



Presents

Workshop

on

Changes and Updates by CBSE In Information Technology - (402) Session 2024-25

By Editorial Team, Orange Education



Presents

Minor Change

LibreOffice Vs OpenOffice



Dear Educators,

As per the syllabus for the academic year 2024-25 released by CBSE, the following observations were noted in Grade 10 Information Technology-402 curriculum.

OpenOffice is replaced by LibreOffice.

- In Unit 1: ~~Implementing Mail Merge~~ is deleted.
- In Unit 3: An introduction to LibreOffice Base is included.

~~Introduction to DDL (Purpose of Create database, Create table, Alter table and Drop table — and Insert date and time)~~ is deleted.

- In Unit 4: Complete part of Web Applications is deleted.

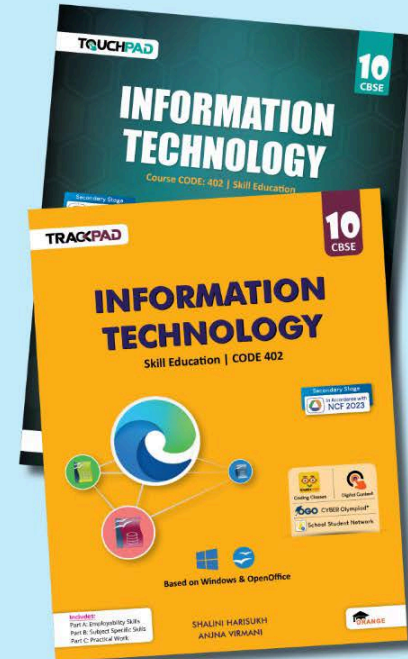
~~(WEB APPLICATIONS:— Working with Accessibility Options, Understand Networking Fundamentals, Introduction to Instant Messaging, Chatting with a Contact — Google Talk, Creating and Publishing Web Pages — Blog —, Using Offline Blog Editors, Online Transaction, Internet Security.)~~

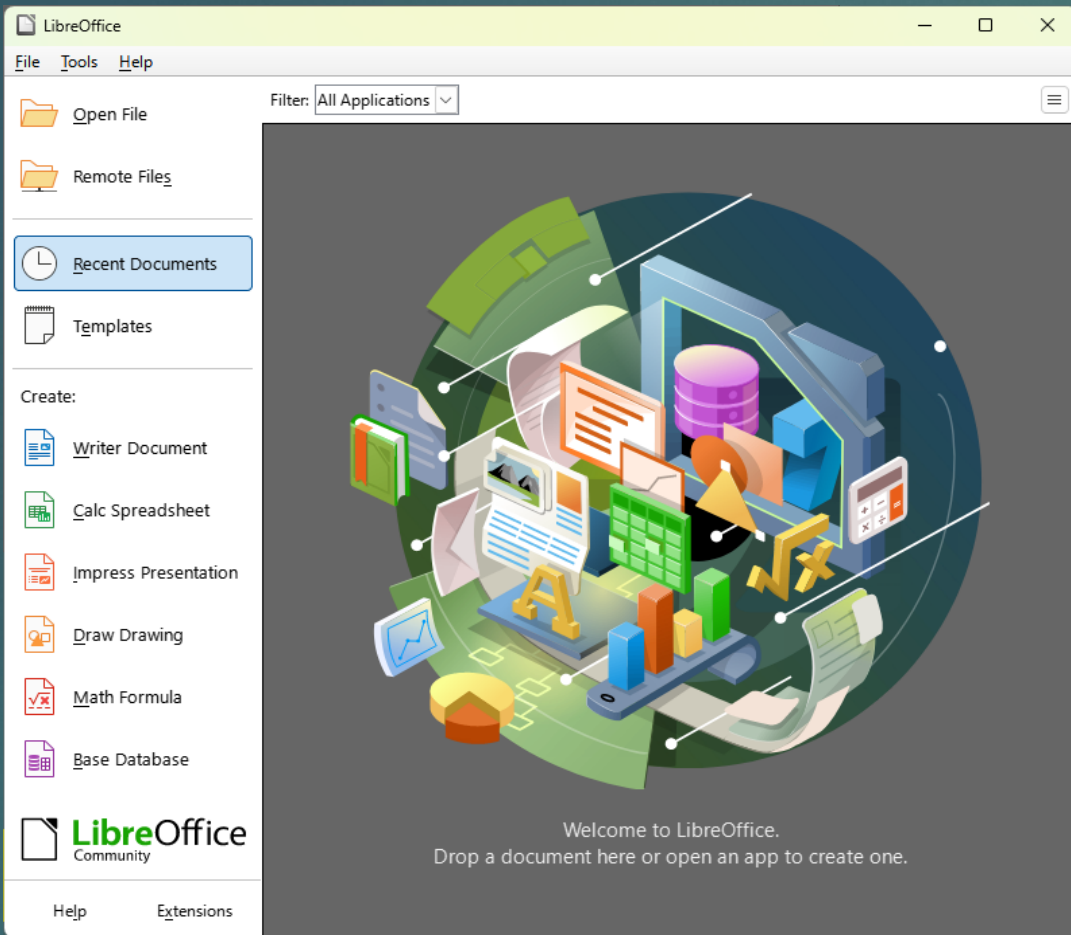
(Maintain workplace safety, Prevent Accidents and Emergencies, Protect Health and Safety at work) are in syllabus.

For Grade 9 there is no addition or deletion of content, but OpenOffice is replaced by LibreOffice.

Soon we will be uploading the digital content related to LibreOffice on our Web support.

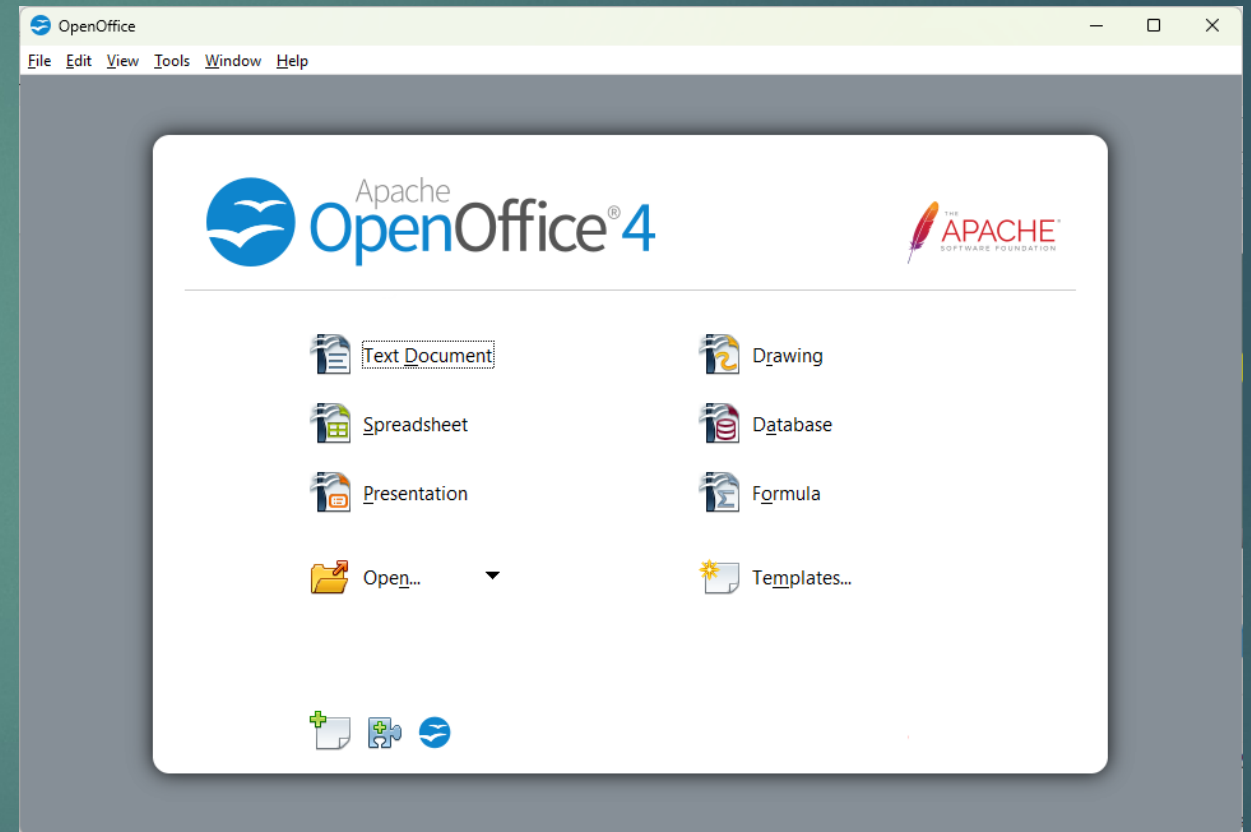
Team Orange Education





LibreOffice

OpenOffice



LibreOffice and OpenOffice

- ▶ LibreOffice and OpenOffice, both are prominent contenders for Office Suite.
- ▶ They offer practical and compatible standard applications for text creation, spreadsheets and presentations.

LibreOffice VS OpenOffice

	LibreOffice	OpenOffice
User interface	More closely aligned with <i>Microsoft Office</i> applications	More closely aligned with <i>Google Office</i> applications
Additional features	<ul style="list-style-type: none"> ✓ Creating charts (CHARTS) ✓ Larger selection of presentation templates ✓ More import and export functions ✓ Better compatibility with more complex formatting 	<ul style="list-style-type: none"> ✓ Creating charts (CHARTS) ✗ Fewer selection of presentation templates ✗ Fewer additional functions than LibreOffice ✗ Less compatible with more complex formatting
Speed, stability and security	<ul style="list-style-type: none"> ✓ Slightly faster 64-bit version available ✓ Regular updates with new functions ✗ Many additional features come at the expense of stability 	<ul style="list-style-type: none"> ✗ Only 32-bit version available ✗ Rare updates, hardly any new functions ✓ Runs more stable even on older or less powerful computers
Teamwork and language settings	<ul style="list-style-type: none"> ✓ Much wider range of supported languages ✓ Joint editing of files possible via additional app 	<ul style="list-style-type: none"> ✓ Multiple language versions installable ✗ Shared editing of files not integrated
Suitability (recommendation)	Suitable for smaller companies	More suitable for home users

Conclusion

While both **OpenOffice** and **LibreOffice** offer comprehensive features for office productivity, LibreOffice edges ahead with its frequent updates, expansive language support, and mobile remote functionality. However, OpenOffice's extensive third-party application support under its Apache License remains a strong point for developers and users who prefer customization. Ultimately, the choice depends on your specific needs, preferences, and the environment in which you operate.

