



# ADARSHA VIDYALAYA MATIA

Assignments for Practical File/Report or Portfolio (10 Marks)

INFORMATION TECHNOLOGY (IT-402)

Class –X (Ten)

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## General Instructions:

1. Use black ink pen for writing the questions in an A4 size paper and for the steps of the practical tasks use blue ink pen for writing the steps of the assignment tasks.
2. Use proper screenshots for your assignment tasks.
3. Maintain an index of your project file.

## Web Application (Basic)

1. Create a blog on [www.wordpress.com](http://www.wordpress.com) related to **Use of Technology in Education** applying the following Points:
  - a) The topic is **Use of Technology in Education**.
  - b) Publish the blog.
  - c) View the blog on web page.

## Word Processing (Intermediate)

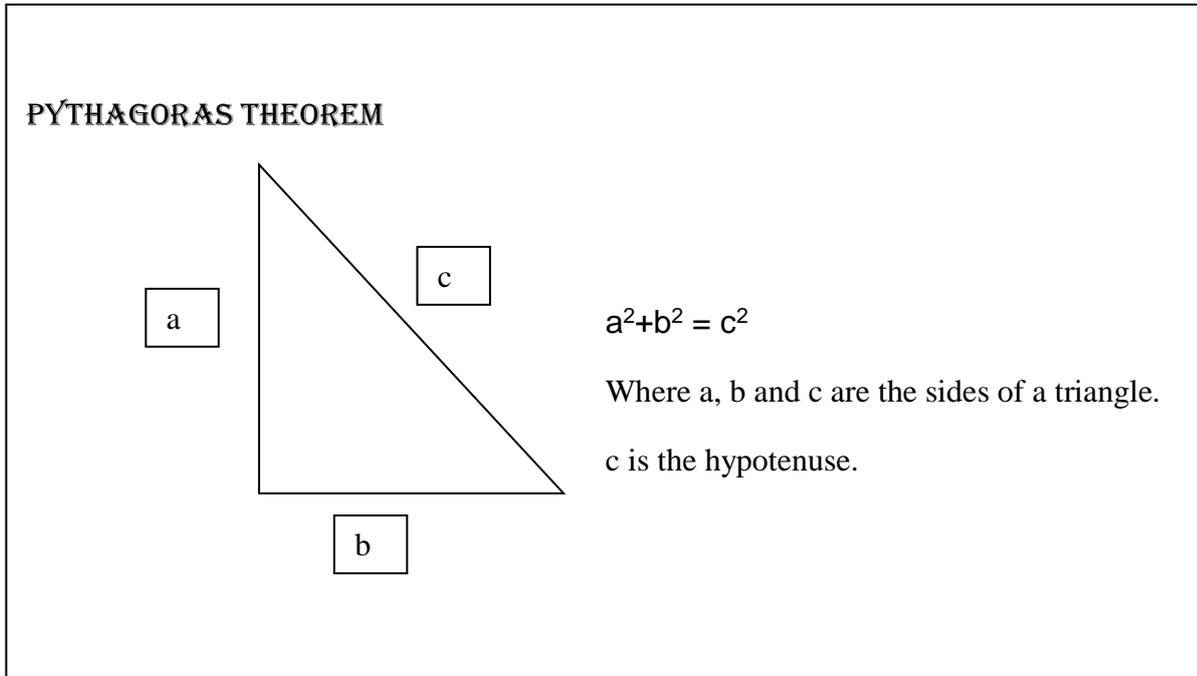
2. Create a word processor file that prints a bill of items as bought in a gift shop. The bill should have a Watermark, page border, logo and font should be decorative.
3. Create the following file using a word processor

In the current era, Where technology is rapidly evolving, education has also taken support of ICT and now offers convenient ways to help increase the knowledge, education and literacy status of people. E-learning platform provides anywhere, anytime easy access for up gradation of knowledge and skills. It provides a platform wherein the individual gets a customized package related to key thematic areas, through a self-guided process.

E-learning courses provide an enabling platform by virtue of which the professionals can upgrade their knowledge without going for regular courses, ICDS functionaries, professionals working in the area of Health & Nutrition, Paramedics like nurses, Dieticians, Students of home science colleges, medical students, Trainers of training institutes, those who wish to avail themselves abreast with the latest and correct knowledge would be certainly with these courses.

NIPCCD in its continuous endeavor to upgrade the knowledge and skills of functionaries/learner has developed a series of courses that are easy, promotes learning in easy and inter active manner. It is an effort to provide a direction to child development, research & training in the country, with the objective to bridge the gap and contribute towards training future leaders, working in the field of maternal & child development.

