Class-10th		Subject-IT (Code-402)	
MONTH	**UNITS**		**PRACTICAL**
Apr-25	UNIT 1- Digital Documentation (Advanced) using LibreOffice Writer Part A	• Styles/ categories in Writer • Page • Paragraph • Character • Frame • List • Table • Styles and Formatting • Fill Format • Creating a new style • From Selection method • Drag and Drop method • Updating a new style • Load style from template or document • Applying styles • Inserting an Image in a Document • Insert Image Option • Drag and Drop option • Copy and Paste method • Inserting an image by linking • Options to modify image using image toolbar, resize, crop and delete an image. • Drawing Objects • Creating drawing objects • Setting or changing its properties. • Resizing and grouping drawing objects. • Positioning image in the text. • Arrangement • Anchoring • Alignment • Text Wrapping	• List Style Categories: Open the Styles and Formatting window, list available style categories, and select one style from each. • Use Fill Format: Apply a style to multiple areas of your document quickly using the Fill Format tool. • Create and Update a New Style: Create a new style from selected text and update it by modifying its attributes. • Load a Style from a Template or Document: Import and apply a style from a template or another document to your current work. • Create a New Style Using Drag-and-Drop: Create a new style by dragging and dropping formatted text into the Styles and Formatting panel. • Insert an Image: Insert an image into a document using options such as Insert Image, Drag and Drop, Copy and Paste, and linking. • Modify an Image: Use the image toolbar to modify an image by resizing, cropping, and deleting it. • Create Drawing Objects: Create various drawing objects within your document. • Set or Change Drawing Object Properties: Adjust the properties of drawing objects, including color, line style, and fill. • Resize and Group Drawing Objects: Resize individual drawing objects and group multiple objects together for better document organization. • Position the Image in the Text: Adjust the image's position in the text using arrangement, anchoring, alignment, and text wrapping options.
	Employability Module UNIT 1- Communications Skills	• Methods of communication • Communication cycle and importance of feedback • Meaning and importance of feedback • Descriptive feedback - written comments or conversations • Specific and non-specific feedback • Barriers to effective communication – types and factors • Measures to overcome barriers in effective communication • Principles of effective communication • 7 Cs of effective communication • Writing skills to the following: Sentence, Phrase, Kinds of Sentences, Parts of Sentence,Parts of Speech, Articles, Construction of a Paragraph	• Writing pros and cons of written, verbal and non-verbal communication • Listing do's and don'ts for avoiding common body language mistakes • Demonstration and practice of writing sentences and paragraphs on topics related to the subject Activities- • Self Introduction • Role Play • Group Discussions • Debates • Art & Craft • Word Games • Story Telling • Brain Teasers • Mindfulness • Quiz
May-25	UNIT 1- Digital Documentation (Advanced) using LibreOffice Writer Part B	• Table of contents • Hierarchy of headings • Creating a Table of Content (ToC) • Customization of Table of Contents(ToC) • Maintaining a Table of Contents(ToC) • Updating ToC • Deleting ToC • Using templates • Creating a Template • Using In-built/Saved Templates • Using Online Templates • Importing a Template • Editing a Template • Moving a Template • Exporting a Template • Applying Templates to a Blank Document • Track Changes Feature • Preparing a Document for Review • Recording Changes • Accepting and Rejecting Changes • Adding Comments • Deleting Comments • Comparing Documents	• Create a Table of Contents (ToC): Generate and customize a Table of Contents in a document. • Maintain a Table of Contents: Update or delete the Table of Contents • Use Templates: Create, import, and apply templates to a blank document, using in-built, saved, or online templates. • Edit a Template: Modify, move, and export an existing template. • Track Changes: Prepare a document for review by recording, accepting, or rejecting changes, and manage comments by adding or deleting them. • Compare Documents: Compare two versions of a document to identify and review differences. • Q&A/Doubts Clearing
Jun-25			