Grade 9

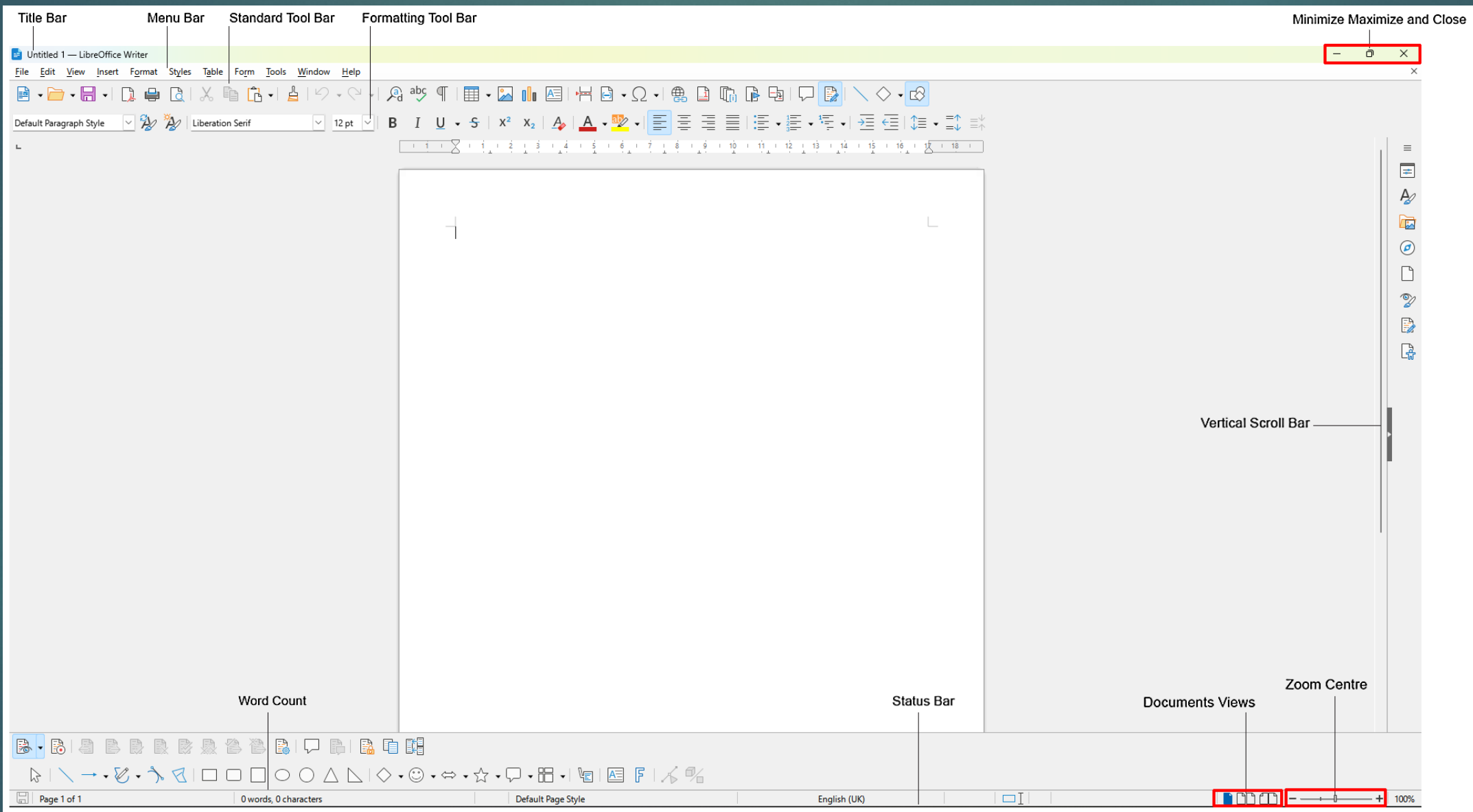
Change

Part A (Employability Skills)

- ▶ Unit 1 : Communication Skills-I
- ▶ Unit 2: Self-Management Skills-I
- ▶ Unit 3: ICT Skills-I
- ▶ Unit 4: Entrepreneurial Skills-I
- ▶ Unit 5: Green Skills-I

Part B (Subject Specific Skills)

- ▶ Unit 1: Introduction to IT – ITeS industry
- ▶ Unit 2: Data Entry and Keyboarding Skills
- ▶ **Unit 3: Digital Documentation**
- ▶ Unit 4: Electronic Spreadsheet
- ▶ **Unit 5: Digital Presentation**



Same

Interface

Unit 3: Digital Documentation

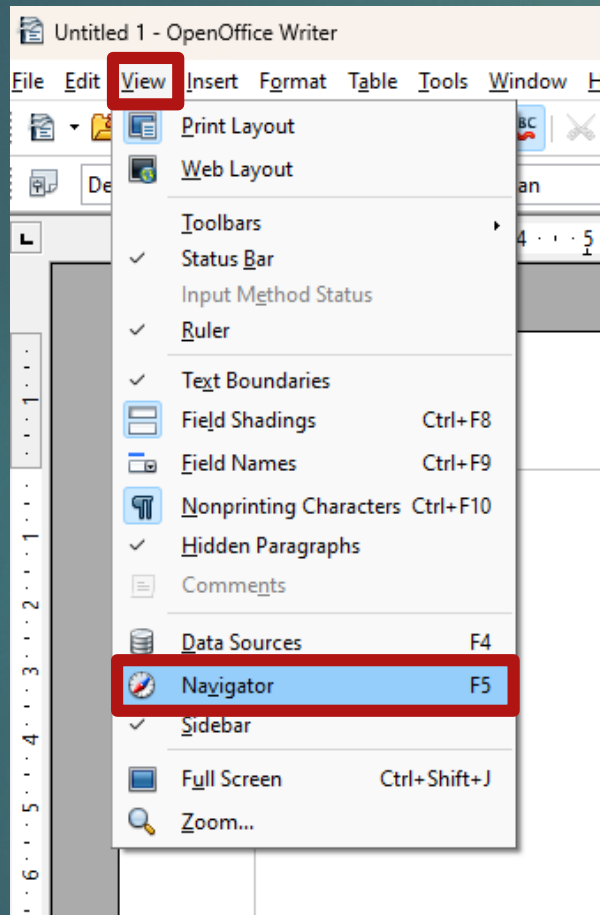
Editing the Document

- ▶ Undo and Redo
- ▶ Moving and copying text
- ▶ Copy and Paste
- ▶ Selecting text
- ▶ Selection criteria
- ▶ Find and Replace
- ▶ **Jumping to the page number**
- ▶ Non-printing characters
- ▶ Checking spelling and grammar
- ▶ Using synonyms and the thesaurus
- ▶ Paragraph style
- ▶ Page formatting
- ▶ Creating and managing tables
- ▶ Print preview
- ▶ Mail Merge

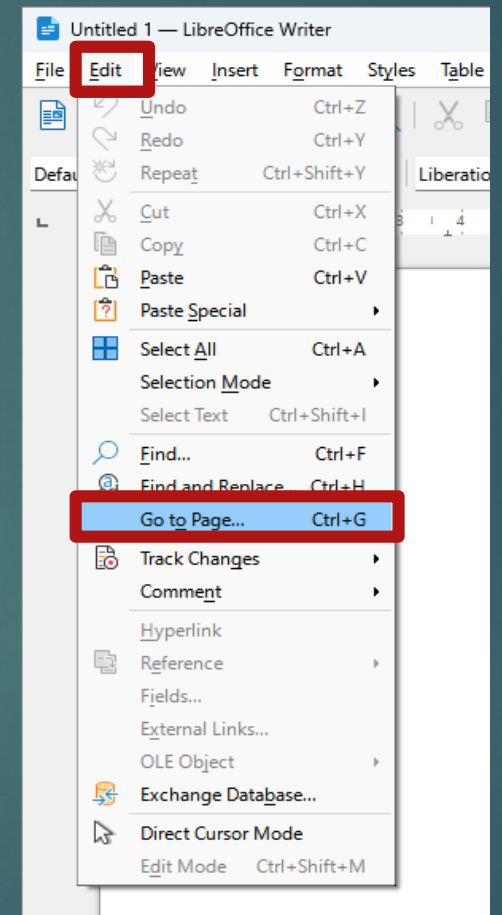
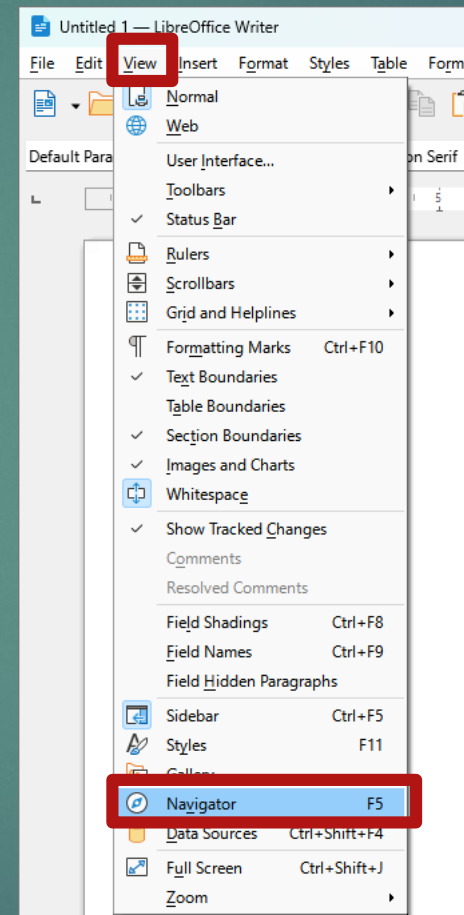
Jumping to the Page Number

