

DELHI POLICE PUBLIC SCHOOL

Annual Syllabus: 2025-26

Subject: INFORMATION TECHNOLOGY (SUBJECT CODE - 402)

Class: X

MONTH	UNIT/CHAPTER/TOPIC
APRIL AND MAY	<p>PART B - UNIT 3: DATABASE MANAGEMENT SYSTEM USING LIBREOFFICE BASE</p> <ul style="list-style-type: none">• INTRODUCTION TO DATABASE MANAGEMENT SYSTEM• STARTING WITH LIBREOFFICE BASE• WORKING WITH MULTIPLE TABLES• QUERIES IN BASE• FORMS AND REPORTS <p>PART B - UNIT 4: MAINTAIN HEALTHY, SAFE AND SECURE WORKING</p> <ul style="list-style-type: none">• ENVIRONMENT• HEALTH, SAFETY AND SECURITY AT WORKPLACE• WORKPLACE QUALITY MEASURES• PREVENT ACCIDENTS AND EMERGENCIES
JULY	<p>PART B - UNIT 2: ELECTRONIC SPREADSHEET (ADVANCED) USING LIBREOFFICE CALC</p> <ul style="list-style-type: none">• ANALYSE DATA USING SCENARIOS AND GOAL SEEK• USING MACROS IN SPREADSHEET• LINKING SPREADSHEET DATA• SHARE AND REVIEW A SPREADSHEET
AUGUST	PART A - UNIT 3: ICT SKILLS-II
SEPTEMBER	REVISION
OCTOBER	<p>PART B - UNIT 1: DIGITAL DOCUMENTATION (ADVANCED) USING LIBREOFFICE WRITER</p> <ul style="list-style-type: none">• INTRODUCTION TO STYLES• WORKING WITH IMAGES• ADVANCED FEATURES OF WRITER <p>PART A - UNIT 1: COMMUNICATION SKILLS-II</p> <p>PART A - UNIT 2: SELF-MANAGEMENT SKILLS-II</p>
NOVEMBER	<p>PART A - UNIT 4: ENTREPRENEURIAL SKILLS-II</p> <p>PART A - UNIT 5: GREEN SKILLS-II</p>
DECEMBER	REVISION