DEPARTMENT OF INFORMATION TECHNOLOGY ANNUAL REPORT

2022-2023

BULDANA
CAMBRIDGE
SCHOOL

Prepared By:
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BULDANA CAMBRIDGE SCHOOL, BULDANA

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AN

ANNUAL DEPARTMENTAL REPORT

IS SUBMITTED

TO

THE PRINCIPAL

BY

DEPARTMENT OF INFORMATION TECHNOLOGY

FOR THE ACADEMIC SESSION

2022-2023

SUBMITTED BY: **SUBMITTED TO:**

DEPARTMENT OF
INFORMATION TECHNOLOGY   *THE PRINCIPAL*
                                                                              MR. MUKESH JAGTAP

MR. MOHAMMAD MUDASSAR

MR. KAUSTUBH GALPHADE

DATE:31 March 2023

ACKNOWLEDGEMENT

We would like to express our special thanks of gratitude to our Management and Principal Mr. Mukesh Jagtap for giving us the golden opportunity of being a part of the most vital and challenging department of Buldana Cambridge School. His immense support and trust has made, this difficult task, a pleasant experience for us. We would like to appreciate and thank our Principal for his understanding and co-operative nature. Without his aid this task would have been impossible for us.

We would also like to express our gratitude towards all our colleagues for co-operating and co-ordinating with us whenever needed.

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Introduction

Recent advances in information technology (IT) provide educators with unique opportunities to fundamentally shape education of the future. If used intelligently, the new computer technology will usher in revolutionary changes in education—the way we teach and learn—at all levels: kindergarten to high school, and university to life-long learning. The emergent components of computer-aided education (CAE) including multimedia presentations, interactive digital books, and the internet, are often developed separately to be used as individual approaches in CAE without a cohesive and comprehensive strategy. The key to effective CAE in the future lies in an integration of these three technologies to form a unified approach to education. An integrated approach will give students of ecology and science a comprehensive learning environment that includes in-class, independent, and extended learning. I have developed extensive computer-aided, multimedia, instructional modules to teach my courses in introductory general ecology physiological plant ecology, and restoration ecology. The use of computer-aided education, including interactive multimedia lessons and modules for independent learning, provides students with a enhanced

in-class lectures and the opportunity to extend learning beyond the classroom. Each course has an companion course on internet from which students can access course materials and information at their convenience. Further enhancements to the courses on internet will soon extend the student's opportunities for learning beyond the classroom.

Education After Pandemic

The COVID-19 pandemic has brought significant changes to the way we live and work, and one of the areas most affected is education. Schools around the world have had to adapt to new ways of teaching and learning, with remote and hybrid models becoming the norm. As we start to emerge from the pandemic, it's important to reflect on the lessons learned and consider how education can be improved going forward.

One of the key takeaways from the pandemic is the importance of flexibility and adaptability. Schools that were able to quickly pivot to remote learning and hybrid models were better equipped to continue providing education to their students. Going forward, schools should continue to prioritize flexibility, whether it's in the form of offering online or hybrid learning options, or being prepared to quickly adapt to new situations.

Another important lesson is the need for strong communication between schools, parents, and students. During the pandemic, communication was more important than ever, as schools had to keep parents and students informed about changes to schedules and teaching methods. In the future, schools should continue to prioritize clear communication and find new ways to engage with parents and students, such as through social media or online forums.

The pandemic has also highlighted the importance of mental health and wellbeing in education. Students and teachers alike have experienced significant stress and anxiety during the pandemic, and it's important for schools to prioritize mental health support going forward. This could involve offering counselling services or providing training for teachers to better support students' mental health.

Another area that has been impacted by the pandemic is the digital divide. Students who lacked access to technology or reliable internet struggled to keep up with remote learning, and this has highlighted the need for schools to ensure that all students have access to the technology and resources they need to succeed. Going

forward, schools should continue to prioritize digital equity and find ways to bridge the digital divide.

Finally, the pandemic has highlighted the need for education to be more inclusive and equitable. The pandemic has disproportionately affected marginalized communities, and it's important for schools to prioritize equity in education going forward. This could involve addressing systemic inequities in access to education, providing targeted support for marginalized students, and ensuring that diverse perspectives are represented in the curriculum.

In conclusion, the COVID-19 pandemic has had a significant impact on education, and as we move forward, it's important to take the lessons learned and apply them to improve education for all students. By prioritizing flexibility, communication, mental health, digital equity, and equity in education, schools can help students thrive in the post-pandemic world.

Class Wise Activities

Class:- 3rd Sun+Moon

Activity:- Chapter No 5 Introduction to LOGO

To draw shapes in MSWLOGO using commands.

In this activity students using logo commands such as

FD-Forward,Bk-Backward, Lt-Left, Rt-Right, CS-clearscreen,CT-cleartext,Clean,home,seth, to draw shapes in MSWLOGO.

Learning Outcomes:- Using above mentioned commands in MSWLOGO students are able to draw different shapes such as square,rectangle, triangle,lines.
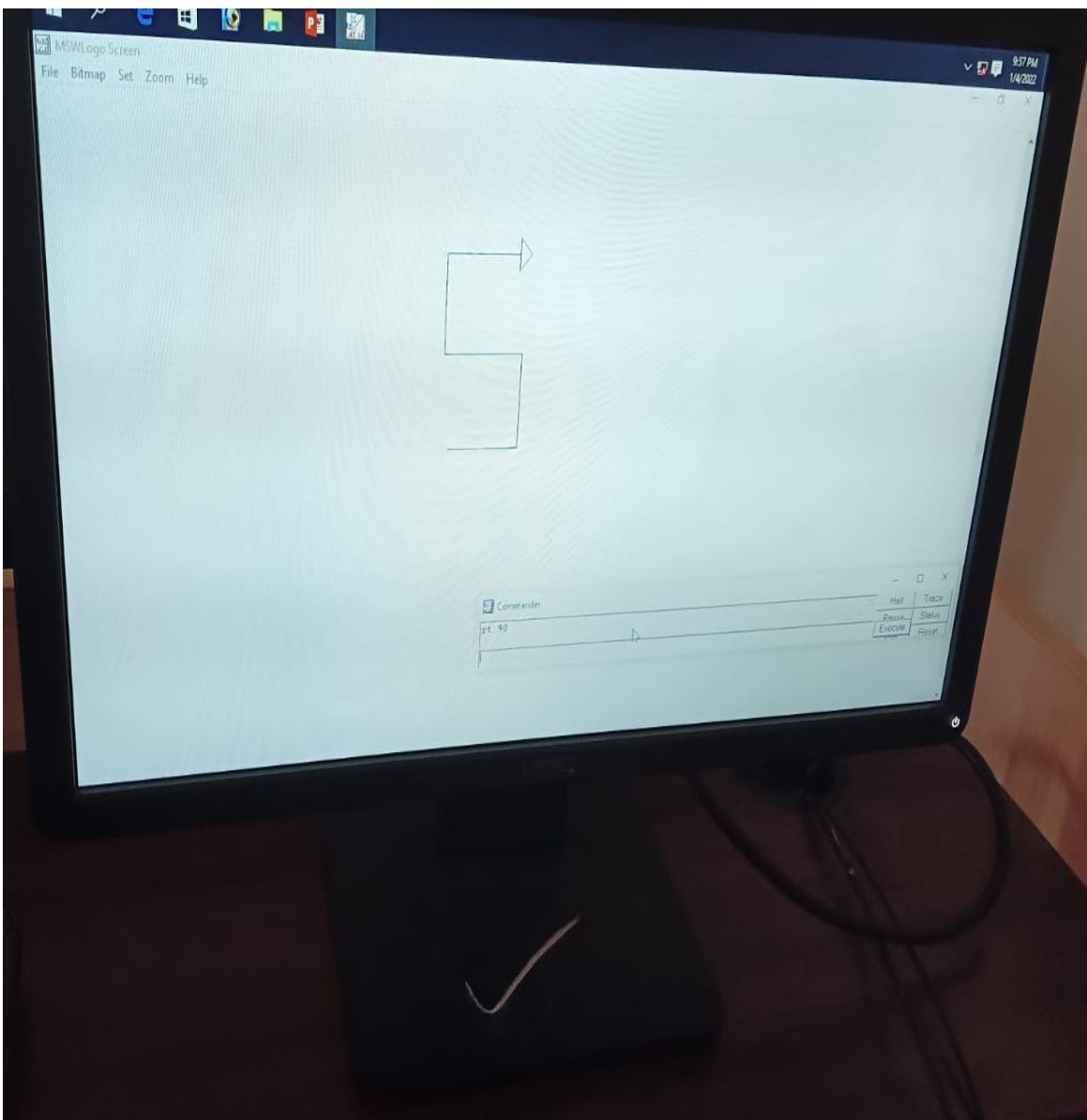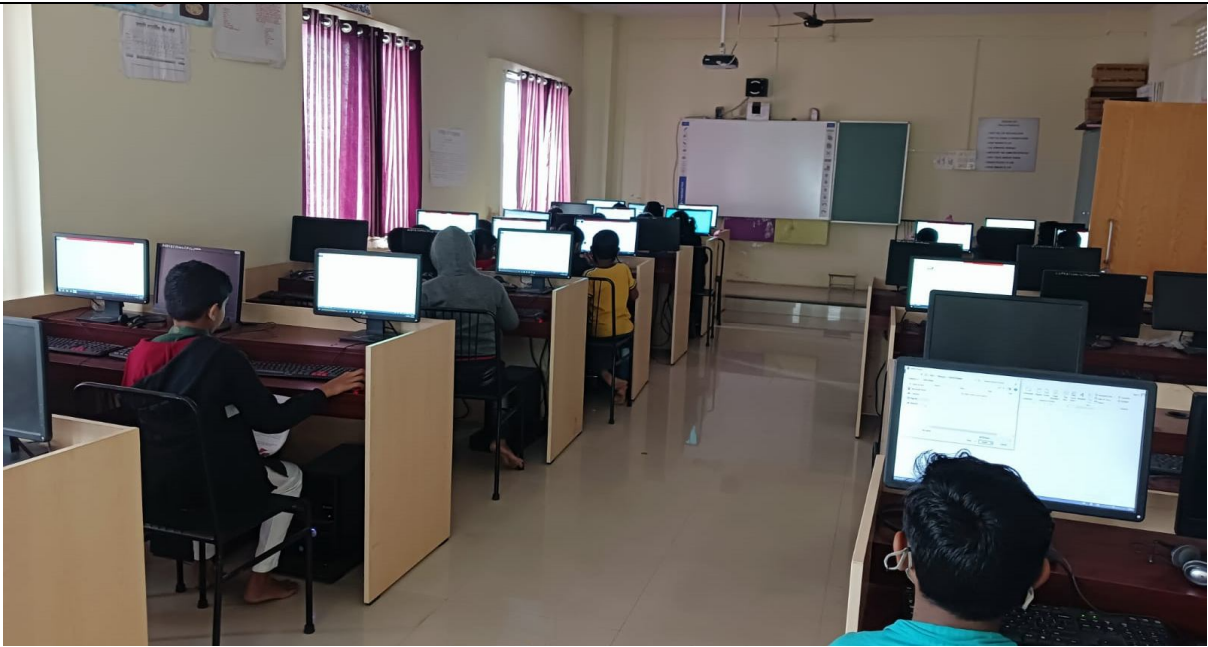
Class:- 4th Sun+Moon

