

HOLIDAY HOMEWORK  
CLASS X 2018-2019

PRACTICAL FILE WORK

 **WORD PROCESSOR**

a) Create a one page article on **INFLUENCE OF TECHNOLOGY ON YOUTH TODAY**.

Insert pictures of any gadget from the Internet.

Name of the article in the header section. Insert your name, class & Sec in the footer.

Try using elegant, formal and fancy manuscript style sets on different sections of the document.

b) Create a template of a Resume- for the Post of Software Engineer.

Header contains: Your Subject Name & Code.

Footer contain: Your Name, Class and Section.

Body Part: Insert appropriate information.

c) Type the content give below and do the necessary changes.

a. Open a new document in word processor and type the following paragraph:

Water is a chemical substance with the chemical formula  $H_2O$ . A water molecule contains one oxygen and two hydrogen atoms connected by covalent bonds. Water is a liquid at ambient conditions, but it often co-exists on Earth with its solid state, ice, and gaseous state (water vapor or steam). Water also exists in a liquid crystal state near hydrophilic surfaces. The density of water is  $1,000 \text{ kg/m}^3$ .

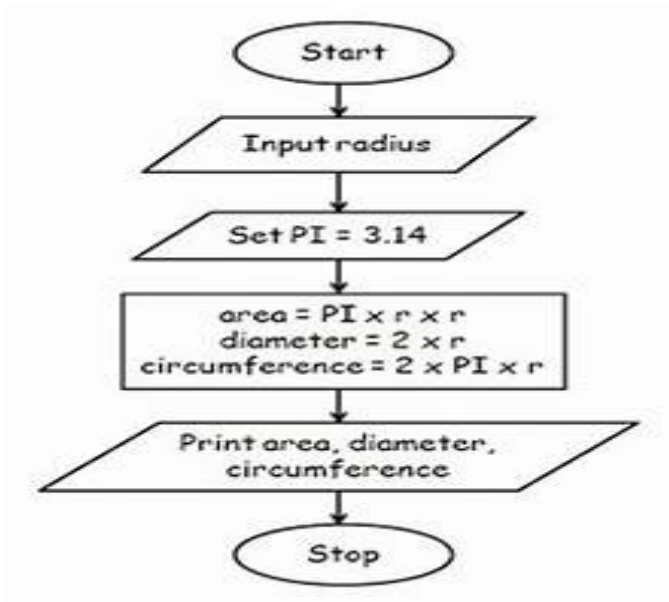
Now to make changes, you may need to format the characters as shown below. You will notice that some words of this paragraph are in bold, some are in Italics, some are underlined, some are in colour and some are changed in its position (superscript & subscript).

**WATER** is a chemical substance with the chemical formula  $H_2O$ . A water molecule contains one **oxygen** and two **hydrogen atoms** connected by **covalent bonds**. Water is a liquid at ambient conditions, but it often co-exists on **Earth** with its *solid state, ice, and gaseous state* (water vapor or steam). **WATER** also exists in a liquid crystal state near hydrophilic surfaces. The density of water is  $1,000 \text{ kg/m}^3$ .

d) Type an article from newspaper related to Information Technology (I.T). Create your page into two columns and try to use column break and page break anywhere in the text. Insert images accordingly and Use Text Wrapping. Apply different character formatting options to make the document look more beautiful.

e) Open a spreadsheet and enter the marks scored in all the subjects for Term1. Similarly, enter the marks for Term 2 in another spreadsheet. Save the workbook as Term1-2 report. Now open the word document and embed the workbook, Term 1-2 Report, into this final document using the options INSERT OBJECTS.

f) Using different shapes make the flow chart of the given image.



## DIGITAL PRESENTATION

Prepare a presentation on “Internet Security and Methods to keep data and personal Information safe”.

Note: Take help from your book Page No. 405 for the designing part.

Make at least 10-12 slides. Insert Images, Insert tables, Insert Charts, Insert Movie Clip, Audio Clip, Use Word Art/ Smart Art, Insert Objects, Insert transition Effects.

**SPREADSHEET  
2018-19**

	A	B	C	D	E	F	G	H	I	J	K
1	<b>CLASS X RESULT</b>										
2	R.No.	Name	English	Maths	Science	Hindi	S.Sc.	I.T	Total	Percentage	Grade
3	1	Aman	85	85	85	78	85	93			
4	2	Bharat	96	66	96	85	85	91			
5	3	Chavi	63	67	85	58	96	85			
6	4	Dev	89	75	52	59	69	78			
7	5	Aryan	96	35	83	69	86	87			
8	6	Sumit	66	56	59	78	78	79			
9	7	Ajay	84	82	78	85	85	89			
10	8	Raj	95	90	89	91	82	86			
11	9	Vaibhav	86	81	82	83	79	89			
12	10	Suman	79	76	83	87	75	95			

**Q1. Write the functions/formulas for the following questions:**

- Find Total Marks scored by every student.
- Find the Percentage of each child.
- Write the function to find minimum marks secured in Hindi by class IX in Cell F13.
- Find the maximum marks scored by students of Class X in Computer in Cell G12.
- Count the total number of students in the Class X.
- Write the address of Active Cell.
- Find the grade accordingly:

Percentage	Grade
Above 90	A+
80-90	A
70-80	B
60-70	C
50-60	D
Below 50	Work Hard

- Applying Conditional Formatting, apply highlighted the cells, indicating the percentage greater than 90.
- Sort the list according total marks.
- Filter the list only of 90% scored students.
- Create a column chart of headers of Name and Percentage.
- Show different views: Normal, Page Layout View, Page Break Preview, and full Screen.
- Insert Header: CLASS X RESULT 2018-19
- Insert Footer: Your Name, Class & Sec:
- Show only: Roll No. Name, Total and Percentage using Hide Concept.