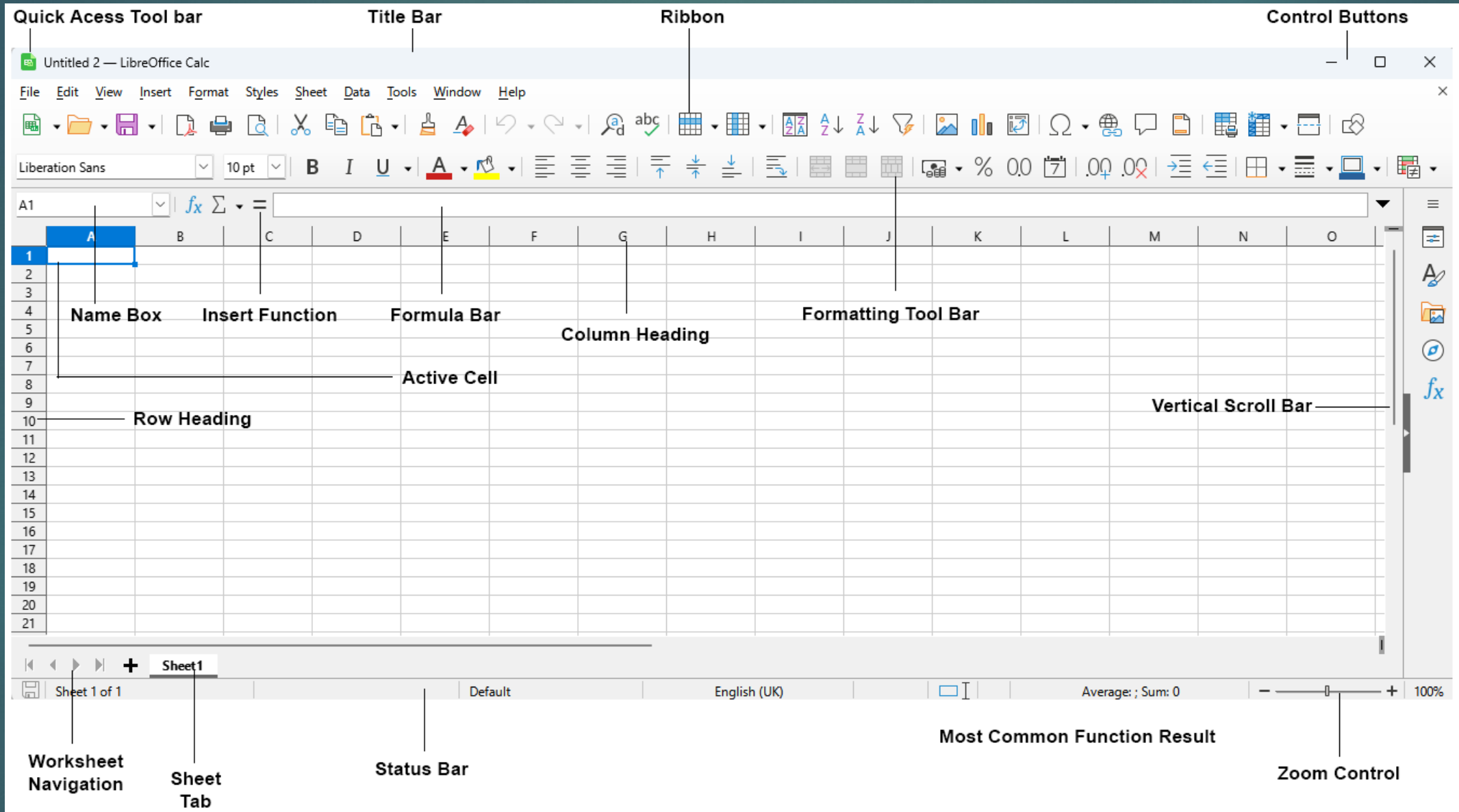
Change

OpenOffice



LibreOffice





Same

Interface

Unit 4: Electronic Spreadsheet

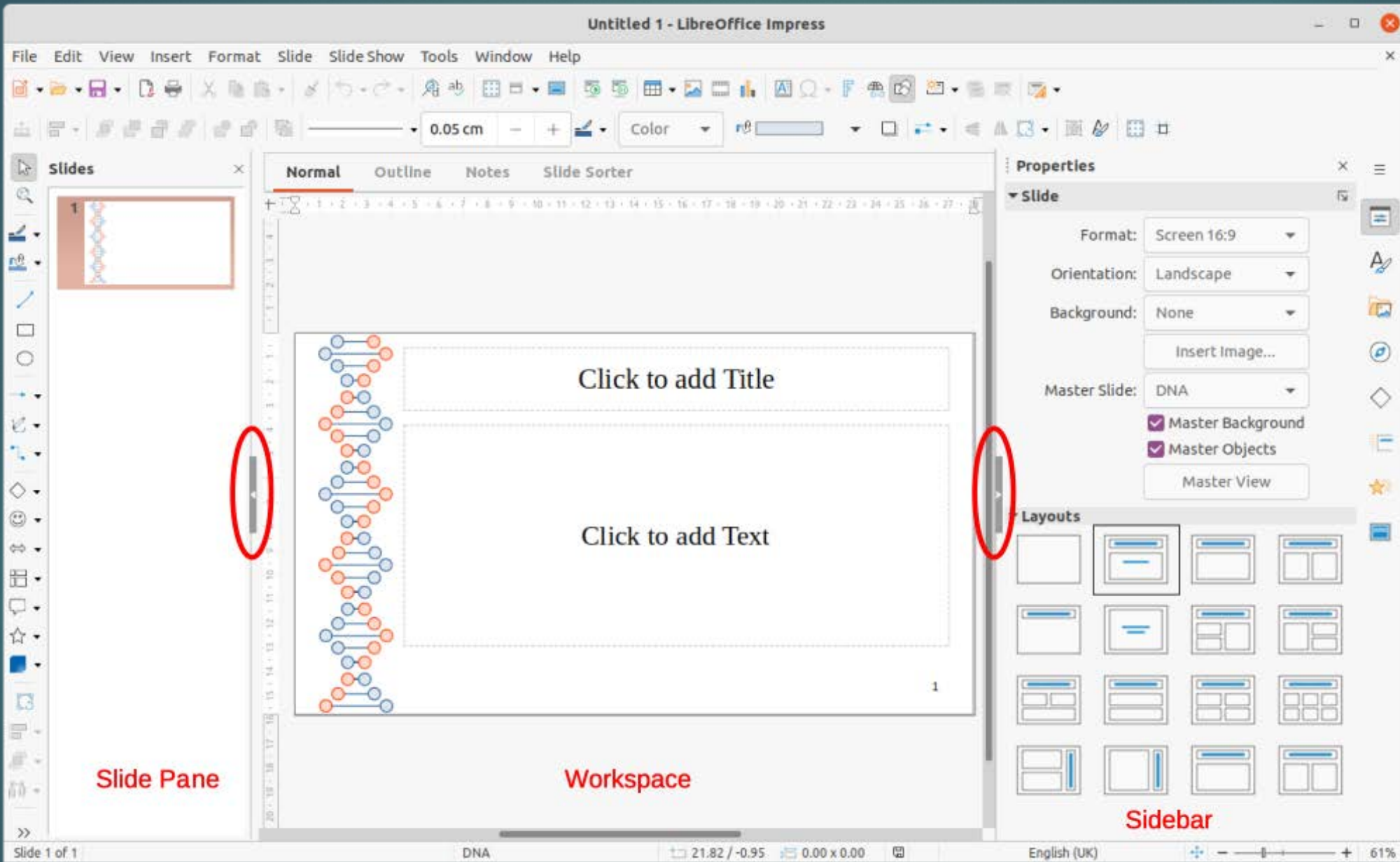
Editing the Spreadsheet

- ▶ Mathematical operators used in formulae
- ▶ Use of functions to do calculations
- ▶ Formatting the worksheet
- ▶ Referencing
- ▶ Creation of Charts Using Spreadsheets

Same

Unit 4: Digital Presentation

Interface



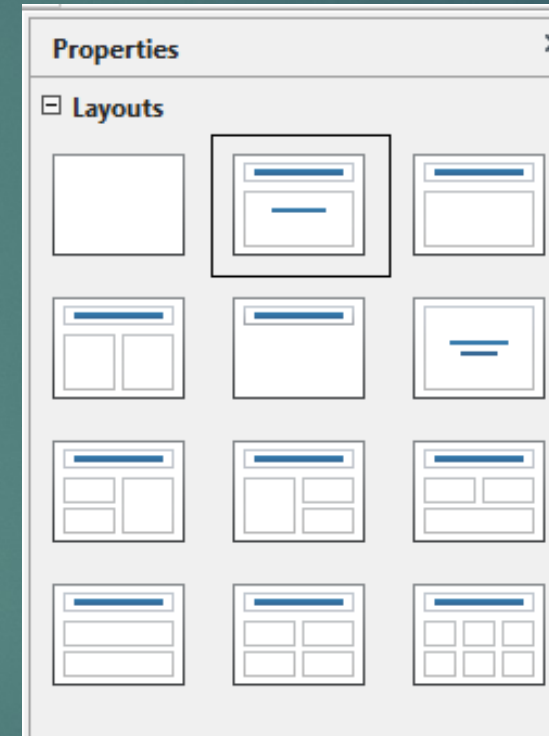
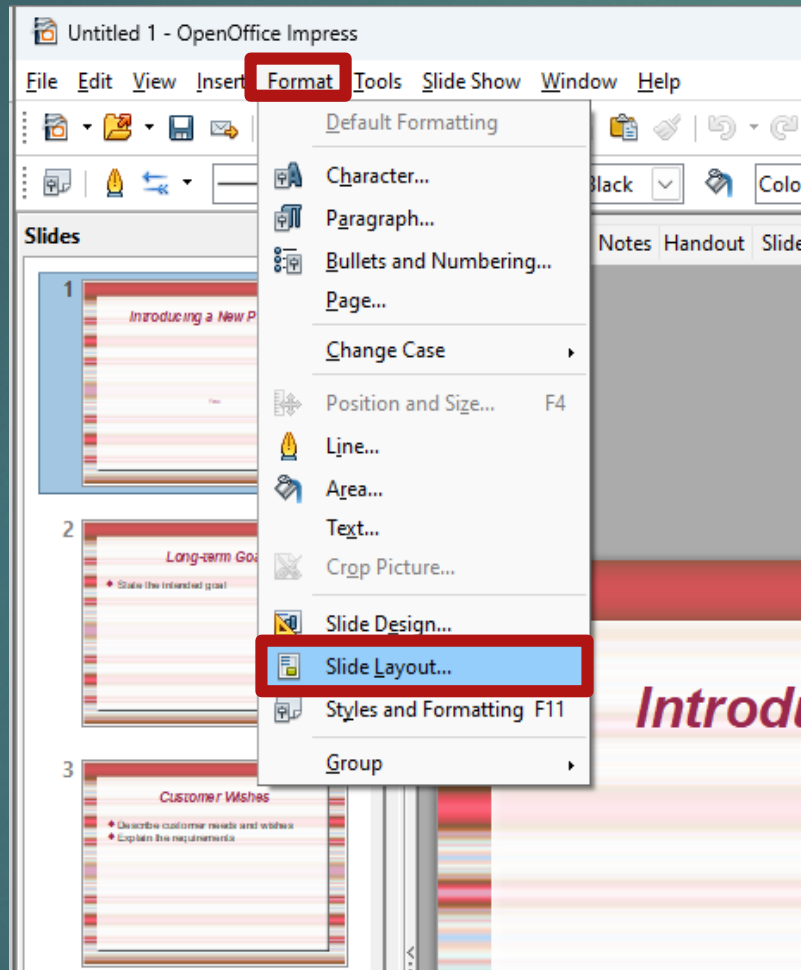
Presentation Features

- ▶ Selecting slide layout
- ▶ Working with slides
- ▶ View a presentation
- ▶ Working with tables
- ▶ Adding and formatting images
- ▶ Managing graphic objects
- ▶ Working with Slide Masters

Selecting Slide Layout

Change

OpenOffice



Change

Untitled 1 — LibreOffice Impress

File Edit View Insert Format Slide Slide Show Tools Window Help

New Slide Ctrl+M

Duplicate Slide

Insert Slide from File

Layout

Delete Slide

Save Background Image...

Set Background Image...

Slide Properties...

Change Slide Master...

New Master

Delete Master

Master Background

Master Objects

Master Elements...

Show Slide

Hide Slide

Rename Slide...