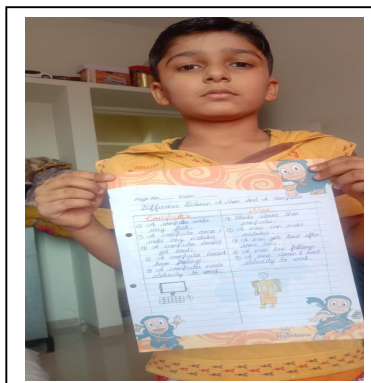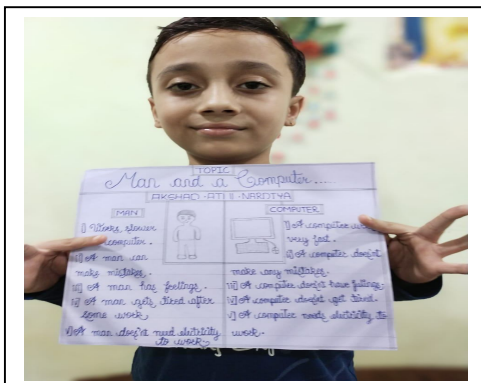**Activity:- Chapter No 1 Computer Fundamentals**

To draw chart which is showing differences between human being and computer.

In this activity students will write the differences between human being and computer. In criteria like brain,working speed, accuracy, feeling & emotions, storage capacity.

Learning Outcomes:- Using above mentioned criteria students will understand actual difference between human and computer.

They can compare about their characteristics with computer

Characteristics

Difference between A Man And A Computer

Man	Computer
1. Works slower than Computer.	1. A Computer works very fast.
2. A man can make mistakes.	2. A Computer doesn't make any mistakes.
3. A man gets tired after some-time.	3. A Computer doesn't get tired
4. A man has feelings.	4. A Computer doesn't have feelings
5. A man doesn't need electricity to work.	5. A Computer needs electricity to work.

* Mayank Rahulsing Mehor *
4th / Man

Human & Computer

MAN | ### COMPUTER
I rely on food. I'm good at thinking. I'm good to learn. | I rely on electricity. I'm good at computing and logics. But I'm better at mathematic.

MAN	COMPUTER
1. Works slower than Computer.	1. A Computer work very fast.
2. A man can make mistakes.	2. A Computer doesn't make any mistakes.
3. A man gets tired after some time.	3. A Computer doesn't get tired
4. A man has feeling.	4. A computer doesn't have feelings
5. A man doesn't need electricity to work.	5. A computer needs electricity work.

COMPUTER - ACTIVITY

Name - Sakshi Dhananjay Bhalerao
Std - 4th Mean
Sub - Difference Bet - Humans And Computer

"Man"	"Computer"
1) Human Being have feelings	1) Computer have no feelings
2) Humans have mind extra intelligence	2) Computer doesn't have intelligence
3) Can do work by themselves without any Command	3) They Follow Command
4) Can understand the correct and wrong	4) Not able to understand correct and Wrong
5) Can learn and forget things	5) Store memory store everything
6) Humans rely on food	6) It rely on Electricity
7) Humans are good learner	7) It follow all multitasking

Activity - Computer

Human | ### Computer
I rely on food. I'm good at reasoning and creating. I'm a good learner. | I rely on electricity. I'm good at computing and logics. But I'm better at multitasking

DIFFERENCE BETWEEN A MAN AND A COMPUTER

Man	Computer
1) Works slower than computer	1) A computer works very fast
2) A man can make mistakes	2) A computer doesn't make any mistakes
3) A man gets tired after some time	3) A computer doesn't get tired
4) A man has feelings	4) A computer doesn't have feelings
5) A man doesn't need electricity to work	5) A computer needs electricity to work

DIFFERENCE BETWEEN MAN & COMPUTER

MAN	COMPUTER
1. A man works slower than computer.	1. A computer works very fast.
2. A man can make mistakes.	2. A computer doesn't make any mistakes.
3. A man gets tired after some time.	3. A computer doesn't get tired
4. A man has feelings.	4. A computer doesn't have feelings
5. A man doesn't need electricity to work.	5. A computer needs electricity to work.

Name - Arya Anil Ambhore
Class - IV
Sub - Computer

Difference bet^n Man

COMPUTER
- A computer works very fast
- A computer doesn't make any mistake
- A computer doesn't get tired
- A computer doesn't have feelings
- A computer needs electricity to work
- A computer doesn't need oxygen to live
- A computer doesn't move
- A computer doesn't grow
- A computer get no need to learn

- A man
- A man ne
- A man c
- A man s

BY - S

Human's to Computers

Works slower than Computer
A man can make mistakes. 2)
A man gets tired after some time.
A man has feelings.
A man doesn't need electricity to work. 5)

1) A computer works very
2) A computer doesn't make any mistake
3) A computer doesn't get tired
4) A computer doesn't have feelings
5) A computer electricity work.

Name - Kavya Bakal
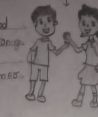Class - 4th
Sub - Computer
difference between Human's and Computer's

Human & Computer

MAN | ### COMPUTER
I rely on food. I'm good at reasoning and creating. I'm good learner. | I'm rely on electricity. I'm good at reasoning and logic. But I'm better at multitasking

More information

MAN	COMPUTER
Man Works slower than computer	Computer work very fast
Man has feelings.	Computer doesn't have feelings
Man has brain	Computer have Memory

Samiksha Pandit

ACTIVITY

NAME - Aarav Deore
TOPIC - DIFFERENCE BETWEEN A MAN AND A COMPUTER

COMPUTER	MAN
A computer works very fast	Works slower than computer
A computer doesn't make any mistakes	A man can make mistakes
A computer doesn't get tired	A man gets tired after some time
A computer doesn't have feelings	A man has feelings
A computer needs electricity to work	A man doesn't need electricity to work

Class:- 4th Sun+Moon

Activity:- *Chapter No 5 More On LOGO*

Drawing polygons and designs using repeat command and other logo commands.

In this activity students will draw the polygons and designs using repeat command and other logo commands such as fd,bk,rt,lt,pu,pd,ht,st etc.

