# Information Technology
## Session 2017-2018
## Class-X
## Subject: Level 2 (462)
### Theory: 30, Practical: 60
## Ist Term
## (01.04.2017 - 31.08.2017)

| Month | Content |
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| **April 2017** | **Unit-1 Functional English (Intermediate)**<br>    **THEORY**<br>1. Ordering Food at a Restaurant<br>2. Making Resolutions<br>3. Talking about Change<br>4. Planning an Outing<br>5. Narrating a Story<br>6. Describing a Known Place<br>7. Giving Directions<br>8. Describing an Event<br>9. Recounting an Experience<br>10. Finding a place to stay<br>11. Saying No<br>12. Describing a Lost Item<br>13. Appreciating Someone<br>14. Attending a Phone Call<br>15. Giving Instructions<br>16. Registering a Complaint<br>17. Calling up to find about a Job Vacancy<br>18. Writing a Resume<br>19. Writing a Covering Letter<br>20. Facing an interview<br>21. Taking a Telephonic Interview<br>22. Accepting a Job Offer<br>    **PRACTICAL**<br>1. Communication<br>2. Group Discussion<br>3. Pronunciation |
| **May 2017** | **Unit-2 Web Applications (Basic)**<br>    **THEORY**<br>1. Working with Accessibility Options<br>2. Networking Fundamentals<br>    **PRACTICAL**<br>1. Working with Accessibility Options |

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| **11.05.207-30.06.2017** | Summer Vacation |
| **July 2017** | **Unit-2 Web Applications (Basic)**<br>    **THEORY**<br>1. Introduction to Instant Messaging<br>2. Chatting with a Contact-Google Talk<br>3. Creating & Publishing Web Pages- Blog<br>4. Using Office Blog Editors<br>5. Online Transactions<br>6. Internet Security<br>    **PRACTICAL**<br>1. Online Transactions<br>2. Working on Websites/Internet |
| **August 2017** | **Unit-3 Word Processing (Intermediate)**<br>    **THEORY**<br>1. Modifying Layout of a Paragraph<br>2. Managing Headers<br>3. Managing Footers<br>4. Managing Styles<br>5. Document Template<br>6. Working with Page & Section Breaks<br>7. Applying Character Formats<br>8. Insert Graphical Objects & Illustrations<br>9. Text Wrapping<br>10. Inserting Objects<br>11. Insert Shapes, Symbols & Special Characters<br>    **PRACTICAL**<br>1. Modifying Layout of a Paragraph<br>2. Managing Headers, Footers, Styles<br>3. Document Template<br>4. Working with Page & Section Breaks<br>5. Applying Character Format<br>6. Insert Objects, Shapes, Symbols, Special Characters, Graphical Objects & Illustrations<br>7. Text Wrapping |
| **01.09.2017-08.09.2017** | Revision of I Term Syllabus |
| **11.09.2017-26.09.2017** | I Term Exam |
| **27.09.2017** | Discussion of Question Paper |
| **28.09.2017-29.09.2017** | Autumn Break |
| **II Term**<br>**(03.10.2017-30.11.2017)** |

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| **October 2017** | **Unit-4 Spreadsheet (Intermediate)**<br>      **THEORY**<br>1. Use Auto sum in Cells<br>2. Conditional Formatting<br>3. Hide/Unhide/Freeze Rows & Columns<br>4. Set Page Breaks<br>5. Set Page Layout<br>6. Manage Workbook Views<br>7. Apply Cell & Range Names<br>8. Create, Modify & Format Chart<br>9. Sort & Filter Data<br>10. Calculate Data across Worksheets<br>11. Use Multiple Workbooks & Linking Cells<br>      PRACTICAL<br>1. To make excel sheet with Basic Tools<br>2. Use of Multiple Workbooks & Worksheets<br><br>**Unit-5 Digital Presentation (Intermediate)**<br>      **THEORY**<br>1. Inserting a Movie Clip<br>2. Inserting an Audio Clip<br>3. Working with Tables<br>4. Working with Charts<br>5. Inserting Transitions<br>6. Inserting Animations<br>7. Grouping Objects<br>8. Inserting Speaker Note<br>9. Reviewing Content<br>10. Preparing to Deliver a Presentation<br>11. Print a Presentation<br>      **PRACTICAL**<br>1. To make PowerPoint slides<br>2. Oral Presentation with slides |
| **November 2017** | **Unit-6 Email Messaging (Intermediate)**<br>      **THEORY**<br>1. Working with Calendar<br>2. Schedule an Appointment<br>3. Categorize an Appointment<br>4. Share a Calendar<br>5. Print a Calendar<br>6. Creating a Meeting Request<br>7. Respond to a Meeting Request<br>8. Create & Edit a Task<br>9. Create & Edit a Note<br>10. Create & Edit a Journal Entry<br>      **PRACTICAL**<br>      Practical training related to outlook in the Lab. |

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| | **Unit-7 Database Development (Basic)**<br>**THEORY**<br>1. Database Concepts<br>2. Data Storage<br>3. Manipulating Data<br>4. Creating a Database Object<br>5. Creating a Table<br>6. Create & Manage Queries<br>7. Design Reports<br>**PRACTICAL**<br>1. Basics of Database<br>2. Creating tables |
| **01.12.2017-27.12.2017** | Revision of Syllabus & Mock Test |
| **28.12.2017-15.01.2018** | Winter Vacation |
| **09.01.2018-25.01.2018** | Pre-Board |
| **27.01.2018-31.01.2018** | Discussion on Pre-Board Question Paper & Revision of Syllabus |
| **01.02.2018-15.02.2018** | Annual Practical CBSE Exam |
| **16.02.2018 to Till Exam** | Revision |