Jul-25	UNIT 2- Electronic Spreadsheet (Advance) using LibreOffice Calc Part A	• Consolidating Data • Groups and Subtotals • What-if Scenarios • What-if Analysis Tool • Goal Seek • Recording a Macro • Running a Macro • Creating and Organising a Simple Macro • Macro as a Function	• Use Consolidating Data: Aggregate data from multiple sources into a single summary. • Create Subtotals: Apply subtotals to data groups to summarize and analyze information. • Use "What-If" Scenarios: Create and analyze different scenarios to forecast outcomes based on varying inputs. • Use "What-If" Tools: Use tools like Scenario Manager for detailed what-if analyses. • Use Goal Seek and Solver: Use Goal Seek to find specific input values needed to achieve a desired result, and apply Solver for more complex problems. • Demonstrate the Use of a Macro Recorder: Record a macro to automate repetitive tasks. • Create a Simple Macro: Develop a basic macro to perform a specific function. • Use a Macro: Execute an existing macro to automate tasks in a document. • Pass Arguments to a Macro: Provide arguments to a macro to customize its behavior. • Pass the Arguments as Values: Supply values as arguments to a macro for dynamic operation. • Write Macros as Built-in Functions: Create macros that function similarly to built-in functions for enhanced functionality. • Access Cells Directly: Write macros to directly manipulate cell data in spreadsheets. • Sort Columns Using a Macro: Develop and use a macro to sort columns in a spreadsheet.
	Employability Module UNIT 2- Self Management Skills	• Meaning and importance of stress management • Stress management techniques – physical exercise, yoga, meditation • Enjoying, going to vacations and holidays with family and friends • Taking nature walks • Importance of the ability to work independently • Describe the types of self-awareness • Describe the meaning of self-motivation and self-regulation	• Exercises on stress management techniques – yoga, meditation, physical exercises • Preparing a write-up on an essay on experiences during a holiday trip • Demonstration on working independently • Goals • Planning of an activity • Executing tasks in a specific period, with no help or directives • Demonstration on the qualities required for working independently • Activities/Q&A
Aug-25	UNIT 2- Electronic Spreadsheet (Advance) using LibreOffice Calc Part B	• Setting up multiple sheets. • Creating reference to other sheets by using keyboard and mouse. • Creating reference to another document by using keyboard and mouse. • Hyperlinks to the Sheet • Relative and Absolute Hyperlinks • Creating Hyperlinks • Editing a Hyperlink • Linking to External Data • Linking to Registered Data Sources	• Setup Multiple Sheets: Insert and organize new sheets within a workbook. • Create References to Other Sheets: Use keyboard and mouse to create references between different sheets in a workbook. • Create References to Other Documents: Use keyboard and mouse to link data from one document to another. • Create, Edit, and Remove Hyperlinks: Add, modify, and delete hyperlinks to sheets within a workbook. • Link to External Data: Connect and import data from external sources into your document. • Link to Registered Data Sources: Establish links to registered data sources for data integration.

	Employability Module **UNIT 3- ICT Skills**	• Classes of operating systems • Menu, icons and task bar on the desktop • File concept, file operations, file organization, directory structures, and file-system structures • Creating and managing files and folders • Importance and need of care and maintenance of computer, Cleaning computer components, preparing maintenance schedule, protecting computer against viruses, Scanning and cleaning viruses and removing SPAM files, temporary files and folders	• Identification of task bar, icons, menu, etc. • Demonstration and practicing of creating, renaming and deleting files and folders, saving files in folders and sub-folders, restoring files and folders from recycle bin • Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software
Sep-25	**UNIT 2- Electronic Spreadsheet (Advance) using LibreOffice Calc** **Part C**	• Sharing Spreadsheet • Opening and saving a shared spreadsheet. • Recording changes. • Add, Edit and Format the comments. • Reviewing Changes – View, Accept or Reject Changes • Merging and comparing.	• Set Up a Spreadsheet for Sharing: Configure a spreadsheet to enable sharing with others. • Open and Save a Shared Spreadsheet: Access and save changes to a spreadsheet that has been shared with you. • Record Changes: Track modifications made to the spreadsheet. • Add, Edit, and Format Comments: Insert, modify, and format comments within the spreadsheet. • Review Changes: View, accept, or reject changes made by others in the shared spreadsheet. • Merge and Compare Sheets: Combine and compare different sheets to integrate data effectively.
