

ARMY PUBLIC SCHOOL, KANDRORI
SPLIT-UP SYLLABUS (Subject – INFORMATION TECHNOLOGY)
SESSION: 2022-23
CLASS- X

Month	Expected No. of Working Days	Chapter	Detailed Split Up Syllabus	Periods for class room Teaching	Practical
APR	23	PART – B Unit – 1 Digital Documentation (Advanced)	<p style="text-align: center;"><u>Theory</u></p> <p><u>Styles/ categories in Word Processor: -</u></p> <ul style="list-style-type: none"> • Styles and Formatting window. • Fill Format. • Creating and updating new style from selection • Load style from template or another document. • Creating a new style using drag-and-drop. • Applying styles. <p style="text-align: center;"><u>Practical</u></p> <p>All above concept will be done in practical file.</p> <p style="text-align: center;"><u>Theory</u></p> <p>Options to insert image to document from various sources.</p> <ul style="list-style-type: none"> • Options to modify, resize, crop and delete an image. <p>Drawing objects and its properties.</p> <ul style="list-style-type: none"> • Creating drawing objects and changing its properties. <p>Resizing and grouping drawing objects.</p> <ul style="list-style-type: none"> • Positioning image in the text. <p style="text-align: center;"><u>Practical</u></p> <p>All above concept will be done in practical file.</p>	12	04
MAY	25		<p style="text-align: center;"><u>Theory</u></p> <p style="text-align: center;">Templates.</p> <ul style="list-style-type: none"> • Using predefined templates. • Creating a template. • Set up a custom default template. • Updating a document. 	12	04

- Changing to a different template.
- Using the Template.

Practical

- Create a template.
- Use predefined templates.
- Set up a custom default template.
- Update a document.
- Change to a different template.
- Use the Template.

Theory

Table of contents. Hierarchy of headings. Customization of table of contents.

- Character styles. Maintaining a table of contents.

Practical

- Create table of contents. Define a hierarchy of headings.
- Customize a table of contents.
- Apply character styles. Maintain a table of contents.

Theory

Advance concept of mail merge in word processing,

- Creating a main document,
- Creating the data source,
- Entering data in the fields,
- Merging the data source with main document,
- Editing individual document,
- Printing a letter and its address label

Practical

Demonstrate to print the label using mail merge, do the following to achieve

- Create a main document,
- Create the data source,
- Enter data in the fields,
- Merge the data source with main document,
- Edit individual document,
- Print the letter and address label

JULY	23	PART – B UNIT 2: ELECTRONIC SPREADSHEET (ADVANCED)	<p style="text-align: center;"><u>Theory</u></p> <p style="text-align: center;">Using consolidating data. Creating subtotals.</p> <ul style="list-style-type: none"> • Using “what if” scenarios. <p>Using “what if” tools</p> <ul style="list-style-type: none"> • Using goal seek and solver. <p style="text-align: center;"><u>Practical</u></p> <p style="text-align: center;">Use consolidating data Create subtotals</p> <ul style="list-style-type: none"> • Use “what if” scenarios Use “what if” tools • Use goal seek and solver <p style="text-align: center;"><u>Theory</u></p> <p style="text-align: center;">Setting up multiple sheets. Creating reference to other sheets by using keyboard and mouse.</p> <ul style="list-style-type: none"> • Creating reference to other document by using keyboard and mouse. • Relative and absolute hyperlinks • Hyperlinks to the sheet. <ul style="list-style-type: none"> o Linking to external data. o Linking to registered Data Source <p style="text-align: center;"><u>Practical</u></p> <p style="text-align: center;">Setup multiple sheets by inserting new sheets.</p> <ul style="list-style-type: none"> • Create reference to other sheets by using keyboard and mouse. • Create reference to other document by using keyboard and mouse. • Create, Edit and Remove hyperlinks to the sheet. • Link to external data. • Link to registered data source. <p style="text-align: center;"><u>Theory</u></p> <p style="text-align: center;">Setting up a spreadsheet for sharing.</p> <ul style="list-style-type: none"> • Opening and saving a shared spreadsheet. <p>Recording changes.</p> <ul style="list-style-type: none"> • Add, Edit and Format the 	12	04
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			<ul style="list-style-type: none"> • Concept of database, • Advantages of database, • Features of database, • Concept and examples of Relational database, • Concept and examples of field, record, table, database, <p>Concept and examples of Primary key, composite primary key, foreign key,</p> <ul style="list-style-type: none"> • Relational Data base management system (RDBMS) software. <p style="text-align: center;"><u>Practical</u></p> <p style="text-align: center;">Identify the data and information</p> <ul style="list-style-type: none"> • Identify the field, record, table in the database, • Prepare the sample table with some standard fields. • Assign the primary key to the field, • Identify the primary key, composite primary key, foreign key. 		
SEP	25	PART – B UNIT 3: DATABASE MANAGEMENT SYSTEM	<p style="text-align: center;">Theory</p> <p style="text-align: center;">Introduction to a RDBMS</p> <ul style="list-style-type: none"> • Database objects – tables, queries, forms, and reports of the database, • Terms in database – table, field, record, • Steps to create a table using table wizard, Data types in Base, • Option to set primary key Table Data View dialog box DDL Commands <p style="text-align: center;">Practical</p> <p style="text-align: center;">Start the RDBMS and observe the parts of main window</p> <ul style="list-style-type: none"> • Identify the data base objects Create the sample table in any category using wizard, Practice to create different tables from the available list and choosing fields from the available fields. • Assign data types of field, Set primary key, 	12	05

