

NOTES
CLASS – Xth
SUBJECT – INFORMATION TECHNOLOGY
CHAPTER 3: ADVANCED FEATURES OF WRITER

1. Working with Styles and Templates

- **Understanding Styles:** Definition of styles, types of styles (paragraph, character, page, etc.).
- **Creating and Applying Styles:** Steps to create custom styles, applying styles to paragraphs and text.
- **Using Templates:** Definition of templates, creating and modifying templates.

2. Advanced Formatting Options

- **Formatting Pages:** Page setup options (size, orientation, margins), headers and footers.
- **Columns and Sections:** Creating multiple columns, using sections for different page layouts.

3. Creating Tables and Charts

- **Inserting Tables:** Inserting tables, formatting tables (borders, shading), merging and splitting cells.
- **Creating Charts:** Inserting charts (bar, pie, line charts), editing chart data.

4. Advanced Text Editing Tools

- **Using Autotext:** Creating and using autotext entries for repetitive text.
- **Text Frames and Columns:** Inserting text frames, formatting text within frames, creating multiple columns within a frame.

5. Managing Large Documents

- **Sections and Breaks:** Using sections and breaks for different parts of a document.
- **Table of Contents:** Creating and updating a table of contents.
- **Indexes and References:** Inserting indexes (alphabetical, numerical), using references (footnotes, endnotes, citations).

6. Collaborative Editing and Reviewing

- **Tracking Changes:** Enabling track changes, accepting and rejecting changes.
- **Comments:** Adding, replying to, and managing comments within the document.
- **Version Control:** Managing document versions, comparing document versions

7. Exporting and Printing Documents

- **Export Options:** Saving documents in different formats (PDF, HTML, etc.).

- **Print Settings:** Configuring print settings (page range, copies, duplex printing).
- **Practical Applications:**
- Creating Professional Documents: Using styles and templates to create professional-looking reports, letters, and essays.
- **Collaborative Projects:** Utilizing collaborative editing tools for group projects and assignments.
- Publication Ready Documents: Formatting large documents with tables, charts, and indexes for publication.

Exercises and Assignments:

- Practice exercises on creating and formatting tables and charts.
- Assignments on using advanced text editing tools and managing large documents effectively.
- Hands-on tasks for collaborative editing and document exporting.



As Per Revised
CBSE Curriculum
2024-25

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Secondary Groups (IX & X)



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Hindi B



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Sanskrit



psychology



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Artificial Intelligence

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