

Guru Gobind Singh Public School

Assignment for Class 10

SUBJECT: INFORMATION TECHNOLOGY

1. Mention four points that should be included in your resume or Curriculum Vitae.
2. Imagine that you have to visit a science exhibition in the coming week. Make sentences using the following words :Time , school , participated , excited, cab ,plan ,movie.fun .
3. A stranger has helped your grandfather and you want to appreciate him for the help extended by him. Write any three lines to thank him
4. You are planning a day out with your friends. Make a list of at least 4 Points which you will take care of to make your trip memorable.
5. You have recently visited a hill station. Describe it using appropriate phrases.
6. Reema uses Internet for her School Project. She is unaware of possible online threats. Mention two online threats and three measures she shall take to ensure safety from online threats.
7. Explain the purpose of Online transactions. List any five websites that allow online transactions.
8. Jasmine lost her book, how she can describe the book which was lost? Mention at least four attributes to describe the book.
9. State three rule and etiquettes to be followed while chatting on the internet.
10. You have recently attended a Cyber Safety workshop in your school. You are excited to share the information with your mother. How would you describe the event?
11. What is reflexive pronoun? Write its two examples
12. Mention three Features of Instant Messaging Service.
13. Write the steps to create the tab stop position at 3".
14. How can you insert a picture in the word processor using insert and clip art.
15. In how many ways, you can insert a table in the word processor? Mention them.
16. List any five conditions/formats/items that can be used for conditional formatting.
17. List five types of chart available in spreadsheet. Explain them .
18. Illustrate the use of Header and Footer in your document.
19. List any four types of Tab Alignment available in a Word Processor.
20. What are Clip Arts? Differentiate between Linking and Embedding an object (OLE).
21. At one place in the document Rani wants to type $a^4 + a^3 + 6$,but She is not able to get 4, 3 at its proper value .Which option should she use for this purpose ?
22. Explain any two types of views available in Spreadsheet
23. List any three word wrapping options available under Word Processing software
24. Write steps to insert shape in a word document.
25. Explain the following terms : a. Internet b. LAN c. P2P Architecture
26. Explain the purpose of internet security. Also, mention some of the best internet security practices.
27. Explain the three wired and three wireless communication technology .

28. Fill in the blanks with the correct pronouns.

- a. It was _____ who wanted to go to the mountains instead of the beach.(himself , he)
- b. One of _____ will have to speak to the travel agent and make arrangements for the trip.(you , your)
- c. We must reach the airport on time, or else _____ will miss the flight.(We, us)
- d. Two of the group members, including _____, have offered to make food and travel arrangements for the trip.(he , him)

29. Explain LAN and WAN.

30. What is Instant Messaging ? List any five application based instant messaging software.

31. Define Blog. List any 5 websites that provide blog service.

32. Difference between web page and website.

33. Write the steps to Sort a dataset in the required order.

34. Write the steps to Filter data on specified criteria .

35. Write steps to Hide/unhide rows/columns

36. Write steps to Freeze/unfreeze rows/columns

37. What are Objects in a Word processing software?

38. Write steps to create Table in a Word Processor.

39. Mary is working on a spreadsheet. Help her with the solutions for the following:

a) Identity the following symbol/toolbar: Σ

b) Renaming a worksheet from **sheet 1** to **Cost Sheet**

c) To keep the headings constant/visible even if she scrolls down.

40. Explain the features of WWW.

41. Differentiate between Superscript and Subscript with example.

42. What is significance of cell referencing ? Explain different type of cell referencing.

43. Explain any five terms used in a chart .

44. List any four types of horizontal alignment available in a Word processor.

45. . A friend of yours has done a favor for you, now how would you express your appreciation for your friend?

46. Mention three character formatting options, along with the detail how to use it.

47. Rohan's father told him that they need to attach a modem for internet connection on their computer. Explain the meaning and function of modem to Rohan .

48. Write short notes on : Sticky keys , Toggle keys , Filter keys

49. How indents can be set in the document ? Mention the steps .

50. What is formula ? Explain the different types of formula.
