answer questions, write stories or poems, and help with homework ideas

Features

- Understands and responds in human-like writing
- Helps with essays, ideas, and even coding
- Available on web and mobile apps (both free and paid versions)

Examples for Students

- Ask for help writing an essay or story
- Get explanations for math or science questions
- Learn coding basics through simple examples

2. Google Gemini (Multimodal AI

Definition

Gemini is Google's AI that can understand and respond using both text and images—called "multimodal."

Features

- Handles text, images, and spoken commands
- Shows natural conversation + visuals

Examples for Students

- Ask Gemini to explain a science diagram
- Get image-based help with project ideas

3. Grammarly AI Agents (Writing Helper)

Definition

Grammarly's newest AI tools help students write better by checking grammar, making suggestions, and even predicting grades.

Features

- Proofreader, paraphraser, citation finder
- Predicts how readers might react and predicts potential grades

Examples for Students

- Polish an essay before submission
- Check plagiarism or improve readability

Activity:
Write application for holiday by current application (ChatGPT (general prompt and vernacular))

Unit 8 Cyber Safety and Safe Online Behaviour

What is Cyber Safety

Cyber Safety means staying safe while using the Internet. It includes protecting your personal information, using strong passwords, avoiding dangerous websites, and being careful with strangers online.
It helps you stay protected from online threats like hackers, viruses, scams, and cyberbullying**.**

Dos and Don'ts While Using the Internet

✅ **Dos**	❌ **Don'ts**
Use strong and unique passwords	Don't share your passwords with anyone
Visit only trusted websites	Don't open unknown links or emails
Log out from public computers	Don't post personal details (like address or phone number) online
Report any online bullying	Don't talk to strangers on the Internet
Keep your software updated	Don't download files from unsafe sites

Cyber Safety Rules for Students

1. Never share personal information (name, address, phone number) online.
2. Always use strong passwords and change them regularly.
3. Avoid chatting with strangers on the Internet.
4. Inform your parents or teacher if something feels unsafe online.
5. Don't open emails or messages from unknown people.
6. Use privacy settings on social media apps.
7. Think before you click any link, download, or share anything.

Password Protection

Passwords keep your online accounts safe and private.

Good password habits:

- Use a mix of letters, numbers, and symbols
- Don't use easy words like 123456 or your name
- Never share your password with anyone
- Change passwords regularly

Example of a strong password:

Saurabh@1234

What is Personal Information?

Personal Information means the private details about you that others can use to identify or contact you.

Examples of Personal Information:

Information Type	Example
Full Name	Rohan Sharma
Home Address	123, MG Road, Delhi
Phone Number	9876543210
Email ID	rohan@gmail.com
Date of Birth	10 January 2011
School Name & Class	ABC Public School, Class 8
Passwords	(Should always be kept secret)
Photographs or Videos	Selfies,personal pictures

Why Should You Protect Your Personal Info?

Reason	Explanation
🚫To avoid cyberbullying	Someone may use your info to trouble you online.
💻 To stay safe on the internet	Hackers can misuse your data.
🔐 To prevent identity theft	Others might pretend to be you.
🤫 To keep your life private	Not everyone needs to know your personal details.

How to Protect Your Personal Information

🔐 Tip	What to Do
Use strong passwords	Mix letters, numbers & symbols. Don't share passwords.
Don't share details online	Never post your phone number or address on social media.
Ask parents before sharing info	Always take permission.
Be careful while filling forms	Only enter info on trusted websites.
Don't talk to strangers online	Block or report unknown people.
Keep accounts private	Use privacy settings on apps like Instagram or Facebook.
Log out after using public computers	Always sign out of accounts.

Activity:
Assessment on Cyber Safety
Activity:
Give the Situations (Dos & Don't)

Social Media

What is Social Media?

- Social media refers to websites and applications that allow people to communicate, create, and share content such as information, photos, videos, and messages with others.
- It is like a virtual world where people can connect with family, friends, classmates, and even strangers from different parts of the world
- Social media has become a part of our daily lives. From morning to night, many people check their social media accounts for news, updates, and entertainment.

Examples:

- Facebook – For social networking.
- Instagram – For sharing pictures and short videos.
- WhatsApp – For instant chatting.
- YouTube – For learning and entertainment.
- LinkedIn – For career and professional growth.

Key Point: Social media is not only about fun and entertainment, but also about knowledge, awareness, and global connection.

Types of Social Media

Social media can be divided into different types based on their use.

1. Social Networking Sites

- Platforms like Facebook, Instagram, Twitter (X).
- Used for sharing thoughts, pictures, daily life updates, and connecting with friends.

2. Messaging Applications

- Apps like WhatsApp, Telegram, Messenger.
- Used for private and group chats, sending files, and video calls.

3. Video Sharing Platforms

- YouTube, TikTok, Instagram Reels.
- People upload videos for education, entertainment, cooking, gaming, news, and vlogging.

4. Professional Networks

- LinkedIn is the best example.
- Students and professionals use it for jobs, internships, networking, and business.

5. Educational Platforms

- Quora, Brainly, Coursera, Edmodo, YouTube educational channels.
- These help students learn new things.

3. Importance of Social Media

Social media plays a big role in modern life. It has many benefits:

1. Communication – Talk to anyone, anytime, anywhere.
2. Information – Get news and updates instantly.
3. Education – Online tutorials, lectures, and e-learning.
4. Awareness – Social issues, health tips, government schemes.
5. Entertainment – Music, movies, comedy, games.
6. Creativity – Share artwork, videos, dance, music.
7. Business and Marketing – Companies advertise their products.
8. Global Connection – Learn about different cultures and countries.

Real-life Example: During the COVID-19 lockdown, social media was used for online classes, spreading health awareness, and connecting families
.

4. Use of Social Media for Students

Social media can be very useful for students if used carefully:

1. Learning and Research – Students can watch online lectures, find notes, and prepare for exams.
2. Group Studies – WhatsApp or Telegram groups for discussing homework and projects.

