**PRAYAG PUBLIC SCHOOL AND COLLEGE**

**Holiday Home Assignment**

**Information Technology -402**

**Class-10**

**Note:--**

1. The whole holiday assignment has been divided into three categories SECTION-A,SECTION-B AND SECTION –C make the best use of your time in this lockdown period and complete all your assignment very honestly and sincerely as directed.
2. All the assignment in SECTION-A have to be done in Computer Register copy.
3. All the assignment in SECTION –B has to be done in your Holiday homework register (Combined register for all the subjects.)
4. SECTION-C contaions some projects and activities, which have to be done either homework register or Project/Activity file.
5. All the assignment will be throughly checked when school will be open and marks will be given for each assignment.

**SECTION-C (Project and Activity) Date:-21/06/20 to 30/06/20**

**Make an Activity file on the given topics.Marks should be calculated in Half Yearly Examination.**

**Instructions:**

1. **Front page displaying all your details along with subject code and teacher Incharge.**
2. **Index and Page number and Teachers signature.**
3. **Screenshots are required in 2,3,4,11,12.**
4. **Software: MS-Word, MS-Excel, Ms –Powerpoint, MS-Access**



**Ms- Word**

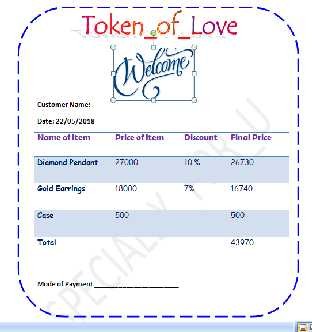
1. Create a word Processor file that prints a bill of items as bought in a gift shop named “TOKEN \_OF\_LOVE”.

The Bill should have

* + Welcome image should be on the Top.
  + A watermark
  + Font should be decorative
  + Customer name
  + Mode of Payment
  + Date of Purchased
  + Items Purchased with Price and Discount

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Item | Price of Item | Discount | Final Price |
| Diamond Pendant | 27000 | 10 % | 26730 |
| Gold Earrings | 18000 | 7% | 16740 |
| Case | 500 | - | 500 |
| Total |  |  | 43970 |

Sample :



1. Using the Smart Art of MS –word create a chart on the generations of Computer.
2. You are Abhinav/Anu of class X. Using the Word Processing Software write an application to the school principal for three days leave.(Using paragraph spacing as 1.5 and all use all required alignment )
3. Create a word document and enter some information related to your friends, separated the information with tabs. Now convert the text to the table format. Make the table look beautiful.

**MS-Excel**

1. **The Sales Report**

Write the data given below using the Spreadsheet Software. Name the sheet1 tab as Data



1. Title Column should be left align, year, Genre sales unit rental unit should be centre align.
2. The row height should be 18.5
3. Sort the whole data in the ascending order of unit sales.
4. Create the bar chart for the following data.
5. Using the conditional formatting colour as follows :
   1. Red colour for those records that was launched before 2010.
   2. Green colour for those records that was launched after 2010.
   3. Yellow for 2010.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Year** | **Genre** | **2016 Unit Sales** | **2016 Unit Rentals** |
| The Artist | 2011 | Drama | 5 | 20 |
| Argo | 2012 | Drama | 15 | 150 |
| Mutiny on the Bounty | 1935 | Drama | 3 | 2 |
| Oliver! | 1968 | Musical | 20 | 200 |
| In the Heat of the Night | 1967 | Drama | 4 | 10 |
| The Sting | 1973 | Comedy | 8 | 15 |
| The Godfather | 1972 | Drama | 15 | 40 |

1. Here is the data of a survey regarding favorite food conducted among 45 students of a class. Draw a pie chart for this data.

|  |  |
| --- | --- |
| Food Item | Number of students |
| Pizza | 15 |
| Dosa | 6 |
| Noodles | 9 |
| Burger | 10 |
| Soup | 5 |

1. The table given below shows the number of visitors to different stalls at a funfair event.
2. Calculate the total number of visitors per day.
3. Compute the total number of visitors and their avg across four days for each stalls.
4. Draw a Bar graph for the data.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| STALLS | DAY 1 | DAY 2 | DAY 3 | DAY 4 |
| SHOOTING A BALLOON | 20 | 25 | 30 | 35 |
| THROWING A RING | 30 | 40 | 50 | 45 |
| MAGIC SHOW | 25 | 30 | 30 | 35 |
| JUGGLING | 30 | 35 | 40 | 60 |
| DOG SHOW | 10 | 15 | 20 | 25 |
| FACE PAINITNG | 20 | 25 | 30 | 20 |

Tariq Fashions maintains their employee salary details in a spreadsheet as shown below. Fill the blanks using the Excel formulae.

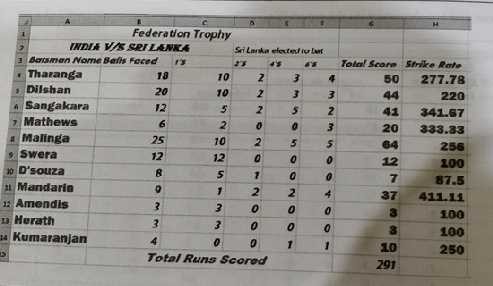




1. To Calculate the DA as 25% of BASIC +HRA for each employee and display in column D.
2. To calculate the NETSALARY as BASIC +HRA +DA –PF for each employee and display in column E.
3. To find the Maximum Net Salary and Display in Cell F9.
4. To count the number of employees and display in cell B10.
5. The manager inserts a column for S.NO in the above spreadsheet. Which feature will help him to do the same?
6. If the Basic Salary of an employee changes, will the manager have to redo all the Calculations for the particular employee? Explain.
7. Given below a screenshot for Sri Lanka’s Cricket Player’s. You have to create the same spreadsheet and

calculate the total score and Strike rate for the all players.(Mention all the required formulae)

* + Formula for total score is by adding all score
  + For strike rate is total score/ balls faced \*100
  + Using freeze pane option ,Freeze the first two crickets’ record.(row 4 and 5)



# Powerpoint Presentation



1. Create a Powerpoint Presentation on any one of the following topic :

* Cyber Security
* National Integration
* Introduce any new software
* My Inspiration
* Student may be asked to present it in the class. (prepare for it)
* Maintain the colour combination theme.
* Submit the softcopy to *your subject teacher* via email by mentioning Rollno and class in subject

o [Pooja.khanna@bps.edu.in](mailto:Pooja.khanna@bps.edu.in) or [sonali.gulati@bps.edu.in](mailto:sonali.gulati@bps.edu.in)

* Use animation , images, hyperlink, notes view
* 1st slide your name and details last slide- Thankyou and ask the audience for doubts
* Include sources as well.

## Ms –Access

1. Create a table in a database to design and enter the details of employees of an organization. (any 10 employees)
2. Name of the employee
3. Employee\_Id
4. Date\_of\_joining
5. Posting
6. Department
7. Basic\_Salary
   * Sort the data based on basic salary in the ascending order.

**Email Messaging**

1. Book a meeting and send the request to your 4 friend’s to be attendees. After sending and saving the meeting in the calendar, update the time of the meeting. Send the updated times to the 4 attendees. Use email client for the purpose.

(Hint use calendar view and right click on the date in calendar to choose New Meeting Request).

**[WISH YOU BEST FOR THE SUMMER VACATION]**