



माध्यमिक शिक्षा बोर्ड, राजस्थान, अजमेर

Revised Syllabus for Examination-2021 Theory Paper

Subject	:	Concept of Information Technology-II
Subject Code	:	80
Class	:	X

Examination	Time (Hours)	Marks	Total Marks
Theory	3:15	70	100
Practical	2:00	30	

Book Name: Concept of Information Technology-II (Class-X)

Unit No. and Name	Chapter No. and Name	Title and Subject Matter	Marks
I- Advance Processing Tools	1- Introduction to MS-Excel 2- Formatting of worksheet 3- Adding elements to worksheet 4- MS Power Point	Introduction to MS-Excel, Comparison between MS-Word and MS-Excel, worksheets and workbooks: creating a workbook, opening, labelling, format workbook tabs, reposition sheets, naming, adding, deleting, hiding, un-hiding, saving workbooks and worksheets. Navigating, MS excel, insert cells, rows and columns, delete cells, row or columns, merge, splitting, hiding columns and rows, un-hiding column and rows, format, filter and sort of cells, headers and footers, set margins for headers and footers, information about printing: select print area, print a range of pages, about entering information into excel: entering data, entering labels, entering values, multiple entries, copying and pasting of cells, rows and columns. Filling cells with a series of data, editing cell data, find replace, go to cell data, locking rows and columns by splitting panes and freezing panes, spell check, autocorrect, track changes, accept and reject changes, comments. Formatting a worksheet: Format painter, font style, font size, adding border and colours to cell, changing rows and column width, changing rows and column width using the mouse, applying number formats, creating custom number formats, align cell contents, cell styles, creating your own cell styles, conditional formatting. Adding elements to a workbook: Adding Images, modifying image, charts: types of charts, chart tools, creating charts, modifying charts, moving charts, organizational charts, spark line, formulas and calculations: definition and explanation of formulas and calculations, mathematical operators, creating a formulas, creating functions. References, excel forms, tables, creating a table, inserting rows and columns into a table, data validation, finding invalid entries and auditing, page margins, page orientation, page breaks, sharing worksheets and workbooks, importing and exporting data.	40



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Unit No. and Name	Chapter No. and Name	Title and Subject Matter	Marks
		MS Power point: Opening, opening an presentation, saving and closing a presentation, changing views, creating a new presentation, adding a slide, changing a slide, layout, entering text on a slide, changing text formats, using the format painter, bullets, alignments text, using templates, adding a picture, using the slide master, adding headers, footers and speaker notes, arranging slides, introduction to drawing tools, inserting and formatting picture files, insert a table, chart, smart Art, Hyperlink, Transition effects, animation effects, sound clip, running a slide show, creating a custom show.	
II- CYBER CRIME AND E-COMMERCE	6- Introduction to cybercrime and cyber law 7- E- Commerce/ E-Business 8- E-Business security, privacy and legal requirements 9- E-Commerce payment system	Cyber law, technical aspects of cybercrime, computer viruses, social engineering, phishing, software piracy, intellectual property, mail bombs. E-Commerce: features, advantages to organizations, advantages to customers, advantages to society, technical disadvantages, not-technical disadvantages, e-commerce business. Business philosophy and vision, e-business security, security, types of security risks encountered on an intranet and extranet, firewalls and their evolution. Cryptography, digital signature, virtual private network (VPN), types of VPN, Measures to ensure security, modes of electronic payments, Third party payment processor, payment gateway, traditional marketing, examples of traditional advertising, internet marketing, protection of privacy and intellectual property.	10
III- application and system software	10- application and system software	Definition of computer data, information, computer instruction, computer program, software: Application and System software, uses and examples of application software and system software, proprietary software and open source software (OSS), foundation of the Open source software, comparison between OSS and Proprietary software, reasons for adoption of open source software, advantages and disadvantages of OSS, Operating System: Microsoft Window, Linux, Open office.	10
IV- Internet and its applications	12- web and electronics mail 13- virus and antivirus 14- internet	internet, future of the internet, application of internet, different ways of access the internet, services on internet, communication on internet, internet protocol, HTTP< FTP, SMTP, Telnet, intranet, WWW(World Wide Web), websites, web browsers, internet explorer, the URL address, surfing the internet, chatting on Internet, conferencing on internet, e-mail, virus, Electronic Mail, Types of e-mail services, uses of mail services, basic issues of email, virus, anti-virus, virus protection software, protection of the computer from virus, updating the software, type of internet access, online services, internet services provider, hypertext and hyperlinks, favourites or bookmarks, cookies, Bluetooth, Wi-Fi DHCP, Proxy setting, IP address, subnet Mask, Gateways, DNS	10



