	SECTOR - IT/ITeS **JOB ROLE: Domestic Data Entry Operator** **QP CODE: SSC/Q2212** **CLASS - X**			
	Note - **Total No of Topics - 82** **Total No of Topics Deducted from four section - 22** **% of (Total no of topics) = 27 %** *(Time period deducted from 90hours to 63hours)* **27% Reduction Of Sector as Follows - (Theory and Practicals need to drop out are highlighted in red color)**			
Sl. No.	**List Of Units**	**List of Practicals Aligned With Each Unit**	**Unit/Session to be reduced(Theory and Practical)**	**Remark(Reason for dropping or reduce)**
UNIT 1:	**Word Processing (Advanced)**			
SESSION 1	**Apply Styles in the document:** ⬜ Style categories in Writer. ⬜ Styles and Formatting window. ⬜ Fill Format. ⬜ Creating and updating new style from selection ⬜ Load style from template or another document. ⬜ Creating a new style using drag-and-drop. ⬜ Applying styles.	⬜ List style categories in Writer. ⬜ Select the style from the Styles and Formatting window. ⬜ Use Fill Format to apply a style to many different areas quickly. ⬜ Create and update new style from a selection. ⬜ Load a style from a template or another document. ⬜ Create a new style using drag-and-drop.	Theory: ⬜ Load style from template or another document. ⬜ Creating a new style using drag-and-drop. Practical: ⬜ Load a style from a template or another document. ⬜ Create a new style using drag-and-drop.	The reducted topics are time consuming and also it will not affect to other chapters of this unit. Time reduced from 8 hours to 7 hours.
SESSION 2	**Insert and use images in document:** ⬜ Options to insert image to document from various sources. ⬜ Options to modify, resize, crop and delete an image. ⬜ Drawing objects and its properties. ⬜ Creating drawing objects and changing its properties. ⬜ Resizing and grouping drawing objects. ⬜ Positioning the image in the text.	⬜ Insert an image to document from various sources. ⬜ Modify, resize, crop and delete an image. ⬜ Create drawing objects ⬜ Set or change the properties of a drawing object ⬜ Resize and group drawing objects ⬜ Position the image in the text	Theory: ⬜ Drawing objects and its properties. ⬜ Creating drawing objects and changing its properties. ⬜ Resizing and grouping drawing objects. Practical: ⬜ Create drawing objects ⬜ Set or change the properties of a drawing object ⬜ Resize and group drawing objects	The reducted topics are not much necessary and time consuming and the retained topics can be covered 4 hours.
SESSION 3	**Create and use template:** ⬜ Template in Writer. ⬜ Using predefined templates. ⬜ Creating a template. ⬜ Set up a custom default template. ⬜ Updating a document. ⬜ Changing to a different template. ⬜ Using the Template.	⬜ Create a template. ⬜ Use predefined templates. ⬜ Set up a custom default template. ⬜ Update a document. ⬜ Change to a different template. ⬜ Use the Template.	Theory: ⬜ Changing to a different template. Practical: ⬜ Change to a different template.	The reducted topic is time consuming, so this can be reduced in this pandemic situation. And all other topics can be covered in 5 hours.

SESSION 4	**Create table of content** ⮚ Table of contents. ⮚ Hierarchy of headings. ⮚ Customization of table of contents. ⮚ Character styles. ⮚ Maintaining a table of contents.	⮚ Create table of contents. ⮚ Define a hierarchy of headings. ⮚ Customize a table of contents. ⮚ Apply character styles. ⮚ Maintain a table of contents.	Theory: ⮚ Character styles. ⮚ Maintaining a table of contents. Practical: ⮚ Apply character styles. ⮚ Maintain a table of contents.	The Character Style already covered in this unit and Maintaining a table of contents is only for practice purpose so we can omit these. All other topics can be managed to cover in 4hours.
