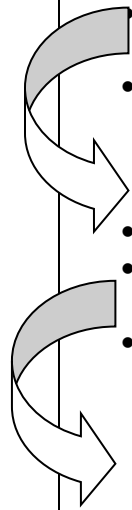


<p><b>SOCIAL SCIENCE</b></p>	<p>1) Make a project file on any of the topics with pictures (ANY ONE)</p> <p>a)Consumer Rights b)Lifelines of National economy c)Globalization and the Indian Economy</p>
<p><b>IT</b></p>	<p><b><u>Writing –Complete Q/ Ans Of Part A –Lesson1,2 Part B–Lesson1,2</u></b>  <b><u>Learning-learn Q/Ans Of Part A –Lesson1,2 Part B–Lesson1,2</u></b>  <b><u>Download the pdf (already Sent in class group)&amp; take the Print out of IT Part A &amp; Part B Book</u></b>  <b><u>I.T Practical Report File Work</u></b>  <b><u>Front Cover ,Index &amp; Heading–Digital Documentation</u></b>  <b><u>Working with Styles</u></b></p> <ul style="list-style-type: none"> <li>• Apply an existing Heading style, from Paragraph Styles. (Pg No-17)</li> <li>• Apply an existing page style on ‘noise.odt’(Pg No-18)</li> <li>• Use Fill Format to change appearance of paragraphs at different places in the document using paragraph formatting. A file ‘documentation.odt’ with at least 5 pages of text is used for the activity. (Pg No-19)</li> <li>• To create a custom paragraph style ‘myStyle’, using file ‘noise.odt’ created in Practical Activity 1.2.(Pg No-22)</li> <li>• Create a new style ‘myStyle1’ using drag and drop, by changing line spacing to 1 and font size to 13 in myStyle.(Pg No-25)</li> </ul> <p><b><u>Practical Exercise</u></b></p> <p>⇒ 1 YourIT educator instructed to submit your CV/Resume in the school. He/she has downloaded a sample CV from “template.com”. Create a CV in the same format. Also save the format as “CV1” on the computer, for future reference</p> <p>2 Raghav receives a non-styled text document as shown in Fig. 1.25, from his teacher to convert it into desired appearance as shown in Fig. 1.26. He has to save it as “reportStyle” for future reference. Write the process that he should follow.</p> <p>⇒ 3.Divya Public School Sector-44 D Chandigarh, is planning to publish a monthly digital newsletter for their school. being class 10 student , heads the group responsible to design it on computer. Size of news letter finalised is 5 inch (length) by 8 inch (height). It was also decided that:</p> <ul style="list-style-type: none"> <li>• The newsletter will have two pages with 4 leaves.</li> <li>• The first leaf will provide brief information about school.</li> <li>• The second leaf will have a table, displaying the school’s last year’s Board exam results.</li> <li>• On the third leaf School achievements (at least 4) for the current session will be given.</li> <li>• The last leaf will have articles or poems (at least 2) written by students.</li> </ul> <p>You being part of the team are required to perform the following using Style Menu from Sidebar:</p>

- (a) Suggest appropriate style category (page, frame, and table) to be used to design the newsletter.
- (b) Create digital copy of it.
- (c) Apply Left Page and Right Page format on appropriate leaves.
- (d) Also set the same margins on all leaves, having same border on all.
- (e) Add page number on each leaf. The page number should appear in Footer as “Page – number”. Right align these numbers on each leaf
- (f) For heading(s) and sub heading(s) use Heading 2 and Heading 4, in the newsletter.
- (g) On the first leaf, while displaying information about school, use character styling of your choice to make it attractive.
- (h) Use table to style Board Results, using grid rows and columns.
- (i) Each row of the table should have a number – in Roman, prefixed to content.
- (j) Organise school achievements in frames, where individual frame is to be styled using Frames of Paragraph category.
- (k) Using selection method, save the style in respective category, so that the same can be used to publish future newsletters to maintain consistency.