Oct-25	**UNIT 3- Database Management System using LibreOffice Base** **Part A**	• Data and Information • Databases and DBMS • Advantages of database • Data Models • Hierarchical Data Model • Network Data Model • Relational Data Model • Relational database Model • RDBS Terminology • Objects of an RDBMS • Introduction to LibreOffice Base • Data types • Starting with LibreOffice • User Interface Of LibreOffice Base • Opening a Database • Creating a Table • Using a Wizard • Using design view, • Setting primary key • Saving a Table • Entering data into table • Navigating through the table • Editing Data • Deleting Records from Table • Sorting Data in the Table	• Identify Data and Information: Distinguish between data and information within a database context. • Identify Fields, Records, and Tables: Recognize and describe fields, records, and tables in a database. • Prepare a Sample Table: Create a sample table with standard fields to illustrate database structure. • Identify Different Types of Data Models: Identify and describe various data models such as hierarchical, network, and relational. • Different Types of Keys: Recognize and explain different types of keys used in databases, such as primary and foreign keys. • Identify Different Objects of RDBMS: Identify and describe different objects in a relational database management system (RDBMS), including tables, queries, and forms. •Start LibreOffice Base and Observe the Main Window: Launch LibreOffice Base and familiarize yourself with the main window's components. • Create a Sample Table Using Wizard: Use the wizard to create a sample table in any category. • Create Different Tables from Available List: Practice creating various tables by selecting fields from the available options. • Assign Data Types and Set Primary Key: Define data types for fields and set a primary key for the table. • Edit the Table in Design View: Modify the table structure using the design view. • Enter Data in the Fields: Input data into the fields of your table. • Delete Records from Table: Remove records from the table as needed. • Arrange Data in Ascending or Descending Order: Sort the table data in ascending or descending order.
	Employability Module **UNIT 4- Entrepreneurial Skills**	• Entrepreneurship and society • Qualities and functions of an entrepreneur • Role and importance of an entrepreneur • Myth about entrepreneurship • Entrepreneurship as a career option	• Writing a note on entrepreneurship as career option • Collecting success stories of first generation and local entrepreneurs • Listing the entrepreneurial qualities – analysis of strength and weaknesses • Group discussion of self-qualities that students feel are needed to become successful entrepreneur • Collect information and related data for a business • Make a plan in team for setting up a business
Nov-25	**UNIT 3- Database Management System using LibreOffice Base** **Part B**	• Editing and Deleting tables, • Relationships between tables • Types of Relationships– one to one, one to many, many to many • Advantages of Relating Tables in a Database • Creating Relationships between Tables • Referential Integrity • Queries • Query creation using wizard • Creation of query using design view • Editing a query, • Working with Numerical Data	• Insert Data in the Table: Add new data entries to a table. • Edit Records in the Table: Modify existing records within the table. • Delete Records from Table: Remove specific records from the table. • Sort Data in the Table: Arrange data in ascending or descending order within the table. • Create and Edit Relationships: Establish and modify relationships between tables, including one-to-one, one-to- many, and many-to-many. • Enter Various Field Properties: Set and adjust different properties for fields in the table. • Prepare a Query for Given Criteria: Create a query based on specified criteria. • Create a Query Using Wizard and Design View: Demonstrate how to generate a query using both the wizard and design view. • Edit a Query: Modify an existing query to update its criteria or structure. • Apply Various Criteria in a Query: Demonstrate applying different criteria in a query, including single field, multiple fields, and wildcard searches. • Perform Calculations Using Query in Base: Execute calculations within a query in LibreOffice Base.