Learning Outcomes:- *After using repeat command and other commands in logo students are able to draw polygons such triangle, square, pentagon, hexagon,heptagon,octagon, nonagon,and decagon as well as they can draw different designs using polygons and circles, curves,semicircles etc.*
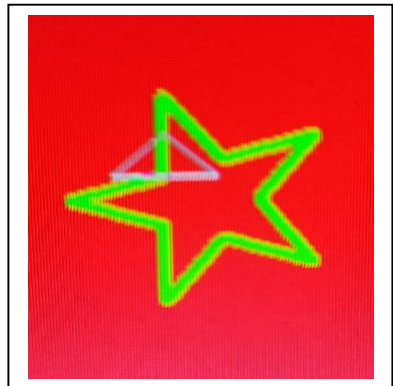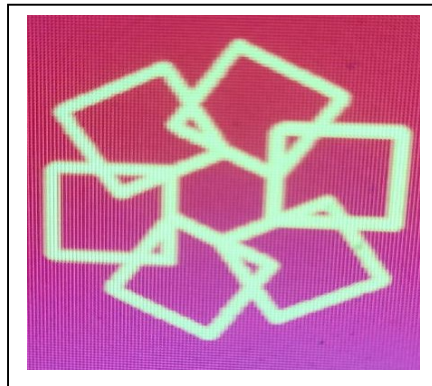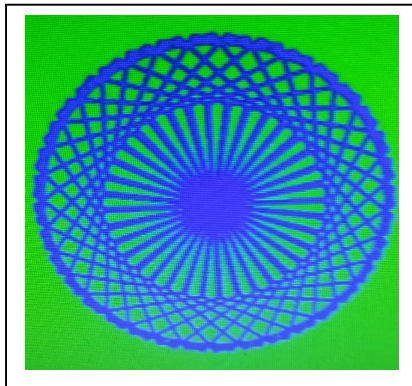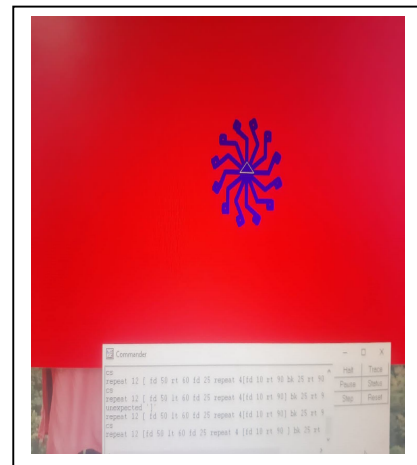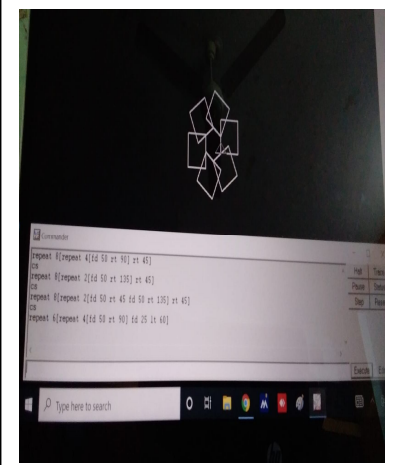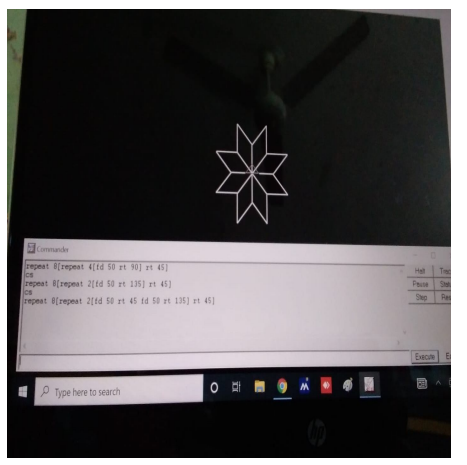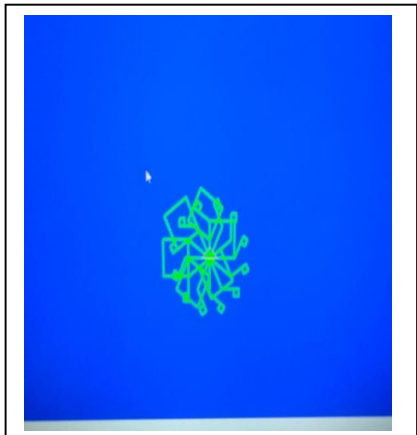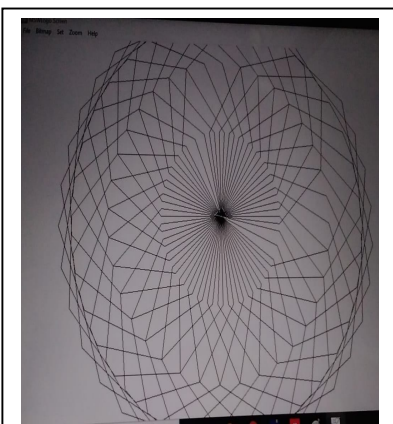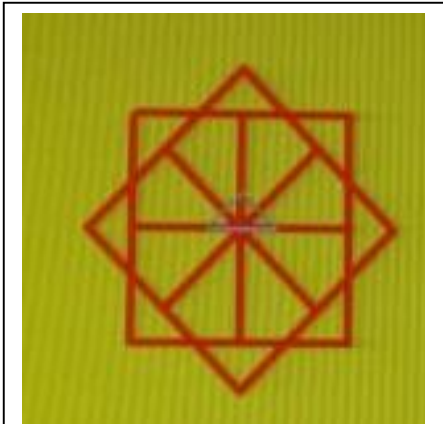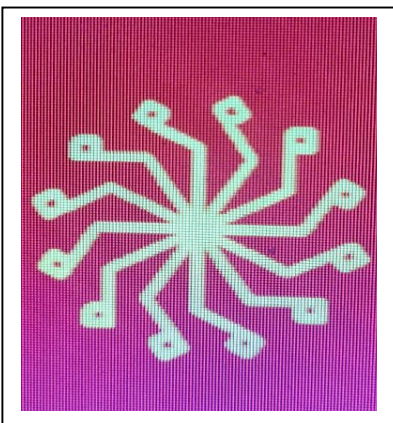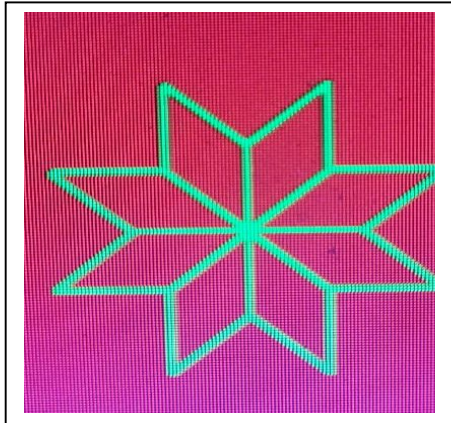
Class:- 5th   Sun+Moon

Activity:- Chapter No 1 Computer Fundamentals

Measurement units in computer & measurement units in other things.

In this activity students are making charts that showing the measurement units in computer memory and measurement units in other things.

Learning Outcomes:- After performing this activity students will understand the difference between the measurement units in computer memory and measurement units in other things such as length, weight, time, volume etc.

Activity Name :-

Measurement units in computer mesurment Units in other things

class → 8th [sem] sub. computer

1) units used for measurement of computer memo
→ units to measurement computer memary is

a) kilobite
b) gegabite
c) terabite
d) megabite

2) unit used for measurement of time
→ unit to measurement of time is SI

3) unit used for measurement of lenth
→ unit to measurement the lenth is

a) kilobite
b) inch
c) foot
d) Yard
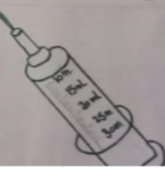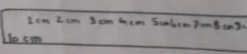
Measurement Units in Computer and Measurement Units in Other Things

Measurement Units used for Computer Memory	Measurement Units used for Time	Measurement Units used for Length
Bit	year	Kilometer
Byte	month	Hectometer
Kilobyte	Day	Decometer
Megabyte	Hour	miter
Gigabyte	minute	Decimeter
Terabyte	second	Centimeter
	Week	Millimeter

Name → Anushka Shelke   Class → V
School → Buldana Cambridge School   Ch 1 → Computer Fundamentals
Subject → Computer   Topic → Measurement units in
                               computer measurement in other thing

Computer memory	Time	Weight	Liquid	Length
Bit → Bit is the smallest 'b' unit of information	Hours → hour is equal to 60min 'h'	Kilogram → kg	Litre → L	Centimetre → For measuring small length we use 'cm'
Nibble → Nibble is a collection of 4 bytes	Minutes → minutes is equal to 60 sec 'min'			
Byte → Byte is made up 'B' of 8 bits	Seconds → sec			1cm 2cm 3cm 4cm 5cm 6cm 7cm 8cm 9cm 10 cm
Kilobyte → It is equal to 'KB' 1024 bytes				
Megabyte → It is equal to 'MB' 1024 kilobytes		Gram → g	Mililetre → mL	Metre → For measu big lenth we use
Gigabyte → It is equal to 'GB' 1024 megabyte				
Terabyte → It is equal to 'TB' 1024 gigabyte				

Class:- 5th Sun+Moon

Activity:- Chapter No 3 Working with tables in word

To create a table showing state, capital,area and languages spoken in following states west Bengal,Sikkim,& north east india.

In this activity students has to create a table showing capital, area, and languages spoken in following states west Bengal, Sikkim,& north east india.

Learning Outcomes:- In this activity students understand how to create table. They also understand different parts of table such as row, column and cell. After creating table they also get knowledge of some states informations such as capital, area, languages spoken and population .

