AIR FORCE SCHOOL HASIMARA

WEEKLY SPLITUP SYLLABUS (2025-26)

CLASS: X   **SUBJECT: INFORMATION TECHNOLOGY (402)**

BOOKS: **NCERT INFORMATION TECHNOLOGY FOR CLASS X**
INFORMATION TECHNOLOGY SUMITA ARORA FOR CLASS X

Month	Week Days	Working Days	Chapters/ Topics	Activities/ Assignments
April 25	3-5	3	**Database Management System using LibreOffice Base** • Data and Information • Databases and DBMS • Advantages of database • Data Models	Homework and Classwork Practical Works Class Tests

	7-11	4	**Database Management System using LibreOffice Base**
			• 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	

	14-19	5	**Database Management System using LibreOffice Base** • Editing Data • Deleting Records from Table • Sorting Data in the Table • Editing and Deleting tables • Relationships between tables	

	21-26	6	**Database Management System using LibreOffice Base**
			• 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	

April 25	28-30	3	**Database Management System using LibreOffice Base** • Creation of query using design view • Editing a query • Working with Numerical Data	Homework and Classwork Practical Works Class Tests
May 25	1-3	3	**Database Management System using LibreOffice Base** • Forms in BASE • Creating form using wizard • Modifying a Form • Form Controls Toolbar	Homework and Classwork Practical Works Class Tests
	5-8	4	**Database Management System using LibreOffice Base** • Report in Base • Inserting other controls in report • Inserting Titles & Headings • Inserting Date & Time	
Jun 25	18-21	4	**Electronic Spreadsheet using LibreOffice Calc** • Consolidating Data • Groups and Subtotals • What-if Scenarios • What-if Analysis Tool	Homework and Classwork Practical Works Class Tests
	23-28	5	**Electronic Spreadsheet using LibreOffice Calc** • Goal Seek • Recording a Macro • Running a Macro • Creating and Organising a Simple Macro • Macro as a Function	
	30	1	**Electronic Spreadsheet using LibreOffice Calc** • Setting up multiple sheets. • Creating reference to other sheets by using keyboard and mouse. • Creating reference to another document by using keyboard and mouse	
July 25	1-5	5	**Electronic Spreadsheet using LibreOffice Calc** • Hyperlinks to the Sheet • Relative and Absolute Hyperlinks • Creating Hyperlinks • Editing a Hyperlink	Homework and Classwork Practical Works Class Tests
	7-11	5	**Electronic Spreadsheet using LibreOffice Calc** • Linking to External Data • Linking to Registered Data Sources • Sharing Spreadsheet • Opening and saving a shared spreadsheet	
	14-19	6	**Electronic Spreadsheet using LibreOffice Calc** • Recording changes • Add, Edit and Format the comments • Reviewing Changes – View, Accept or Reject Changes • Merging and comparing	

			Digital Documentation using LibreOffice Writer	
July 25	21-26	6	**Digital Documentation using LibreOffice Writer** • 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, nserting 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	Homework and Classwork Practical Works Class Tests
	28-31	4	**Digital Documentation using LibreOffice Writer** • Resizing and grouping drawing objects • Positioning image in the text • Arrangement • Anchoring • Alignment • Text Wrapping	
Aug 25	1-2	2	**Digital Documentation using LibreOffice Writer** • Table of contents • Hierarchy of headings • Creating a Table of Content (ToC) • Customization of Table of Contents(ToC) • Maintaining a Table of Contents(ToC)	
	4-8	5	**Digital Documentation using LibreOffice Writer** • 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	Homework and Classwork Practical Works Class Tests
	11-16	4	**Digital Documentation using LibreOffice Writer** • 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	

Aug 25	18-23	6	**Communication Skills** • Methods of Communication • Communication Cycle • Feedback • Effective Communication and its principles	Homework and Classwork Practical Works Class Tests
	25-30	6	**Communication Skills** • 7 Cs of Effective Communication • Barriers to Effective Communication • Overcoming barriers to Effective Communication • Writing Skills	
Sep 25	1-6	5	**Self-Management Skills** • Stress-Management • Working Independently • Self-Awareness	Homework and Classwork Practical Works Class Tests
	8-9	2	**Self-Management Skills** • Self-Motivation • Self-Regulation	
	10-26		**HALF YEARLY EXAMINATION**	

Oct 25	7-10	4	**Maintaining Healthy, Safe and Secure Environment** • 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	Homework and Classwork Practical Works Class Tests
	13-18	6	**Maintaining Healthy, Safe and Secure Environment** • Potential Sources of Hazards in an Organisation • Hazard Control • Safety Guidelines Checklist • Air and Water Quality Monitoring Process • Guidelines for Clean Air and Clean Water • Importance of Cleanliness at Workplace	

	20-25	6	**Maintaining Healthy, Safe and Secure Environment** • Office Ergonomics • Computer Health and Safety Tips • Musculoskeletal Problems: Occupational Overuse Syndrome, Strain in Legs and Feet, Eye Strain • Headaches, Obesity, Stress Disorders, Injuries from Laptop Use, Sleeping Problems • Health and Safety Requirements for Computer Workplace • Cautions while Working on the Computer	
Oct 25				Homework and Classwork Practical Works Class Tests
	27-31	5	**Maintaining Healthy, Safe and Secure Environment** • Accident and Emergencies • Types of Accidents • Handling Accidents • Types of Emergencies • General Evacuation Procedures	
Nov 25	1	1	**ICT Skills** • Operating System • Files and Folders • Care and Maintenance of Computer	Homework and Classwork Practical Works Class Tests
	3-7	4	**Entrepreneurial Skills** • Entrepreneurship and society • Qualities and functions of an entrepreneur 3. Role and importance of an entrepreneur • Myth about entrepreneurship • Entrepreneurship as a career option	
	10-15	6	**Green Skills** • Definition of sustainable development • Importance of sustainable development • Problems related to sustainable development	
	17-22	6	**Revision**	
	24-25	2	**Revision**	
	26-30		**PRE-BOARD EXAM**	

Dec 25	**PRE-BOARD EXAM** **COMMOM PRE-BOARD EXAM**
Jan 26	**CBSE PRACTICAL EXAM**
Feb 26	**CBSE THEORY EXAM**
Mar 26	

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Subject Teacher & HOD