3. Skill Development – YouTube tutorials for drawing, coding, speaking, etc.
4. Communication – Stay connected with classmates and teachers.
5. Career Opportunities – Platforms like LinkedIn for internships, jobs, and building profiles.

Caution: Too much social media can be harmful. Students should balance study time and screen time.

5. Positive and Negative Effects of Social Media

Positive Effects

- Improves knowledge and awareness.
- Enhances communication skills.
- Builds creativity and confidence.
- Helps in career opportunities.

Negative Effects

- Wastes study time if overused.
- Cyberbullying and fake news.
- Health issues like poor eyesight, lack of sleep.
- Privacy problems.

Activity:
Write the names of 5 social media apps you use daily and write one benefit of each.

Introduction of Email

An Email (Electronic Mail) is a way to send and receive messages using the Internet. You can also send photos, files, and documents through email.

Uses of Email:

- Sending messages
- Submitting schoolwork
- Sharing files
- Receiving updates from websites or schools

Examples of Email Services:

- Gmail
- Yahoo Mail
- Outlook
- Proton Mail

To use email, you need an email address like: saurabh123@gmail.com

Create a Unique Email ID

When creating an email account:

- Your email should be easy to remember
- Avoid using special characters like @, #, % in the email name
- Use a combination of your name and numbers

Example of a good email ID:

saurabh123@gmail.com

Avoid:

coolboy@123
$aurabh#gmail.com ❌

How to Create an Email

To create your own email ID, follow these simple steps:

Step 1: Open a web browser like Google Chrome and go to www.gmail.com.

Step 2: Click on the **"Create account"** button and select **"For myself"**.

1. A form will appear. Fill in your:

- First Name and Last Name
- Choose a Username (Example: saurabh123)
- Create a Password and confirm it

Step 3: Click **Next** to continue.

Step 4: Now, enter your **mobile number** for security.

- You will get an OTP (One Time Password) on your phone.
- Enter the OTP to verify your number.

2. Next, enter your:

- Date of Birth
- Gender
- (Optional: You can add a recovery email)

Step 5: Click **Next**, then read and accept Google's **Terms and Conditions** by clicking **"I Agree"**. You email is created

Steps to Send an Email:

Step 1: Open Gmail

👉 Go to www.gmail.com or open the Gmail app on your phone.

Step 2: Login

👉 Enter your email ID and password.

Step 3: Click on "Compose"

👉 It means "write a new message".

Step 4: Fill the Email:

- To – Write the email address of the person you want to send (e.g. teacher@gmail.com)
- Subject – Write the title (e.g. *Homework*)
- Message – Write your message (e.g. *Hello Ma'am, I am sending my homework.*)

Step 5: Attach File (Optional)

👉 Click the 📎 **paperclip** to add a file or photo.

Step 6: Click "Send"

👉 Your email will be sent.

Activity: Email Writing

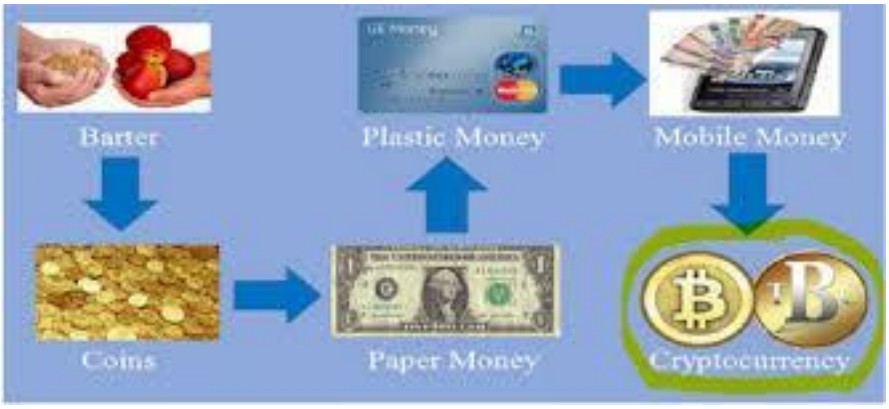
Unit 9 Financial Literacy

What is Financial Literacy?

Financial literacy means knowing how money works so you can **earn, save, spend, and grow it wisely**. A financially literate person can make smart choices about banking, budgeting, borrowing, investing, and protecting money from risks.

What is Money?

Money is anything people widely accept in exchange for goods and services. It works because everyone trusts its value.



Key functions:

1. **Medium of exchange** – you trade money for things.
2. **Unit of account** – prices are written in rupees, dollars, etc.
3. **Store of value** – you can keep it and use it later.

History and Evolution of Money (Barter to Modern System)

