



SAINIK SCHOOL CHANDRAPUR
DEPARTMENT OF COMPUTER SCIENCE



VACATION WORK
ACADEMIC SESSION 2024-25
CLASS X

Important Instructions:

1. Cadets will have to maintain a 100 pages notebook or Bunch of ruled pages to write down / pasting pictures / taking notes for the project work.
2. This copy will be different from class notebook. This copy will be brought and submitted by cadet during physical joining of the cadet (This is Mandatory).
3. Cadet will have to paste the given format on the front page of the assignment before submission. (Format attached after classwork).
4. Project marks will be given on the project.

CHAPTER 1 -

- a. Explain the styles given in the Styles and Formatting Window for writer and paste the screenshot of the window.
- b. Write the steps to create Table of content in Open Office Writer.
- c. Write the steps to insert template in a document.
- d. Design a poster on "Cyber Security" by using image and drawing tools.

CHAPTER 2 –

- a. Write the steps to consolidate data of two sheets given below in third sheet of Open Office Calc. Take print out of it and paste it in the file.

Name	June Pocket	Name	July Pocket Money
Amit	1200	Amit	900
Sumit	1000	Sumit	1100
Naina	1500	Naina	1300
Suman	1300	Suman	1200
Kamal	1400	Kamal	1250

- b. Write the steps to create scenario in Open Office Calc along with the screenshot of the window.
- c. Write the steps to record Macro in open office calc.

CHAPTER 3 –

- a. Write the steps to create table with minimum five fields on an entity "STUDENT" in design view.
- b. Write the command for the following table:

Student

Roll no	Class	Name	Phone no
1	XII	Sumit	1234565
2	X	Amit	3564583
3	X	Anuj	1236589
4	XI	Mini	5869542

1. Display all the records of table Student.
2. Insert one record of your choice.
3. Display record of student whose roll number is 3.
4. Display record of students who are in class 'X'.
5. Display the record of 'Anuj'

c. Write the steps to create report in Open Office base.

CHAPTER 4 –

- a. Illustrate the use of various options under computer Accessibility like Keyboard, Mouse, Sound, Display setting serial keys.
- b. Write the steps to create instant messaging account for Google Talk.
- c. Write the Steps to create strong Password.

Front page Format





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HOLIDAY HOMEWORK RECORD BOOK

Academic Session 2024-25

Roll No of Cadet _____

Name of Cadet _____

Class _____ Sec _____ House _____