UoLo

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Information Technology

Subject Code 402

Windows 11 and OpenOffice

NEP 2020 based | Latest CBSE Curriculum Aligned

Topper's Toolkit | AryansDevStudios

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Foreword

In today's era of digital revolution, technology stands as the driving force, propelling our daily lives forward. It profoundly influences every facet of our existence, shaping the way we interact with one another, conduct our work, and engage in the process of learning. It is not merely a domain of technical expertise; rather, it represents an essential skill for individuals of all backgrounds.

Acknowledging this pivotal role of Information Technology, the National Education Policy (NEP), 2020 underscores the necessity of instilling practical IT competencies in school curricula, ensuring that students are well-prepared for the challenges of the 21st century.

On that note, Uolo is proud to present a two-book series dedicated to Information Technology (Subject Code 402), and meticulously designed for students of grades 9 and 10. This series goes beyond delivering theoretical knowledge as it also fosters the development of hands-on experience in IT skills.

These books are meticulously crafted to align seamlessly with the most up-to-date CBSE curriculum, presenting the material in a lucid manner. Within these pages, students will discover all the resources they need to excel in both theoretical and practical IT examinations.

Our books encompass all the prescribed CBSE learning objectives and introduce students to the foundational principles of digital documentation, spreadsheets, presentations, database management, and internet security. Moreover, these volumes incorporate units that nurture essential employability skills and vocational proficiencies among students.

We hope that this series becomes a trusted companion on your educational journey, empowering you to attain academic excellence and equipping you to seize the opportunities offered by the modern world.

Key Elements – A Quick Glance

Important points to aid memory and recall.

Remember
There is an electrical contact made when a key is pressed. These electrical signals are sent in coded form to a microcontroller, which then relays them to the computer, describing the character that matches that key.

Common misconceptions with clear solutions.

Error Alert!
The IT industry primarily involves programming and coding. In reality, IT encompasses a wide range of activities, including hardware, software development, cybersecurity, networking, and more. It's a diverse field with various career opportunities beyond coding.

Fun facts related to the topic, included to captivate students' interest.

Did You Know?
Usually, some of the keyboards on laptops do not have a numeric keypad on the right side.

Important terms to ensure a firm grasp of important concepts.

Key Terms

Keyboarding Skills: The ability to touch, type, or input data through the keyboard smoothly while typing is called keyboarding skills.

Alphabet Keys: There are 26 alphabet keys on the keyboard. They are marked from A to Z.

Number Keys: There are 10 number keys on a keyboard, numbered from 0 to 9.

Modifier Keys: A modifier key is a key that modifies the action of another key when pressed simultaneously. These are used in combination with other keys to perform any action.

Unit-end point-wise summary to consolidate concepts.

Things to Remember

- Data entry is the process of transcribing information or entering physical data into an electronic device, such as a computer, through data entry or input devices.
- Touch typing is done using a standard QWERTY keyboard with the hands placed at a starting location called the home row keys.
- There are generally 14 punctuation marks used in the English language.

Chapter-end exercises containing objective and subjective questions to enable comprehensive practice of concepts.

Chapter Checkup

A Select the correct option.

1 What does IT stand for in the context of modern education?

a International Technology

c Innovative Techniques

Classroom and laboratory-based group and individual activities for an enhanced learning experience.

Activity Time

Activity 1: Making a Chart *(Individual Work)*

Prepare a chart on the role of IT in everyday life. Include examples of how IT impacts daily activities, such as online shopping, social media, and e-learning.

Activity 2: Preparing Case Study *(Individual Work)*

Analyse a real-world case study on the implementation of IT in a business or government service. Identify the benefits and

Recommended list of practical questions for active learning.

List of Practicals

Practical Work

1. Create a Writer document to represent the role of IT in Healthcare services.
2. Type the following using your left hand:
   Start were extra red seat scatter abstract feast tax vegetate desert car safe cease wave egg verb brag acre scarf

Reference list of viva questions to better prepare for oral examinations.

Viva-Voce Questions

1. Define the role of the ISP in IT-BPM.

Ans. Internet Service Providers (ISPs) provide internet connectivity and services, forming the backbone of the IT-BPM industry by enabling online communication and data transfer.

2. What is LMS?

Ans. LMS stands for Learning Management System. It is a digital platform that streamlines the administration,

Detailed projects that promote the application of knowledge.

Projects

Project 1: Create a document in Writer and perform the following actions:

1. Create the following table and format it.
2. Enter the days of your birthday month.
3. Make 11 copies of this table and enter the days of all the months of the current year.
4. Save the document with the title "Yearly Calendar".

MONTHLY CALENDAR

MONTH: _____ YEAR: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

Sample paper, adhering to CBSE guidelines, to ensure preparedness for theoretical exams.

Sample Paper

SECTION A: OBJECTIVE TYPE QUESTIONS

Q1. Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)

1. Which of the following element is not a part of non-verbal communication?
   A) Gestures B) Eye contact
   C) Video calls D) Posture
2. 'Hurray! We won the match.' Which type of sentence is this?
   A) Assertive B) Exclamatory
   C) Imperative D) Interrogative
3. _____ is one of the first and oldest ICT tools.
   A) Radio B) Email
   C) Smartphones d. Tablets

Solutions to unsolved questions to support independent practice and learning.

Answer Key

A 1. b 2. c 3. c

B 1. Call centres 2. Medical 3. Back office

C 1. True.

Syllabus

	UNITS	No. of Hours for Theory and Practical		Max. Marks for Theory and Practical
Part A	**EMPLOYABILITY SKILLS**			
	Unit 1: Communication Skills-I	10		2
	Unit 2: Self-management Skills-I	10		3
	Unit 3: ICT Skills-I	10		1
	Unit 4: Entrepreneurial Skills-I	15		3
	Unit 5: Green Skills-I	05		1
	Total	**50**		**10**
Part B	**SUBJECT SPECIFIC SKILLS**	**Theory**	**Practicals**	**Marks**
	Unit 1: Introduction to IT-ITeS industry	2	4	4
	Unit 2: Data Entry and Keyboarding Skills	4	10	6
	Unit 3: Digital Documentation	10	26	10
	Unit 4: Electronic Spreadsheet	18	35	10
	Unit 5: Digital Presentation	10	31	10
	Total	**44**	**106**	**40**
Part C	**PRACTICAL WORK**			
	Practical Examination			15
	• Written Test			10
	• Viva Voce			10
	Total			**35**
Part D	**PROJECT WORK/FIELD VISIT**			
	Practical File/ Student Portfolio			10
	Viva Voce			05
	Total			**15**
	Grand Total	**200**		**100**

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Part-A

Employability Skills