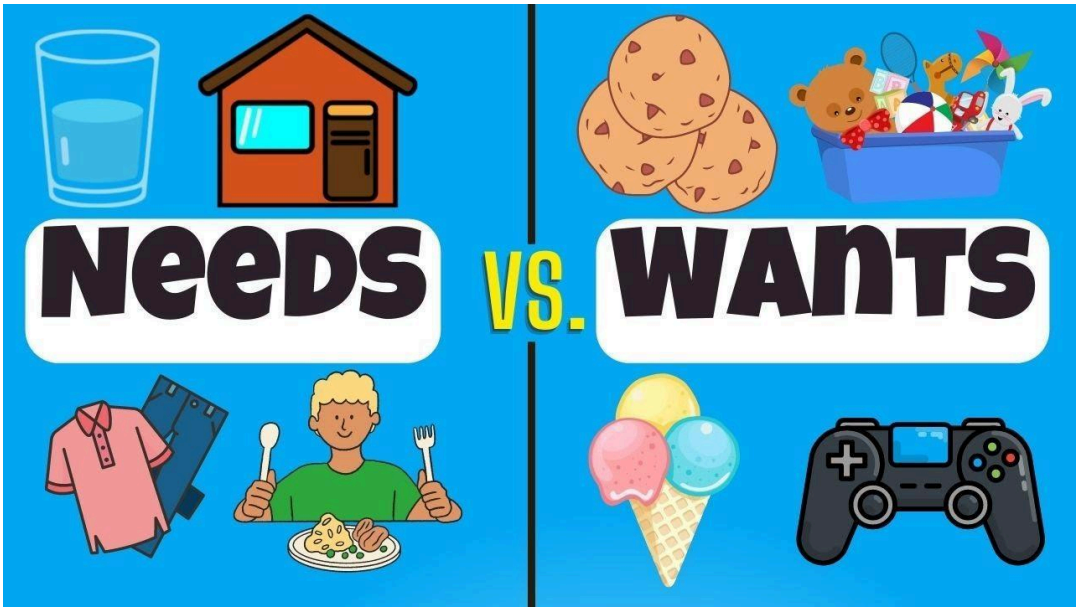
Period	How People Traded	Problems Solved	New Problems
Barter (ancient)	Exchanged goods directly (rice for cloth)	None	Hard to find matching needs; no common value
Commodity Money	Used scarce items (salt, shells, metal pieces)	Easier to measure value	Heavy, not uniform
Metal Coins (600 BCE)	Standardized gold, silver, copper coins	Durable, divisible	Risk of theft & weighty
Paper Notes (China 7th cent.)	Receipts for stored metal became money	Lighter to carry	Needed trust in issuer
Bank Notes & Cheques (18th–20th cent.)	Banks issue notes; cheques move large sums	Safer, record keeping	Counterfeiting
Plastic Cards (1950s)	Credit & debit cards	Cashless, global	Fees, overspending
Digital & Mobile Payments (2000s–today)	UPI, e-wallets, QR codes, crypto	Instant, contactless	Cyber-fraud, tech access

Types of Money Today

1. **Cash** – coins & paper notes.
2. **Cards** – **Debit card** (spend your bank balance), **Credit card** (borrow up to a limit).
3. **Digital Payments** – UPI apps (Ponape, G Pay), mobile wallets (Paytm), net-banking, QR codes, NFC tap-to-pay, even cryptocurrencies.

Needs vs Wants

- **Needs** = must-haves for survival or basic well-being (food, water, shelter, basic clothes, medicine, school fees).
- **Wants** = nice-to-haves that make life fun or stylish (gaming console, branded shoes, fancy vacation).



Rule of thumb: Cover needs first, then decide how much of your leftover money can go to wants.

What is a Budget?

A budget is a written plan that shows expected income and planned spending for a period (usually a month). It helps you:

1. See exactly where your money goes.
2. Avoid overspending.
3. Save for goals (new laptop, college, emergency fund).
4. Prepare for surprises.

Example – Student Budget Chart

Pocket Money = ₹1000

Items	How Much (₹)
Food & Snacks	300
Transport	150
Mobile Recharge	100
School Supplies	200
Entertainment (movies, games)	100
Savings	150
Total	₹1000

Simple 50-30-20 Budget Rule for students

- 50 % Needs
- 30 % Wants
- 20 % Savings & Investments

What is Expense?

An **expense** is the **money you spend** to buy goods or services. **Money you pay** for something like food, clothes, school fees, travel, etc.

Types of Expenses:

Type	Example
Essential (Needs)	Food, rent, medicine, school fees
Non-essential (Wants)	Movies, video games, snacks outside

What is Tracking Expenses?

Tracking expenses means **writing down every time you spend money** — so you can see where your money is going.

Example Table:

Date	What You Bought	Amount Spent
1 Aug	Snacks	₹50
2 Aug	Bus Fare	₹20
3 Aug	Stationery	₹100

Total Spending :170

Unit 9.1 importance of saving

What is Saving?

Saving means not spending all the money you have. Instead, you keep some part of it safely to use later when needed.

Example:

If you get ₹500 pocket money in a month and spend only ₹300, the ₹200you didn't spend is your savings.

Importance of Saving Money

1. **Emergency Use**
   - Money saved can help during sudden needs (medicine, travel, etc.)
2. **Achieve Bigger Goals**
   - You can save to buy useful things like a cycle, book, or school bag.
3. **Saving Builds Good Habits**
   - teaches self-control and how to plan for the future.
4. **Reduces Worry**
   - Saved money gives security and confidence in case of any problem.

What is Investment?

- **Investment** means putting your money, time, or effort into something today so that it can give you more benefits in the future.
- In simple words, **investment is like planting a seed**. Just like a seed grows into a tree and gives fruits later, investment grows your money and gives returns in the future.
- Investment is not only about money. It can also mean **investing time in education** to build a better career, or **investing effort in health** to stay fit.
- Financial investment is the most common type. Here, people put their savings into **banks, shares, mutual funds, gold, real estate, or businesses** with the hope of earning profit.

Everyday Examples of Investment

- A student **invests time in studies** to get good marks.
- A person **deposits money in a savings account** to earn interest.
- Families **buy gold or property** to use or sell in the future.
- Farmers **buy seeds and fertilizers** as an investment for a good harvest.

Importance of Investment

Investment plays a very important role in personal life as well as in the growth of the economy.

1. Future Security

- Investment helps people save money for emergencies, retirement, or future expenses.
- Example: A person invests in pension schemes for old age security.

2. Growth of Money

- Money kept at home does not grow. But money invested in banks, mutual funds, or business grows with **interest, profit, or dividends**

3. Achieving Goals

- Investment helps in reaching financial goals like buying a house, higher education, starting a business, or traveling abroad.

4. National Development

- When people invest in companies, banks, or government schemes, that money is used for building industries, schools, hospitals, and infrastructure.