UNIT 2:	**Spreadsheet Applications (Advanced)**			
SESSION 1	**Analyse data using scenarios and goal seek.:** ⮚ Using consolidating data. ⮚ Creating subtotals. ⮚ Using "what if" scenarios. ⮚ Using "what if" tools ⮚ Using goal seek and solver.	⮚ Use consolidating data ⮚ Create subtotals ⮚ Use "what if" scenarios ⮚ Use "what if" tools ⮚ Use goal seek and solver	Theory: ⮚ Using "what if" scenarios. ⮚ Using "what if" tools ⮚ Using goal seek and solver. Practical: ⮚ Use "what if" scenarios ⮚ Use "what if" tools ⮚ Use goal seek and solver	The reduced topics takes much time to understand because of logic behind it. So it can be reducted in this pandemic situation. Time reduced from 7hours to 3 hours.
SESSION 2	**Link spreadsheet data:** ⮚ Setting up multiple sheets. ⮚ Creating reference to other sheets by using keyboard and mouse. ⮚ Creating reference to other document by using keyboard and mouse. ⮚ Relative and absolute hyperlinks ⮚ Hyperlinks to the sheet. ⮚ Linking to external data. ⮚ Linking to registered data sources.	⮚ Setup multiple sheets by inserting new sheets. ⮚ Create reference to other sheets by using keyboard and mouse. ⮚ Create reference to other document by using keyboard and mouse. ⮚ Create, Edit and Remove hyperlinks to the sheet. ⮚ Link to external data. ⮚ Link to registered data sources.	Theory: ⮚ Linking to external data. ⮚ Linking to registered data sources. Practical: ⮚ Link to external data. ⮚ Link to registered data sources.	The deducted topics need different types of queries which are difficult to demonstrate within this stipulated time period. Time reduced form 7 hours to 6 hours
SESSION 3	**Share and review a spreadsheet:** ⮚ Setting up a spreadsheet for sharing. ⮚ Opening and saving a shared spreadsheet. ⮚ Recording changes. ⮚ Add, Edit and Format the comments. ⮚ Reviewing changes – view, accept or reject changes. ⮚ Merging and comparing.	⮚ Set up a spreadsheet for sharing. ⮚ Open and save a shared spreadsheet. ⮚ Record changes. ⮚ Add, Edit and Format the comments. ⮚ Review changes – view, accept or reject changes. ⮚ Merge and compare documents.	Theory: ⮚ Reviewing changes – view, accept or reject changes. ⮚ Merging and comparing. Practical: ⮚ Review changes – view, accept or reject changes. ⮚ Merge and compare documents.	The deductade topics are time consuming, can be removed from syllabus in this pandemic situation. Time reduced from 8 hours to 5 hours.

SESSION 4	**Use Macros in spreadsheet** ⬚ Using the macro recorder. ⬚ Creating a simple macro. ⬚ Using a macro as a function. ⬚ Passing arguments to a macro. ⬚ Passing the arguments are as values. ⬚ Macros to work like built-in functions. ⬚ Accessing cells directly. ⬚ Sorting the columns using macro.	⬚ Use the macro recorder. ⬚ Create a simple macro. ⬚ Use a macro as a function. ⬚ Pass arguments to a macro. ⬚ Pass the arguments are as values. ⬚ Write macros that act like built-in functions ⬚ Access cells directly. ⬚ Sort the columns using macro.	Theory: ⬚ Macros to work like built-in functions. ⬚ Accessing cells directly. ⬚ Sorting the columns using macro. Practical: ⬚ Write macros that act like built-in functions ⬚ Access cells directly. ⬚ Sort the columns using macro.	The deductade topics are time consuming, can be removed from syllabus in this pandemic situation. Time reduced from 8 hours to 6 hours.
