

**Dr. M. K. K. Arya Model School, Modal Town Panipat**  
**Syllabus To Be Covered (Session 2018-19)**  
**INFORMATION TECHNOLOGY (402)**  
**CLASS-X**

**APRIL**

**WEEK 1(APR 02-APR 06)**

Ch-1SESSION 1: Ordering Food at a Restaurant

SESSION 2: Making Resolutions

SESSION 3: Talking about Change

SESSION 4: Planning an Outing

**WEEK 2(APR 09-APR 13 )**

SESSION 5: Narrating a Story

SESSION 6: Describing a Known Place

SESSION 7: Giving Directions

SESSION 8: Describing an Event

**WEEK 3(APR 16-APR 21)**

SESSION 9: Recounting an Experience

SESSION 10: Finding a Place to Stay

SESSION 11: Saying No

SESSION 12: Describing a Lost Item

**WEEK 4(APR 23-APR 28)**

SESSION 13: Appreciating Someone

SESSION 14: Attending a Phone Call

SESSION 15: Giving Instructions

SESSION 16: Registering a Complaint

**WEEK 5(APR 30-MAY 05)**

SESSION 17: Calling up to Find about a Job Vacancy

SESSION 18: Writing a Resume

SESSION 19: Writing a Covering Letter

SESSION 20: Facing an Interview

**MAY**

**WEEK 1(MAY 07-MAY 11)**

SESSION 21: Taking a Telephonic Interview

SESSION 22: Accepting a Job Offer

CH-2

SESSION 1: Working With Accessibility Options

SESSION 2: Networking Fundamentals

Lab activity on accessibility options (Filter and Toggle keys)

**WEEK 2(MAY 13-MAY 18)**

SESSION 3: Introduction to Instant Messaging

SESSION 4: Chatting With a Contact – Google Talk

SESSION 4: Creating and Publishing Web Pages - Blog

SESSION 5: Using Offline Blog Editors

**WEEK 3(MAY 20-MAY 25)**

SESSION 6: Online Transactions

SESSION 7: Internet Security

Lab activity on accessibility options(sticky keys)

CH-3 SESSION 1: Modifying Layout of a Paragraph

SESSION 2: Managing Headers

Lab activity on MS-Word

**WEEK 4(MAY 27-MAY 31)**

SESSION 3: Managing Footers

SESSION 4: Managing Styles

SESSION 5: Document Template

SESSION 6: Working With Page and Section Breaks

**JUNE (Jun 01 to Jun 30)-Summer Vacations**

## **JULY**

### **WEEK 1(JUL 02-JUL 07)**

SESSION 7: Applying Character Formats

SESSION 8: Insert Graphical Objects and Illustrations

SESSION 9: Text Wrapping

SESSION 10: Inserting Objects

### **WEEK 2(JUL 09-JUL 13)**

SESSION 11: Insert Shapes, Symbols and Special Characters

CH-4 SESSION 1 : Use Autosum in cells

SESSION 2: Conditional Formatting

SESSION 3: Hide /Unhide/Freeze/Unfreeze rows and columns

Lab Activity on MS-Excel Worksheet

### **WEEK 3(JUL 16-JUL 21)**

SESSION 4: Set Page Break

SESSION 5: Set Page Layout

SESSION 6: Manage Workbook Views

SESSION 7: Apply Cells and Name Cells

### **WEEK 4(JUL 23-JUL 28)**

SESSION 8: Create modify and Format Charts

SESSION 9: Sort and Filter Data

SESSION 10: Calculate Data Across Worksheets

### **WEEK 5(JUL 30-AUG 04)**

SESSION 11: Using Multiple Workbooks and Linking Cells Using Multiple WORKBOOKS AND

SESSION 12: Sharing Worksheet Data books And Linking Cells

Lab Activity on Worksheet and Workbook

## **AUGUST**

### **WEEK 1(AUG 06-AUG 10)**

CH-5

SESSION 1: Inserting a Movie Clip

SESSION 2: Inserting an Audio Clip

SESSION 3: Working With Tables

### **WEEK 2(AUG 13-AUG 18)**

SESSION 4: Working With Charts

SESSION 5: Inserting Transitions

Lab Activity on MS-Power Point

### **WEEK 3(AUG 20-AUG 25)**

SESSION 6: Inserting Animations

SESSION 7: Grouping Objects

### **WEEK 4(AUG 27-SEPT 01)**

SESSION 8: Inserting Speaker Notes

SESSION 9: Reviewing Content

Lab Activity on Making presentation

## **SEPTEMBER-Half Yearly Exams and Revision**

## **OCTOBER**

### **WEEK 1(OCT 01-OCT 06)**

SESSION 10: Preparing to Deliver a Presentation

SESSION 11: Print a Presentation

CH-6

SESSION 1: Working With Calendar

SESSION 2: Schedule an Appointment

### **WEEK 2(OCT 08-OCT 12)**

SESSION 3: Categorize an Appointment

SESSION 4: Share a Calendar

SESSION 5: Print a Calendar

Lab activity on Outlook Express

**WEEK 3(OCT 15-OCT 20)**

SESSION 6: Creating a Meeting Request

SESSION 7: Respond To a Meeting Request

SESSION 8: Create and Edit a Task

**WEEK 4(OCT 22-OCT 27)**

SESSION 9: Create and Edit a Note

SESSION 10: Create And Edit A Journal Entry

**WEEK 5(OCT 29-NOV 03)**

CH-7

SESSION 1: Database Concepts

SESSION 2: Data Storage

SESSION 3: Manipulating Data

SESSION 4: Creating a Database Object

**NOVEMBER**

**WEEK 1(NOV 05-NOV 06)**

SESSION 5: Creating a Table

SESSION 6: Building Forms

Lab Activity on Queries

**WEEK 2(NOV 12-NOV 17)**

SESSION 7: Create and Manage Queries

Lab Activity on Creating Table in Data base

**WEEK 3(NOV 19-NOV 24)**

SESSION 8: Design Reports

**WEEK 4(NOV 26-NOV 30)**

REVISION OF CHAPTER -7

**DECEMBER**

1.Revision

2. Periodic Exam

**JANUARY**

Revision of full syllabus

**FEBURARY**

Final Examination