Jump to Last Edited Slide Alt+Shift+F5

Move

Navigate

Summary Slide

Expand Slide

Slide Transition

Blank Slide

Title Only

Title Slide

Title, Content

Centered Text

Title and 2 Content

Title, Content and 2 Content

Title, 2 Content and Content

Title, Content over Content

Title, 2 Content over Content

Title, 4 Content

Title, 6 Content

Vertical Title, Vertical Text

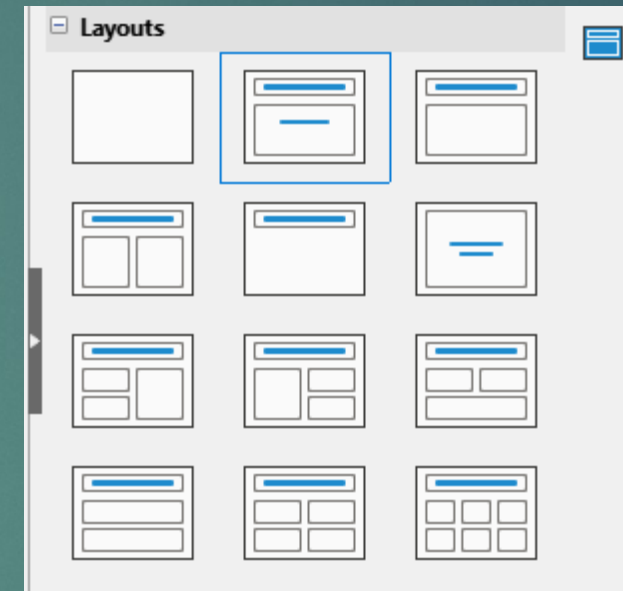
Vertical Title, Text, Chart

Title, Vertical Text

Title, 2 Vertical Text, Clipart

1

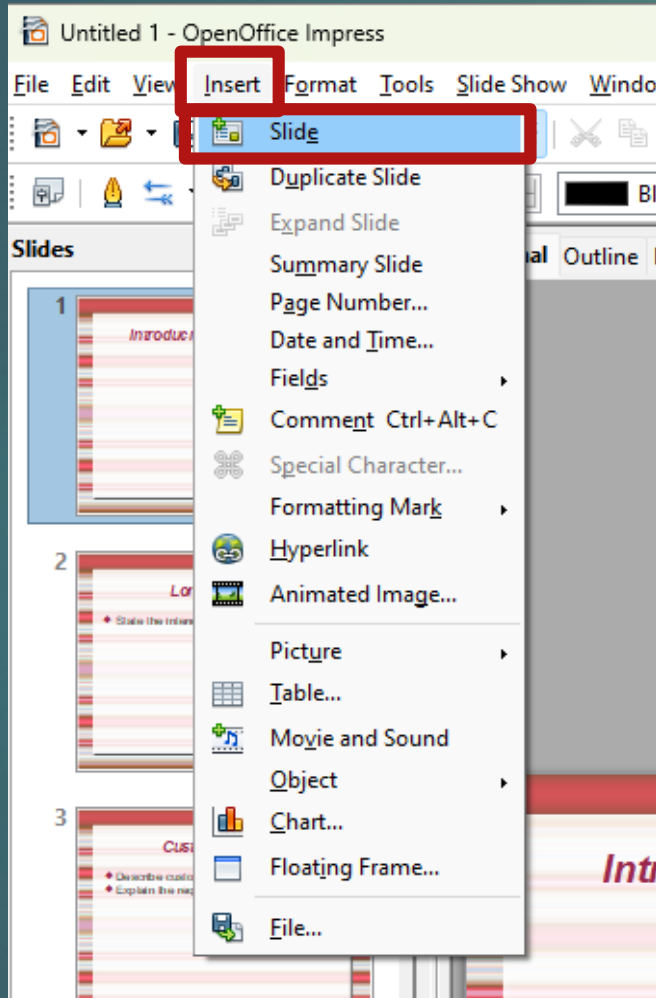
Click to add Text



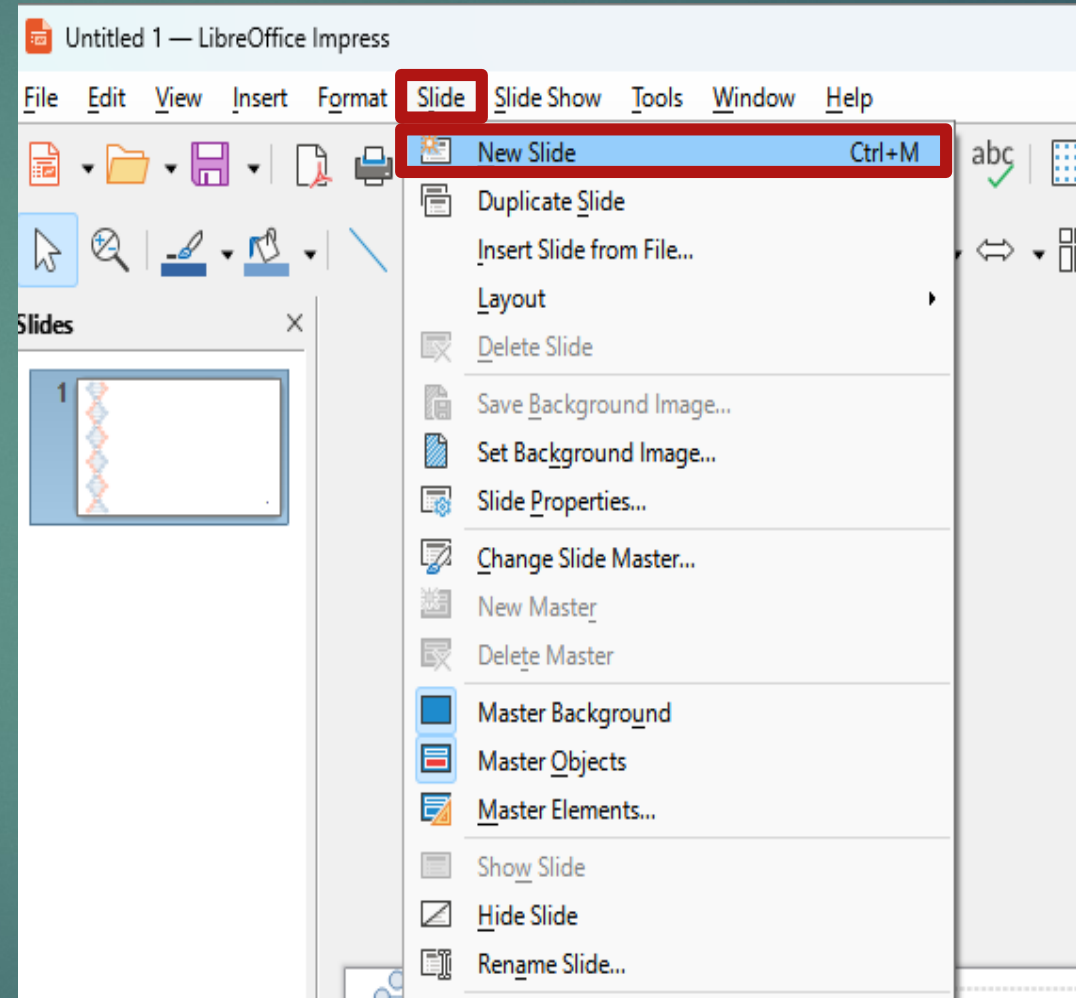
Working with Slides

Change

OpenOffice



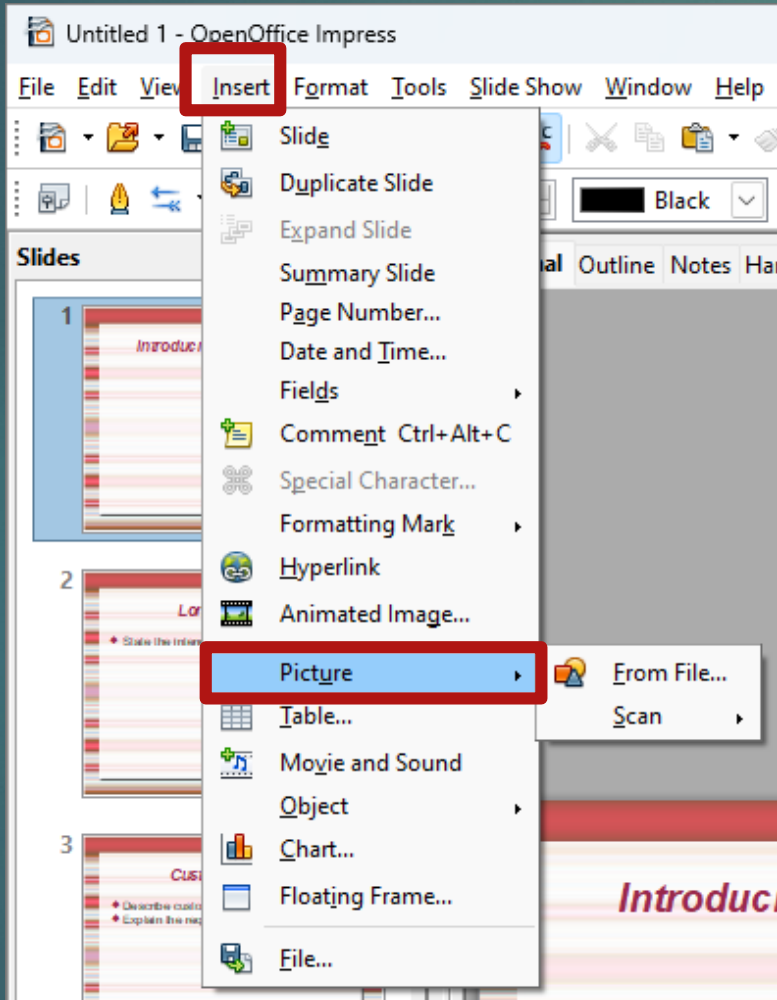
LibreOffice



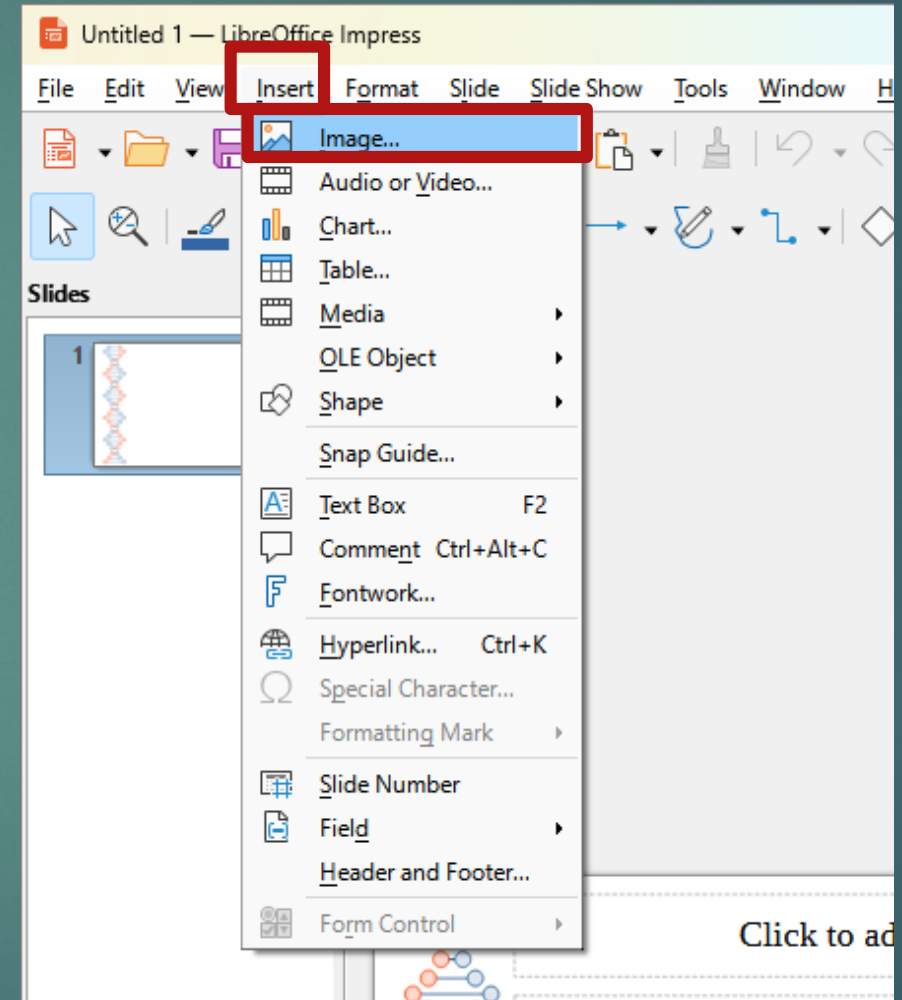
Adding and Formatting Images

Change

OpenOffice



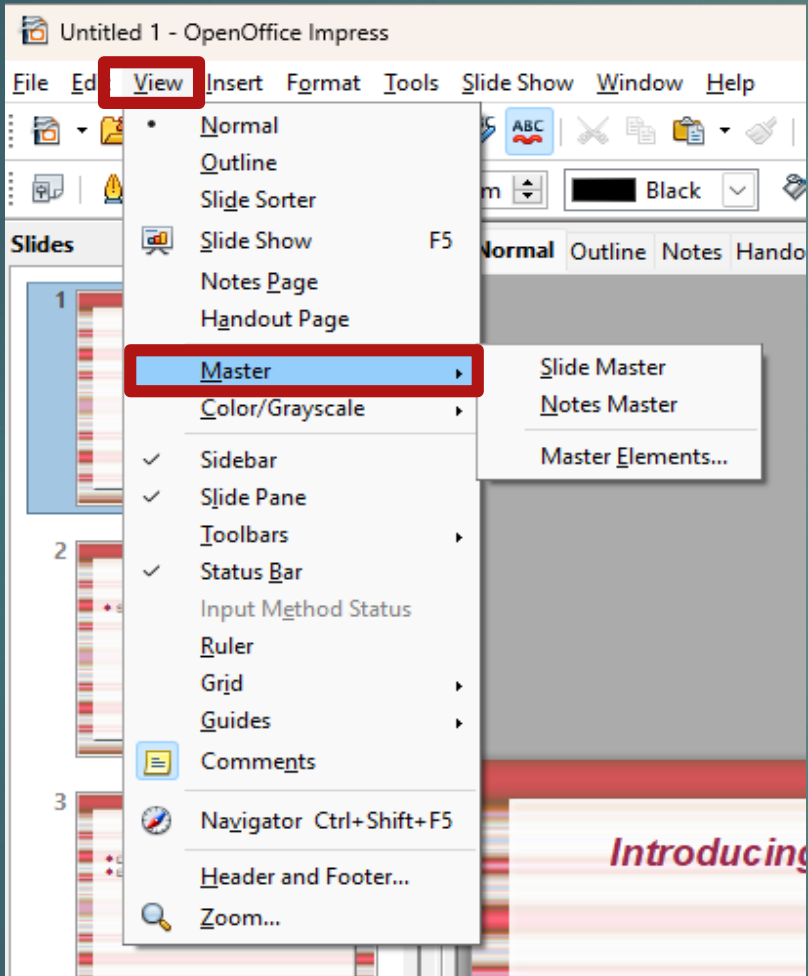
LibreOffice



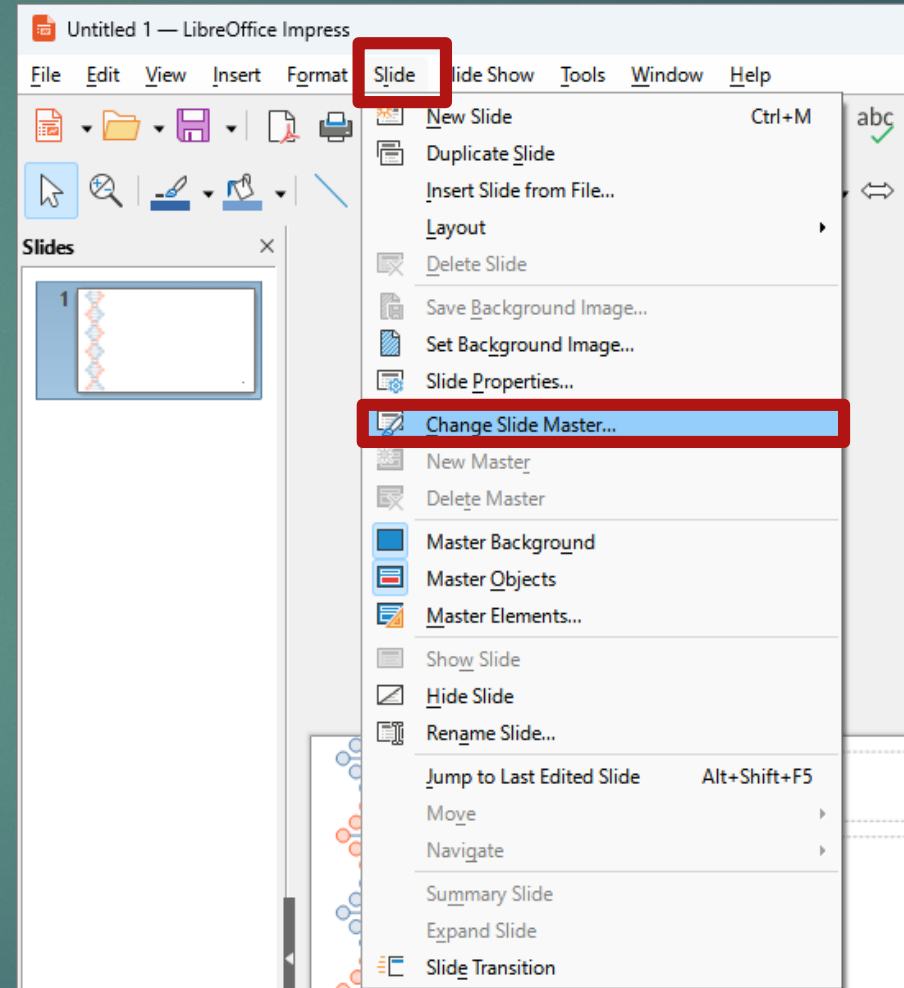
Working with Slide Masters