UNIT 3	**Database Applications**			
SESSION 1	**Introduce with LibreOffice Base:** ⬚ What is Base, LibreOffice Base for database management ⬚ Types of database – flat and relational database ⬚ Planning for database creation ⬚ Sections of main database window: Database, Tasks, and List ⬚ Options to create a new database using the Database Wizard ⬚ Options to open an existing database using the Database Wizard	⬚ Prepare a table of list of students in your class with S.No., Name, Class ⬚ Prepare a plan for creating database ⬚ Start Base and observe the main database window and its 3 sections ⬚ Create a new database using the Database Wizard ⬚ Open an existing database using the Database Wizard		No deduction
SESSION 2	**Create a table using table wizard:** ⬚ Database objects – tables, queries, forms, and reports of the database ⬚ Terms in database – table, field, record ⬚ Steps to create a table using table wizard ⬚ Major steps – Select fields, Set types and formats, Set primary key, Create table ⬚ Field information – type, entry required (Y/N), Length ⬚ Various data types in database ⬚ Primary key and option to set primary key ⬚ Table Data View dialog box	⬚ List and explain various database objects ⬚ Explain terms in database – table, field, record ⬚ Select the category of table ⬚ Select fields from the available fields ⬚ Practice to create different tables from the available list and choosing fields from the available fields ⬚ Set the information for each field ⬚ Set primary key using available options ⬚ Click on Finish to create table ⬚ Enter or remove data using the Table Data View dialog box		No deduction
SESSION 3	Enter or remove data using the Table Data View dialog: ⬚ Process to open Table Data View dialog box ⬚ Process to enter data into an empty table and empty cell ⬚ Steps to Modify data in a cell of a table ⬚ Steps to Delete data from a table.	⬚ Open Table Data View dialog box ⬚ Enter data into an empty table ⬚ Add additional row ⬚ Enter data into an empty cell ⬚ Close the table data view dialog ⬚ Modify data in a cell of a table ⬚ Delete data from a table		No deduction

SESSION 4	Create a simple form using the Form Wizard: ⬚ Two ways to open the wizard for creating a form ⬚ Steps to create form using Form Wizard – Select the fields from table to form, Set up subform, add subform fields and get joined fields, Arrange the controls of the form, Select the data entry mode, Apply the style of form, Set the name of the form ⬚ Options to enter or remove data from forms ⬚ Options to enter or remove data from individual controls ⬚ Form Navigation toolbar ⬚ Options to delete records in a form	⬚ Choose any one of the two ways to open the wizard for creating a form ⬚ Follow the steps to create a form using wizard – Select the fields from table to form, Set up subform, add subform, fields and get joined fields, Arrange the controls of the form, Select the data entry mode, Apply the style of form, Set the name of the form ⬚ Enter or remove data from forms ⬚ Enter or remove data from individual controls ⬚ Identify Form Navigation toolbar and options available on it ⬚ Delete records in a form		No deduction
SESSION 5	**Querie the database using the Query Wizard:** ⬚ What is Querie in database ⬚ Planning a Querie based on the desired output ⬚ Steps to create a Querie using Form wizard ⬚ Concept of sorting and sort order, searching and search conditions, grouped by and grouping conditions, aliases ⬚ Examples of Queries	⬚ Define Querie ⬚ Plan a Querie for the expected output ⬚ Demonstrate the steps to create a Querie by Query wizard ⬚ Create a Querie by following the steps in Query wizard ⬚ Examine the output as per the the created Querie ⬚ Demonstrate the various examples of Queries		No deduction in topic, only time reduced from 5 hours to 2 hours.
SESSION 6	**Create Reports using the wizard:** ⬚ Concept and purpose of Report in database ⬚ Steps to create a Report using Report Wizard ⬚ Examples of Reports	⬚ Explain the Report in database ⬚ Demonstrate the steps to create a Report by Report Wizard ⬚ Create a Report by following the steps in Report Wizard ⬚ Verify the output of Report as desired ⬚ Demonstrate the various examples of Report	Theory: ⬚ Concept and purpose of Report in database ⬚ Steps to create a Report using Report Wizard ⬚ Examples of Reports Practical: ⬚ Explain the Report in database ⬚ Demonstrate the steps to create a Report by Report Wizard ⬚ Create a Report by following the steps in Report Wizard ⬚ Verify the output of Report as desired ⬚ Demonstrate the various examples of Report	This Chapter is deducted for the pandemic situation and it will not affect the rest topics.