West Bengal,Sikkim And North East India

States/Union Territories	Capital	Area	Languages Spoken
West Bengal	Kolkata	88,752 sq.m	Bengali
Sikkim	Gangtok	7096 sq.km	Lepcha,bhutia, Neapli
Assam	Dispur	78438	Assamese

West Bengal,Sikkim And North East India

Stases/Union Territories	Capital	Area	Languages Spoken
West Bengal	Kolkata	88,752 sq.km	Bengali
Sikkim	Gangtok	7096 sq.km	Lepcha,Bhutia Nepali
Assam	Dispur	78438 sq.km	Assamese

First table (top-left):

States/ Union Territories	Capital	Area	Languages Spoken
West Bengal	Kolkata	88,752 sq. km	Bengali
Sikkim	Gantok	7096 sq. km	Lepcha, Bhutia, Nepali
Assam	Dispur	78438 sq. km	Assamese
Arunachal Pradesh	Itanagar	83,743 sq. km	Monpa,miji, Aka, adi, Khamti and others
Nagaland	kohima	16,579 sq. km	English
Manipur	Imphal	22,327 sq. km	Manipuri
Meghalaya	Shillion	22,429 sq. km	Khasi, Garo, English
Mizoram	Aizawl	21,081 sq. km	Mizo and English
Tripura	Agartala	10,491.69 sq. km	Bengali and Kokborok

WEST BENGAL,SIKKIM,NORTH EAST INDIA

STATE\UNION TERRITORIES	CAPITAL	AREA	LANGUAGES SPOKEN
WEST BENGOL	KOLKATA	88,752 .sq.km	BENGALI
SIKKIM	GANGTOK	7,096.sq.km	NEPALI
ASSAM	DISPUR	78,438.sq.km	ASSAMESE
ARUNACHAL PRADESH	ITANAGAR	83,743.sq.km	AKA,MIJI,MONPA,KHAMTI,ADI
NAGALAND	KOHIMA	16,579.sq.km	ENGLISH,HINDI
MANIPUR	IMPHAL	22,327.sq.km	MANIPURI
MEGHALAYA	SHOILING	22,429.sq.km	KHASI,GARO,ENGLISH
MIZORAM	AIZAWI	21,081.sq.km	MIZO,ENGLISH
TRIPURA	ANGARTALA	10,491.sq.km	BENGALI

West Bengal Sikkim and nort east india

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Assam	dispur	78,438 sq. km	Assamese
Arunachal pradesh	Itanagar	83,743 sq. km	Monpa,miji,aka,adi,khamti and others
Nagaland	Kohima	16,579 sq. km	English and hindi
Manipur	Imphal	22,327 sq. km	Manipuri
Meghalaya	Shiling	22,429 sq. km	Khasi, garo, English
Mizoram	Aizawl	21,081 sq. km	Mizo and English
Tripura	Agartala	10,491.69 sq. km	Bengali and kokborak

West bengal,sikkim And North East India

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Nagaland	Kohima	16,579 sq.km	English and Hindi
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Meghalaya	Shillong	22,429 sq.km	Khasi,Garo English
Assam	Dispur	78,438 sq.km	Assamese
Mizoram	Aizawl	21,081 sq.km	Mizo and English
Tripura	Agartal	10,491	Bengali Kokbor

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Tripura	Agartala	10,491.69 sq.km	Bengali and Kokborok

WEST BANGAL, SIKKIM AND NORTH-EAST INDIA

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WEST BENGAL	KOLKATA	88,752	BENGALI
SIKKIM	GANGTOK	7,096	LEPCHA, BHUTIA, NEPALI
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MIZORAM	AIZAWAL	21,081	MIZO AND ENGLISH
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West Bengal, Sikkim, North East India

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MEGHALAYA	SHILLONG	22,429 SQ.KM	KHASI, GARO ENGLISH
MIZORAM	AIZAWL	21,081 SQ. KM	MIZO, ENGLISH
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West Bengal, Sikkim and north-east india

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Class:- 5th Sun+Moon

Activity:- Chapter No 4 Working with objects in word

Inserting shapes and images of herbivores animals in word document. And format it using various formatting options.

Learning Outcomes:-

After performing this activity students will understand how to insert pictures in word document, how to insert shapes, word art and also to format the same by using different formatting options.

Herbivores Animals

Horse

Horse

Panda

Deer

Elephants

kangaroo

Zebra

Rabbit

Shapes

4 Point Star

Cube
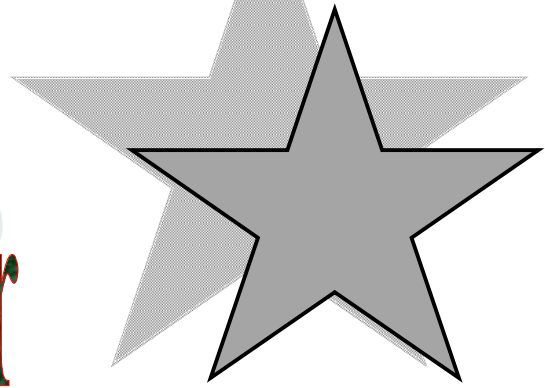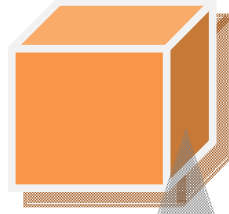
5 5 Point Star

Wave

Bevel

Class:- 6th Sun+Moon

Activity:- Formatting in Excel

Creating tables in Excel and format it using various formatting options.

Learning Outcomes:-

After performing this activity students will understand how to create tables and format the same by using different formatting options.

Sr.No	Subject		Teachers		
1	Math		Dipak Rathod sir		
2	Computer		Mudassar Sir		
3	Social Science		Vidya Mam		
4	Science		Rucha Mam		
5	G.K		Mudassar Sir		
6	Marathi		Sonali Joshi Mam		
7	Hindi		Gauri Mam		

Teachers and their Subjects

Swayam Muley
rollno 34
6th sun

MARK LIST OF CLASS 6TH MOON

Name= SHRILIN .V.KAD

Class= 6TH MOON

Roll no.28

MATHS	=	20
MARATHI	=	16
S.S.T	=	20
HINDI	=	15
SCIENCE	=	20
ENGLISH	=	18

Class:- 7th Sun+Moon

Activity:- Performing DMAS in Excel

Learning Outcomes:-

After performing this activity students will understand how to perform simple operation like Division, Multiplication, Addition, Subtraction on two numbers.

	A	B	C	D
1	NUM 1	NUM 2	ADD	SUB
2	52	85	137	-33
3	32	25	57	7
4	28	15	43	13
5	6	95	101	-89
6	95	63	158	32
7	14	75	89	-61
8	68	58	126	10
9	52	69	121	-17
10	58	15	73	43

	A	B	C	D	E	F
1	Num 1	Num 2	Add	Sub	Mul	Div
2	34	89	123	-55	3026	0.382022472
3	33	42	75	-9	1386	0.785714286
4	98	76	174	22	7448	1.289473684
5	23	84	107	-61	1932	0.273809524
6	44	93	137	-49	4092	0.47311828
7	54	47	101	7	2538	1.14893617
8	77	11	88	66	847	7
9	39	66	105	-27	2574	0.590909091
10	76	87	163	-11	6612	0.873563218
11	20	30	50	-10	600	0.666666667

| | File | Home | Insert | Page Layout | Formulas | Data | Review | View | Help | Tell me what you want to do |

Sr. No.	ROLL NO.	NAME	ENGLISH	HINDI	MATHS	SST	MARATHI	SCIENCE	TOTAL	PERCENTAGE
			BULDANA CAMBRIDGE SCHOOL,BULDANA							
			CLASS TEST-1 (2021-2022)							
1	8	Saumya	43	40	47	42	38	35	245	81.6666667
2	2	Aayush	38	42	45	31	45	41	242	80.6666667
3	5	Divya	48	27	41	38	39	43	236	78.6666667
4	3	Amit	32	34	42	45	36	45	234	78
5	4	Cedar	36	38	36	48	38	38	234	78
6	9	Trisha	44	39	29	34	42	45	233	77.6666667
7	1	Aarti	41	40	39	38	35	34	227	75.6666667
8	7	Manish	30	47	38	45	35	29	224	74.6666667
9	10	Tarun	32	30	41	37	36	40	216	72
10	6	Esha	41	32	38	36	41	3	191	63.6666667

ACTIVITY: MICROSOFT EXCEL DATA HANDALING

Number1	Number2	Add	Subtract	Multiply	divide
65	66	131	-1	4290	0.984848485
42	92	134	-50	3864	0.456521739
46	78	124	-32	3588	0.58974359
99	1	100	98	99	99
66	22	88	44	1452	3

	A	B	C	D	E	F	G
1							
2			Buldana Cambridge School				
3			Periodic Assessment 1				
4							
5	Roll no.	Name	English	Maths	Science	Total	Percentage
6	1	Aarohi	99	98	99	296	49.3333
7	2	Shravani	98	99	98	295	49.1667
8	3	Anushka	87	45	90	222	37
9	8	Nikita	60	74	75	209	34.8333
10	6	Vaishnavi	32	89	65	186	31
11	10	Kartiki	68	96	10	174	29
12	4	Rumita	45	52	32	129	21.5
13	7	Rutika	21	52	48	121	20.1667
14	5	Rutuja	64	63	20	147	24.5
15	9	Ankita	95	12	32	139	23.1667
16							

Class:- 8ᵗʰ Sun+Moon

Activity:- Creating a table in HTML and formatting it.

Learning Outcomes:-

After performing this activity students will be able to create a table in HTML and format it using various colours.

PARTS OF SPEECH

SR.NO	PART OF SPEECH	DEFINITION	EXAMPLE
1}	Noun	a word used to identify any person,animal,place,thing.	cat, sofa,girl etc.
2}	Pronoun	a word used at the place of noun.	he,she,it,they,them,us etc
3}	Verb	a word which shows action.	playing,sleeping etc.
4}	Adverb	a word which modifies verb,adjective or another adverb in same sentence.	quickly,carefuly,slowly etc.
5}	Adjective	a word which describes the noun	beautiful,ugly etc.
6}	preposition	a word used before noun or pronoun to show dirction,time,location,place,relationship or to introduce an object.	on,in,out,at etc.
7}	conjuction	a word which joins two sentences.	and,but,because etc.
8}	interjection	the word which shows strong feeling or emotions	ouch,hurrah,alas,wow etc .