Change

OpenOffice



LibreOffice



Grade 10

Part A (Employability Skills)

- ▶ Unit 1 : Communication Skills-II
- ▶ Unit 2: Self-Management Skills-II
- ▶ Unit 3: ICT Skills-II
- ▶ Unit 4: Entrepreneurial Skills-II
- ▶ Unit 5: Green Skills-II

Part B (Subject Specific Skills)

- ▶ Unit 1: Digital Documentation(Advanced)
- ▶ Unit 2: Electronic Spreadsheet (Advanced)
- ▶ Unit 3: Database Management System
- ▶ Unit 4: Maintain Health, Safety and Secure Working Environment

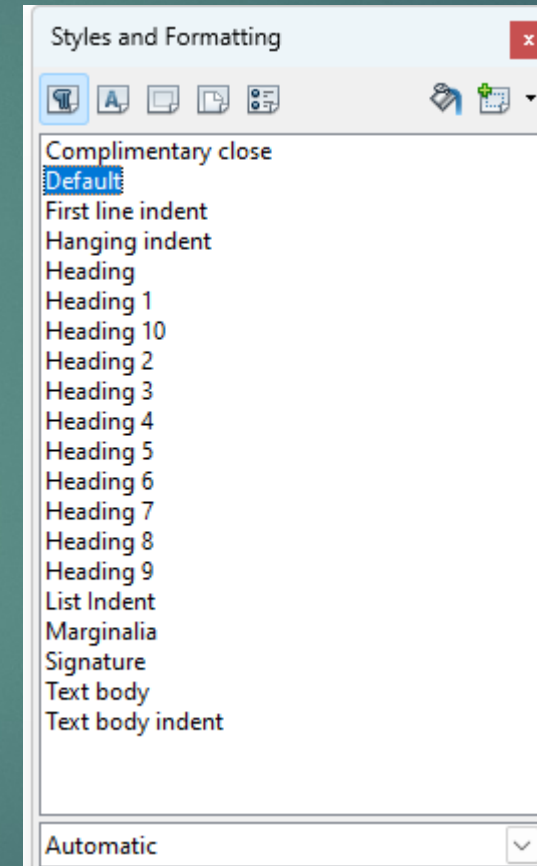
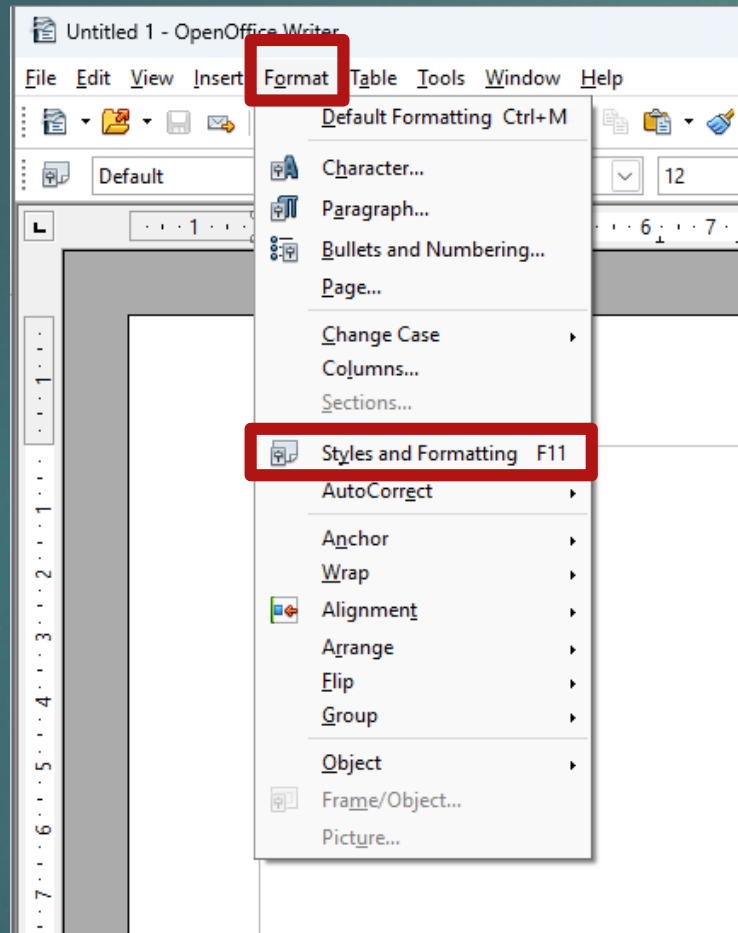
Unit 1: Digital Documentation(Advanced)

- ▶ Create and Apply Styles in the Document
- ▶ Insert and Use Images
- ▶ Create and Customize Table of Contents
- ▶ Create and Use Template

Create and Apply Styles in the Document

Change

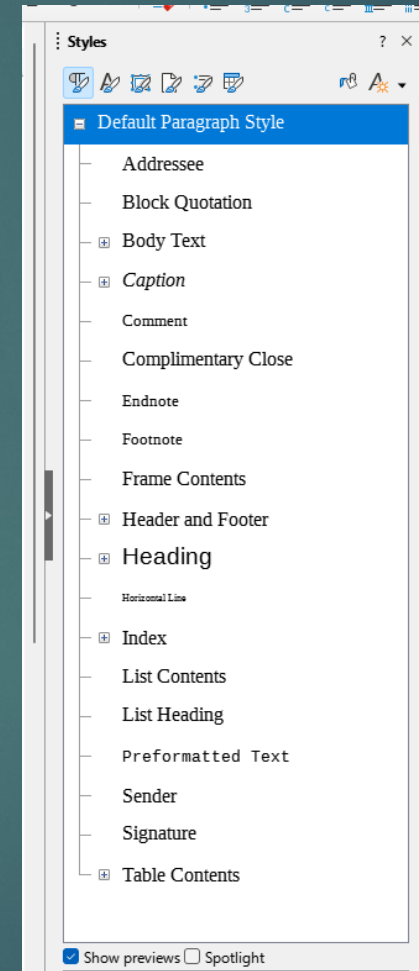
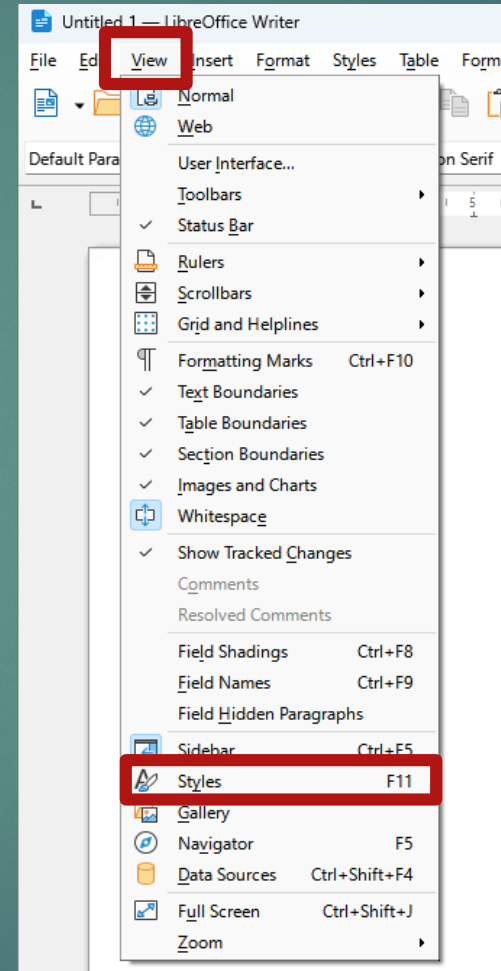
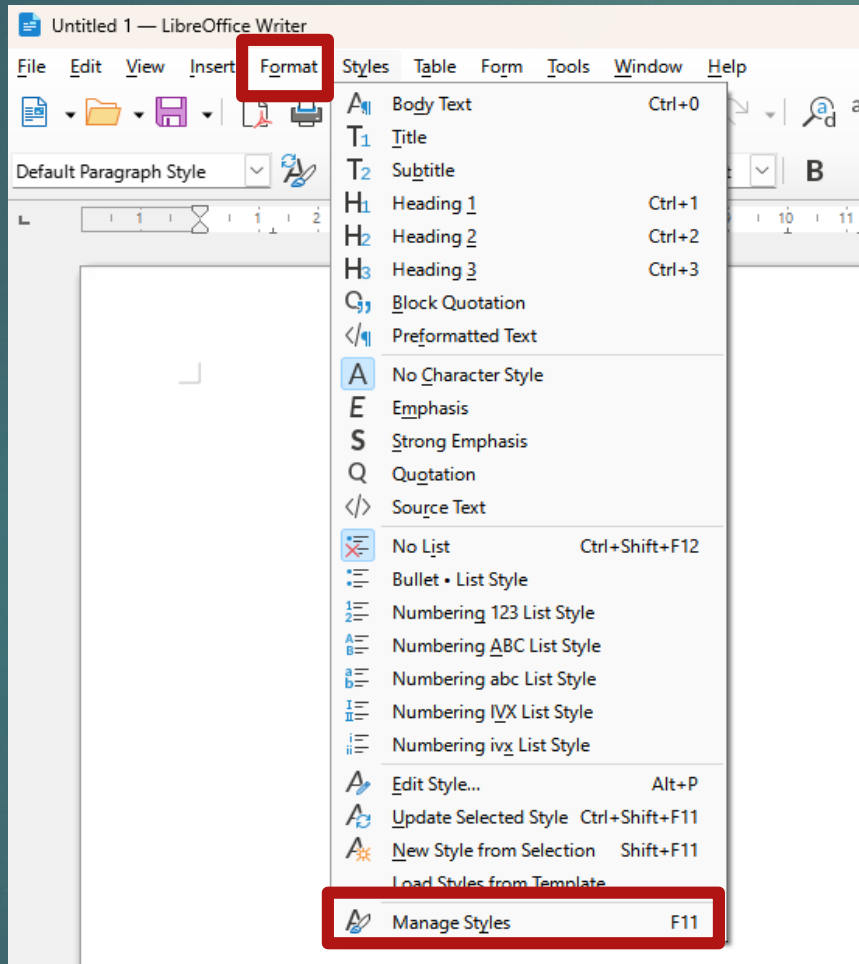
OpenOffice



