CBSE Class 10 Information Technology (IT)

Unit-wise syllabus and marks for the 2026-27 session.

UNITS	SESSION
5	2026-27

Exam pattern. Total 100 marks = Theory 50 + Practical 50. Theory (50): Employability Skills 10 + Subject-Specific units 40 (Digital Documentation 8, Electronic Spreadsheet 10, Database Management 12, Maintaining a Healthy/Safe/Secure Working Environment 10). Practical (50): Practical Examination 30 (Writer 5, Calc 5, Base 10, Viva Voce 10) + Project Work/Field Visit 10 + Portfolio/Practical File 10.

Practical. 50 internal marks: Practical Examination 30 (Digital Documentation 5, Electronic Spreadsheet 5, Database Management 10, Viva Voce 10), Project Work / Field Visit 10 (an interdisciplinary real-world case study with data input via Base forms, output via Base reports, and documentation in Writer), and Portfolio / Practical File 10 (printouts of Writer, Calc and Base practicals with a minimum of 5 problems each). At least 3 field visits/educational tours, including a data entry centre visit, are recommended.

#	UNIT AND TOPICS	MARKS
1	**Part A, Employability Skills** Communication Skills-II; Self-Management Skills-II; Information and Communication Technology (ICT) Skills-II; Entrepreneurial Skills-II; Green Skills-II	–
2	**Unit 1: Digital Documentation (Advanced) using LibreOffice Writer** Introduction to Styles, page, paragraph, character, frame, list and table styles; Styles and Formatting window; Fill Format mode; Creating a new style (From Selection, Drag-and-Drop); updating styles; loading styles from a template/document; Working with Images, insert, drag-and-drop, copy-paste, linking; Modifying images, resize, crop, delete using the image toolbar; Drawing objects, creating, setting properties, resizing and grouping; Positioning images in text, arrangement, anchoring, alignment, text wrapping; Table of Contents, hierarchy of headings, creating, customizing, maintaining, updating and deleting a ToC	–
3	**Unit 2: Electronic Spreadsheet (Advanced) using LibreOffice Calc** Analyse data, consolidating data; groups and subtotals; What-if analysis, What-if scenarios, What-if Analysis Tool (Scenario Manager); Goal Seek and Solver for decision-making; Using Macros, recording, running, creating and organising a simple macro; Macro as a function; passing arguments (as values) to a macro; macros as built-in functions; accessing cells directly; sorting columns using a macro; Linking Spreadsheet Data, setting up multiple sheets; creating references to other sheets and other documents; Hyperlinks, relative and absolute hyperlinks; creating and editing hyperlinks; Linking to external data and registered data sources	–

#	UNIT AND TOPICS	MARKS
4	**Unit 3: Database Management System using LibreOffice Base** Introduction to DBMS, data and information, databases and DBMS, advantages of databases; Data models, hierarchical, network and relational; RDBMS terminology and objects; keys (primary, foreign); Starting with LibreOffice Base, data types, user interface, opening a database; Creating and saving tables (using wizard and design view); setting a primary key; entering, navigating, editing, sorting and deleting data; Working with Multiple Tables, editing/deleting tables; relationships (one-to-one, one-to-many, many-to-many); advantages of relating tables; referential integrity; field properties; Queries in Base, creating queries using wizard and design view; editing queries; applying criteria; working with numerical data and calculations; Forms and Reports, creating/modifying forms using Form Wizard; Form Controls toolbar; reports in Base; inserting controls, titles, headings and date/time	–
5	**Unit 4: Maintain Healthy, Safe and Secure Working Environment** Health, Safety and Security at the Workplace, policies, procedures and reasons for safety programs; Workplace hazards, physical, electrical, fire and health hazards; hazards using computers; handling office equipment; stress at work; hazard control and safety checklist; Workplace Quality Measures, air and water quality monitoring; office ergonomics; computer health and safety tips; musculoskeletal problems and reducing visual/health risks; Prevent Accidents and Emergencies, identifying accidents and emergencies; company policies; types of accidents; handling accidents; first aid, electrical safety and evacuation procedures; fire prevention	–

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