Chief Ministers of states of India

Sr.no	State	Chief minister
1	Rajasthan	Mr.Ashok gehlot
2	Madhya Pradesh	Mr.Shivraj Singh Chauhan
3	Maharashtra	Mr.Uddhav Thackeray
4	Bihar	Mr.Nitish Kumar
5	Assam	Mr.Himanta Biswa sarma
6	Karnataka	Mr.B S Yediturappa
7	Delhi	Mr.Arvind Kejriwal
8	Tamil Nadu	Mr.M K Stalin
9	Kerela	Mr.Pinarayi Vinayan
10	Telangana	Mr.K Chandrashekhar rao

day	subject	teachers
monday	sst	mrs anjali
	physics	mrs rucha
	maths	mrs manisha
	hindi	mr devendra malviya
	computer	mr mudassar
tuesday	sst	mrs anjali
	physics	mrs rucha
	maths	mrs manisha
	hindi	mr devendra malviya
	computer	mr mudassar
wednesday	sst	mrs anjali
	Matathi	mr amol kshirsagar
	maths	mr abhijeet thorat
	english	Mr fredric William
thursday	hindi	mr devandra malviya
	science	mr ganesh patil
	maths	mr abhijit thorat
	marathi	mr amol kshrisagar
friday	science	mr ganesh patil
	maths	mr chandrahas pise
	english	mr frederic William
	hindi	mr devendra malviya

Sr.no	District	Tourist place in Maharashtra
1	Mumbai	Gateway fo Mumbai
2	Pune	Shaniwar wada
3	Nashik	Trambakeshwar Temple
4	Aurangabad	Ellora caves
5	Buldhana	lonar creator

The Indian Scientists

class

name	birth-death	achivement
A.PJ ABDUL KALAM	1931-2015	known as the missile man of India
HOMI.J.BHABHA	1909-1966	father of Indian nuclear programme
C.V.RAMAN	1888-1970	known for the first Indian to achive nobel prize
ARYABHATTA	476ad-550ad	known as the first person to solve diophantine
SALIM ALI	1896-1987	Known as the bird man of India

Class:- 9th Sun+Moon

Activity:- *Creating a presentation in MS Powerpoint based on any topic.*

Learning Outcomes:-

Making a PowerPoint presentation can have several learning outcomes, including:

Improved communication skills: Creating a PowerPoint presentation requires you to convey your message effectively, using clear and concise language, visuals, and other multimedia elements. This can help you improve your communication skills, which can be useful in a variety of settings, including work, school, and personal relationships.

Enhanced critical thinking: To create a PowerPoint presentation, you must first understand the topic thoroughly and organize your thoughts in a logical and coherent manner. This process can help you develop critical thinking skills, which are essential for problem-solving and decision-making.

Increased creativity: Making a PowerPoint presentation allows you to express your creativity by selecting and designing graphics, choosing fonts and colors, and arranging content in a visually appealing way.

Class X Portfolio and Project Submission

A portfolio is a collection of work "to support reflection that can help students understand their own learning and to provide a richer picture of student work that documents growth over time" Portfolios show progression in learning over time. Selecting portfolio pieces allows for student choice, and their own evaluation of what best showcases their learning. Reflection is a key portion of the portfolio – allowing students to consider their assignment, learning, strengths and weaknesses, and how to improve. As a student progresses through grade levels, peer review and constructive commentary play a role for student self-assessment and opportunities to plan progress.

• A portfolio is a long-term form of self reflection and assessment that students do together with their peers, teachers and school community, via commentary and feedback.

• A portfolio is not just a folder containing student work but a self-selection. Student selection and choice is vital in the process. Explaining their chosen pieces and evaluating their learning is essential.

• By reflecting on their own learning (self-assessment), students begin to identify the strengths and weaknesses

in their work. These weaknesses then become improvement goals.

Students of grade X prepared and submitted portfolio for the partial fulfilment of AISSE exam 2022-2023.

Class X Project requirements as per CBSE guidelines.

Any Interdisciplinary Real World Case Study to be taken. Summarized data reports of same can be presented in base. Input should be taken using forms and output should be done using reports using base. Documentation of the case study should be presented using writer.

Students of grade X prepared and submitted project for the partial fulfilment of AISSE exam 2022-2023.

Class X Practical Board Exam

On 4 February 2023, the Practical Board Exam for the Subject: Information Technology having Sub Code: 402 was conducted by the Internal Examiner Mr. Mohammad Mudassar in a fair, unbiased and smooth manner at the Computer Lab of Buldana Cambridge School.

Chit and draw method was used to select practical for the students. Each student had to perform 3 practicals based on Advanced Documentation, Advanced Spreadsheet, Database Management i.e 1 practical on each of the above 3 units.

All the students attended the exam with discipline, great spirit, enthusiasm and tried their best to get the exact outputs.

Conclusion

The IT department is the chief support of any institute in today's era. The report emphasizes the critical role of technology in supporting teaching and learning, as well as in streamlining administrative processes.

Overall, the report provides a comprehensive overview of the school's technology landscape and offers actionable insights and recommendations for improvement.

However, there is still room for improvement in certain areas such as student engagement and involvement in department activities. The department should also continue to focus on promoting diversity and inclusivity in all aspects of its operations.

Overall, the Department of Information Technology has made significant progress over the past year and continues to play a vital role in shaping the future of the students and school.

AN

ANNUAL PROJECT REPORT FILE

IS SUBMITTED

TO

DEPARTMENT OF INFORMATION TECHNOLOGY

FOR THE PARTIAL FULLFILLMENT OF AISSE

EXAMINATION SESSION – 2022-2023

SUBMITTED BY: ADITI INGLE

SUBJECT TEACHER: ER. MOHAMMAD MUDASSAR

CLASS: X

ROLL NO: 15113745

ACKNOWLEDGEMENT

I wish to express my deep sense of gratitude and indebtedness to our learned and supportive teacher Er. Mohammad Mudassar, TGT INFORMATION TECHNOLOGY for his invaluable help, advice and guidance in the preparation of this project.

I am also greatly indebted to our principal Mr. Mukesh Jagtap and school authorities for providing me with the facilities and requisite laboratory conditions for making this practical file.

I also extend my thanks to a number of teachers, my classmates and friends who helped me to complete this practical file successfully.

ADITI INGLE

CERTIFICATE

This is to certify that Miss **ADITI INGLE** of class **X** has successfully completed the **Information Technology - 402** project on the topic **Employee Management** under the guidance of **Er. Mohammad Mudassar TGT (IT)** during the academic year 2022-23.

Internal Examiner   *Principal*

Signature   *Seal and Signature*

INTRODUCTION

I have taken a case study for the school to maintain the staff details in an organized way. I have selected 2 tables to do this project work.

1. Departments
2. Staff

To prepare a summarized report for the case I have used the following concepts of OO base.

1. Create Table
2. Insert data
3. Operations on tables
4. Queries
5. Forms
6. Reports

My OO Base Project Work includes the following reports:

All staff members and department details

1. All staff member & All department details
2. Department location wise
3. Staff according to department
4. Staff according to designation
5. Staff according to type of appointment
6. Staff report on the level of seniority
7. Staff report subject wise

The structure of these two tables are as follows:

The departments' table has 3 main fields as follows:

1. Department Table

Field	Data Type	Constraint	Description
Dep_ID	Integer (Auto)	Primary Key	Holds a unique id for each department
DepName	Text		Store department name
DepLoation	Text		Store the location of the department like senior setion, middle section etc.

2. Emp Table

Field	Data Type	Constraint	Description
Staff_ID	Integer(Auto)	Primary Key	Holds unique if for each staff member
StaffName	Text		Holds the staff member name
DateofJoining	Date		Holds the date of joining
Status	Text		Holds the status out of regular, probation, contractual etc.
Subject	Text		Holds the subject taught by a teacher
Qualification	Text		Holds qualification of teacher
Department_ID	Integer		Holds department id of the staff

OBJECTIVE OF THE PROJECT

My consideration while developing this project was to achieve the following goals:-

1. This project is for any school. Which provide staff management facility.
2. It also saves the valuable time of the admins and lots of paper works.
3. This will save lots of effort of the user. He/She is able to manage lots of information after using this project and also able for seeing in different angles.
4. User can manage all the records very easily and can generate all kinds of reports for management.

STEPS TO CREATE A DATABASE

1. Click on Start → All Apps.
2. Scroll down for Open Office 4.1.7 → OpenOffice Base
3. A Database Wizard will appear.
4. Select Create a new database option.
5. Click on Next.
6. Select the option for register database if you wish to register, click on "Yes, Register the database for me" otherwise click on "No, do not register the database".
7. Now select the option Open the database for editing.
8. Click on Finish.
9. Saved database with name "Employee".
10. Now the database is ready for the project.

STEPS TO CREATE TABLES

1. Select Tables from left pane.
2. Now click on Create Table in Design view... option.
3. Specify the columns and data types for the columns along with description.
4. Assign primary key by right click on the field name.
5. Save the table.

INSERT DATA INTO TABLE

1. Double click on table.
2. Type the required data.
3. Save the table. --Staff Table

CREATING DATA ENTRY FORM

1. Click on Forms button in the left pane.
2. Click on Use Wizard to Create Form... option.
3. Select the required fields, here I need all fields. So I have clicked on >> button.
4. Now click on Next button for the next step.
5. This step is for setting up a subform. Here it is not required, so click on next.
6. Now arrange the controls as per the need. I have selected first option Columnar – Labels Left.
7. Now click on Next.
8. Now select the option to Data Entry form.
9. Select the option – The form is to be used for entering new data only. Existing data will not be displayed.
10. Click on Next.
11. Now Apply the styles for the form.
12. Click on Next and Give name for the form.

Use save record button to save data.

Add new record for new data entry.