Create and Apply Styles in the Document

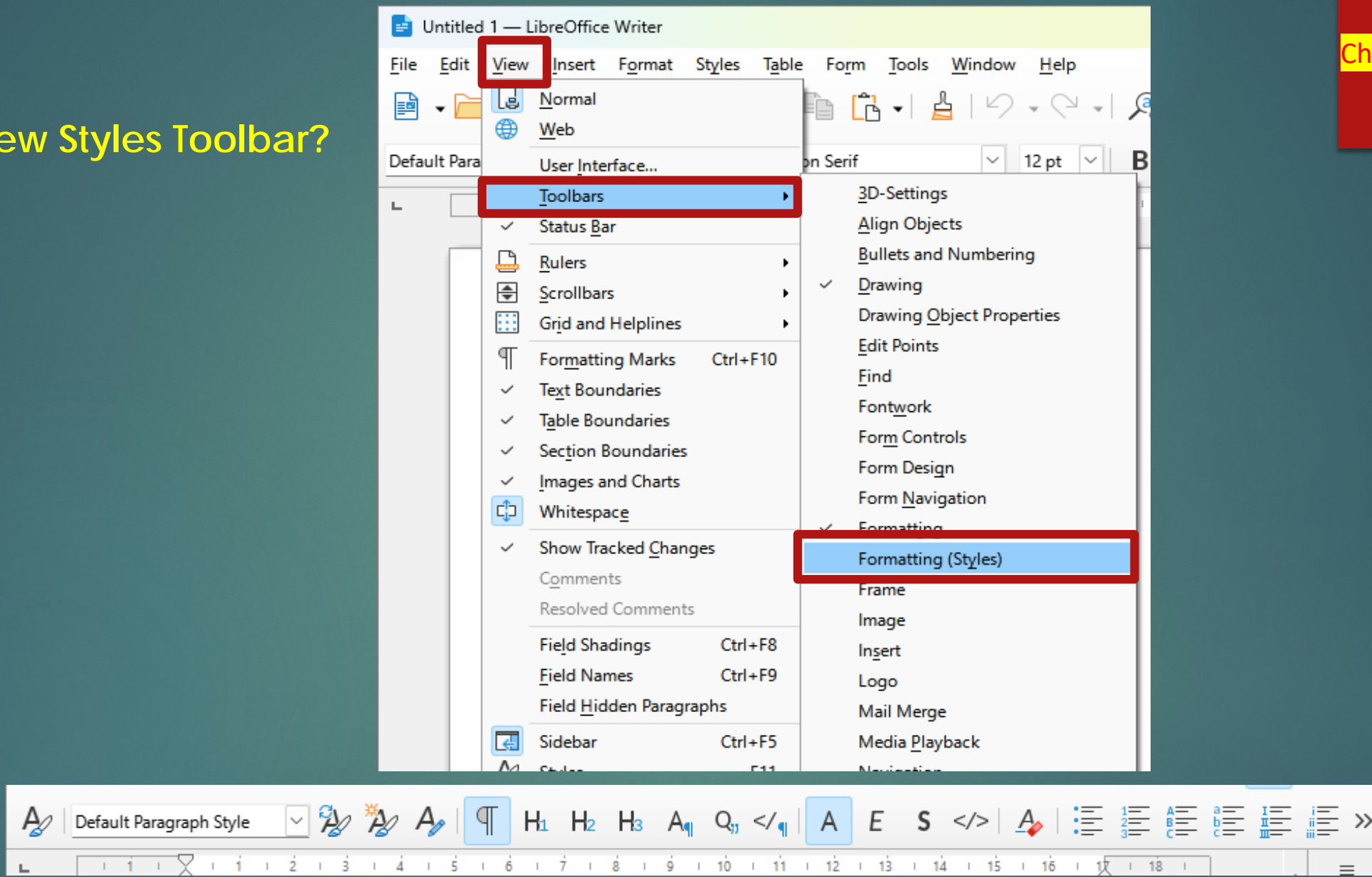
Change

LibreOffice



How to View Styles Toolbar?

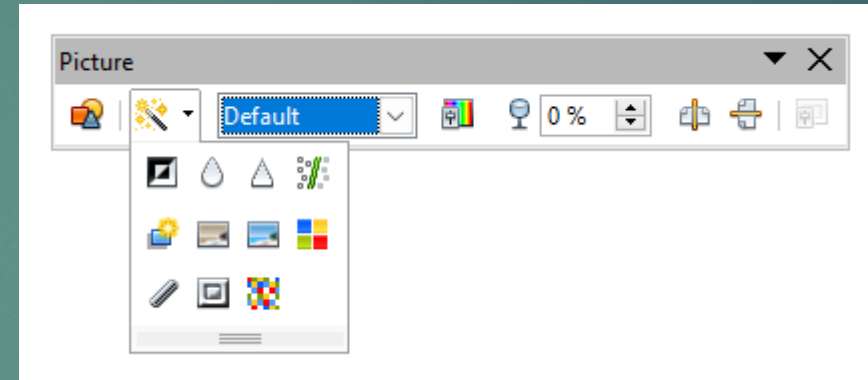
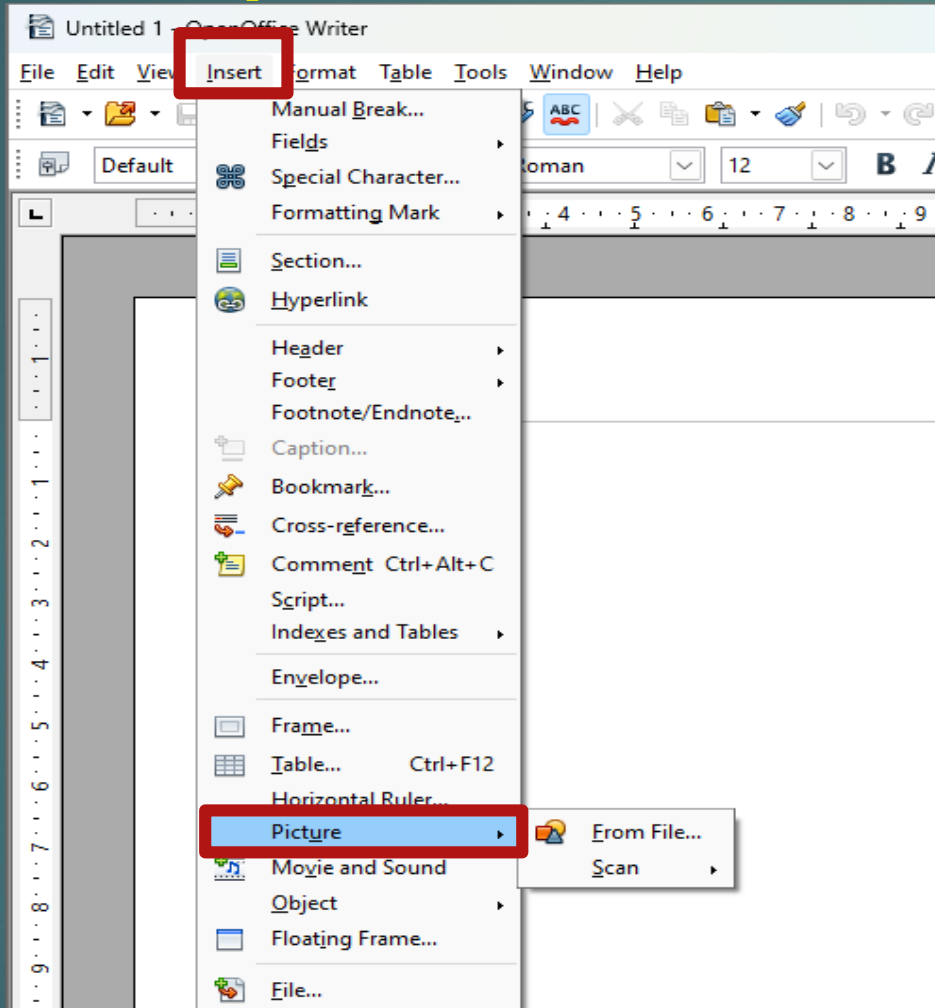
Change



Insert and Use Images

Change

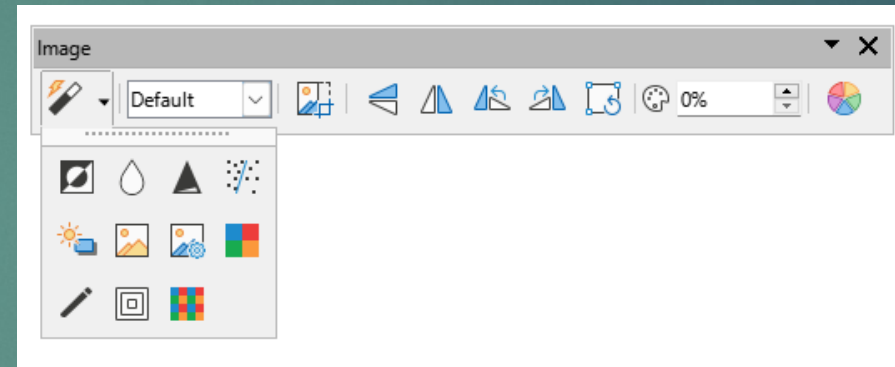
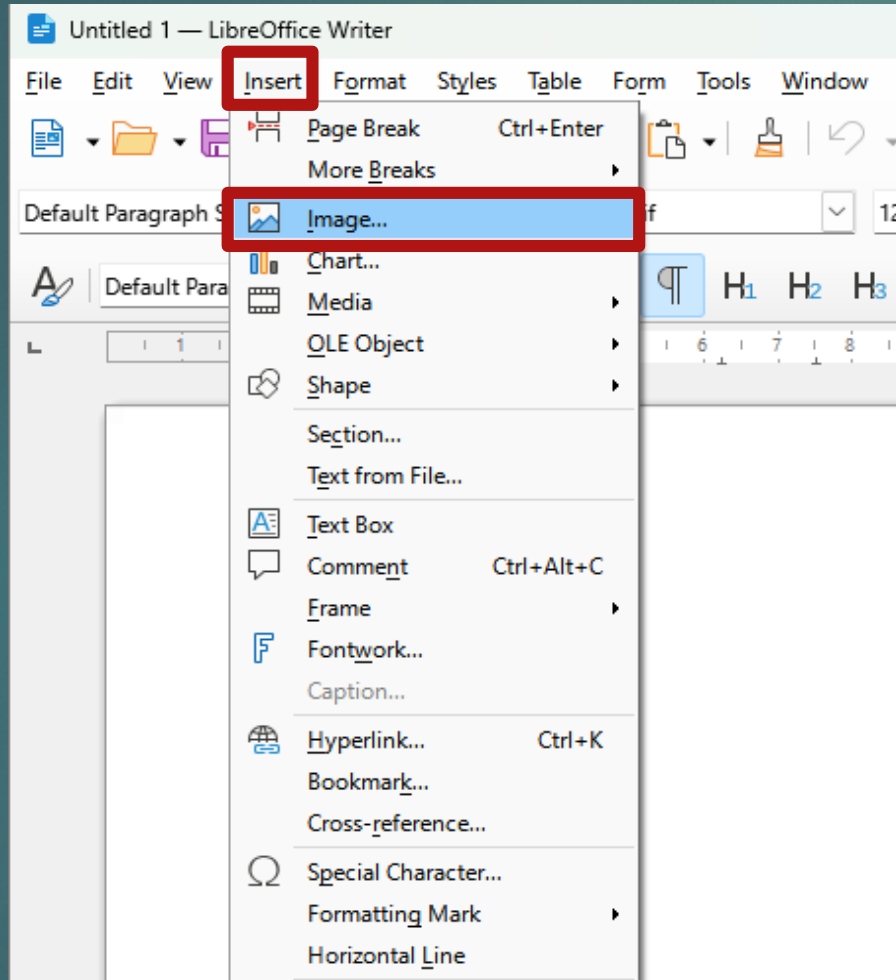
OpenOffice