माध्यमिक शिक्षा बोर्ड, राजस्थान, अजमेर

Concept of Information Technology-II (Practical) (Class-X) Syllabus for Examination-2020-21

Instruction for Examiner:

For practical examination question paper will be not be provided by the B.S.E.R, Ajmer. Practical examination will be conducted by the examiner based on the facility of computer lab available in the school as per the following mark-wise scheme and prescribed syllabus.

S. No.	Subject	Marks
1.	Data Processing using Tools	12
2.	e-Transaction Execution	3
3.	Use of Internet	5
4.	Practical Record	5
5.	Viva-Voce	5

Detailed Description: -

- 1- e-Transaction Execution:- Processing using following processing tools their basic- (a) M.S. Excel (b) Worksheet (c) M.S. Power Point
- 2- e-Transaction:- creating awareness for - e-Payment, Filling Online Form, Net Banking, Online Shopping, Online return filing etc. practical application.
- 3- Use of Internet:- Trying the following experiment on the Internet
(a) Creating e-mail ID (b) sending and receiving mail (c) search on internet

Note:- The marks weightage scheme for the practical examination will be as follows –

1.	In the final practical examination, every student will be given two programs of 10 marks each to perform on the computer (10+10=20 Marks)	(20 Marks)
2.	Each student will prepare a Record file of programs related to all the units.	(5 Marks)
3.	An oral examination of each student will be taken by the examiner	(5 Marks)



माध्यमिक शिक्षा बोर्ड, राजस्थान, अजमेर

Subject : Concept of Information Technology- II

Subject Code : 80

Class : X

Deleted Portion for Examination 2021 Theory Paper

Book Name – Concept of Information Technology- II

Unit No.	Chapter No.	Title	Explanation
I	5	MS Picture Manage	Complete
II	7.8	The Six component of marketing plan for small business,	Complete
II	8.5	Firewall and their evolution	Complete
II	8.6	Type of Firewall	Complete
II	8.7	Common firewall filtering techniques	Complete
IV	11	Computer Network	Complete



माध्यमिक शिक्षा बोर्ड, राजस्थान, अजमेर

परीक्षा के लिए संशोधित पाठ्यक्रम – 2021

विषय	सूचना प्रौद्योगिकी की अवधारणा-II
विषय कोड	80
कक्षा	X

परीक्षा	समय (घंटे)	प्रश्नपत्र के लिए अंक	पूर्णांक
सैद्धान्तिक	3:15	70	100
प्रायोगिक	2:00	30	

पुस्तक का नाम—

सूचना प्रौद्योगिकी की अवधारणा -II (कक्षा -X)

ईकाई संख्या व नाम	अध्याय संख्या व नाम	शीर्षक एवं विषय वस्तु	अंक भार
I- Advance Processing Tools	1- Introduction to MS-Excel 2- Formatting of worksheet 3- Adding elements to worksheet 4- MS Power Point	Introduction to MS-Excel, Comparison between MS-Word and MS-Excel, worksheets and workbooks: creating a workbook, opening, labelling, format workbook tabs, reposition sheets, naming, adding, deleting, hiding, un-hiding, saving workbooks and worksheets. Navigating, MS excel, insert cells, rows and columns, delete cells, row or columns, merge, splitting, hiding columns and rows, un-hiding column and rows, format, filter and sort of cells, headers and footers, set margins for headers and footers, information about printing: select print area, print a range of pages, about entering information into excel: entering data, entering labels, entering values, multiple entries, copying and pasting of cells, rows and columns. Filling cells with a series of data, editing cell data, find replace, go to cell data, locking rows and columns by splitting panes and freezing panes, spell check, autocorrect, track changes, accept and reject changes, comments. Formatting a worksheet: Format painter, font style, font size, adding border and colours to cell, changing rows and column width, changing rows and column width using the mouse, applying number formats, creating custom number formats, align cell contents, cell styles, creating your own cell styles, conditional formatting. Adding elements to a workbook: Adding Images, modifying image, charts: types of charts, chart tools, creating charts, modifying charts, moving charts, organizational charts, spark line, formulas and calculations: definition and explanation of formulas and calculations, mathematical operators, creating a formulas, creating functions. References, excel forms, tables, creating a table, inserting rows and columns into a table, data validation, finding invalid entries and auditing, page margins, page orientation, page breaks, sharing worksheets and workbooks, importing and exporting data. MS Power point: Opening, opening an presentation, saving and closing a presentation, changing views, creating a new presentation, adding a	40