Now create form for data manipulation as modification or deletion. The steps are same as above in the last only select the option "The form is used to view all data". Do not select the option to "Do not allow addition of new data" as I have made Data Entry form separately.

CREATING REPORTS

1. All staff members and department Details

   Steps:

   1. Click Reports button from left pane.
   2. Select the fields Query : All from Staff and Dept.
   3. Click on >> button to shift all fields. Click on Next.
   4. Choose labels and click on Next.
   5. No need to select grouping here. Click on Next.
   6. If sorting needed choose the fields and Click on Next. I have not sorted the records.
   7. Select the layout as per the need.
   8. Name the report and click on Finish Button.

2. Department Location Wise

   The steps are almost same, here the records are grouped according to location.

3. Staff According to department
4. Staff according to designation
5. Staff report according to type of appointment
6. Staff report on the level of seniority
7. Staff report subject wise

REFERENCES

1. CBSE Study Material
2. www.openoffice.org

RESOURCES ON THE EARTH :-

The natural resources of the earth are air, water, soil, minerals and living organisms.

The outer crust of the earth is the lithosphere. The water on the earth is the hydrosphere. The layer of the air around the earth is the atmosphere. Living organisms are found where the atmosphere, hydrosphere and lithosphere interact and is the biosphere.
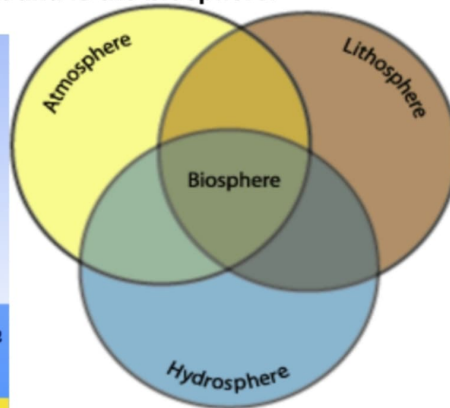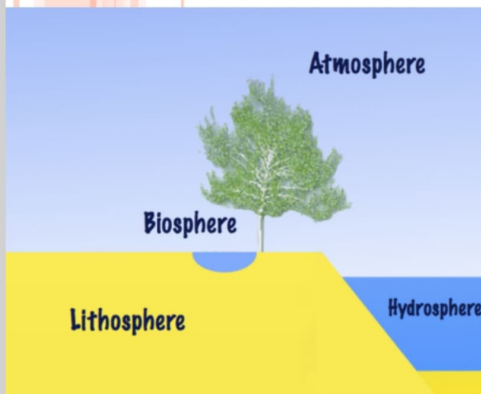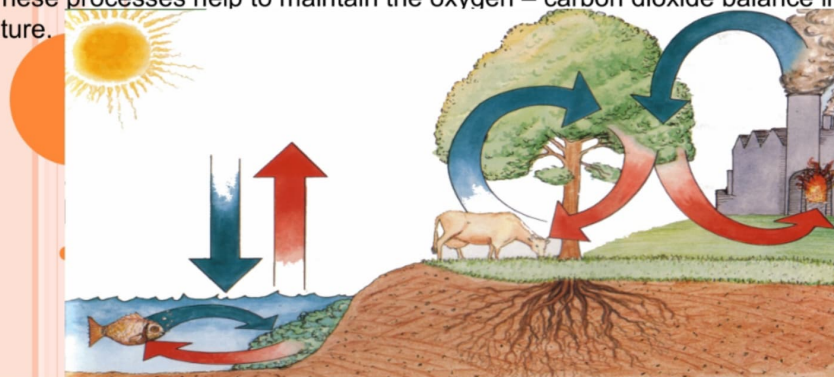

AIR (ATMOSPHERE) :-

Air is a mixture of gases like nitrogen, oxygen, carbon dioxide, water vapour and other gases.

During respiration living organisms use oxygen to break down glucose and get energy for their activities. This results in the release of carbon dioxide. Burning of fuels also use oxygen and release carbon dioxide.

During photosynthesis green plants convert carbon dioxide into glucose in the presence of sunlight. This results in the release of oxygen.

These processes help to maintain the oxygen – carbon dioxide balance in nature.

THE ROLE OF ATMOSPHERE IN CLIMATE CONTROL :-

The atmosphere covers the earth like a blanket. Air is a bad conductor of heat. It prevents sudden increase in temperature during the day and also slows down the escape of heat during the night. So the atmosphere keeps the average temperature of the earth fairly steady during the day and throughout the year.

The movement of air (Winds) :-

When air gets heated, it rises up and produces low pressure and cool air moves in to take its place. The movement of air causes winds.

During the day the land gets heated faster than the sea. So the hot air above the land rises up and cool air from the sea moves towards the land. During the night sea cools down slowly than the land. So the hot air above the sea rises up and cool air from the land moves towards the sea.
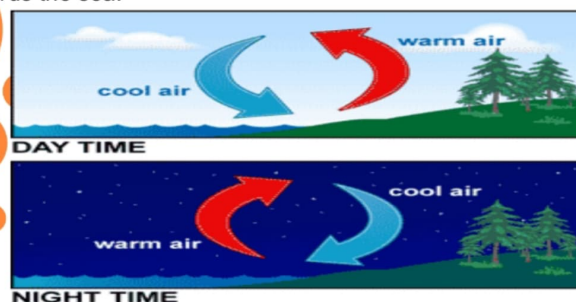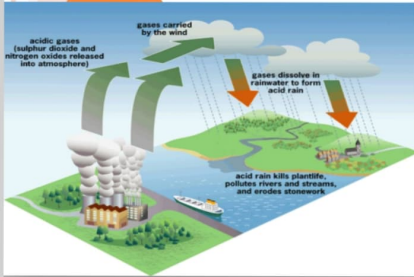
AIR POLLUTION :-

The increase in the content of harmful substances in the air is called air pollution.

Fossil fuels like coal and petroleum contain small amounts of nitrogen and sulphur. When these fuels are burnt, it release oxides of sulphur and nitrogen. These oxides dissolve in rain and causes acid rain.

Burning of fossil fuels also release unburnt carbon particles which reduces visibility. During cold weather along with condensed water it forms smog.

Regular breathing air containing these harmful substances causes allergies, cancer, heart diseases etc.

SOIL POLLUTION :-

- The addition of harmful substances which affects the fertility of the soil and kills the diversity of organisms living in it is called soil pollution.

- Soil pollution is caused by the excessive use of fertilisers and pesticides. It kills the organisms like earthworms and bacteria which makes the soil rich in humus. The removal of useful components and addition of other harmful substances reduces the fertility of soil and causes soil pollution.

THE GREENHOUSE EFFECT
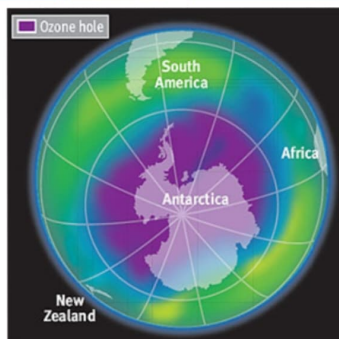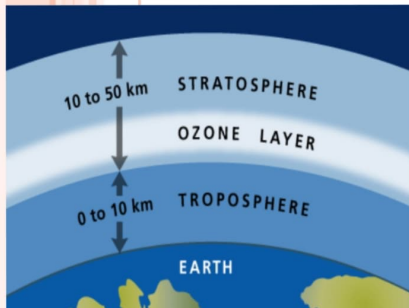
Gases like carbon dioxide, methane, chlorofluro carbon(CFCs) traps the heat radiated by the earth and prevents the escape of heat from the earth. The increase in the presence of these gases in the atmosphere causes increase in the temperature of the atmosphere. This is called the greenhouse effect.

Greenhouse effect can cause melting of polar ice, increase in sea levels, flooding of coastal areas and submerging of islands.

Ozone layer

Ozone molecule contains three atoms of oxygen (O_3). It is present in the upper layers of the atmosphere. It is poisonous gas. It protects the earth from the harmful ultra-violet radiations from the sun which is harmful for living organisms.

The ozone layer is being damaged by carbon compounds like chloro fluoro carbons (CFSs). To prevent the damage to the ozone layer, the use of (CFSs) is being reduced.

NATURAL RESOURCES

Grade 7

What is a natural resource?

- To answer this question, we must first look at what is a resource?
  - A resource is something that is **useful** to people
- Let's take a look at this video:
  https://www.youtube.com/watch?v=8LfD_EKze2M&list=PL3-Ima1DdaCNL5uYYJixELFu9oC7XUaJi

Unit Learning Goals

- Students will be able to:
  - List and explain different types of natural resources including renewable, non-renewable and flow resources
    - **Discuss the different types of natural resources**
  - Analyze aspects of the extraction/harvesting of natural resources
    - **Explain how natural resources are extracted and harvested**
  - Use inquiry to investigate issues relating to the extraction/harvesting of natural resources
    - **Use an inquiry based learning approach**

Natural resources

- A material found in nature that has **usefulness** and **economic** value

Unit Success Criteria

- I can identify Earth's **renewable**, **non-renewable**, and **flow** resources
- I can describe ways that **people use** the **natural environment**
- I can identify the effects of **extraction** and **harvesting** on **people** and the **environment**
- I can discuss **challenges** with **society** and the **environment** that come from the use of natural resources

Renewable resources

- A resource that can be replaced fairly quickly
- Examples:
  - Sun
  - Wind
  - Water
  - Soil
  - Plants

Advantages	Disadvantages
Sustainable	Difficult to produce large quantities
Requires little maintenance	The reliability of supply is often dependent on weather
Produces little waste	

Why should people care?