**Working with images (Do any2)**



Insert an image using Insert Image dialog box in the file “noise.odt” created in previous chapter.(Pg No-33)

- Insert an image from one document (source) to another document (target) using Clipboard. Source file is “typewriter.odt” having different images of typewriter, and target file is “documentation. odt” created in the previous chapter.(Pg No-35)
- Insert an image in a document and rotate the image.(Pg No-39)
- Draw a family tree with 3 family members, Mr R K Sharma (Grandfather), Mr B Sharma (Father), Mrs Sunita Sharma (Mother).(Pg No-44)
- In the file “family.odt” created in Activity 2.5, add two more members, a son Master Rohit Sharma and a daughter Baby Deepika Sharma. Make a copy of the file. Then change the properties of Rectangle as (Fill color – lime yellow, border line – Orange having 0.08” width) and Line (color – black, Style – ultrafine dashed) used in Family Tree.(Pg No-46)
- Group all items of Family tree created in Activity 2.5 and 2.6, in the file “family1.odt”. Using the group, change the properties of Rectangle (Fill color – lime yellow, border line – orange with 0.08” width) and Line (color – black, Style – ultrafine dashed) used in Family Tree.(Pg No-47)
- In Practical Exercise of chapter 1 (Question 3), you created a school newsletter. Leaf-wise content of the newsletter were: (a) School Information (b) Result for Class X & XII in table (c) School Achievement (d) Students’ article(s)/poem(Do Any 2)

**Advance Feature of Writer(Do any2)**

Rimjhim has created a report on Environmental Pollution in LibreOffice Writer. She has applied proper heading styles to all section headings of the document. Now, to add table of contents to the document with the heading as Rimjhim’s Table of Contents, follow the steps given below.(Pg No-60)

Some more sections are added in the document, accordingly the ToC needs to be changed. To update a ToC manually, follow the steps given below(Pg no-64)

Rimjhim has edited her document after the ToC was inserted. Now she wants to

update the ToC and also wants a pink coloured background. Write the steps that Rimjhim should follow(Pg No-65)

Niaz works in a garment factory. He has to give the report of each garment being designed and stitched in his factory. His manager wants the same type of report for each garment. Instead of typing every time, he has been suggested to use the template feature of Writer. He wants to create his own default template and then use it to create multiple reports with same format and style. Give the solution to complete this task(Pg No-71)

Niaz's colleague, Balwinder has to create Employee IDs for all the employees of her company, but there is no pre-defined template for the same. She searched some templates on the Internet that suit her requirement. Although, she has learned to create and use a template but does not know how to download and use an online template from the Internet. How will she resolve this issue?(Pg No-75)

Niaz wants to store the template created by him and another one that was imported by Balwinder in a folder named Company\_ Templates on the desktop.(Pg No-81)

Pradeep has created a document on 'Humans and Nature'. He wants his friends to review the document and give their comments wherever required. The following process will demonstrate how his friends add comments in the document.(Pg no-87)

After incorporating the reviews, Pradeep mailed the document to his editor with the Track Changes ON. He made certain changes in the document. Pradeep wants to compare his original document with the reviewed document. The following process will demonstrate how Pradeep will compare the edited document with the original document(Pg No-88)

### **Practical Exercise(Do any3)**

1Rajnikant has created a detailed report on Education in India using the LibreOffice Writer tool. He has styled the document well by inserting proper paragraph and section headings. His colleague Murugan advised him to insert a Table of Contents that will give a complete glimpse of his report. Help Rajnikant to insert a ToC with a green background(Pg No-90)

1.2. After the ToC was inserted, Rajnikant made some changes in the report but the changes were not reflected in the ToC. Will he have to again insert a new ToC? Suggest him a better way to update the ToC.