Types of Investment (Examples)

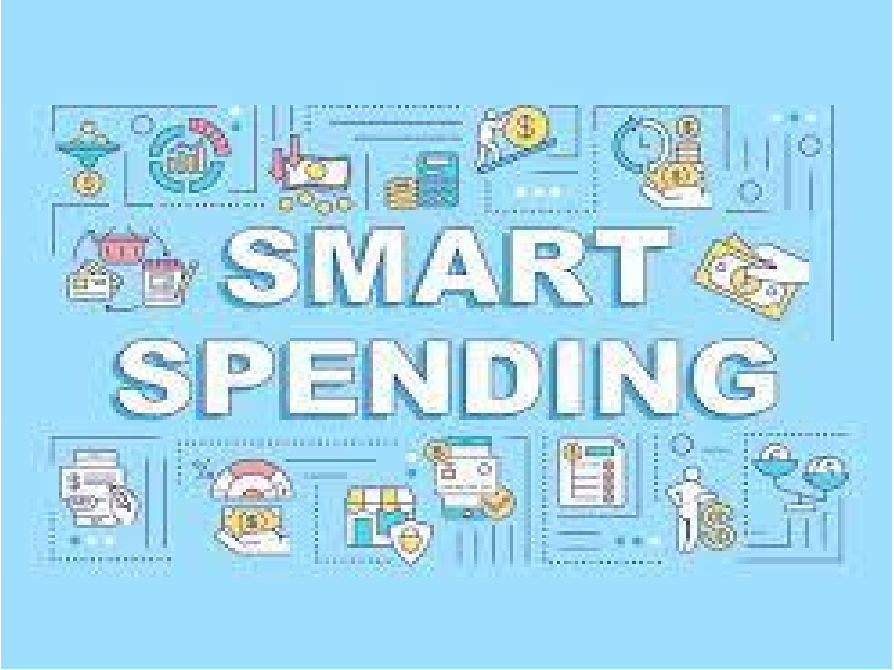
1. **Bank Investment** – Fixed Deposits, Savings Accounts.
2. **Stock Market** – Buying shares of companies.
3. **Mutual Funds** – Professional management of your money in different sectors.
4. **Real Estate** – Buying land, houses, or shops.
5. **Gold and Silver** – Traditional investment in India.
6. **Education** – Investment of time and money for future career.

Activities:

- Track Your Weekly Expenses
- Create a personal weekly budget chart

Smart Spending

Smart spending means using money wisely – buying things that are important, useful, and within your budget.



Making Smart Buying Decisions

1. Ask yourself before buying:

- Do I really need this?
- Is there a better option or brand?

2. Compare prices:

- Don't buy from the first shop. Compare online or with friends.

3. Choose quality over looks

- A good-quality product lasts longer and saves money.

Identifying Discounts and Offers

1. Look for genuine offers (like Buy 1 Get 1, 20% off, student discounts)
2. Read terms carefully – sometimes offers have conditions
3. Don't buy unnecessary things just because they are on discount

Understanding Hidden Costs

1. Some products may have extra costs like:

- Delivery charges
- Installation fees
- Monthly service charges

2. Always check the final total cost before buying.

Planning for the Future

Financial Goal Setting

1. Set a goal (like buying a toy, cycle, or phone)
2. Find out how much it costs
3. Decide how much you will save each week or month

Example:

Goal: Buy a school bag worth ₹600

- Save ₹100 every month for 6 months
- After 6 months, you can buy the bag

Basic Concept of Interest and Growth

1. If you keep your money in a bank, you get extra money called interest
2. This is how your money grows over time

Example:

If you keep ₹1000 in the bank with 5% interest yearly, after 1 year you get ₹50 extra — so now you have ₹1050.

Unit 10 Banking and Digital Payments

What is a Bank?

A bank is a place where people keep their money safely. Banks help us deposit money, withdraw money, and provide loans. They also allow us to transfer money and pay bills.

Example: If you earn money and want to save it securely, you can deposit it into a bank.

Why use a Bank?

- Safe place for money Deposit
- Helps in managing finances
- Offers interest on savings

Types of Bank Account

There are mainly two types of bank accounts:

1. Savings Account

- Used by individuals to save money.
- Earns interest on the saved money.
- You can deposit and withdraw money anytime.

2. Current Account

- Mostly used by businesses.

- No interest is usually given.
- Allows frequent and large transactions.

Other accounts include Fixed Deposit and Recurring Deposit accounts.

What is Digital Payment?

Digital payment means paying money using electronic methods instead of cash. It allows users to pay using mobile phones, computers, or cards**.**

Example: Paying for groceries using a UPI app instead of cash.

Why Use Digital Payments?

- Fast and convenient
- No need to carry cash
- Available anytime, anywhere
- Good during emergencies or lockdowns

Types of Digital Payments

1. **UPI (Unified Payments Interface)**
- Money transfer using mobile apps like Phone Pe, Google Pay, Paytm.

2. **Debit/Credit Cards**
- Swipe cards used for online and offline payments.

3. **Mobile Wallets**

- Apps like Paytm, Amazon Pay store money to pay easily.

4. Internet Banking
- Pay bills, transfer funds using the bank's website.

5. QR Code Payments
- Scan and pay using mobile camera and UPI app.

Benefits of Digital Payments

1. Fast and easy to use
2. No need to carry cash
3. Available 24x7
4. Useful for online shopping
5. Safe and trackable transactions

Digital Safety Rules

To stay safe while making digital payments, follow these rules:

1. Keep your PIN, password and OTP secret
2. Don’t share personal banking details with anyone
3. Use only trusted apps and websites
4. Always log out after using online banking
5. Check bank messages for any unknown transaction
6. Update apps regularly for better security

Activities:
- how to digital payment by the phone pe, Paytm and G pay
- Assessment on Digital Payment
- Assessment on bank

Unit 11 Soft Skills

What are Soft Skills?

Soft skills are personal qualities and behaviours that help people communicate, work well with others, and succeed in life and work.

