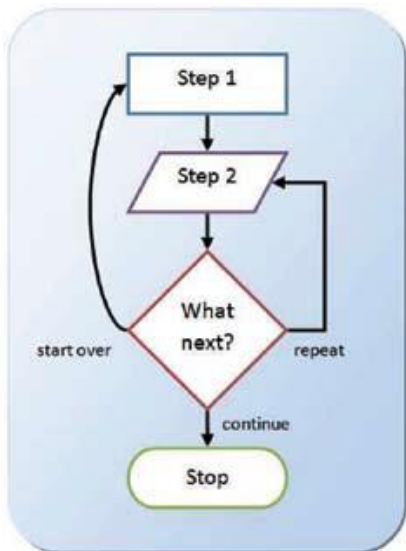
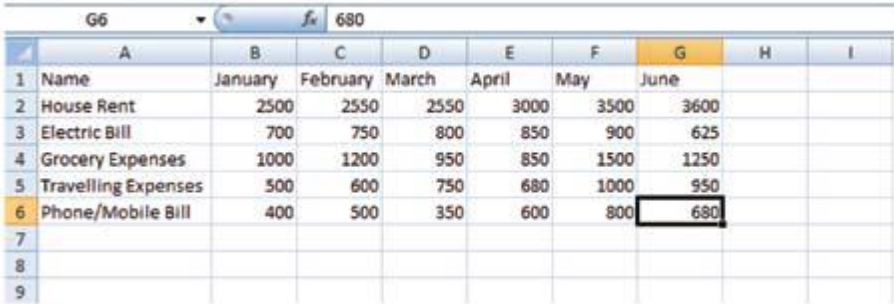
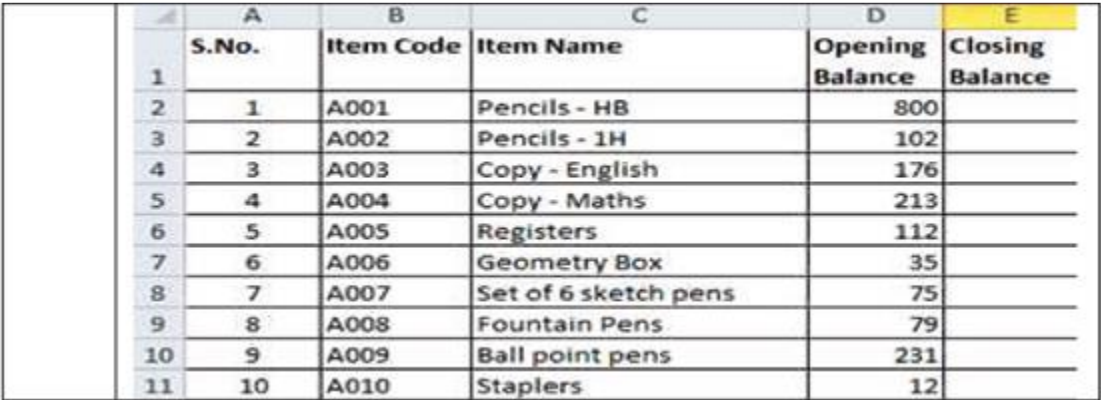
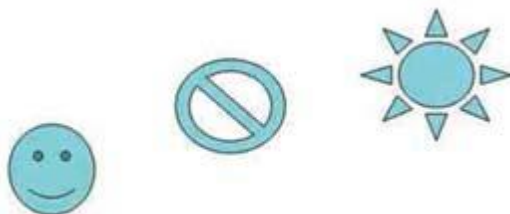


**CLASS-X - Information Technology (402)****LIST OF PRACTICALS (2019-20)**

<b>Sr. No.</b>	<b>NAME OF PRACTICAL</b>	<b>Remark</b>
1	Using following options: StickyKeys, SoundSentry, High Contrast, SerialKeys	
2	List any 3 ISP's available in your city. After collecting information such as connectivity type, speed and charges, compare them and state which is the best ISP	
3	Create a personal blog using WordPress	
4	Perform online transaction. E.g. paying the fees of VVM exam, paying the fees of KAMP exam, purchasing a book from any e-commerce site, buying a ticket (bus / train)	
5	Practice various options of any web browser and try different settings under various sections such clearing browser's history, setting home pages, specifying path for downloaded files, managing extensions	
6	Create a word file on any relevant topic and insert header and footer in that file. Give an appropriate name in the centre of the header section with your School name on the left hand side. Download a logo from the Internet or use a picture (Insert>Picture) on the right hand side. Insert page number, date & your name in footer section. Save the file.	
7	Create a word file and insert picture & clipart in that file and save the file	
8	Create a word file and perform following options: Change font face, Change font size, Change font colour, Highlight text, and Change text case. Then save the file.	
9	Open a new document. Create the basic flowchart diagram as shown below: 	
10	Perform conditional formatting on a data subset.	

