e- Publishing and e-Office
(For the Session 2018-19 only)
(Code No. 354/454)

Learning Outcomes

- Ability to demonstrate creation of tables and integrating with (word documents) e-publishing operations
- Ability to use image creation and editing tools
- Ability to demonstrate touch typing with speed and accuracy on different layouts, e.g. QWERTY and INSCRIPT
- Ability to demonstrate conversions of various file format and creating UNICODE compliant documents
- Understanding various components of computer system including peripherals of different types
- Understanding of internet operations & Web applications
- Awareness of Cyber Security and Netiquette
- Awareness of ethical practices in computing
- Awareness of software in open domain and their licensing Scheme

Note:

This Paper has been divided in two parts i.e. theory and practical. The division of marks of theory and practical is as given below:

Theory	30 Marks
Practical	70 Marks
Total	100 Marks

Class – X (for Session 2018-19 only)

Maximum Marks: 30   Time: 2 Hours   Periods: 60

Unit No.	Title of the unit	Marks	Periods	Theory Periods	Practical Periods
1.	Internet as Web Resource & Network security	6	13	5	8
2.	Word Processing-II	9	18	5	13
3.	Working with Spreadsheet-II	5	10	3	7
4.	Working with image and text document-II	6	12	3	9
5.	E-publishing	4	7	2	5
	Total	**30**	**60**	**18**	**42**

Theory

Maximum Marks: 30

S. No		Marks
1. 1.1 1.2 1.3 1.4 1.5 1.6 1.7	**Internet as Web Resource & Network security** Browsers such as Chrome, Mozilla, Internet Explorer Protocol such as TCP/IP, FTP, PPP, Remote Login Protocol (TELNET) Electronic Mail: Create and email, sorting email, attachments (Upload/download). Explore methods for e-mailing non-English documents Office Web Apps : Google docs/Sky drive Creation of (Folder, Document, Form, Spreadsheet) Concepts: Cyber Law, Firewall, Cookies, Hackers and Crackers, Ethical Practices: Netiquettes Practice in on-line transactions such as online registration, net-banking, e-purchasing etc. Precautions in secured transactions	6
2 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8	**Word Processing-II** Page-Setting (Size, Orientation and Margins), Setting Line Spacing & Paragraph Spacing, Inserting Special Characters and Symbols, Creating Bulleted & Numbered List, Inserting Pictures Using Find & Replace, Using Superscript & Subscript, Writing mathematical formulas and equations Creating a Table and Entering Data in it. Using Spell Check and Grammar Check, Adding Header and Footer. Using Mail Merge File Types in Writer/Clac Document Saving Writer/Clac as PdF Import files frame call into Writer by using insert OLE objects.	9
3. 3.1 3.2 3.3	**Working with Spreadsheet-II** Relative referencing, Absolute Referencing, Mixed Referencing Usage of simple Statistical Functions: SUM(), AVERAGE(), MAX(), MIN(), IF function with range of values Embedding Charts of various types: Line, Pie, Scatter Bar and Area Chart.	5
4. 4.1 4.2 4.3	**Working with image and text document-II** Transform Tool: Align, Move, Crop, Rotate, Scale, Shear, per-spective, Flip, The Cage Tool Color Tools: Color Balance. Hue-Saturation, Colorize, Brightness-Contrast, Threshold, Levels, Curves, Posterize, Desaturate Other: Paths, Color Picker, Zoom, Measure, Text	6
5. 5.1 5.2 5.3 5.4 5.5 5.6	**E-Publishing** e-publishing: Publishing in older days, e-magazine, e-book, e-book: Book marks, Search, Read from, Read to, Page count, Indexing, Summary, Comparing two books, Book review. Digital Library: TIFF, GIT, JPGE e-office operations: Content capturing, Content Authoring, Work Flow, Archiving, Publishing, Indexing Searching & retrieval, Versioning, Aging & retention, security, compression, reporting, Appointment. Collaborative Working e-office working etiquettes and ethical practices, advantages of e-office and application in e- governance. Online tools for converting PDF of doc./.xls(such as www.zam-zar.com) Online tools to convert Scanned text document (JPEG) to Writer/Clac (such as www.onlineocr.net)	4

PRACTICAL WORK Class X

70 marks

1)   Internet as web resource:

- Create an email id on Google, upload an attachment and send email, download the attachment from the received email

- Demonstration of TCP/IP, FTP & Remote login Protocol.

- Web Apps
- Practice in online transaction e.g. Online registration, net banking, e-purchasing etc.

- Demonstration of network security features and precautions regarding secured transaction.

Sample Case Studies

a.   Write a Document on Google drive with a notice for cancellation of winter vacation and opening of school and share it with 5 students of your class.

b.   Create an online registration form in Google drive to register the students for the competition to be held in school with the following information

S. No.: Text

Name of the Student: Text

Date of Birth: Date

School Name: Paragraph Text

Tel. No.: Texts

Event Name: Check Boxes

Gender: Choose from List

Participation in Surprise Event: Multiple Choices

Share it with the students of your class (using email IDs). Print the Spread sheet is created after filling the form.

c.   Practice in online transaction e.g. online registration, net banking etc.
d.   Demonstration of network security features and precautions regarding secured transaction.

2)   Document Preparation:

Layout are required to be created with the following features:
1. Page-Setting, Setting Line Spacing & Paragraph Spacing.
2. Inserting Special Characters and Symbols inserting Pictures
3. Creating a Table and Entering Data in it
4. Adding Header and Footer, Creating Bulleted & Numbered List.
5. Spell check and grammar check of a document.
6. Save the document created in the above specified lab activity in 4(a) and 4(b) in pdf.
   Open the documents thus saved and observe the associated software.
7. Import spreadsheet file into document file

Sample Case Studies

a. Create a newsletter for your school
b. Your school has organized Annual Function, Create a report that includes the highlights of the day.

c. Using Mail Merge replicate a birthday invitation letter with five different addresses.