- Edit the table in design view, Enter the data in the fields.
- Create and edit table using DDL Commands

Theory

Inserting data in the table

- Editing records in the table,
- Deleting records from the table,
- Sorting data in the table,

Referential integrity,

- Creating and editing relationships – one to one, one to many, many to many,
- Field properties.

Practical

Demonstrate to:

- Insert data in the table, Edit records in the table, Delete records from table, Sort data in the table,
- Create and edit relationships
- one to one, one to many, many to many,
- Enter various field properties.

Theory

Database query:

- Defining query,
- Query creation using wizard,
- Creation of query using design view,
- Editing a query,
- Applying criteria in query – single field, multiple fields, using wildcard,
- Performing calculations,
- Grouping of data,
- Structured Query Language (SQL).

Practical

Prepare a query for given criteria:

- Demonstrate to create query using wizard, and using design view,
- Edit a query,
- Demonstrate to apply various criteria in query –

			<p>single field, multiple fields, using wild card,</p> <ul style="list-style-type: none"> • Performing calculations using query in Base, • Demonstrate to group data, • Use basic SQL commands <p style="text-align: center;"><u>Theory</u></p> <p style="text-align: center;">Forms in Base,</p> <ul style="list-style-type: none"> • Creating form using wizard, • Steps to create form using <p style="text-align: center;">Form Wizard,</p> <ul style="list-style-type: none"> • Options to enter or remove data from forms • Modifying form, • Changing label, background, • Searching record using <p style="text-align: center;">Form,</p> <ul style="list-style-type: none"> • Inserting and deleting record using Form View, • Concept of Report in Base, • Creating Report using wizard, • Steps to create Report using Wizard. <p style="text-align: center;"><u>Practical</u></p> <p style="text-align: center;">Illustrate the various steps to create</p> <p style="text-align: center;">Form using Form Wizard,</p> <ul style="list-style-type: none"> • Enter or remove data from Forms, • Demonstrate to modify Forms, • Demonstrate to change label, background, • Search record using Form, • Insert and delete record using <p style="text-align: center;">Form View,</p> <ul style="list-style-type: none"> • Illustrate the various steps to create <p style="text-align: center;">Report using Report Wizard,</p> <ul style="list-style-type: none"> • Demonstrate various examples of Report. 		
OCT	20	PART – B UNIT 4: WEB APPLICATIONS	<p style="text-align: center;"><u>Theory</u></p> <p style="text-align: center;">Understand various types of</p>	10	03

