**AIR FORCE SCHOOL, BAMRAULI**

**Monthly Split-Up of Syllabus**

**Academic Sesssion 2021-22**

**Class:- X Sub- Information Technplogy -402**

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| **Sl No** | **Month** | **Chapter/Unit** | **Topic/Sub topic** |
| 1 | Apr | Part-A  1 | Digital Documentation (Advanced):- Creating and apply styles in a document, Insert and use of Images, Creating Drawing Objects, Create and use Template, Working with Table. |
| 2 | May | Part-A  1 | Digital Documentation (Advanced):-Create and cosotmize able of conent, Appling Characer Styles, Using the styles tab, Implement Mail Merge. |
| 3 | Jun | Part-A  4 | Web Application and Security:- Working with accessibility option, Networking Fundamentals, Introduction to instant messaging, Chatting with a contact, Creating and publishing webpages. |
| 4 | Jul | Part-A  4 | Web Application and Security:- Using offline blog editior, Online transactions, Internet security, maintain workplace safety, Prevent acciden, Protect helth and safty. |
| 5 | Aug | Part-A  2 | Elecronic spreadsheet(Advanced):-Analyse data using scenarios and goal seek, Link Data and Spreadsheets, Share and review a spreadsheet, Create and use Macros in spreadsheet. |
| 6 | Sep | Part-A  3 | RDBMS:- Appreciate the Concept of Database Management System, Create and Edit Tables using Wizard and SQL Commands, Perform Operations on Table, Retrieve Data Using Query, Create Forms and Reports Using Wizard. |
| 7 | Oct | Part-B  Unit-1,2,3 | Employability Skills:- Communication Skills – II, Self-management Skills – II, Basic ICT Skills- II |
| 8 | Nov | Part-B  Unit-4,5 | Employability Skills:- Entrepreneurial Skills – II, Green Skills – II |
| 9 | Dec |  | Pre-Board - I |
| 10 | Jan |  | Sample paper revision and Preboard Exam |
| 11 | Feb |  | Board Practical Exam |
| 12 | Mar |  | Board exam for class X |