St. Thomas School
Indirapuram
Information Technology
Holiday Homework
PRACTICAL FILE

Students,

Kindly design the following in open office

    1. Designing the front page(Do Not Copy)

2. Certificate

St. Thomas School
Indirapuram

CERTIFICATE

This is to certify that_ _____,a student of class X has successfully completed this practical work in Information Technology(Subject Code-402) under the guidance of Nishoo Mehta/Kavisha Negi during the session 2020-21 in partial fulfilment of subject Information Technology [402] practical examination conducted BY CBSE

Teacher In charge   *PRINCIPAL*

3. Table of Contents

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	Open office Text	
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4. Practical

PRACTICAL -1

DESIGNING POSTER

Students ,you all are supposed to design a poster on the topic given below in open office text

1. Share with Care(online sharing)[Roll No-1 to 10]

2. Back to School [Roll No-11 to 20]

3. School 2.0- (virtual school)[Roll No-21 to 30]

4. Hyperloop - new mode of transportation.[Roll no 30 to 42]

Instructions-
1. **Designing and saving the poster (paste the printout on the Left hand side of Practical file**
2. **Right Hand side of practical file**
   Topic- Mention the topic

design a table

Formatting Feature Used	Menu/Toolbar
Eg.Text Formatting (Bold)	Formatting Toolbar
Picture	Insert->Picture

PRACTICAL -2

Balanced Diet Chart[Tables]

Students ,you all are supposed to design a table on the topic given below in open office text

1. **Even roll no-Balanced Diet – Giving information about the essential nutrients ,their function and their sources**
   Eg

Food Type	Function	Sources
Carbohydrates	Provides quick energy	Pasta, cereals and potatoes

- **Give details of all seven food groups.**
- **Use different colours for rows**

2. **Odd Roll No-Calorie count of India Meals-Design a table to display the calorie count of the items preferred for breakfast,lunch/dinner, snacks and Beverages**
   Eg

Item	Quantity	Calorie Value
BreakFast		
Bread slice with Butter	1	90

- **Use different colours for rows**
- **At least five items to be covered for each**

Instructions-
1. **Designing and saving the table(paste printout on Left hand side of Practical file**
2. **Right Hand side of practical file**
   Topic-Mention the topic and briefly explain the steps for creating table and applying different formatting features.

PRACTICAL -3
Implementing Mail Merge

Design an appreciation letter to be sent to the employees of Company for their outstanding performance. Create a recipient list/data source of 10 employee and merge the fields in the letter

Instructions
1. **Design the letter and format it.**
2. **Print out of the data Source**
3. **Print out of the letter with insert merge field.**
4. **Paste the printout on left side of practical file and**
5. **Briefly explain the steps of mail merge**

Note:- Notes of open office is uploaded on school website(download section).