		<p>AND SECURITY</p>	<p>impairment that impact computer usage</p> <ul style="list-style-type: none"> • Computer Accessibility Dialog box and its tabs • Serial Keys <p>Network and its types.</p> <ul style="list-style-type: none"> • Client Server Architecture, Peer to-peer (P2P) Architecture, • internet, World Wide Web, • benefits of networking • internet, getting access to internet, • internet terminology • Some of the commonly used Internet connectivity options • Data transfer on the Internet <p>learn key features of instant messaging</p> <ul style="list-style-type: none"> • Creating an instant messaging account • Launching Google Talk • Signing In into your Google Talk Account <p>learn to chat with a contact that is already added to your contact list.</p> <ul style="list-style-type: none"> • sending text chat messages instantly by double-clicking on a contact. • general rules and etiquettes to be followed while chatting. • chatting on various types of messengers <p>learn and appreciate a blog and its creation with the help of some blog providers</p> <ul style="list-style-type: none"> • set up title and other parameters in a blog posting comments • using offline blog editors <p>Concept to create blogs using a blog application and publish the blog whenever internet connectivity is available</p> <p>concept of e-commerce and various online applications</p> <ul style="list-style-type: none"> • importance of secure 		
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passwords

Need of internet security

- Cyber threats like phishing, email-spoofing, char spoofing etc.
- best practices for internet security and secure passwords
- concept of browser, cookies, backup, antivirus
- clearing data in browsers

Basic safety rules to follow at workplace – Fire safety

- Falls and slips, Electrical safety, Use of first aid.
- Case Studies of hazardous situations.

Accidents and emergency

- Types of Accidents,
- Handling Accidents
- Types of Emergencies.

Hazards and sources of hazards,

- General evacuation procedures,
- Healthy living.

Practical

Demonstration on how to create blogs using a blog application offline.

- posting messages in an offline application
- Publish the blog whenever internet connectivity is available using various examples

Illustration of online shopping using various ecommerce sites

- Demonstration of securing passwords for online transactions.

illustration of internet security threats through various ways

			<ul style="list-style-type: none"> • cyber security tips • tips for secure passwords • demonstration of strong passwords using various websites. • clearing data stored in browser applications. <p>Practice to follow basic safety rules at workplace to prevent accidents and protect workers</p> <p>– Fire safety,</p> <ul style="list-style-type: none"> • Falls and slips, Electrical safety, Use of first aid. <p>Illustrate to handle accidents at workplace,</p> <ul style="list-style-type: none"> • Demonstrate to follow evacuation plan and procedure in case of an emergency. <p>Identify hazards and sources of hazards,</p> <ul style="list-style-type: none"> • identify the problems at workplace that could cause accidents, • Practice the general evacuation procedures in case of an emergency. 		
NOV	23	PART – A Unit – 1 Communication Skill	<p>Session 1 Methods of Communication</p> <p>Session 2 Verbal Communication</p> <p>Session 3 Non-verbal Communication</p> <p>Session 4 Communication Cycle and Importance of Feedback</p> <p>Session 5 Barriers to Effective Communication</p> <p>Session 6 Writing Skills — Parts of Speech</p> <p>Session 7 Writing Skills — Sentences</p>	12	-
DEC	25	PART – A Unit – 2 Self Management skill	<p>Session 1 Stress Management</p> <p>Session 2 Self-awareness - Strength and Weakness Analysis</p>	12	-

			<p>Session 3 Self-motivation</p> <p>Session 4 Self-regulation — Goal Setting</p> <p>Session 5 Self-regulation — Time Management</p>		
JAN	20	PART – A Unit – 3 ICT Skills	<p>Session 1 Basic Computer Operations</p> <p>Session 2 Performing Basic File Operations</p> <p>Session 3 Computer Care and Maintenance</p> <p>Session 4 Computer Security and Privacy</p>	10	03
FEB	22	PART – A UNIT – 4 Entrepreneurial Skills	<p>Entrepreneurial Skills</p> <p>Session 1 Entrepreneurship and Society</p> <p>Session 2 Qualities and Functions of an Entrepreneur</p> <p>Session 3 Myths about Entrepreneurship</p> <p>Session 4 Entrepreneurship as a Career Option</p> <p>Green Skills</p> <p>Session 1 Sustainable Development</p> <p>Session 2 Our Role in Sustainable Development</p> <p>Project Work and Practical File</p>	11	-
MARCH	25	REVISION FOR FINAL EXAM			