Q2. Create the following Spreadsheet:

BUSY BOOKS STORE 1				
QUARTERLY SALES				
Books Category	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Magazines	5000	5400	5700	5887
Fiction Novels	5500	5900	6200	6387
Sports	2000	2400	2700	2887
Education	3500	3900	4200	4387
Graphical Books	10000	10400	10700	10887
Autobiographies	1000	1400	1700	1887
Total				

BUSY BOOKS STORE 1	
QUARTERLY SALES	
Books Category	Total
Magazines	
Fiction Novels	
Sports	
Education	
Graphical Books	
Autobiographies	

BUSY BOOKS STORE 1	
QUARTERLY SALES	
Books Category	Average
Magazines	
Fiction Novels	
Sports	
Education	
Graphical Books	
Autobiographies	

- Find the sum of all quarters in Sheet STORE\_1 in B10, C10, D10 and E10.
- Find the total of all quarters in Sheet YEAR\_TOT in same workbook.
- Find the average of all quarters in Sheet YEAR\_AVERAGE in same workbook.
- Sort the data in the descending order of the Total field in sheet YEAR\_TOT.
- Find the average of all quarters in Sheet YEAR\_AVERAGE in Workbook2.
- Create a pie chart of Sheet YEAR\_TOT in same Workbook2.

## DATABASE DEVELOPMENT

Q1. Write the SQL commands on the basis of the given table:

**Table:-HOSPITAL**

NO	NAME	AGE	DEPARTMENT	DATEOFADMIN	CHARGES	GENDER
1	Arpit	62	Surgery	2008-01-12	300	M
2	Zarina	22	ENT	2007-12-12	250	F
3	Kareem	32	Orthopaedic	2008-02-19	200	M
4	Arun	12	Surgery	2008-01-11	300	M
5	Zubin	30	ENT	2008-01-12	250	M
6	Ketaki	16	ENT	2008-02-24	250	F
7	Ankita	29	Cardiology	2008-02-20	800	F
8	Zareen	45	Gynaecology	2008-02-22	300	F
9	Kush	19	Cardiology	2008-01-13	800	M
10	Shilpa	23	Nuclear Medicine	2008-01-20	400	F

- Write the command to create hospital table.
- Write the command to insert the first row.
- Write the command to show the records of the table.
- Write the command to show Name, Age, and Department from the table.
- To select all the information of patients of cardiology department.
- To list the names of female patients.
- To list names of the all patients with their date of admission in ascending order.
- Change the charges of ENT department to 300.
- Delete the entry of Patient Kush from the Table.
- Add one more record into the table (“11”, “Suman”, “54”, “Surgery”, “2017-01-15”, “300”, “F”)

- Create a Database with the name HOSPITAL.
- Add a table Hospital, given above.
- Create a FORM for the Table and Save it.
- Display the report for the table- Hospital
  - Select the appropriate colour theme for the Report
  - Customize the margins for the report.

Q2.Create a table:

STUDENT

Roll_No	Name	DOB	Class	Phone	H_Colour	Email	Location
23	Ravi Kaul	13/08/99	X	1234567890	Blue	ravikaul@gmail.com	Delhi
13	Bijendar Dalal	15/01/99	X	9874563215	Green	dalal@gmail.com	Mumbai
7	Radha Swami	01/02/00	X	9698521470	Orange	radha@gmail.com	Gujarat
32	Vikas Maheswari	17/11/98	X	9023698574	Blue	Vikasm@gmail.com	Maharashtra
14	Vimla Rani	23/09/99	X	9487456321	Yellow	Rani@gmail.com	Orissa
26	Sandhya Reddy	19/12/98	X	9630125478	Blue	Sr@gmail.com	Delhi

Write the SQL commands on the basis of the given table:

- Write the command to create Student Table.
- Write the command to insert all the records.
- Write the command to show the student table.
- Write the command to show details of the students whose House Colour is Blue from the table.
- To view records in ascending order of Roll\_No from the table.
- To select all the information of all the students who belongs to Delhi City.
- To list the names of students, Phone and Location from the table.
- To view records in ascending order of Roll\_No from the table.
- Add one more record into the table (“8”, “Ranjith Singh”, “12/03/99”, ”X”, “9856321470”, ranjith@gmail.com, “White”, “Bihar”)
- To delete the record of student Roll\_No 8.
- To update the record Location to Bhubaneswar of Roll\_No 14.
- Change the class of student Ravi Kaul to XII.
  - Create a Database with the name School.
  - Add a table Student, given above.
  - Create a FORM for the Table and Save it.
  - Create a report to display your entire student details.
  - Create queries according to the given table.

**NOTE:**

- ❖ **BRING SOFT COPY OF THE SAME.**
- ❖ **DO SPREADSHEET AND DATABASE IN YOUR REGISTER ALSO**
- ❖ **COMPLETE YOUR ASSIGNMENT -6 AND 7 IN YOUR REGISTER**
- ❖ **LEARN ALL THE ASSIGNMENTS.**