INDIAN SCHOOL AL WADI AL KABIR

Class: X	Department: Computer Science	Date of Submission: 03-08-2025
HOLIDAY ASSIGNMENT PORTFOLIO	INFORMATION TECHNOLOGY (402)	Note: To be printed in A4 size paper and to be filed.

Instructions:

1. *Complete the assignments and take the printout of each assignment.*
2. *The assignments should be submitted in different papers.*
3. *The printouts should be filed in A4 size files.*
4. *Kindly follow the given format to write the question and name of the student in the TOP CENTER OF each the assignment.*
5. *Page numbers should be given for each page if exceeds more than one page.*
6. *Both the assignments are to be done in LibreOffice document writer*

INDIAN SCHOOL AL WADI AL KABIR		
Class X: Section	Information Technology (402)	Date of submission: dd/mm/yyyy
Assignment 1	Task…..	

Assignments

Assignment1:

Objective: Inserting images and shapes and rearranging them

Task: Create a new document in LibreOffice. Prepare an advertisement for **"Libre Office Classes"** using various shapes and images.

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Assignment 2:

Objective: Understanding different Styles and applying them.

Task: Create a newsletter for the school and apply the styles.

The school is planning to publish a monthly digital newsletter for their school. Ravish Pandey of class 10, heads the group responsible to design it on computer. Size of newsletter finalised is 5 inch (length) by 8 inch (height). It was also decided that:

• The newsletter will have two pages with 4 leaves.

- The first leaf will provide brief information about school.

- The second leaf will have a table, displaying the school's last year's Board exam results.

- On the third leaf School achievements (at least 4) for the current academic year will be given.

- The last leaf will have articles or poems (at least 2) written by students.

You being part of the team are required to perform the following using Style Menu from Sidebar:

(a) Suggest appropriate style category (page, frame, and table) to be used to design the newsletter.

(b) Create digital copy of it.

(c) Apply Left Page and Right Page format on appropriate leaves.

(d) Also set the same margins on all leaves, having same border on all.

(e) Add page number on each leaf. The page number should appear in Footer as "Page – number". Right align these numbers on each leaf.

(f) For heading(s) and sub heading(s) use Heading 2 and Heading 4, in the newsletter.

(g) On the first leaf, while displaying information about school, use character styling of your choice to make it attractive.

(h) Use table to style Board Results, using grid rows and columns.

(i) Each row of the table should have a number – in Roman, prefixed to content.

(j) Organise school achievements in frames, where individual frame is to be styled using Frames of Paragraph category.

(k) Using selection method, save the style in respective category, so that the same can be used to publish future newsletters to maintain consistency.

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