11	Create a student mark list of at least 10 students and five subjects. Highlight the marks of the students who got marks greater than 80 with green colour text with blue fill. Save the worksheet.	
12	Perform Vlookup & Hlookup on a data subset.	
13	Create the worksheet given below, keeping your cursor on B2, try all the options of freezing cells and observe the effect. Take specific note of column and row movements. Save the worksheet.	
		
14	Create the worksheet given below. Calculate the closing balance. Add 10 more items to the list and set page breaks for printing. Move page breaks if contents do not fit onto one page. Save this file.	
		
15	Apply names to cells and cell ranges and use them in formulae. Using the worksheet created in this exercise, calculate the cost of Vegetables. Save the workbook.	



	<table><tr><th>Students</th><th>Test 1</th><th>Test 2</th><th>Test 3</th><th>Test 4</th></tr><tr><td>Shilpa</td><td>50</td><td>65</td><td>57</td><td>77</td></tr><tr><td>Sheela</td><td>98</td><td>99</td><td>78</td><td>58</td></tr><tr><td>Avikal</td><td>76</td><td>78</td><td>98</td><td>96</td></tr><tr><td>Vaibhav</td><td>87</td><td>76</td><td>92</td><td>67</td></tr><tr><td>Abhijeet</td><td>56</td><td>88</td><td>66</td><td>88</td></tr><tr><td>Surbhi</td><td>68</td><td>85</td><td>92</td><td>99</td></tr><tr><td>Kavita</td><td>99</td><td>58</td><td>78</td><td>89</td></tr><tr><td>Tanishk</td><td>79</td><td>78</td><td>56</td><td>78</td></tr><tr><td>Vishwank</td><td>59</td><td>81</td><td>78</td><td>67</td></tr></table>	Students	Test 1	Test 2	Test 3	Test 4	Shilpa	50	65	57	77	Sheela	98	99	78	58	Avikal	76	78	98	96	Vaibhav	87	76	92	67	Abhijeet	56	88	66	88	Surbhi	68	85	92	99	Kavita	99	58	78	89	Tanishk	79	78	56	78	Vishwank	59	81	78	67	
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18	Create 2 worksheets populated with subject and marks for 1st and 2nd terms. Create another worksheet called Average and calculate the average of marks for all subjects.																																																			
19	Create a presentation and Insert a movie clip using Insert option																																																			
20	Create a presentation and Insert a chart using Insert option																																																			
21	<p>Open a new presentation, and create the following images and add small textboxes as headers to describe them:</p> <div></div> <p>Now try selecting the objects, practice grouping and ungrouping functions.</p>																																																			
22	Insert speaker notes on slides																																																			
23	<p>Create a presentation (10-12 slides) on any two of the following topics.</p> <ul style="list-style-type: none"><li>• School Annual Day function.</li><li>• Sports Day.</li><li>• Independence Day.</li><li>• Healthy Diet.</li><li>• No to plastics</li><li>• Fit India</li></ul> <p>While making the presentations use the following features based on the presentation guidelines learnt earlier.</p> <ul style="list-style-type: none"><li>• Use Transition effects for slides.</li><li>• Use Animation effects for text and objects.</li><li>• Group related pictures.</li><li>• Use tables and format them with different table styles.</li><li>• Use charts to represent data in graphical form.</li><li>• use templates.</li></ul>																																																			
24	create appointments and schedule day-to-day activities using calendar (Ms-Outlook)																																																			

25	create tasks in email calendar application software (Ms-Outlook)	
26	<p>Create a database and then Create a table and enter data in it. (Ms-Access)</p> <p>Assume necessary details.</p> <p>Database name: school</p> <p>Table name: student</p> <p>Table columns: Adm_no, stud_name, class, marks (Adm_no is primary key)</p>	
27	Create a form for the school database created in the earlier session. Populate the academic database with mark results using the form. (Ms-Access)	

