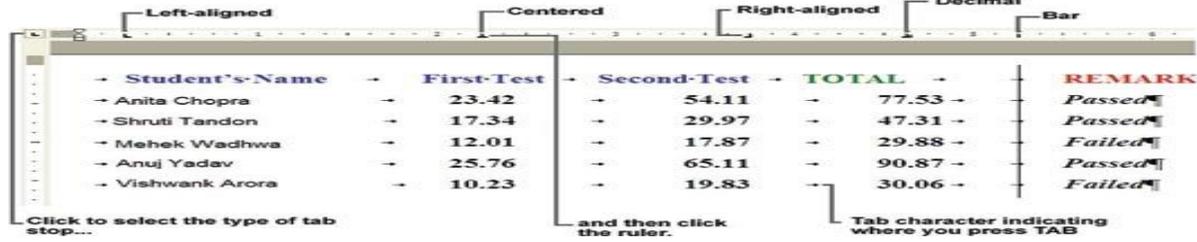


LAB ACTIVITIES LIST CLASS X (2018-19)

S.NO	ACTIVITY
WEB APPLICATIONS	
1	You have learnt to sign-in into Google talk. Now try Signing Out and Signing back in using Google talk.
2	You have learnt to create and work with blogs using WordPress. now create and work with other blog websites such as blogger, weebly, Create blogs for: • Announcing School Annual Day Function
3	Register with Junglee (www.junglee.com), Yatra (www.yatra.com) and practice online transactions.
4	Perform tasks using Mozilla Firefox with other browsers such as Internet Explorer, Google Chrome. Use the help file or online help to find procedures.
WORD PROCESSING	
5	Create the details given below (the tab descriptions are provided as a hint for you): 
6	Create a one page article on “Influence of Gandhiji on Youth Today”. Insert a picture of Gandhiji and the title of the article in the header. insert your name, class and date in the footer. Save as Gandhiji_{your Name}, print and submit this article to your facilitator for evaluation. You may try the same in Google docs too.
7	Download and use document templates from the internet You will now create a template of an invoice. An invoice is just the kind of document that needs to have a set format and one that will be created over and over again. Save the file with the name – {your name}_Invoice.
8	Create Page and Section breaks Delete Page and Section breaks
9	Change font face Change font size Change font color Highlight text Change text case
10	Insert pictures and Clip art in a document Open a new document. Search for “Birthday Balloons” in Clip Art and insert it in the document
11	Use different shapes, symbols and special characters in a document.
SPREADSHEET	
12	Calculate without writing the formulae using the Autosum function
13	Hide/unhide rows/columns Freeze/unfreeze rows/columns
14	Set, move and delete page breaks Create the worksheet given below. Add 10 more items to the list and set page breaks for printing.

Move page breaks if contents do not fit onto one page. Save this file to be used in the following exercise with the name items_{your name}.

	A	B	C	D	E
	S.No.	Item Code	Item Name	Opening Balance	Closing Balance
1	1	A001	Pencils - HB	800	
2	2	A002	Pencils - 1H	102	
3	3	A003	Copy - English	176	
4	4	A004	Copy - Maths	213	
5	5	A005	Registers	112	
6	6	A006	Geometry Box	35	
7	7	A007	Set of 6 sketch pens	75	
8	8	A008	Fountain Pens	79	
9	9	A009	Ball point pens	231	
10	10	A010	Staplers	12	

15 Modify the margins, view the document using print preview and observe the changes

16 Create a chart
Create a worksheet using the sales data given below:

	A	B	C	D	E
	Location	January	April	July	October
1	Acapulco	10	5	208	145
2	Amsterdam	69	53	76	74
3	Anchorage	17	13	42.5	52
4	Dallas	48	87.5	62	118
5	Glasgow	110	50	61	112
6	Madrid	39	48	11	53
7	New York	99	100	115	86
8	Tokyo	101	121	189	172
9	Toronto	55.2	65.4	71	63.5

Create bar and line charts using this data.

Sort a dataset in the required order

Filter data on specified criteria

DIGITAL PRESENTATION

17 Insert a sound clip in a presentation

18 Insert a table in a presentation using insert and Layout tab

19 Apply transitions to slides
Apply animation on slide objects
Create a presentation with 3 slides on your favorite sport.

20 Prepare a presentation with a topic of your choice or as assigned by your teacher.

21 Create a slide show
Print a presentation
Create a presentation (10-12 slides) on any two of the following topics.

- School Annual Day function.
- Independence Day.

EMAIL MESSAGING

22 Schedule a onetime and a recurring appointment
Create appointments for the following items:

1. Daily class schedule.
2. Exam schedule.

23 Create meeting request for the following items:

1. School Annual Day function discussion.
2. Blood donation camp discussion

Database Development

24 Create a database for a stationery shop.
Hint : Create fields for items, price, color, vendor, etc.

25 Create a table and enter data in it
Create a database to store your academic records using the guidelines below:

- Use your roll number as the file name for your database.
- Create fields such as subject name, required score, passing score and your percentage.
- Set the subject name field as the primary key.

Populate your database with your most recent exam results.