4. Create the following file in word processor.



## Spreadsheet (Intermediate)

5. Create a spreadsheet contain the following:

- Insert the following data in the spreadsheet. Rename the sheet.
- Create a scatter chart for the following table.

Employee ID	Employee name	Salary (in Rs.)
1022	JyotirmoyPatgiri	30000
1024	NabinkumarDalu	27000
2031	KailashSarma	19000
2256	Mojnur Ali	28000
2289	Hrishikesh Das	17500
2146	ParveshAkhter	26000
2148	AbdurRizuwan	13000

- Use conditional formatting to highlight all the cells with salary of more than or equal to Rs. 20000
  - Hide the column containing the Employee IDs in the table.
6. Create a spreadsheet to depict the score sheet of a cricket match, Freeze the score of the first two batsmen of both the teams. The score sheet of the two teams are :
- Now tabulate the score of both the teams by using the SUM function in excel

### Team 1

Joytirmoypatgiri	24
Nabinkumardalu	35
Kailashsarma	31
Mojnur Ali	27
Hrishikesh Das	30
ParveshAkhter	10

### Team 2

Jitpatgiri	45
Amitdalal	30
Kumar Sharma	43
Lucky Ali	21
David Das	20
Sanju Khan	10

## Digital Presentation (Intermediate)

7. **Create a presentation. Include the following topics:**
  - a. The topic of presentation should be **Indian National Integration**.
  - b. Included data about food grain production in Indian states.
  - c. Include data about per capital income in various states of the country.
  - d. Include data about forest area of states in India
8. **Create a presentation of :**
  - a. Topic is use of Flowchart.
  - b. Draw a flowchart for a simple problem.
  - c. Group up the symbols of the flow chart by using Format tab> Arrange group > Group option.
  - d. Move around the grouped symbols in the slide. Insert a text box and write down the problem that flow chartsolves.
  - e. Draw a Flow chart for a differentproblem.
9. Create a presentation to about your school that should contain photos.

## Email Messaging (Intermediate)

10. Using Emil client , do the following:
  - a. Create and send a meeting request to at least four people.
  - b. Show how to respond to a meeting request.

Keep the following features in the meeting:

- i. Send to [abc@def.com](mailto:abc@def.com), [community@groups.com](mailto:community@groups.com), [debayanin@gmail.com](mailto:debayanin@gmail.com) and [cadabra@abcd.com](mailto:cadabra@abcd.com) .
- ii. Keep the subject as **Plans for summer holidays**.

iii. Keep him location as CCD Connaught Place

iv. **Hello all,**

**The summer holidays are great opportunity to learn new things and grow ourselves. Let us not waste this time idling around. With this intension, let us meet up at CCD Connaught Place**

**on 2<sup>nd</sup> July, 2017**

**Happy holidays.**

**Regards,**

**Jyotirmoy.**

v. Respond to the meeting request by cancelling the request.

11. Open the E-mail client and do the following task on it.

- a. Open a task window. Fill the fields in the task window.
- b. Save & close the task window. See the task listed in the task list.
- c. Open and view the details of the task.

## Database Development (Basic)

12. Create a table in database containing the following field.

- i. Name of person.
- ii. Height of person.
- iii. Weight of person.
- iv. BMI of person.

**The last field is calculated field**

Include the following data into the table.

- c. Create a query on the table to find the records of the table that correspond to abnormal BMI values i.e. above 28.

Name of person	Height of person	Weight of person
Jyotirmoy Patgiri	1.68 m	75kg
Nabinkumar Dalu	1.73m	78kg
Kailash Sarma	1.78m	74kg
Mojnur Ali	1.75m	77kg
Hrishikesh Das	1.7m	81kg
Parvesh Akhter	1.78m	80kg

13. Create a table in a database with the following fields.

- i. Name of cricketer
- ii. Runs
- iii. Wickets
- iv. catches

Do the following operations on the table.

- a. Fill the table with the following.
- b. Create a query on this table to retrieve records with more than 12000 runs OR more than 400 wickets

Name of cricketer	Test runs scored	Test wickets taken	Catches taken
Irfan Pathan	1261	800	72
Vinod Darda	641	563	38
Rahul Sharma	11953	0	164
Younis Ali	13288	1	210
Hrithikesh Das	5248	434	64
Parvesh Akhter	12400	0	182
Abdur Rizuwan	699	390	25

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