



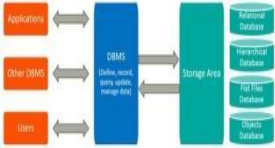
VIDYA PRATISHTHAN'S DR. CYRUS POONAWALLA SCHOOL (CBSE), BARAMATI
ANNUAL CURRICULUM PLANNING, 2024 – 2025



INFORMATION TECHNOLOGY (DOMESTIC DATA ENTRY OPERATOR)

STD: X

Sr. No.	Topic	Months and No. Of Working Days	No. of Days for Teaching	Learning Objectives	Expected Learning Outcome	Activity/Practical	Teaching Aids	Assessment
1	1. Digital Documentation (Advanced)	July 20	12	<p>To enable the students to study Styles/ categories in Word Processor , Styles and Formatting window, Fill Format. Creating and updating new style from selection, Load style from template or another document. Creating a new style using drag-and-drop.</p> 	<p>To develop students ability to Create and Apply Styles in the document Insert and use images in document Create and customize table of contents Implement Mail Merge</p> <p>21st Century Skills Technology Literacy</p>	<ol style="list-style-type: none"> 1. List style categories. Select the style from the Styles and Formatting window. 2. Insert an image to document from various sources. 3. Create table of contents. Define a hierarchy of headings. 4. Demonstrate to print the label using mail merge, do the following: Create a main document, Create the data source, Enter data in the fields, Merge the data source with main document and Edit individual document. 	<p>Demonstration will be shown on the ICR.</p>	<p>Practical based worksheet and Lab assignments.</p>

2	2. Electronic Spreadsheet (Advanced)	August 23	14	<p>To enable the students to Analyse data using scenarios and goal seek, Link data and spreadsheets, Share and review a spreadsheet and Create and Use Macros in spreadsheet.</p> 	<p>To develop students ability to consolidate data. To Create reference to other document by using keyboard and mouse. To create Hyperlinks to the sheet, Linking to external data and Linking to registered data sources.</p> <p>21st Century Skills Technology Literacy and Critical Thinking Skills</p> <p>To Open and saving a shared spreadsheet. Recording changes, Using the macro recorder, Creating a simple macro, Using a macro as a function and Passing arguments to a macro</p>	<ol style="list-style-type: none"> 1. Use consolidating data Create subtotals 2. Create reference to other document by using keyboard and mouse. 3. Create, Edit and Remove hyperlinks to the sheet. <ul style="list-style-type: none"> 🖨️ Link to external data. 🖨️ Link to registered data source. 4. Set up a spreadsheet for sharing. Open and save a shared spreadsheet. Review changes – view, accept or reject changes. <ul style="list-style-type: none"> 🖨️ Merge and compare sheets. 5. Write macros that act like built-in functions Access cells directly. Sort the columns using macro. 	Demonstration will be shown on the ICR.	Practical based worksheet and Lab assignments.
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Sr. No	Topic	Month	No. of Periods	Objectives	Expected Learning outcome	Activities	Teaching Aids	Assessment
3	3.Database Management System	October 20	14	<p>To enable the students to Create and edit tables using wizard and SQL commands, Perform operations on table, Retrieve data using query, Create Forms and Reports using wizard.</p> <p style="text-align: center;">Database Management System</p> 	<p>To develop the ability to study the concept of Database Management System, Create and edit tables using wizard and SQL commands, Create Forms and Reports using wizard.</p> <p>21st Century Skills Technology Literacy</p>	<ol style="list-style-type: none"> 1. Prepare the sample table with some standard fields. Assign the primary key to the field, Identify the primary key, composite primary key, foreign key. 2. Demonstrate to: Insert data in the table, Edit records 3. Demonstrate to apply various criteria in query – single field, multiple fields, using wild card, Performing calculations using query in Base, 4. Illustrate the various steps to create Report using Report Wizard, Demonstrate various examples of Report. 	Demonstration will be shown on the ICR.	Practical based worksheet and Lab assignments.
4	4.Web Applications and Security	November 15	14	<p>To enable the students to create blogs using a blog application and publish the blog, study best practices for internet security and secure passwords.</p>	<p>To develop the ability to use Offline Blog Editors, study about Online Transaction, Internet Security and Maintain workplace safety.</p> <p>Learn how to prevent Accidents and Emergencies, Protect Health and Safety at work.</p>	<ol style="list-style-type: none"> 1. Illustrate use of various options under Computer Accessibility like Keyboard , mouse, sound, display setting serial keys, cursor options, use of toggle keys, filter keys, sticky keys. 2. Comparing various internet technologies. 	Demonstration will be shown on the ICR.	Practical based worksheet and Lab assignments .

			 <p>Study Basic safety rules to follow at workplace – Fire safety, Hazards and sources of hazards and General evacuation procedures.</p>	 <p>21st Century Skills Technology Literacy and Problem-Solving Skills</p>	<p>3. Illustrate steps to create instant messaging account. Signing In into your Google Talk Account.</p> <p>4. Publish the blog whenever internet connectivity is available</p> <p>5. Demonstrate to follow evacuation plan and procedure in case of an emergency.</p>		
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Subject Teacher

Moderator

Principal