- Using your knowledge that you have gained throughout this unit, identify why people should care about sustainability and the impact that our use of natural resources is having on supplies of natural resources and the physical environment.

Your use of natural resources:

- Identify some of the ways that you can improve your use of natural resources or how you can help to preserve natural resources.
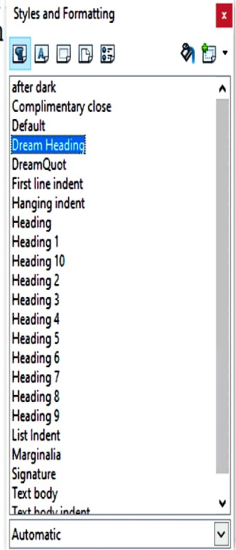
OUTPUT SCREENSHOTS

PRACTICAL NO. 1
- Create and apply styles in digital document

Friendship

"A friend in need is a friend indeed"

Friendship is important in life because it teaches us a great deal about life. We learn so many lessons from friendship which we won't find anywhere else. You learn to love someone other than your family. You learn how to understand people and trust others. Your real friends will always motivate you and cheer for you. They will take you on from any evil.

Styles and Formatting

- after dark
- Complimentary close
- Default
- Dream Heading
- DreamQuot
- First line indent
- Hanging indent
- Heading
- Heading 1
- Heading 10
- Heading 2
- Heading 3
- Heading 4
- Heading 5
- Heading 6
- Heading 7
- Heading 8
- Heading 9
- List Indent
- Marginalia
- Signature
- Text body
- Text body indent

Automatic

OUTPUT SCREENSHOTS

PRACTICAL NO. 2
Insert and Use Images in digital document

Nature refers to the interaction between the physical surroundings around us and the life within it like atmosphere, climate, natural resources, ecosystem, flora, fauna, and humans. Nature is indeed God's precious gift to Earth. It is the primary source of all the necessities for the nourishment of all living beings on Earth. Right from the food we eat, the clothes we wear, and the house we live in is provided by nature. Nature is called 'Mother Nature' because just like our mother, she is always nurturing us with all our needs.

Find peace in Nature!!

OUTPUT SCREENSHOTS

PRACTICAL NO. 3
Create and use template

School Logo

[School Name]

[School Address]

Subject: Leave Application for {Reason}

Respected Class Teacher,
Myself {Name of Student}, {Roll No}, of {Class}-{Set} seeking permission to grant me leave for {no_of_days} from {_/_/__} to {_/_/__}. This application is written for leave purpose only.
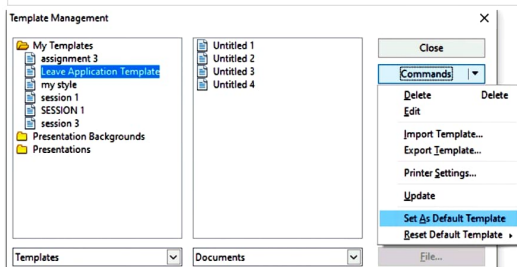
Yours Sincerely,
{Name of Student}
{Class}-{Set}

Class Teacher's Signature
Date:

Template Management

- My Templates
  - assignment 3
  - Leave Application Template
  - my style
  - session 1
  - SESSION 1
  - session 3
- Presentation Backgrounds
- Presentations

- Untitled 1
- Untitled 2
- Untitled 3
- Untitled 4

Close

Commands
- Delete — Delete
- Edit
- Import Template...
- Export Template...
- Printer Settings...
- Update
- Set As Default Template
- Reset Default Template

Templates | Documents | File...

OUTPUT SCREENSHOTS

PRACTICAL NO. 4
Create and Customize Table of Contents

Table of Contents

Google Hangout
Google hangout is an instant messaging communication application developed by Google. It Replaces two messaging products by Google i.e. Google Chat and Google Talk.

How to Download
To download it follow these steps:
1. Lunch the Play Store or Google Chrome Browser
2. Search for Google Hangout.
3. Choose the appropriate link for the app.
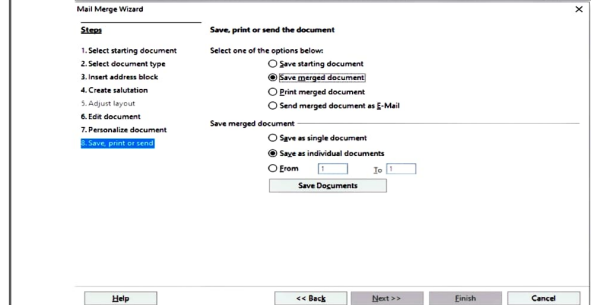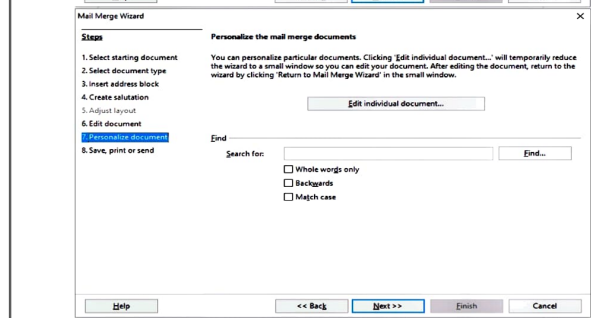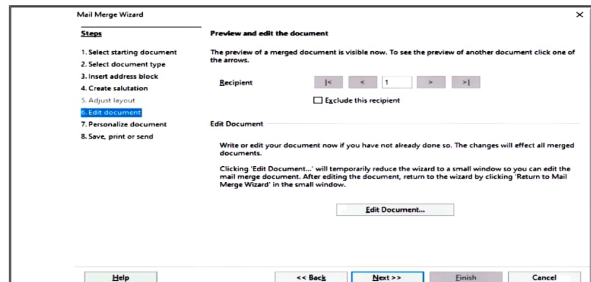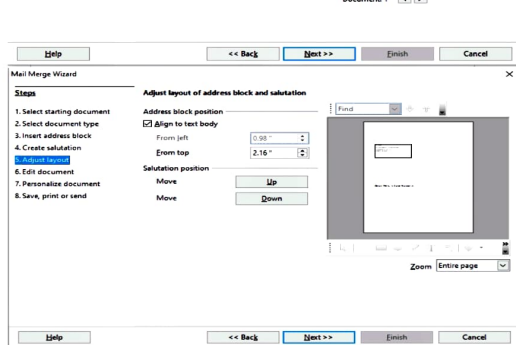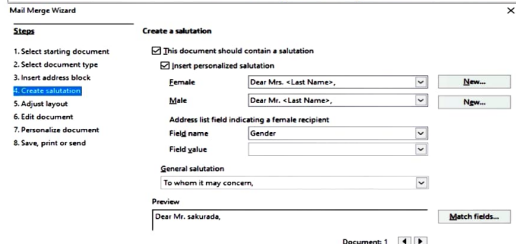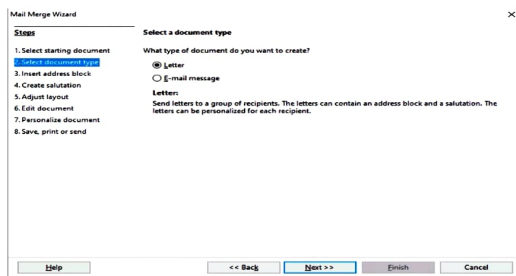4. Download it and install it.

Settings
It provides the following settings:

Status Setting
It allows to set the user's status. It is a message that visible to the saved contacts.

Notification Setting

# OUTPUT SCREENSHOTS

PRACTICAL NO. 5 Implement the mail merge

(Mail Merge Wizard screenshots)

OUTPUT SCREENSHOTS

PRACTICAL NO. 6
Analyze data using scenarios and goal seek
Assignment 1

S. No	Name	Quater 1	Quater 2	Quater 3
1	Anil	751	789	760
2	Amit	834	755	835
3	Ankush	831	825	611
4	Bhavin	725	803	785
5	Bhavya	754	784	710
6	Bharti	700	812	703
7	Chandani	754	734	698
8	Dhara	767	776	705
9	Dhaval	772	802	847
10	Gaurang	791	822	805

S. No	Name	Quater 1	Quater 2	Quater 3
1	Anil	250	260	269
2	Amit	258	235	274
3	Ankush	275	268	241
4	Bhavin	259	259	263
5	Bhavya	263	257	236
6	Bharti	241	275	239
7	Chandani	274	254	257
8	Dhara	268	276	254
9	Dhaval	258	253	271
10	Gaurang	263	274	281

S. No	Name	Quater 1	Quater 2	Quater 3
1	Anil			
2	Amit			
3	Ankush			
4	Bhavin			
5	Bhavya			
6	Bharti			
7	Chandani			
8	Dhara			
9	Dhaval			
10	Gaurang			
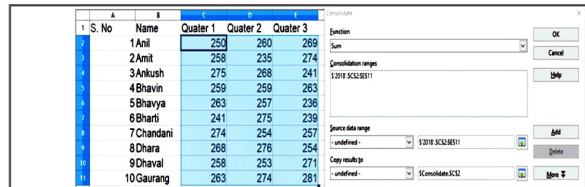
Assignment 2