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September 19, 2012 at 2:54 am

Nice!  
I am also new to blog. Please help me to know things about blog  
Thank You  
Rashy

Figure 23

### EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	You have learnt to create and work with blogs using WordPress. Now create and work with other blog websites such as blogger, weebly.
2.	Create blogs for: <ul style="list-style-type: none"><li>• Announcing School Annual Day Function</li><li>• Blood Donation Camp</li></ul>

### ASSESSMENT

Answer the following:

1. Explain the purpose of a blog.
2. List any 5 websites that provide blog service.
3. Difference between web page and website.

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### Clearing Data Stored In Browsers

Web browsers have built-in password management designed to store passwords used in forms on websites. Browsers often prompt to save usernames and passwords when users attempt to login to websites.

This facility is offered to users, so that they can login to their frequently used websites without having to type the usernames or passwords. However it is not advisable to leave the web browser store this data particularly on public or shared computers.

To clear personal data from a web browser such as Mozilla Firefox, launch the browser.

- Click **Tools** Menu, click **Options**.
- Click **Security** Tab. The following window will be displayed:




Figure 38

Notice that under **Passwords** section, **Remember password for sites** is checked. This means the browser is configured to save passwords for websites automatically. You can uncheck **Remember password for sites** option, if you prefer NOT to store passwords.

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You can insert date and time by clicking the **Date & Time** option available under **Insert** Group. You can choose the date and time format from the available formats.

You can also insert a picture or clipart within the header. This option can be useful in situations when you need to insert company's or an event's logo. Try inserting a picture or a clipart into the header using the **Picture** and **Clip Art** option under **Insert** Group; observe the changes made to the document.

### EXERCISE

Perform the following activity till you are confident:

S.No.	Activities
1.	Open the file saved in the last exercise (saved as TOC_{your name}). Give an appropriate name in the center of the header section with your School name on the left hand side. Download a logo from the Internet or use a picture (Insert>Picture) on the right hand side. Save the file.

### ASSESSMENT

Fill in the blanks:

- \_\_\_\_\_ can be used for inserting information at the top of each page automatically.
- Header option is available under \_\_\_\_\_ group in Insert Tab.

Answer the following:

- List any five items that can be added to the header area.

Windows taskbar: Type here to search, Task View, File Explorer, Microsoft Edge, Google Chrome, Microsoft Word, Adobe Reader, System tray: Network, Volume, ENG IN, 10:20 16-11-2019

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### EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Change font face
2.	Change font size
3.	Change font color
4.	Highlight text
5.	Change text case
6.	Reopen the document created in the previous exercise Newspaper_{your name}. Decorate the first page of your article using each one of the character formats you have learnt in this exercise. Take a printout of page 1 of the document and compare it with the printout taken in the previous session.

### ASSESSMENT

Fill in the blanks:

- After selecting the text you need to click the \_\_\_\_\_ in the Font group to make the font size larger than the current font size.

Windows taskbar: Type here to search, Task View, File Explorer, Microsoft Edge, Google Chrome, Microsoft Word, Adobe Reader, System tray: Network, Volume, ENG IN, 10:11 16-11-2019



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Perform the following activities till you are confident:

S.No.	Activities
1.	Use different shapes, symbols and special characters in a document.
2.	Create a two page brochure for Nainital or any other tourist spot near your town. The brochure must include pictures. Wrap the text around the pictures. It must also include a places to see, hotels to stay in and details of how to reach the place.
3.	Open a new document. Create the basic flowchart diagram as shown below

Figure 27

Windows taskbar: Type here to search, 10:09, 16-11-2019

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2	Month	Units Sold	>	70
3	January	34	<	40
4	February	85		
5	March	90		
6	April	60		
7	May	87		
8	June	45		

Figure 11

## EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Perform conditional formatting on a data subset
2.	Create a student mark list of at least 10 students and five subjects. Highlight the marks of the students who got marks greater than 80 with green colored text with blue fill. Save the worksheet as Marks_{your name}.

## ASSESSMENT

Fill in the blanks:

- \_\_\_\_\_ conditional formatting allows you to change the formatting (font color, border, shading) of the cells based on the values in it.