[Students may be encouraged to work on a case study with entries in an Indian language.]

3) **Spreadsheet Preparation:**
Use simple Statistical Functions: SUM (), AVERAGE (), MAX (), MIN (). IF function with range of values, embedding Charts of various types: Line, Pie,
Scatter Bar and Area in a Worksheet

Sample Case Studies

a) Create a worksheet to organize your monthly expenses and calculate the balance for you. You can use fictitious data for this assignment!

Your worksheet should include the following data:

a. A title such as " My Monthly Expenses"

b. Expenses: At least four items (e.g. rent, utilities, food , parking, payroll, phone bill, etc.) during a period of four months

c. Income: At least two sources (e.g. Loan, Family Support, Student Work, Other, etc.) during a period of four months

Follow the instructions below and complete a personal work sheet for the expenses you spent in the past 4 months.

(i) Set up the table. Plan how you would like the table to look like. The following is an example.

My Monthly Income

Expenses	September	October	November	December	Total	Average Check
Housing						
Phone						
Tuition						
Utilities						
Food						
Total Expenses						
Income						
Work sutdy						
Loan						
Total Income						
Balance						

4. Input raw data

5. Compute the date

Compute the total

- Compute the total expense for each of the months
- Compute the total expense for each of the items across the four moths
- Compute the total income for each of the months
- Compute the total income for each of the sources across the four months

Compute the average

- Compute the average for each of the items across the four months
- Compute the average income for the different sources
- Compute the average monthly income

Compute the balance: difference between income and expense

For each of the months, between the total income and the total expense for the four months and the difference between the total income and the total expense during the four months.

Multiply the average by four to double-check the average operation. In other words see if the result of the multiplication matches the total.

iv. Create graphs.

- Create a column chart on monthly expenses in the worksheet, including a chart title,and axes titles. Your legend must have specific labels instead of "series 1,
  Series 2… and Series 5"

- Create a second graphic (of your chosen style) on the monthly balance during the past four months.

v. Header/footer

    Add a header to the worksheet that displays your name, email address, class & section, and a footer that displays the number of pages.

vi. Print it

4.   Image and Text Editing:
    Transform Tools: Align, Move, Crop, Rotate, Scale, Shear, Perspective,
    Flip, The Cage Tool, Color Tools: Color Balance, Hue*Saturation, Colorize, Brightness-Contrast, Threshold.

Sample Case Studies

1)   Create a collage from the pics of any event held in school

2)   Create a logo of school magazine.

5.   E-Publishing

- Preparing e-book in PDF format
- Convert scanned document into word/spreadsheet format.
- Prepare a write up on difficulties faced in e-publishing and precautions you suggest.

Project Work:

Sample Project-I:
ABC Company is planning to establish a publishing House. They have asked you to explore the market and submit the report that should have

- Hardware requirement and estimated cost
- Software requirement and estimated cost
- Infrastructure requirement
- Manpower
- Electricity
- Other expenses
- Expected market
- Profits etc.

The report should have

- A letter head having company's logo and name
- Advertisement in pdf format
- Brochure having details of Publishing House

Use mail merge feature to send the report to various banks for sanctioning of loans.

Sample Project-II:
Given a bilingual document in Unicode, work out the procedure for E-publishing it.

Note: Computing is easy in Hindi and Other Indian Languages also. An example case study is given in Hindi.Students may prepare similar case-studies in respective regional languages also.

Sample Project-III:
''जन धन योजना'' के अंतर्गत गोपाल गाँव के निवासियों ने केनरा बैंक में खाते खोले हैं, इनमें बैलेंस शुन्य हो सकता है, या 5 डिजिट में धनराशि हो सकती है, सूची तैयार करो जिसमें 50 निवासियों को वोटर कार्ड संख्या, निवासी का नाम, लिंग, आयु, खाता संख्या, जमा धानराशि हो। Filter command से इस सूची से उन निवासियों की सूची तैयार करो, जिनकी जमा धानराशि शुन्य है।

Practical File	Hands on Experience, Project Report & Viva	Total
20	50	70

Courtesy : CBSE

QUESTIONS PAPER DESIGN 2018-19
CLASS-X

e-Publishing and e-Office						Marks: 30
S. No.	Typology of Questions	Very Short Answer (VSA) (1 Mark)	Short Answer-I (SA) (2 Marks)	Short Answer-II (SA) (3 Marks)	Long Answer (LA) (4 Marks)	Total Marks	% Weightage (approx.)
1	**Remembering-(Knowledge based-** Simple recall questions, to know specific facts, terms, concepts, principles or theories; Identify, define, or recite, information)	2	1	-	-	4	14%
2	**Understanding- (Comprehension-** to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase, or interpret information)	1	3	-	-	7	23%
3	**Application (**Use abstract information in concrete situation, to apply knowledge to new situation; Use given content to interpret a situation, provide an example, or solve a problem)	1	1	1	1	10	33%
4	**Higher Order Thinking Skills (Analysis & Synthesis-** Classify, compare, contrast, or differentiate between different pieces of information; Organize and /or integrate unique pieces of information from variety of sources)	-	-	1	1	7	23%
5	**Evaluation (** Judge, and/or justify the value or worth of a decision or outcome, or to predict outcomes based on values)	-	1	-	-	2	7%
	Total	4x1=4	6x2=12	2x3=6	2x4=8	30	100%