

**AIR FORCE SCHOOL, BAMRAULI****Annual Split-Up of Syllabus****Academic Session 2022-23****Class: - X****Sub- Information Technology -402**

<b>Month</b>	<b>Chapter/Unit</b>	<b>Topic/Sub topic</b>	<b>Activity</b>
Apr	Part-A 1 Part-B 1	Employability Skills: - Communication Skills – II: - Mode of Communication, Feedback in Communication Cycle, Overcome of Barriers in Communication. 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.	Design a poster on Cyber Safety
May	Part-A 1 Part-B 1	Employability Skills: - Communication Skills – II: - Principal of Communication. Digital Documentation (Advanced): -Create and customizable of content, Applying Character Styles, Using the styles tab, Implement Mail Merge.	Type a letter inviting your friends and family to a party hosted by you. Save your letter as Mail Merge.
Jun	Part-A 1 Part-B 2	Employability Skills: - Communication Skills – II: - Basic Writing Skills Electronic spreadsheet (Advanced): -Analyze data using scenarios and goal seek,	Using the scenario manager, find the effect on the new profit in case of the price rise or decreases.
Jul	Part-A 2 Part-B 2	Employability Skills: - Self-management Skills – II: - Stress Management Technique, importance of Working independently Electronic spreadsheet (Advanced): - Link Data and Spreadsheets, Share and review a spreadsheet, Create and use Macros in spreadsheet.	Share the above created file to your friends.
Aug	Part-A 3 Part-B 3	Employability Skills: - Basic ICT Skills- II: -Operating System, Caring for your Computer. 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.	Create a database(objects) on Library.
Sep	Part-A 4	Employability Skills: - Entrepreneurial Skills – II: - Characteristics of a Successful Entrepreneur.	Revision for Half Yearly
Oct	Part-A 4 Part-B 4	Green Skills – II: - Sustainable Development Web Application and Security: - Working with accessibility option, Networking Fundamentals, Introduction to instant messaging, chatting with a contact, Creating and publishing web pages.	Create your personal blog online.

Nov	Part-B 4	Web Application and Security: - Using offline blog editor, Online transactions, Internet security, maintain workplace safety, prevent accidents, Protect health and safety.	Create your personal blog using an offline blog editor.
Dec		Pre-Board - I	
Jan		Sample paper revision and Common Preboard Exam	
Feb		Board Practical Exam	
Mar		Board exam for class X	