

CLASS:-10 SYLLABUS(2025-26)
SUBJECT:- INFORMATION TECHNOLOGY(402)

(Made by: - Abhilasha Tiwari)

CLASS TEST SYLLABUS

PART –B (UNIT-1)

- CH-1 APPLYING STYLES AND FORMATTING IN A DOCUMENT
- CH-2 ADDING GRAPHICS IN A DOCUMENT

PRE-PERIODIC EXAM SYLLABUS

PART –B (UNIT-1)

- CH-3 WORKING WITH TEMPLATES
- CH-4 USING A TABLE OF CONTENTS

PART-B (UNIT-2)

- CH-6 ANALYZING DATA IN A SPREADSHEET

NOTE- WHOLE SYLLABUS OF CLASS TEST.

PERIODIC EXAM SYALLABUS

PART –B (UNIT-2)

- CH-7 LINKING DATA AND SPREADSHEET
- CH-8 SHARING AND REVIEWING A SPREADSHEET
- CH-9 USING MACROS IN A SPREADSHEET

PART-B (UNIT-3)

- CH-10 CONCEPT OF DATABASE MANAGEMENT SYSTEM
- CH-11 CREATING AND USING TABLES
- CH-12 PERFORMING OPERATION ON TABLES
- CH-13 RETRIEVING DATA USING QUERIES (**NOTE:-EXCLUDED SQL QUERIES**)

NOTE- WHOLE SYLLABUS OF CLASS TEST AND PRE-PERIODIC EXAM)

PRE-BOARD EXAM SYLLABUS

PART-B (UNIT-3)

- CH-14 WORKING WITH FORMS AND REPORTS

PART-B (UNIT-4)

- CH-23 IMPORTANCE OF WORKPLACE SAFETY
- CH-24 PREVENTING ACCIDENTS AND EMERGENCIES
- CH-25 PROTECTING HEALTH AND SAFETY AT WORK

PART-A

- UNIT-1 COMMUNICATION SKILLS
- UNIT-2 SELF MAGEMENT SKILLS
- UNIT-3 INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS
- UNIT-4 ENTREPRENEURIAL SKILLS
- UNIT-5 GREEN SKILLS

NOTE- (WHOLE SYLLABUS OF CLASS TEST, PRE-PERIODIC AND PERIODIC EXAM)