Insert and Use Images

Change

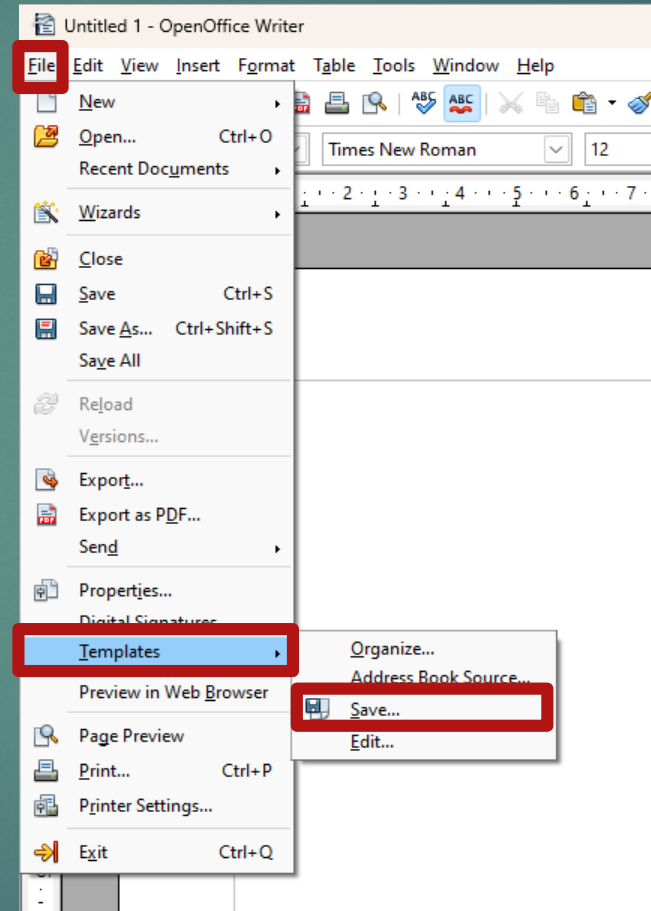
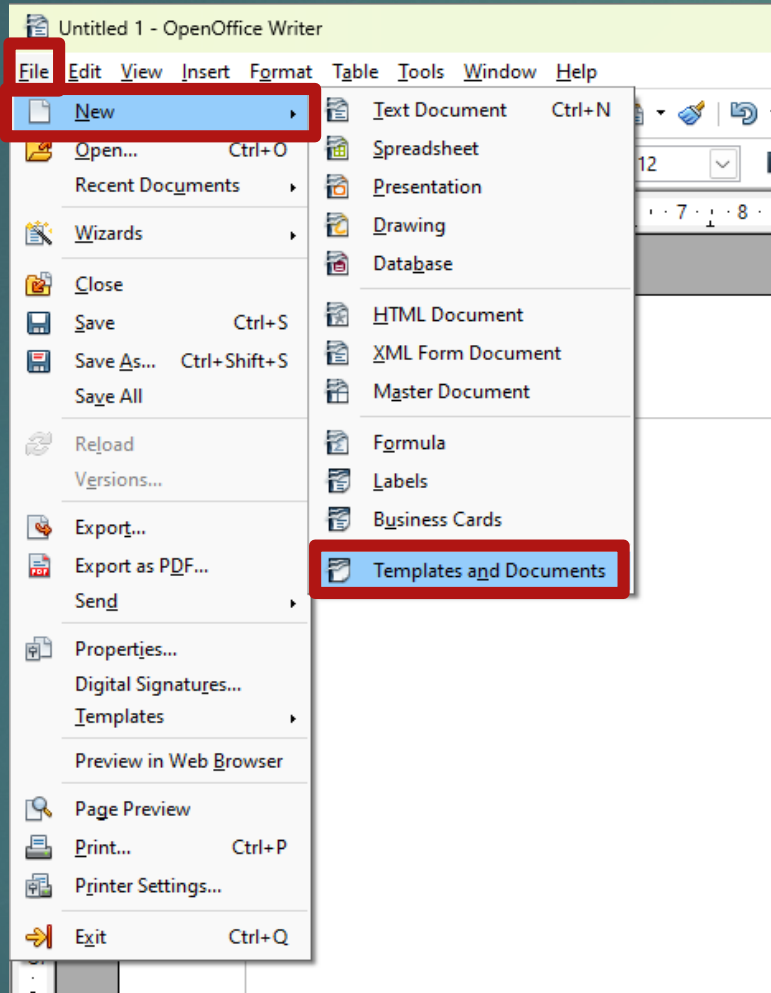
LibreOffice



Create and Use Template

Change

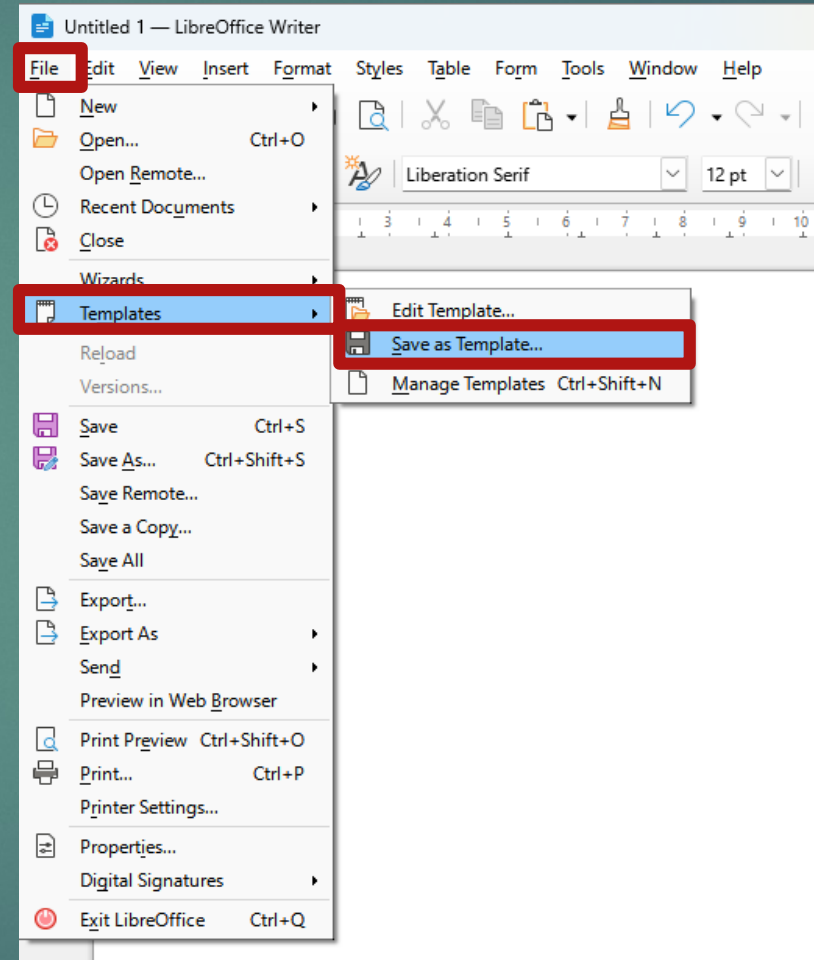
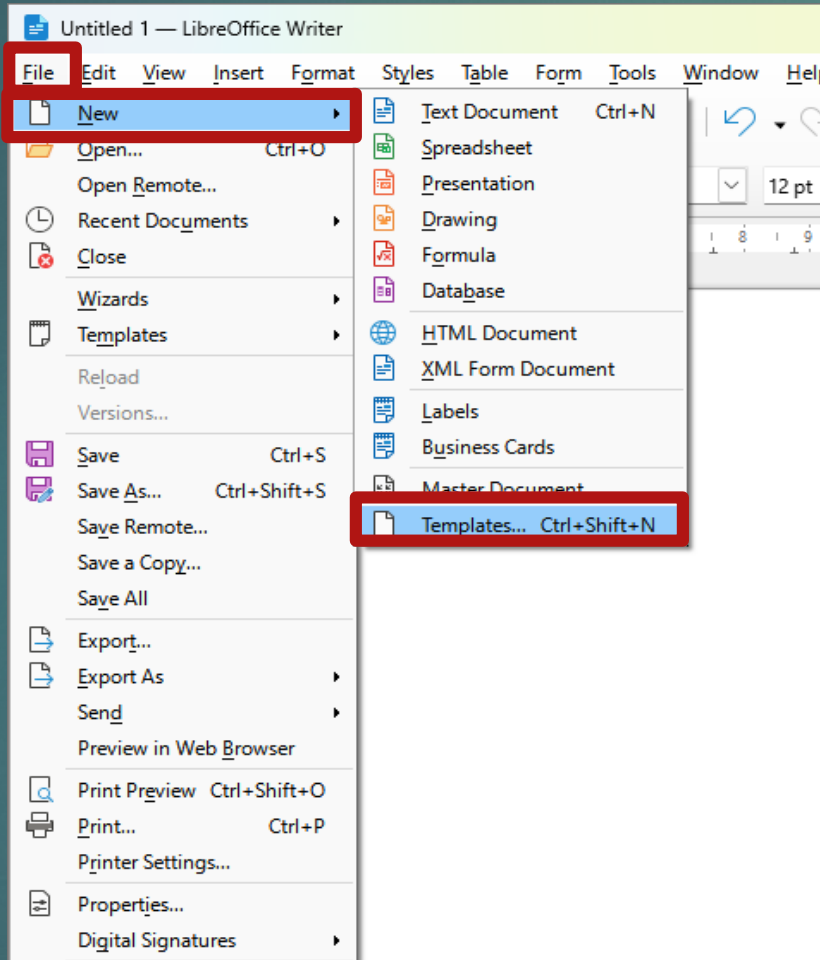
OpenOffice