Examples of Soft Skills:

- Communication
- Teamwork
- Time Management
- Problem Solving
- Leadership
- Positive Attitude
- Confidence

Why are Soft Skills Important?

- Help you work better in groups
- Improve your speaking and listening
- Make you more responsible and confident
- Help you handle difficult situations calmly

Difference Between Hard Skills and Soft Skills

Feature	Hard Skills	Soft Skills
Meaning	Technical or job-specific abilities	Personal and social abilities
Learned Through	School, training, courses	Practice, experience, daily life
Examples	Typing, coding, math, painting	Communication, teamwork,
Measured By	Exams, certificates	Observation, behaviour
Important For	Doing the job	Succeeding at the job

Example:

A computer operator needs hard skills to use MS Excel, but also needs soft skills to talk to customers politely.

Importance of Soft Skills in School Life

- Helps you make friends
- Improves classroom behaviour
- Teaches you to listen and understand
- Builds self-confidence and respect

Importance of Soft Skills in Career

- Every job requires teamwork, communication, and problem-solving
- Employers look for polite, disciplined, and responsible people
- Helps in interviews, group discussions, and presentation

What is Analytical Thinking

Analytical thinking means breaking a problem into smaller parts, understanding each part, and then finding a solution based on logic and facts. It helps you think clearly and step by step.

Why is Analytical Thinking Important?

- Helps you solve problems better
- Makes you think logically
- Improves decision-making skills
- Prepares you for exams, life, and future jobs

Example 2: Problem-Solving with Analytical Thinking

Problem: You are always late to school.

Break it down step by step:

1. **Why are you late?** → You wake up late
2. **Why do you wake up late?** → You sleep late
3. **Why do you sleep late?** → You watch mobile till 11 PM
4. **What can you change?** → Stop using mobile after 9 PM
5. **What is the result?** → Sleep early, wake up early, reach school on time

Activity:
What should I do (give situation on analytical thinking)

Unit 12 Life skills

What is Decision-Making?

Decision-making is the process of thinking carefully and choosing the best possible option from different available choices. It involves understanding a problem, thinking of different solutions, and selecting the one that works best.

Why is Decision-Making Important?

- Helps in solving everyday problems
- Makes you more responsible and confident
- Improves thinking power
- Helps you avoid mistakes and save time

Example 1: Real-Life Decision

Situation:

You have ₹50. You can either buy a notebook or a pen. You don't have both at home.

How to decide?

1. Think: What is more important right now?
2. Ask: Do I have an old notebook I can use?
3. Decide: If your old pen still works, you choose the notebook.

Steps of Decision-Making:

1. **Identify the problem** – What is the situation?
2. **Collect information** – What are your options?
3. **Think about outcomes** – What will happen if you choose each option?
4. **Choose the best solution** – Pick the smartest one.
5. **Act –** Apply your decision.

Conflict Management

Conflict means a disagreement or fights between two or more people. Conflict Management means solving that disagreement in a peaceful and fair way.

How to Manage Conflict:

Step	What to Do
1. Stay Calm	Don't shout or get angry
2. Listen	Understand the other person's side
3. Talk Clearly	Use polite words to express your feelings
4. Find a Solution	Agree on a way to solve the problem
5. Ask for Help	If needed, talk to a teacher or adult

Example:

Two students argue over who should clean the blackboard.
They talk calmly, and decide to take turns every day.
Conflict is managed respectfully.

What is Teamwork?

Teamwork means working together with others to achieve a common goal. It involves cooperation, sharing ideas, and helping each other.

Why Teamwork Matters:

Benefit	Explanation
Better Results	People working together finish tasks faster and better
New Ideas	Team members bring different ideas and views
Builds Respect	Everyone learns to listen and value others
Helps in Real Life	Teamwork is needed in school projects, sports, and jobs

Real-Life Example:

In a science project, if one student writes, another draws, and another presents, the team finishes better than working alone.

Qualities of a Good Team Member:

- Cooperates with others
- Shares work and ideas
- Listens respectfully
- Helps others when needed
- Avoids fights or blaming

What is Leadership?

Leadership is the ability to **guide, support, and inspire** others in a group. A leader helps the team stay focused and work together.

Qualities of a Good Leader:

Quality	Description
Confidence	Believes in self and encourages others
Honesty	Tells the truth and is fair
Responsibility	Takes care of the team and its work
Communication	Speaks clearly and listens well
Problem Solver	Helps the team when there's a problem
Respectful	Treats everyone equally and kindly
Decision-Maker	Makes smart choices for the group

Example of Leadership:

A class monitor who listens to classmates, speaks to teachers politely, and helps solve issues is showing leadership.

Activity:
Group Discussion – What Makes a Good Leader?
Activity:
What should i do (give situation on decision making)

Unit 12.1 What is Personal Development?

Personal Development means working on your thoughts, behaviour, and habits to become a better version of yourself. It helps you grow mentally, emotionally, and socially.

1. Self-Awareness

Self-awareness means knowing yourself—your strengths, weaknesses, emotions, and goals. It helps you understand how your actions affect others.

Why It's Important:

- Helps you make better decisions
- Improves relationships with others
- Helps you control your emotions

Example:

If you know that you get angry quickly, you can learn to stay calm in tough situations. That is being self-aware**.**

2. Self-Motivation

Self-motivation means the inner drive to do something without being pushed by others. It's the power that helps you stay focused on your goals even when things are hard.

Why It's Important:

- Helps you work hard even without rewards
- Builds confidence
- Helps you reach goals like good marks, skills, or success

Example:

If you want to improve in English, you read every day even when no one tells you. That's self-motivation.

Tips to Improve Self-Motivation:

- Set small daily goals (e.g., "I will finish my homework before dinner")
- Reward yourself after completing a task
- Stay positive and avoid negative thoughts

3. Stress Management

Stress management means learning how to stay calm and in control during difficult situations like exams, fights, or pressure.

