

# ST. MICHAEL'S SCHOOL, MURI

SYLLABUS CUM HOME ASSIGNMENT 2020-21 FOR

## CLASS – X (Computer)

### SYLLABUS DETAILS :-

#### PERIODIC TEST – I

##### **1. Web Applications (Basic):-**

(WORKING WITH ACCESSIBILITY OPTIONS, NETWORKING FUNDAMENTALS, INTRODUCTION TO INSTANT MESSAGING, CHATTING WITH A CONTACT – GOOGLE TALK, CREATING AND PUBLISHING WEB PAGES – BLOG, USING OFFLINE BLOG EDITORS, ONLINE TRANSACTIONS, INTERNET SECURITY)

##### **2. Word Processing (Intermediate):-**

( MODIFYING LAYOUT OF A PARAGRAPH, MANAGING HEADERS, MANAGING FOOTERS, MANAGING STYLES, DOCUMENT TEMPLATE, WORKING WITH PAGE AND SECTION BREAKS, APPLYING CHARACTER FORMATS, INSERT GRAPHICAL OBJECTS AND ILLUSTRATIONS, TEXT WRAPPING, INSERTING OBJECTS, INSERT SHAPES, SYMBOLS AND SPECIAL CHARACTERS)

#### PERIODIC TEST – II

##### **1. Spreadsheet(Intermediate):-**

(USE AUTOSUM IN CELLS , CONDITIONAL FORMATTING, HIDE / UNHIDE / FREEZE ROWS AND COLUMNS, SET PAGE BREAKS, SET PAGE LAYOUT, MANAGE WORKBOOK VIEWS, APPLY CELL AND RANGE NAMES, CREATE MODIFY AND FORMAT CHARTS, SORT AND FILTER DATA, CALCULATE DATA ACROSS WORKSHEETS, USING MULTIPLE WORKBOOKS AND LINKING CELLS, SHARING WORKSHEET DATA)

##### **2. Digital Presentation (Intermediate):-**

(INSERTING A MOVIE CLIP, INSERTING AN AUDIO CLIP, WORKING WITH TABLES, WORKING WITH CHARTS, INSERTING TRANSITIONS, INSERTING ANIMATIONS, GROUPING OBJECTS, INSERTING SPEAKER NOTES, REVIEWING CONTENT, PREPARING TO DELIVER A PRESENTATION, PRINT A PRESENTATION)

### HOME ASSIGNMENT :-

#### PERIODIC TEST -1 & 2:

All the exercises to be completed.