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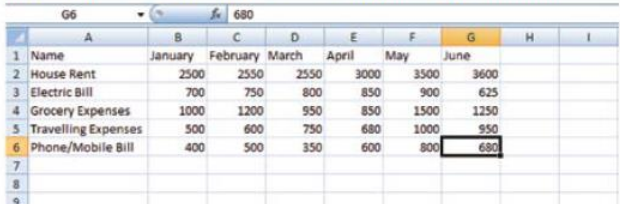
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EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Hide/unhide rows/columns
2.	Freeze/unfreeze rows/columns
3.	Create the worksheet given below, keeping your cursor on B2, try all the options of freezing cells and observe the effect. Take specific note of column and row movements. Save the worksheet as expenses_{your name}.



ASSESSMENT

Fill in the blanks:

- When you freeze a row, \_\_\_\_\_ remains constant.
- Freeze Panes option is available under \_\_\_\_\_ group in \_\_\_\_\_ tab.

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Figure 18

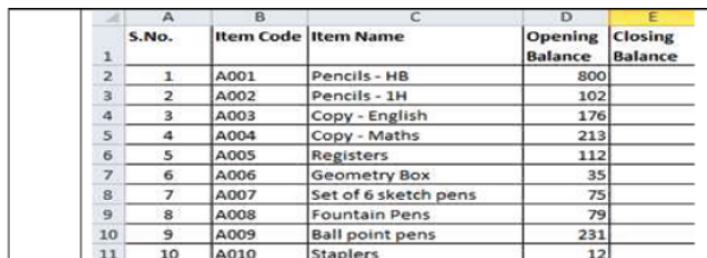
Note: You can also remove the page breaks by clicking the **Remove Page Break** option in **Breaks** drop down list.

To return to Normal view after you finish working with the page breaks, click **Normal** in the **Workbook Views** group under the **View** tab.

EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Set, move and delete page breaks
2.	Create the worksheet given below. Calculate the closing balance. Add 10 more items to the list and set page breaks for printing. Move page breaks if contents do not fit onto one page. Save this file to be used in the following exercise with the name items_{your name}.



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SESSION 7: APPLY CELL AND RANGE NAMES

### Relevant Knowledge

You can assign names to cells in a worksheet and use it for quickly locating specific cells by entering the names. This could be useful when working with large spread sheets. For example, if you have a lengthy list of groceries and prices, you can use names to quickly locate and find total pricing of fruits from the entire list.

In this exercise, you will learn to work with cell and range names.

Open a new spreadsheet and enter the following (figure below):

Information Technology 165

UNIT-4

Sec1:165 (173 of 282)

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	City	Jan	Feb	Mar	Apr
5	Dallas	48	87.5	62	118
6	Glasgow	110	50	61	112
7	Madrid	39	48	11	53
8	New York	99	100	115	86
9	Tokyo	101	121	189	172
10	Toronto	55.2	65.4	71	63.5

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UNIT-4

3. Create bar and line charts using this data. Enhance the design of your chart to make it more presentable.
4. Calculate the total sales for each city. Create a pie chart representing the total sales of each city.

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## EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Sort a dataset in the required order
2.	Filter data on specified criteria
3.	Create a worksheet with the data given below. Create totals. Calculate percentages. Use this to sort data subject wise and also rank-wise. Save this file as Student_ <u>your name</u> .

Students	Test 1	Test 2	Test 3	Test 4
Shilpa	50	65	57	77
Sheela	98	99	78	58
Avikal	76	78	98	96
Vaibhav	87	76	92	67
Abhijeet	56	88	66	88
Surbhi	68	85	92	99
Kavita	99	58	78	89
Tanishk	79	78	56	78
Vishwank	59	81	78	67

174

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## EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Link cells and make calculations across workbooks

## ASSESSMENT

Fill in the blanks:

- Switch Windows option is available in \_\_\_\_\_ group under the View tab.
- Linking cells from different \_\_\_\_\_ / \_\_\_\_\_ helps you to summarize data from different sources.
- Linking data helps you help to keep information \_\_\_\_\_ without editing at multiple locations.

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SESSION 1: INSERTING A MOVIE CLIP

### Relevant Knowledge

Presentation allows the user to add movie clips to the presentation in order to make the presentation colourful and meaningful. You can insert movies or YouTube videos downloaded from the Internet.

In this exercise you will learn how to insert a movie clip in slides. Open a new file using presentation software.

