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INFORMATION TECHNOLOGY FOR CLASS 10

(Study material Based on N.C.E.R.T HANDBOOK)

RAUSHAN DEEP

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INFORMATION TECHNOLOGY-402

Class-X

SESSION-2021-22

UNIT 1: DIGITAL DOCUMENTATION (ADVANCED)

- SESSION 1: CREATE AND APPLY STYLES IN THE DOCUMENT
- SESSION 2: INSERT AND USE IMAGES
- SESSION 3: CREATE AND USE TEMPLATE
- SESSION 4: CREATE AND CUSTOMIZE TABLE OF CONTENTS
- SESSION 5: IMPLEMENT MAIL MERGE

UNIT-2: ELECTRONIC SPREADSHEET (ADVANCED)

- SESSION 1: ANALYSE DATA USING SCENARIOS AND GOAL SEEK
- SESSION 2: LINK DATA AND SPREADSHEETS
- SESSION 3: SHARE AND REVIEW A SPREADSHEET
- SESSION 4: CREATE AND USE MACROS IN SPREADSHEET

UNIT-3 RELATIONAL DATABASE MANAGEMENT SYSTEMS (BASIC)

- SESSION 1: APPRECIATE THE CONCEPT OF DATABASE MANAGEMENT SYSTEM
- SESSION 2: CREATE AND EDIT TABLES USING WIZARD AND SQL COMMANDS
- SESSION 3: PERFORM OPERATIONS ON TABLE
- SESSION 4: RETRIEVE DATA USING QUERY
- SESSION 5: CREATE FORMS AND REPORTS USING WIZARD

UNIT-4 WEB APPLICATIONS AND SECURITY

- SESSION 1: WORKING WITH ACCESSIBILITY OPTIONS

- SESSION 2: NETWORKING FUNDAMENTALS
- SESSION 3: INTRODUCTION TO INSTANT MESSAGING
- SESSION 4: CHATTING WITH A CONTACT – GOOGLE TALK
- SESSION 5: CREATING AND PUBLISHING WEB PAGES – BLOG
- SESSION 6: USING OFFLINE BLOG EDITORS
- SESSION 7: ONLINE TRANSACTIONS
- SESSION 8: INTERNET SECURITY
- SESSION 9 : MAINTAIN WORKPLACE SAFETY
- SESSION 10 : PREVENT ACCIDENTS AND EMERGENCIES
- SESSION 11 : PROTECT HEALTH AND SAFETY AT WORK