BAGARIA BAL VIDYA NIKETAN
LAXMANGARH-SIKAR
SYLLABUS & LESSON PLANNER-2025-26

Class:-	X
Subject:-	FIT
Teacher Name:-	NITIN VERMA

SYLLABUS

Ch.No	Name of Book	Name of Chapter	working day	Period	Topic	Month	Week
UNIT -1	I N F O R M A T I O N	DIGITAL DOCUMENTATION(Libre office writer)	23	20	Ch-1 • Styles/ categories in Writer ☐ Page ☐ Paragraph ☐ Character ☐ Frame ☐ List ☐ Table • Styles and Formatting • Fill Format • Creating a new style ☐ From Selection method ☐ Drag and Drop method • Updating a new style • Load style from template or document. • Applying styles. Ch-2 • Inserting an Image in a Document ☐ Insert Image Option ☐ Drag and Drop option ☐ Copy and Paste method ☐ Inserting an image by linking • Options	April	1
							2
							3
							4
		DIGITAL DOCUMENTATION(Libre office writer)	13	10	Ch-3 • Table of contents • Hierarchy of headings • Creating a Table of Content (ToC) • Customization of Table of Contents(ToC) • Maintaining a Table of	May	1
							2
UNIT -2		ELECTRONIC SPREADSHEET(ADVANCED)LIBREOFFICE	11	10	Ch-4 • Consolidating Data • Groups and Subtotals • What-if Scenarios • What-if Analysis Tool • Goal Seek	June	1
							2
		ELECTRONIC SPREADSHEET(ADVANCED)LIBREOFFICE	27	20	Ch-5 • Recording a Macro • Running a Macro • Creating and Organising a Simple Macro • Macro as a Function Ch-6 • Setting up multiple sheets. • Creating reference to other sheets by using keyboard and mouse. • Creating reference to another document by using keyboard and mouse. • Hyperlinks to the Sheet • Relative and Absolute Hyperlinks • Creating Hyperlinks • Editing a	July	1
							2
							3

UNIT					Topics	Month	Week
	P R A C T I C E S				Hyperlink • Linking to External Data • Linking to Registered Data Sources		4
UNIT -3		DBMS USING LIBREOFFICE	24	20	Ch-7 • Sharing Spreadsheet • Opening and saving a shared spreadsheet. • Recording changes. • Add, Edit and Format the comments. • Reviewing Changes – View, Accept or Reject Changes • Merging and comparing	August	1
					.Ch-8 • Data and Information • Databases and DBMS • Advantages of database, • Data Models ⬜ Hierarchical Data Model ⬜ Network Data Model ⬜ Relational Data		2
					Model • Relational database Model ⬜ RDBS		3
					Terminology ⬜ Objects of an RDBMS Ch-8 • Data and Information • Databases and DBMS • Advantages of database, • Data Models ⬜ Hierarchical Data Model ⬜ Network Data Model ⬜ Relational Data		4
		DBMS USING LIBREOFFICE	22	20	Ch-9 • Introduction to LibreOffice Base • Data types • Starting with LibreOffice • User Interface Of LibreOffice Base • Opening a Database • Creating a Table ⬜ Using a Wizard ⬜ Using design view, • Setting primary key • Saving a Table • Entering data into table • Navigating through the table • Editing Data • Deleting Records from Table • Sorting Data in the table	September	1
					Ch-10 • Editing and Deleting tables, • Relationships between tables • Types of Relationships– one to one, one to many, many to many • Advantages of Relating Tables in a Database • Creating Relationships between Tables •		2
							3,4
Syllabus Break due to Exam Period and Holidays in the month of October							
REVSIOIN							