Why It's Important:

- Keeps your mind and body healthy
- Helps you think clearly
- Stops small problems from becoming big

Common Reasons for Stress in Students:

- Exams and studies
- Too many tasks at once
- Lack of sleep

How to Manage Stress:

Technique	Description
Deep Breathing	Take slow, deep breaths to calm your mind
Time Management	Make a schedule to avoid last-minute pressure
Talk to Someone	Share your feelings with parents or teachers
Take Breaks	Relax after study—walk, stretch, listen to music
Sleep Well	7–8 hours of sleep reduce stress naturally

Activity:
Create Strengths & Weaknesses Chart

Unit 13 Health & Wellness

What is health?

Health means the complete well-being of a person – **physically, mentally, and socially**.
It is not only about being free from illness but also about living a balanced and active life.
Good health allows us to work, study, and enjoy life happily.
It includes **physical health** (body fitness), **mental health** (positive thinking), and **social health** (good relationships).
A healthy lifestyle with proper food, exercise, rest, and hygiene keeps us healthy.

Types of Health:

1. **Physical health.**
2. **Mental health.**
3. **Spiritual health.**

Physical health

Physical health means the overall condition of your body — how well it functions, how strong it is, and how well you can perform everyday activities without getting tired or sick.

Key Aspects of Physical Health:

1. Healthy Food

- Your body needs energy to grow and work properly.
- Eat a balanced diet that includes fruits, vegetables, milk, pulses, cereals, etc.
- Avoid junk food and too much sugar or oily food.

2. Exercise and Physical Activity

- Regular movement helps muscles and bones stay strong.
- Activities like walking, yoga, running, cycling, and sports improve blood flow and make your heart strong.

3. Hygiene and Cleanliness

- Keeping your body clean prevents infections and diseases.
- Brush your teeth twice a day, take a bath daily, wash your hands before eating.

4. Rest and Sleep

- Sleep allows the body to repair itself and stay fresh.
- Students should get at least 7–9 hours of sleep every night.

5. Avoiding Harmful Habits

- Stay away from smoking, alcohol, and unhealthy eating habits.
- Limit screen time (TV/mobile) and avoid laziness.

Benefits of Good Physical Health:

- You stay strong and active all day
- Your body can fight diseases better (strong immunity)
- You can study, play, and focus more effectively
- You feel happy and confident
- It helps in growing properly — both height and strength

What is Mental Health?

Mental health is the state of our **mind** and **emotions**. It includes how we **think**, **feel**, and **act**. It also helps us cope with stress, relate to others, and make healthy choices in life.

Key Points about Mental Health:

1. Good Mental Health Means:

- Feeling happy or content.
- Being able to handle daily stress.
- Having good relationships.
- Being productive in work or studies.

2. Poor Mental Health May Include:

- Feeling sad or low for a long time.
- Anxiety, fear, or worry.
- Trouble sleeping or eating.
- Difficulty in concentrating.

Common Mental Health Issues

- **Depression:** Persistent sadness and loss of interest**.**
- **Anxiety:** Constant worry or fear.
- **Stress:** Feeling overwhelmed due to pressure.

- **Mood Swings**

Why is Mental Health Important?

- It improves quality of life.
- Helps in clear thinking and decision making.
- Build better relationships.
- Supports physical health.
- Increases confidence and focus.

Tips to Maintain Mental Health

1. **Talk to someone –** Share your feelings**.**
2. **Exercise daily –** Physical activity boosts mood.
3. **Eat healthy –** Good nutrition supports the brain**.**
4. **Get enough sleep** – Sleep repairs mind and body.
5. **Practice mindfulness or meditation.**

What is Spiritual Health?

- Spiritual health means the connection of a person with their mind, soul, values, and purpose in life.
- It is about finding inner peace, developing faith, and being able to differentiate between right and wrong.
- Just like physical and mental health, spiritual health is also an important part of overall well-being.

Key Aspects of Spiritual Health

1. Self-awareness – Knowing yourself, your strengths, and weaknesses.
2. Positive thinking – Keeping hope and patience even in difficult situations.
3. Values and morality – Choosing the right path and doing good deeds.
4. Peace and balance – Staying calm and avoiding anger or stress.
5. Connection with nature and faith – Through meditation, yoga, prayer, or reflection.

Importance of Spiritual Health

1. Gives inner peace – Prayer and meditation calm the mind.

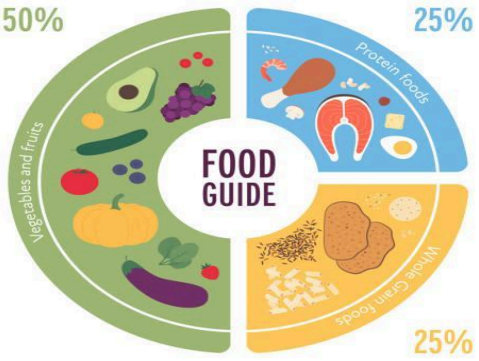
2. Reduces stress – Helps in facing life's challenges positively.
3. Develops a positive attitude – Encourages optimistic thinking in every situation.
4. Builds better relationships – Promotes kindness, empathy, and forgiveness.
5. Provides purpose in life – Helps to live with clarity and motivation.

Ways to Improve Spiritual Health

- Meditation and Yoga – Practice daily for 10–15 minutes.
- Prayer and faith – Stay connected to your belief system or God.
- Reading inspirational books – Spiritual or motivational reading.
- Helping others – Volunteering, kindness, and charity.
- Spending time in nature – Increases peace, positivity, and energy.

What is Nutrition

Nutrition is the process of getting the right kind of **food** and **nutrients** your body needs to grow, stay healthy, and work properly



Why is Nutrition Important?