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		slide, changing a slide, layout, entering text on a slide, changing text formats, using the format painter, bullets, alignments text, using templates, adding a picture, using the slide master, adding headers, footers and speaker notes, arranging slides, introduction to drawing tools, inserting and formatting picture files, insert a table, chart, smart Art, Hyperlink, Transition effects, animation effects, sound clip, running a slide show, creating a custom show.	
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माध्यमिक शिक्षा बोर्ड, राजस्थान, अजमेर

सूचना प्रौद्योगिकी की अवधारणा-II (प्रायोगिक)(कक्षा -X)

परीक्षा पाठ्यक्रम – 2020–21

परीक्षक के लिए निर्देश:- प्रायोगिक परीक्षा के लिए कोई निर्धारित प्रश्न पत्र मा.शि.बोर्ड के द्वारा नहीं दिया जाएगा। परीक्षक द्वारा प्रायोगिक परीक्षा विद्यालय में उपलब्ध कम्प्यूटर लैब की सुविधा के आधार, निम्नलिखित अंकभार योजना एवं निर्धारित पाठ्यक्रम के अनुसार आयोजित की जाएगी।

क्र.सं.	विषय	अंक
1.	टूल्स के द्वारा डेटा प्रोसेसिंग	12
2.	ई-ट्रांजेक्शन का क्रियान्वयन	3
3.	इन्टरनेट के उपयोग	5
4.	फाइल	5
5.	मौखिक परीक्षा	5

विस्तृत विवरण:-

- टूल्स के द्वारा डेटा प्रोसेसिंग – निम्न प्रोसेसिंग टूल्स के द्वारा प्रोसेस करना
(क) एम.एस. एक्सल (ख) वर्कशीट (ग) एम.एस. पॉवर पॉइन्ट
- ई-ट्रांजेक्शन – ई-पेमेन्ट, ऑनलाईन फार्म भरना, नेट बैंकिंग, ऑनलाईन शॉपिंग, ऑनलाईन रिटर्न फाइलिंग आदि के प्रायोगिक ऐप्लीकेशन की जागरूकता बनाना।
- इन्टरनेट के उपयोग – इन्टरनेट पर निम्न को प्रायोगिक रूप से करके देखना
(क) मेल आई डी बनाना (ख) मेल भेजना व प्राप्त करना (ग) इन्टरनेट पर सर्च करना

नोट:- प्रायोगिक परीक्षा की अंक भार योजना निम्न प्रकार से होगी।

1.	अन्तिम प्रायोगिक परीक्षा में प्रत्येक छात्र को 10 अंक के दो प्रोग्राम कम्प्यूटर पर परफोम करने के लिए दिया जाएगा। (10+10=20 अंक)	(20 अंक)
2.	प्रत्येक छात्र सभी यूनिट से सम्बन्धित प्रोग्राम्स की एक फाइल बनाएंगे।	(5 अंक)
3.	प्रत्येक छात्र की सभी यूनिट की मौखिक परीक्षा परीक्षक द्वारा ली जाएगी।	(5 अंक)



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विषय : सूचना प्रौद्योगिकी की अवधारणा-II

विषय कोड : 80

कक्षा : X

परीक्षा 2021 के लिए हटाया गया भाग

पुस्तक का नाम – सूचना प्रौद्योगिकी की अवधारणा-II

ईकाई संख्या	अध्याय संख्या	शीर्षक	टिप्पणी
I	5	MS Picture Manage	Complete
II	7.8	The Six component of marketing plan for small business,	Complete
II	8.5	Firewall and their evolution	Complete
II	8.6	Type of Firewall	Complete
II	8.7	Common firewall filtering techniques	Complete
IV	11	Computer Network	Complete