	UNIT 3- Database Management System using LibreOffice Base **Part C**	• Forms in BASE. • Creating form using wizard, • Modifying a Form • Form Controls Toolbar • Report in Base • Inserting other controls in report • Inserting Titles & Headings • Inserting Date & Time	• Create a Form Using Form Wizard: Generate a form by following the steps in the Form Wizard. • Enter or Remove Data from Forms: Input new data or delete existing data using forms. • Modify Forms: Demonstrate how to adjust and customize forms. • Change Label and Background: Modify the label text and background color or design of a form. • Search Records Using a Form: Use the form to find specific records based on search criteria. • Insert and Delete Records Using Form View: Add new records or remove existing ones through the Form View. • Create a Report Using Report Wizard: Illustrate the steps to generate a report using the Report Wizard. • Demonstrate Various Report Examples: Provide examples of different types of reports created using the Report Wizard.

Dec-25	UNIT 4- Maintain Healthy, Safe and Secure Working Environment Part A	• Introduction to Health, Safety, and Security At Workplace • Policies and Procedures for Healthy, Safety and Security • Reasons for Health, Safety, and Security Programs or Policies in the Workplace • Workplace Safety Hazards • Physical Hazards • Falling Off Heights, Slipping and Tripping • Electrical Hazards • Fire Hazards • Health Hazards • Potential Sources of Hazards in an Organisation • Hazards using Computers • Handling Office Equipment • Handling Objects • Stress at Work • Working Environment • Hazard Control • Safety Guidelines Checklist • Air and Water Quality Monitoring Process • Guidelines for Clean Air and Clean Water • Importance of Cleanliness at Workplace • Office Ergonomics • Computer Health and Safety Tips • Musculoskeletal Problems: Occupational Overuse Syndrome, Strain in Legs and Feet, Eye Strain, • To reduce the risks of visual problems: Headaches, Obesity, Stress Disorders, Injuries from Laptop Use, Sleeping Problems • Health and Safety Requirements for Computer Workplace • Cautions while Working on the Computer	• Practice Basic Safety Rules: Implement fire safety measures, prevent falls and slips, ensure electrical safety, and apply first aid procedures to protect workers and prevent accidents. • Illustrate Handling Accidents at Workplace: Demonstrate the steps to manage and respond to accidents in the workplace. • Demonstrate Following Evacuation Plan: Show how to effectively follow the evacuation plan and procedures during an emergency.
	UNIT 4- Maintain Healthy, Safe and Secure Working Environment Part B	•Accident and Emergencies: • Notice and Correctly Identify Accidents and Emergencies • Get help Promptly and in the Most Suitable Way • Follow Company Policies and Procedures for Preventing Further Injury While Waiting for Help to Arrive • Act within the Limits of your Responsibility and Authority when Accidents and Emergencies Arise, • Promptly Follow Instructions given by Senior Staff and the Emergency Services • Types of Accidents• Trip and Fall • Slip and Fall • Injuries caused due to Escalators or Elevators (or lifts) • Accidents due to Falling of Goods • Accidents due to Moving Objects • Handling Accidents: • Attend to the Injured Person Immediately • Inform your Supervisor • Assist your Supervisor • Types of Emergencies • First Aid • Electrical Safety • Evacuation • General Evacuation Procedures • Fire Hazards in the Workplace • Fire Prevention • Identification of Material and Ignition Sources • First Aid for Electrical Emergencies • Electrical Rescue Techniques	• Identify Hazards and Sources of Hazards: Recognize potential hazards and their sources in the workplace. • Identify Problems at Workplace: Assess workplace issues that could lead to accidents. • Practice General Evacuation Procedures: Execute evacuation procedures in simulated emergency situations.
	Employability Module UNIT 5- Green Skills	• Definition of sustainable development • Importance of sustainable development • Problems related to sustainable development	• Identify the problem related to sustainable development in the community • Group discussion on the importance of respecting and conserving indigenous knowledge and cultural heritage • Discussion on the responsibilities and benefits of environmental citizenship, including the conservation and protection of environmental values • Preparing models on rain water harvesting, drip / sprinkler irrigation, vermin-compost, solar energy, solar cooker, etc.
Jan-26			
Feb-26			
Mar-26			