- Gives energy to the body
- Helps in growth and development
- Keeps bones, muscles, and organs strong
- Increases immunity to fight diseases
- Keeps mind and body active

Essential Nutrients in Food:

Nutrient	Use in Body	Sources
Carbohydrates	Gives energy	Rice, chapati, bread, potatoes
Proteins	Builds muscles and body parts	Milk, eggs, pulses, meat
Fats	Gives energy and helps store vitamins	Ghee, oil, nuts
Vitamins	Protect from diseases and keep body healthy	Fruits, vegetables
Minerals	Help in bone, blood, and body functions	Salt, milk, spinach
Water	Keeps body hydrated and cool	Clean drinking water, fruits
Fibre	Helps in digestion	Whole grains, fruits, vegetables

What is a Balanced Diet?

A balanced diet includes food from all major nutrient groups in the right amount — not too much, not too little.

Poor Nutrition Can Cause:

- Weakness or tiredness
- Poor growth in children
- Frequent illness
- Obesity or being underweight
- Poor concentration in studies

Healthy Nutrition Habits:

- Eat fresh fruits and vegetables daily
- Drink plenty of water
- Avoid junk food, soft drinks, and too much sugar
- Have regular meals at the right time
- Include milk, grains, and protein-rich food in diet

What is Yoga?

Yoga is a physical, mental, and spiritual practice that helps keep the body strong and the mind calm.

Benefits of Yoga:

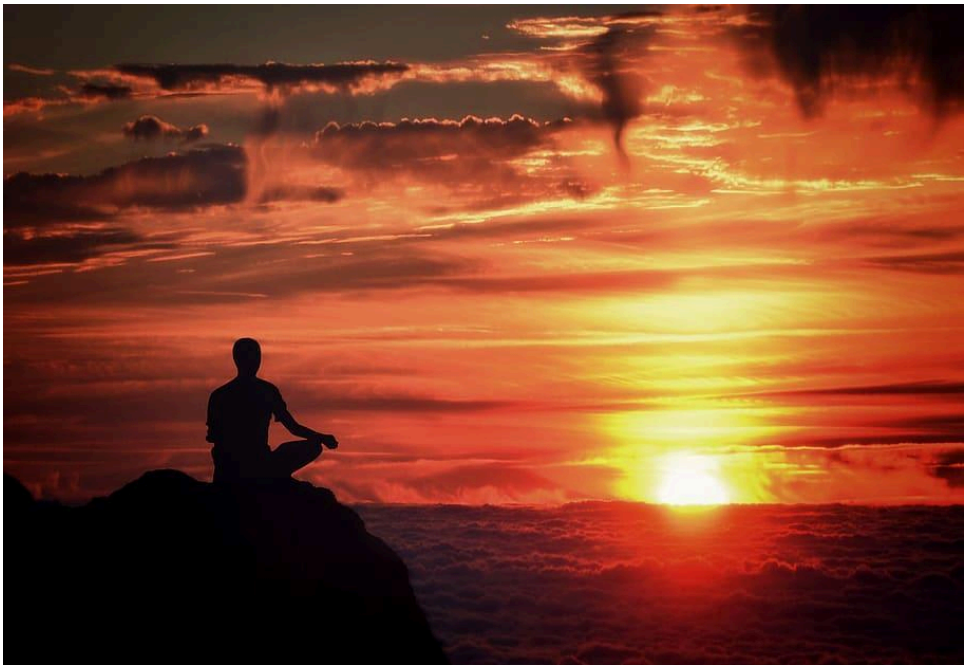
Benefit	Explanation
Improves flexibility	Makes the body more flexible and active
Builds strength	Strengthens muscles and joints
Reduces stress	Makes the mind calm and peaceful
Improves breathing	Helps in better control of breath (Pranayama)
Boosts concentration	Helps in focusing better on studies or work
Keeps you healthy	Helps prevent many diseases and improves digestion

Examples of Simple Yoga Asanas (Poses):

Asana Name	Use
Tadasana (Mountain)	Improves posture and balance
Vrikshasana (Tree)	Builds concentration and balance
Bhujangasana (Cobra)	Strengthens back and improves posture
Vajrasana	Good for digestion

What is Meditation?

Meditation is a way to relax your mind and focus on your breath, thoughts, or a mantra.



Benefits of Meditation:

- Reduces anxiety and stress
- Improves focus and memory
- Increases self-awareness
- Helps with better sleep
- Makes the mind calm and peaceful

How to Practice Meditation

1. Sit comfortably in a quiet place
2. Close your eyes
3. Breathe slowly and deeply
4. Focus on your breath or a calming word
5. Do it for 5–10 minutes daily

Activity:
Create a daily Routine Chart & Chapter Revision

Unit 14 Communication Skills

What is Communication?

Communication means the way we send and receive information using words, actions, or writing.

Why it's important:

Good communication helps us express ideas clearly, understand others, and build strong relationships.

1. Verbal and Non-verbal Communication

Type	Meaning	Example
Verbal	Using spoken or written words	Talking to a teacher, writing an email
Non-verbal	Using body language, gestures, and expressions	Smiling, nodding, hand gestures

Verbal Communication

- Includes speaking and writing
- Requires clear pronunciation and correct grammar
- Example: Answering in class, giving a speech

Non-verbal Communication

- Includes facial expressions, eye contact, body movement
- Example: Thumbs up to show approval, frown to show confusion

2. Listening Skills

Listening is as important as speaking in communication. It means paying full attention to the speaker.

Good Listening Habits:

- Look at the speaker
- Don't interrupt
- Nod or smile to show you're listening
- Ask questions if you don't understand

3. Public Speaking

Public speaking means speaking in front of a group of people with confidence and clarity.

Tips for Good Public Speaking:

- Speak slowly and clearly
- Make eye contact with the audience
- Use simple words
- Don't panic or rush

4. Writing Skills

Writing is a way to express thoughts using words on paper or a screen.
Good Writing Includes:

- Clear and simple sentences
- Proper punctuation and grammar
- Organized structure (beginning, middle, end)

Digital Communication

Digital communication means **exchanging information using digital devices and the internet** instead of face-to-face or handwritten methods. It includes messages, emails, video calls, and social media.