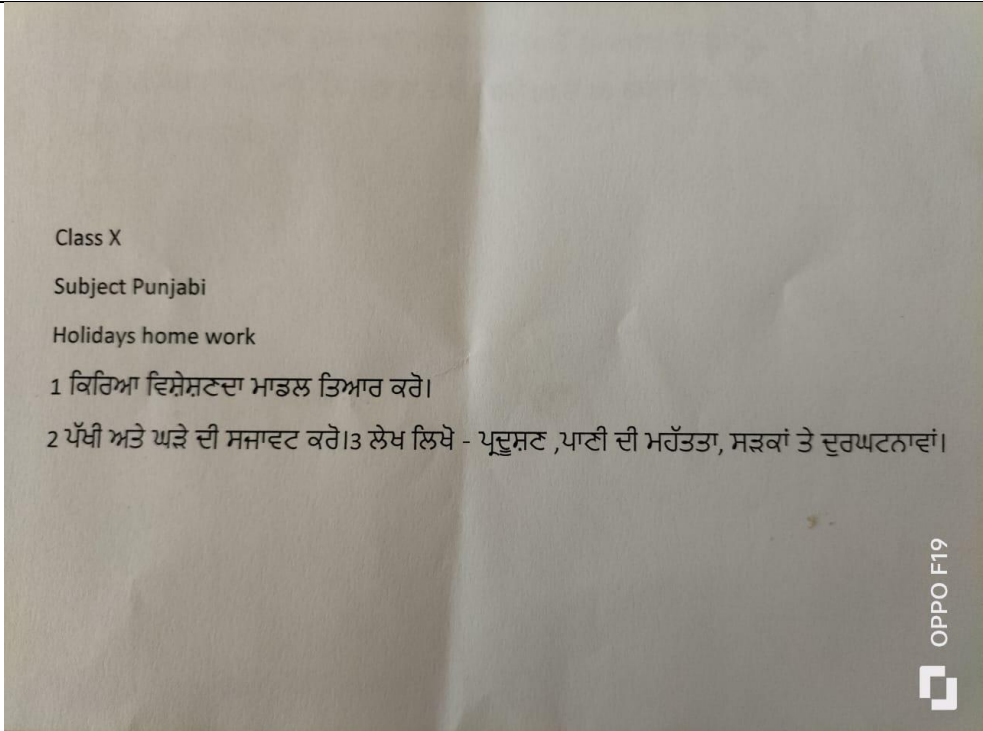
2. Rukhsat has just downloaded a template from libreoffice.org. Now she wants to import it in My templates category of the Templates folder. How can she complete her task?

3. Rimit loves to create cards on his computer. This time he decided to make his own Christmas cards and send them to his friends. He wants to do the task using the templates feature of Writer. He has already saved and imported the desired template(card.ott). Help him to create cards for at least five of his friends.

4. Teena is a member of the editorial team of her school. She wants to set the newspaper template as her default template. Write the steps to help Teena complete the task.

5. Venkat has created a document on India's Trade Review. He wants two of his friends, Rinky and Sujoy to review his document and if required, add comments to it. But none of them know how to use the Track Changes feature of Writer. Help them to complete the task.

	<p>5.1. Venkat has received the reviewed file with modifications and comments. What steps will he follow now to accept or reject the changes done by his friends.</p> <p>5.2. Write steps to compare the original document created by Venkat and the edited document sent by Rinky and Sujoy.</p>
<b>AGRICULTURE</b>	Bring any one medicinal plant and write a quotation related to plants on it
<b>SCIENCE</b>	<p>Write Experiments 1-12 in your Science Practical file.</p> <p>Make a working model on any topic related to science.</p> <p>Practice numericals and Ray diagrams of Ch-Light</p> <p>Revise all the work done in class.</p>

<b>MATHS</b>	Revise the work done in class. Write activity 1 to 12 in Lab Manual. Make Model 1.Trigonometry(R.no 1,2,3) 2. Properties of circle (R.no.4,5,6) 3. Quiz Board (R.no.7,8,9) 4. Real numbers (R.no.10,11) 5. Polynomials(R.no.12,13) 6. Bar Graph(R.no.14,15) 7. length of tangents drawn from external point are equal(R.no.16,17,18) 8. Probability(R.no.19,20,21) 9.Making of geometrical figures in water(R.no.22,23,24)
<b>ENGLISH</b>	Make a project file with an impressive cover page, covering the following Acknowledgement, index, introduction, main body activities done conclusion: Group A: Glimpses of India ( Coorg) Group B: The bakers of Goa Group C : Nelson Mandela ( Long Walk to Freedom) Group D: Diary of Anne Frank
<b>Art</b>	Complete the pending work
<b>PUNJABI</b>	 <p>Class X</p> <p>Subject Punjabi</p> <p>Holidays home work</p> <p>1 ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣਦਾ ਮਾਡਲ ਤਿਆਰ ਕਰੋ।</p> <p>2 ਪੱਖੀ ਅਤੇ ਘੜੇ ਦੀ ਸਜਾਵਟ ਕਰੋ।3 ਲੇਖ ਲਿਖੋ - ਪ੍ਰਦੂਸ਼ਣ ,ਪਾਣੀ ਦੀ ਮਹੱਤਤਾ, ਸੜਕਾਂ ਤੇ ਦੁਰਘਟਨਾਵਾਂ।</p> <p>OPPO F19</p>

**HINDI**

कक्षा 10 विषय हिन्दी छुट्टियों का कार्य

1. 5 विज्ञापन बनाओं

2. पोर्टफोलियो- सूरदास , तुलसीदास , महादेवी अथवा मन्नू भंडारी की जीवनी लिखें। ( कोई एक)