**You can insert a movie in two ways:**

- Using Insert tab
- Using Title and Content Layout Option

Click on **Movie** option under **Media clips** group in the **Insert** tab, a drop down appears as shown below.




Figure 1

You can select the **Movie from File...** option to insert the movie clip that you have already downloaded from the Internet. A dialog box appears as shown below:

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File Edit View Window Help

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### EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Insert a chart onto a slide
2.	Modify an already created chart
3.	Import a chart from another application
4.	Create a chart using the data below in a spreadsheet. Import the chart onto a slide.

	A	B	C	D	E	F	G
1	Name	January	February	March	April	May	June
2	House Rent	2500	2550	2550	3000	3500	3600
3	Electricity Bill	700	750	800	850	900	625
4	Grocery Expenses	1000	1200	950	850	1500	1250
5	Travel Expenses	500	600	750	680	1000	950
6	Phone/Mobile Bill	400	500	350	600	800	680

### ASSESSMENT

**Fill in the blanks:**

1. Presentation enables the user to insert \_\_\_\_\_ in slides to present statistical table data in a pictorial representation.
2. Chart option is available in \_\_\_\_\_ group under the Insert tab.

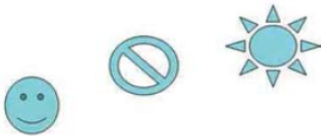
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## EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Group objects on a slide
2.	Open a new presentation, and create the following images and add small textboxes as headers to describe them:  Now try selecting the objects, practice grouping and ungrouping functions.

## ASSESSMENT

Fill in the blanks:

- \_\_\_\_\_ helps to move, rotate or resize multiple objects in a presentation.
- The Group option is available in \_\_\_\_\_ group under the Format tab.

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## EXERCISE

Perform the following activities till you are confident:

S.No.	Activities
1.	Insert speaker notes on slides
2.	Open the presentation you had created in Exercise 1 (either "Effects of thoughts on water" or "Our place in the cosmos" or "Effects of Global Warming".) and enhanced in Exercise 5. Add speaker notes to each of your slides.

## ASSESSMENT

Fill in the blanks:

- \_\_\_\_\_ are guided text used by the presenter during a presentation.
- \_\_\_\_\_ can be short or long texts that can be used as a reference by the presenter.
- Notes page option is available in \_\_\_\_\_ group under the View tab.

Windows taskbar: Type here to search, task icons, ENG IN, 08:50 16-11-2019



## SESSION 10: PREPARING TO DELIVER A PRESENTATION

### Relevant Knowledge

Now that you have a presentation ready, you can customize the delivery of the presentation. For example, you can customize to display selected slides to be displayed to the audience or configure for multiple monitors, etc.

In this exercise, you will learn to deliver a presentation.

To work with **Slide Show**, open an existing presentation in the presentation software.

Click on **Set Up SlideShow** option under **Set Up** group in the **Slide Show** tab.

Once you click **Set Up SlideShow**, a dialog box appears as shown below.

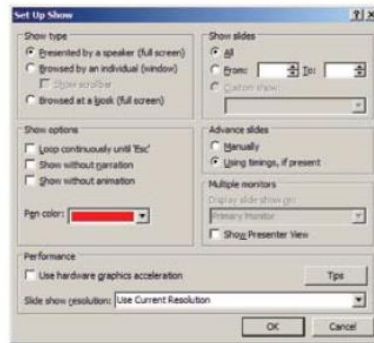


Figure 25

If the presentation is to be made to an audience, use the **Presented by a speaker (full screen)**.

S.No.	Activities
1.	Print a presentation
2.	<p>Create a presentation (10-12 slides) on any two of the following topics.</p> <ul style="list-style-type: none"> <li>School Annual Day function.</li> <li>Sports Day.</li> <li>Independence Day.</li> <li>Healthy Diet.</li> <li>Savings Plan (Post Office).</li> <li>Creating Presentations.</li> </ul> <p>While making the presentations use the following features based on the presentation guidelines learnt earlier.</p> <ul style="list-style-type: none"> <li>Use Transition effects for slides.</li> <li>Use Animation effects for text and objects.</li> <li>Group related pictures.</li> <li>Use tables and format them with different table styles.</li> <li>Use charts to represent data in graphical form.</li> <li>Download and use templates.</li> </ul>