Explanation

- In old times, people used **letters** to communicate.
- Today, we use **mobile phones, computers, and the internet** to connect instantly.
- It can be **formal** (official emails, online meetings) or **informal** (chatting with friends).

Types of Digital Communication

- **Text-based:** Email, WhatsApp, SMS.
- **Audio-based:** Voice calls, audio notes.
- **Video-based:** Google Meet, Zoom, video calls.
- **Social Media:** YouTube, Instagram, Facebook.

Advantages

- Very **fast** and saves time.
- Can connect with anyone in the **world**.
- Easy to **share photos, videos, and files**.
- Helps in **online learning and teamwork**.

Safe Use of Digital Communication

- Do not share **passwords or personal details**.
- Always use **polite and respectful language**.
- Do not talk to **strangers online**.

- Think before you post anything on social media.

Importance of Asking Questions

Asking questions means **showing curiosity and the desire to learn more** by seeking answers from teachers, parents, or books.

Explanation

- Questions help us **understand concepts clearly**.
- They show that a student is **interested and active** in learning.
- Every great discovery started with a **question** (e.g., Why does an apple fall down? → Newton discovered gravity).

Why Asking Questions is Important

- Increases **knowledge**.
- Removes **confusion and doubt**.
- Builds **confidence** in class.
- Encourages **thinking and creativity**.

Types of Questions

- **Closed Questions:** Can be answered in one word (Yes/No).
- **Open Questions:** Need explanation (Why, How, What).
- **Smart Questions:** Clear and specific.

Examples

- Closed: "Is the Earth round?"
- Open: "Why is the Earth round?"
- Smart: "What is the difference between Earth's rotation and revolution?"

Importance of Saying No

Saying No means **refusing politely when something is wrong, unsafe, or unnecessary**.

Explanation

- Sometimes friends, classmates, or strangers may ask us to do things that are not good.
- In such cases, it is important to **say No firmly and politely**.
- Saying No helps us **stay safe and confident**.

Why Saying No is Important

- Protects us from **peer pressure** (friends forcing bad habits).
- Saves our **time and energy** for good work.
- Helps us **set boundaries** and earn respect.
- Keeps us **safe online** from strangers or fake people.

When to Say No

- If someone asks for your **password or personal info online**.
- If a friend asks you to **cheat or copy homework**.
- If someone forces you to **skip school or do bad habits**.
- If you are already **busy or tired**.

How to Say No Politely

- "Sorry, I can't do this."
- "No, this is not right.
- "I don't feel comfortable doing this."
- Say it **calmly but confidently**.

Examples (Role-play situations)

- A stranger online ask: *"Send me your photo."* → Answer: **"No, I don't share my photos with strangers."**
- A friend says: *"Skip class and come with me."* → Answer: **"No, I want to attend class."**
- Peer says: *"Smoke this, just once."* → Answer: **"No, it is harmful for health."**

Activities:

Practice Listening, Speaking, and Writing

Self-Introduction Practice

Unit 15 Volunteering & Community Engagement

Introduction to Volunteering

Volunteering means **helping others without expecting money**. It can be small, like helping a friend, or big, like planting trees or helping in the community.

Why Volunteering is Important:

- Helps people and makes the community better
- Builds skills like teamwork, kindness, and leadership
- Makes us responsible and happy

Examples of Volunteers:

- Mahatma Gandhi – worked for social change
- Malala Yousafzai – worked for girls' education
- Local volunteers – organize cleanliness drives or plant trees

What is a community:

A **community** is a **group of people who live or work together**, share common interests, needs, or goals, and support each other.

Key Points:

- People in a community often live in the **same area** like a neighbourhood, village, or town.
- They may share **common resources**, like schools, parks, or markets.
- Communities can also be based on **common interests** like a hobby group, club, or online group.
- Members of a community **help and care for each other**.

Example:

- Your **school** is a community because students, teachers, and staff work together and share common goals.
- A **village** or **town** is a community because people live nearby, share facilities, and support each other.

Understanding Society:

Society includes **all the communities together**. Volunteering helps society grow in a better way.

Key Points:

- A society is made up of **many communities**.
- People in a society **work, cooperate, and follow rules** to live together peacefully.
- Society includes **families, schools, workplaces, villages, cities**, and more.
- Members of a society **help, support, and respect each other** to maintain order and harmony.

Example:

- The people of a **country** form a society because they live under the same government, follow laws, and share cultural and social values.
- Your **school society** is part of the larger society because students, teachers, and staff follow rules and work together.

Types of Volunteering

- **Environmental Volunteering:** Planting trees, cleaning rivers
- **Educational Volunteering:** Teaching children, tutoring
- **Health Volunteering:** Blood donation, awareness about hygiene
- **Social Volunteering:** Helping poor, elderly, or differently-abled people

Benefits:

Each type improves a specific part of the community and helps us learn new skills.

Skills for Volunteering

- **Teamwork:** Work together with others
- **Communication:** Speak and listen clearly
- **Empathy:** Understand and care about others
- **Leadership:** Take responsibility and start helpful actions

Why These Skills are Helpful:

- Makes us confident and responsible
- Helps us work well in groups
- Let's us make a positive change in our community

Values Learned Through Volunteering

Important Values:

- **Kindness:** Care about others
- **Respect:** Treat everyone equally
- **Responsibility:** Do what you say you will do
- **Compassion:** Help those in need

How Values Help:

- Makes us better people
- Builds trust and friendship in society
- Encourages lifelong volunteering habits

How Volunteering Helps Us and the Community
For the Community:

- Makes places clean and safe
- Helps people in need
- Spreads awareness about important issues

For Ourselves:

- Builds confidence and leadership
- Teaches teamwork and empathy
- Gives happiness and a sense of responsibility

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