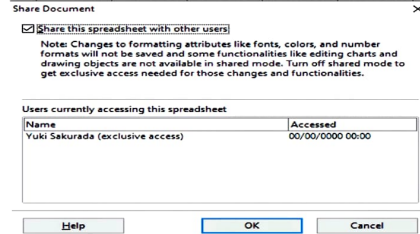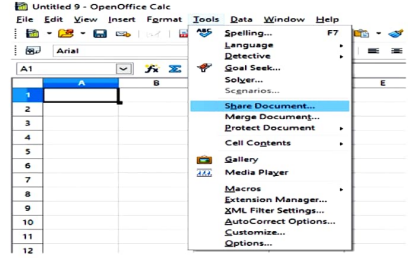| Lesson ID	Title	Category
1	Working with functions	Computer Science
2	File Handling	Computer Science
3	Digital Documentation	Information Technology
4	Electronic Spreadsheet	Information Technology
5	Data handling using Pandas	Informatics Practices
6	Data Visualization	Informatics Practices
7	Data Connectivity	Informatics Practices
8	Employablity Skills	Information Technology

Lesson_Id	Title	Category
1	Working with functions	Computer Science
2	File Handling	Computer Science
		2
5	Data handling using Pandas	Informatics Practices
6	Data Visualization	Informatics Practices
7	Data Connectivity	Informatics Practices
		3
3	Digital Documentation	Information Technology
4	Electronic Spreadsheet	Information Technology
8	Employablity Skills	Information Technology
		3
		8

Assignment 3

Assignment 4

Assignment 5

OUTPUT SCREENSHOTS
PRACTICAL NO. 8 Create and edit tables using wizard

Assignment 1
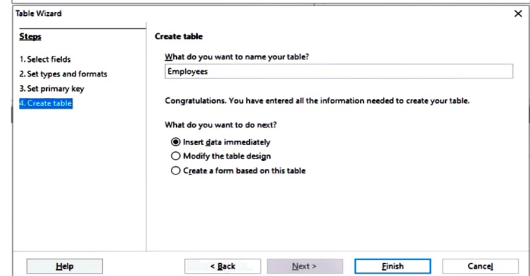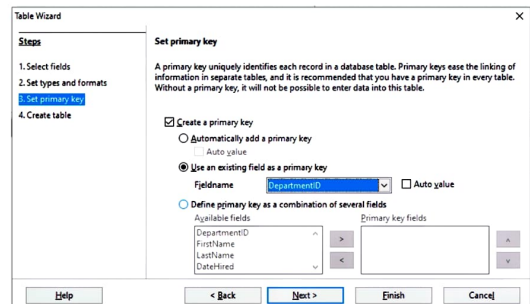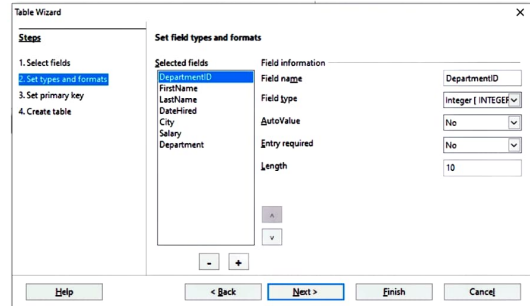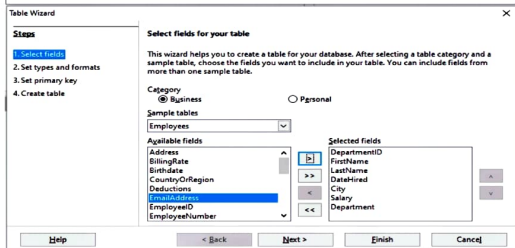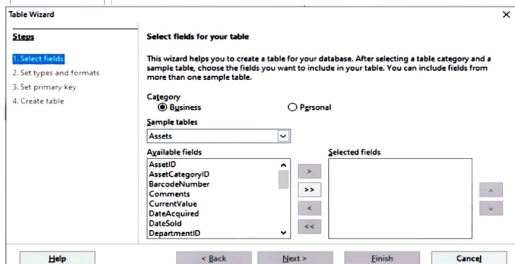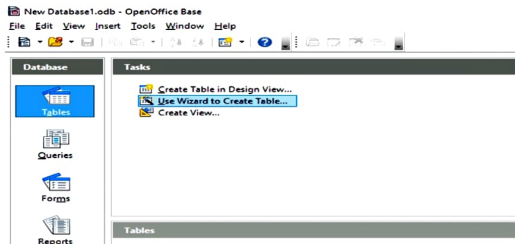
Assignment 2

Execute SQL Statement

SQL command

Command to execute

```
create table "marksheet" ("Stud_no" tinyint primary key, "Name" varchar(15),
"RollNo" tinyint, "Sub101" decimal(5,2), "Sub102" decimal(5,2), "Sub103"
decimal(5,2))
```

Execute

Previous commands

Status

1: Command successfully executed.

Help   Close

Execute SQL Statement

SQL command

Command to execute

```
alter table "marksheet" add column "Total" tinyint
alter table "marksheet" add column "Percentage" decimal(5,2)
alter table "marksheet" add column "Grade" char(2)
```

Execute

Previous commands

Status

1: Command successfully executed.

Help   Close

	MAX("marksheet"."Sub101")	MIN("marksheet"."Sub102")
▶	27	25

New Database1.odb : Query2 - OpenOffice Base: Query Design

File Edit View Insert Tools Window Help

marksheet
Sub102
Sub103
Total
Percentage
Grade

Field	RollNo	Name	Percentage		
Alias					
Table	marksheet	marksheet	marksheet		
Sort					
Visible	☑	☑	☑	☐	☐
Function					
Criterion			> 70		

Query2 - New Database1 - OpenOffice Base: Table Data View

File Edit View Insert Tools Window Help

	RollNo	Name	Percentage
▶	105	Sagar	88.00
	103	Amita	81.00

3. Search conditions
4. Detail or summary
5. Grouping
6. Grouping conditions
7. Aliases
8. Overview

Available fields
Stud_no
Sub101
Sub102
Sub103
Total
Percentage

Fields in the Query:
marksheet.Name
marksheet.RollNo
marksheet.Grade

Help   < Back   Next >   Finish   Cancel

marksheet - New Database1 - OpenOffice Base: Table Data View

File Edit View Insert Tools Window Help

	Stud_no	Name	Sub101	Sub102	Sub103	Total	Percentage
	101	Sagar	27.00	25.00	28.00	80	88.00
	102	Amita	22.00	28.00	23.00	73	81.00

Query_marksheet - New Database1 - OpenOffice Base: Table Data View

File Edit View Insert Tools Window Help

	Name	RollNo	Grade
▶	Sagar	105	A2
	Amita	103	A2

marksheet
Stud_no
Name
RollNo
Sub101
Sub102

Field	Sub101	Sub102
Alias		

File Edit View Insert Tools Window Help

marksheet
*
Stud_no
Name
RollNo
Sub101
Sub102

Field	marksheet.*	Name			
Alias					
Table	marksheet	marksheet			
Sort		ascending			
Visible	☑	☐	☐	☐	☐

Query3 - New Database1 - OpenOffice Base: Table Data View

File Edit View Insert Tools Window Help

	Stud_no	Name	RollNo	Sub101	Sub102	Sub103	Total	Percentage	Grade
▶	102	Amita	103	22.00	28.00	23.00	73	81.00	A2
	101	Sagar	105	27.00	25.00	28.00	80	88.00	A2

Assignment 3

Assignment 4

Assignment 5

Author: Yuki Sakurada
Date: 1/19/23

Adm. No	Name	RollNo	Sub101	Sub102	Sub103	Total	Percent-age	Grade
101	Sagar	105	27	25	28	80	88	A2

Buldana Cambridge School
Session-: 2022-23

Name - Samruddhi D. Wayal

Roll NO. - 08

Class - 10th

Subject - Information Technology

Guided by - Mr. Mudassar Sir

PORTFOLIO /
PRACTICAL FILE

PRACTICAL - 9
Assignment - 2

Aim -

Query creation using wizard.

Task -

Create table Marksheet (using SQL command) and perform the below given queries using wizard and design view.

Field Name	Data Type	Size
Stud-NO	Integer	2
Name	Text	15
RollNO	Integer	3
Sub101	Decimal	3,2
Sub102	Decimal	3,2

PRACTICAL NO.-6

— Analyze Data using Scenarios and goal seek.

Assignment - 1

- Aim -

Applying Data Consolidation in OO calc.

- Task -

1. Create a new file in spreadsheet software and enter data for 10 salesmen.

2. Add two worksheets in the file and modify the data for all 3 quarters.

3. Rename all worksheets like sheet 1 -2018. sheet 2- 2019. sheet 3 - 2020.

4. Now add one more worksheet at the end and rename as consolidated sheet.

ANALYZE DATA USING
SCENARIOS AND
GOAL SEEK

PRACTICAL NO.-6

— Analyze Data Using Scenarios And Goal Seek —

Assignment - 1
- Aim -
Applying Data Consolidation in OO Calc.

- Software Required-

PRACTICAL NO. - 2

INSERT AND USE
IMAGES IN
DIGITAL DOCUMENT

- Conclusion -
In this way, we have successfully completed creating templates in OO writer and saving for distribution

10

2. Type school Name and Address as displayed in the screen shot.

3. Type Subject line.

4. Type the matter required for the application as displayed in above screen shot.

5. Apply formatting as your wish.

6. Click on Format → Page option. Page Style dialog box will

6

PRACTICAL NO.-2

— Insert And Use Images in Digital Document

Aim -
Inserting images and shapes and rearranging them.

Task -

Create a new document in OO writer and Type a paragraph.

Insert a picture of your choice

Adjust the picture at top left to the paragraph.

Insert some shapes and write additional text into the shapes.