Create and Use Template

Change

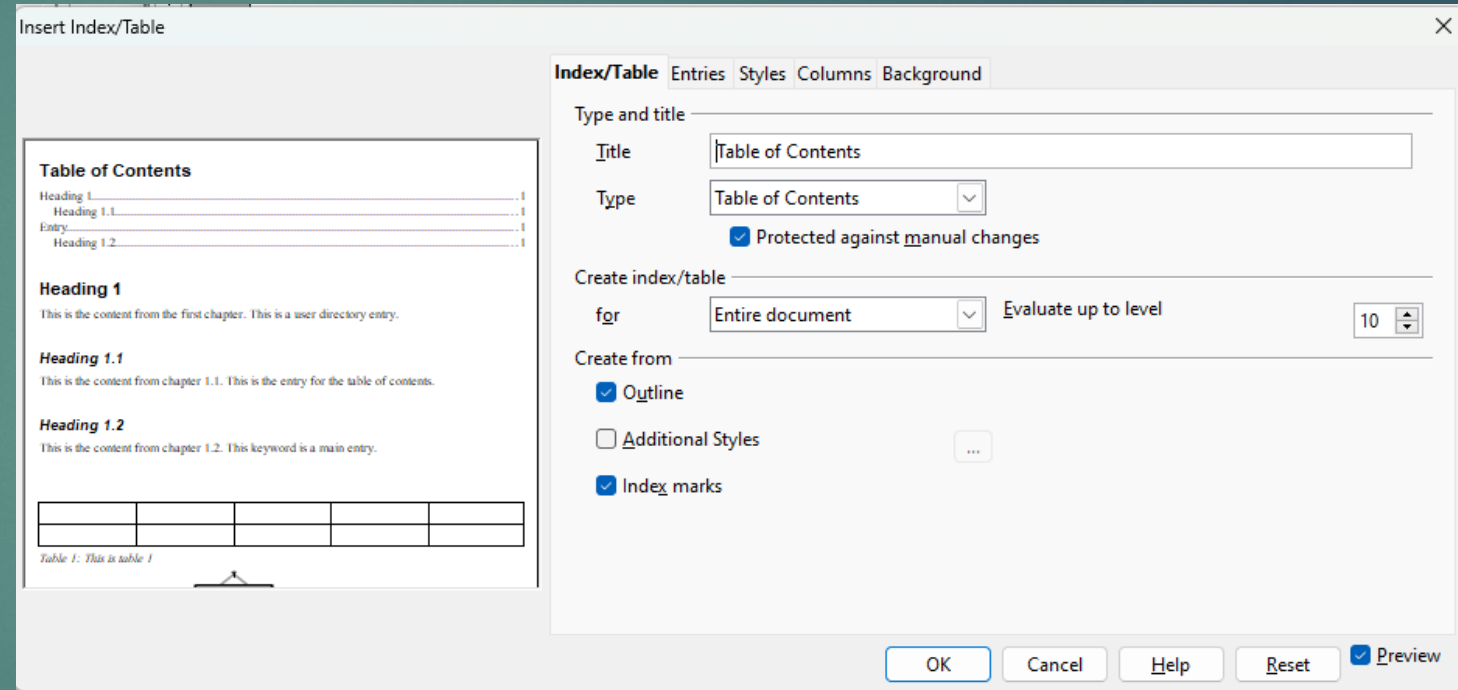
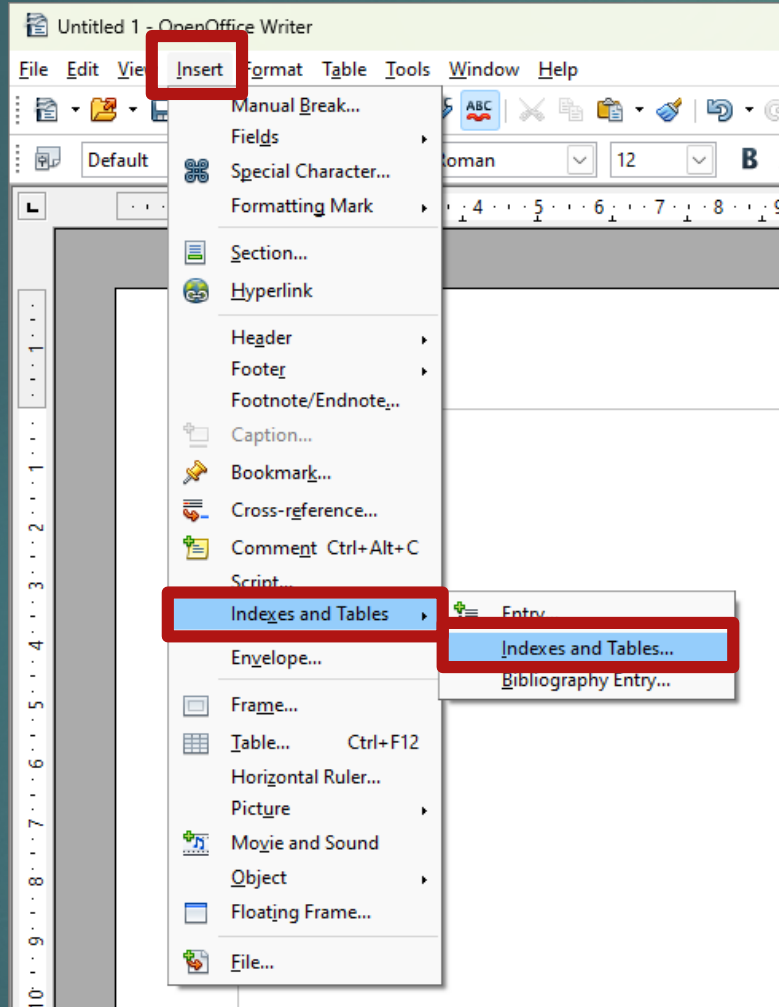
LibreOffice



Create and Customize Table of Contents

Change

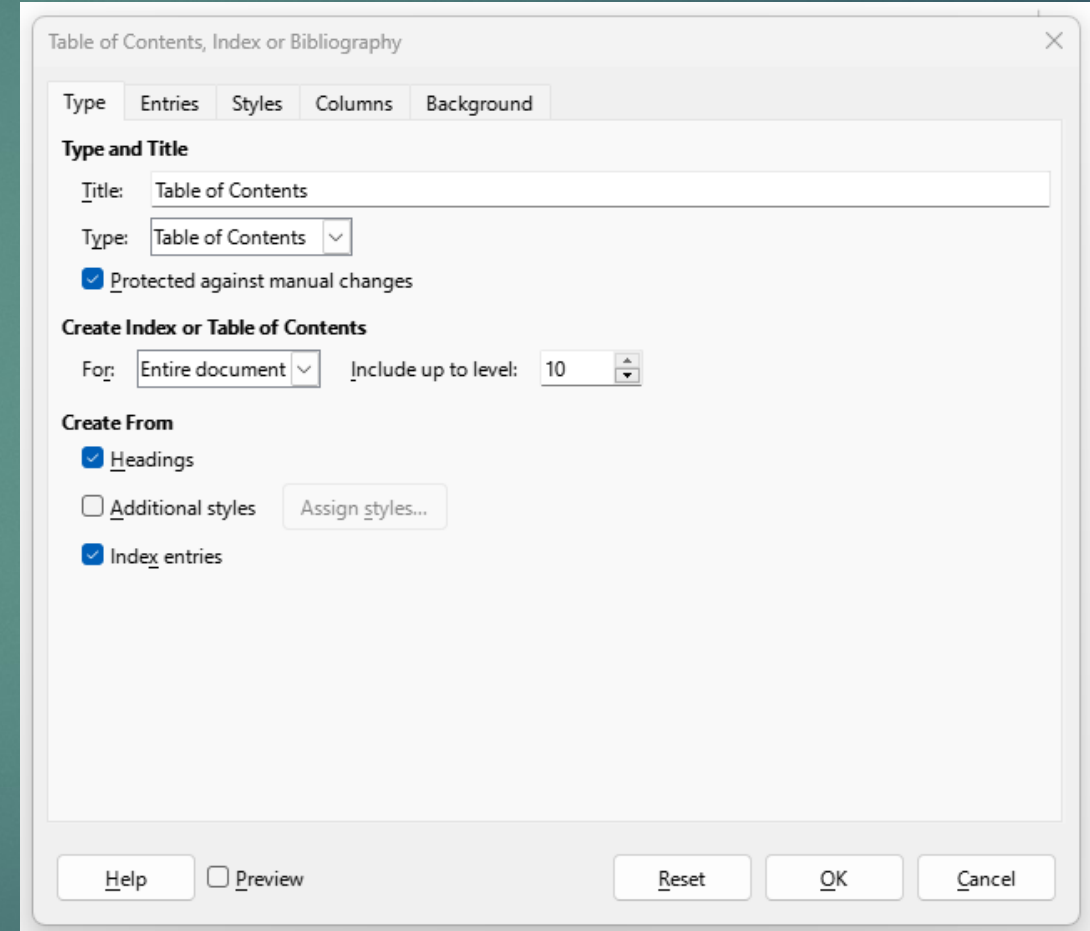
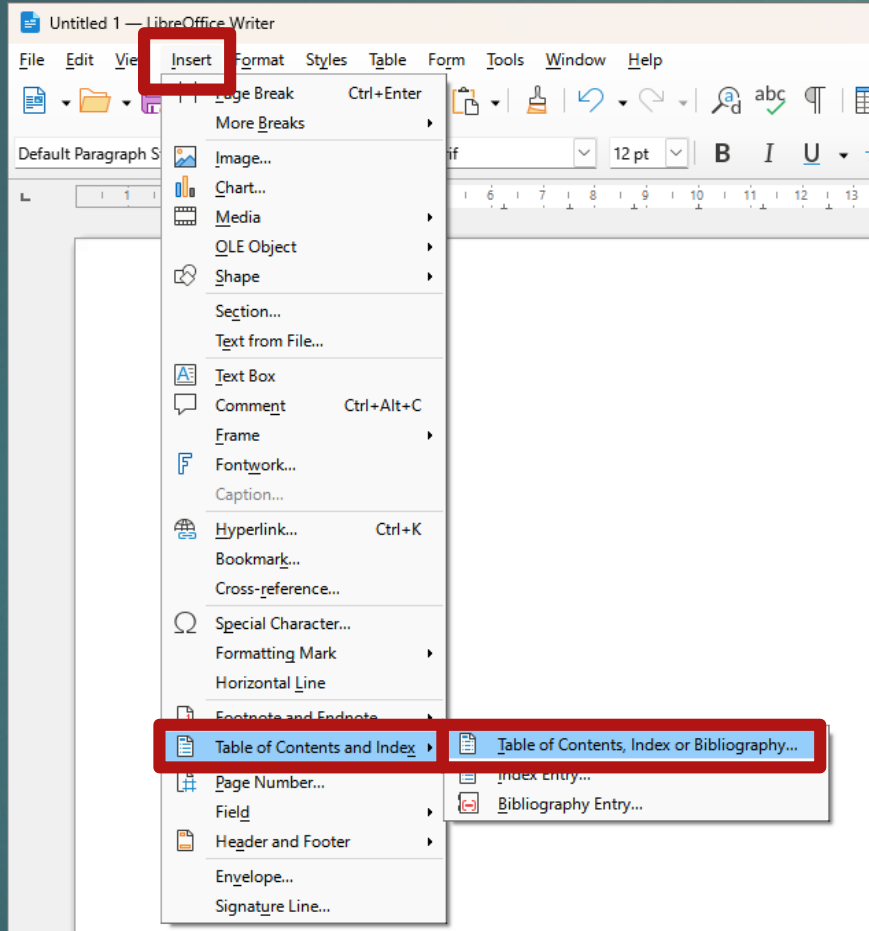
OpenOffice



Create and Customize Table of Contents

Change

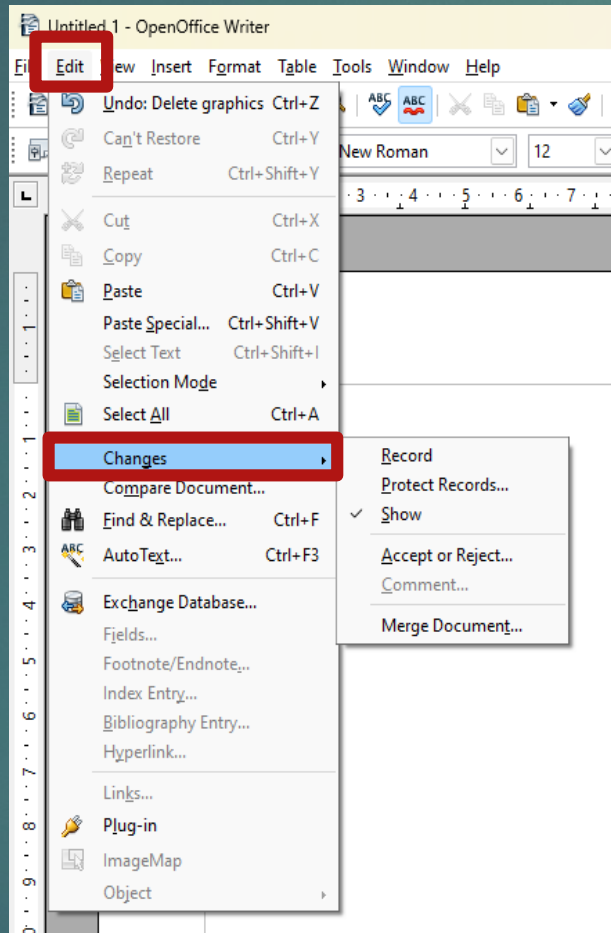
LibreOffice



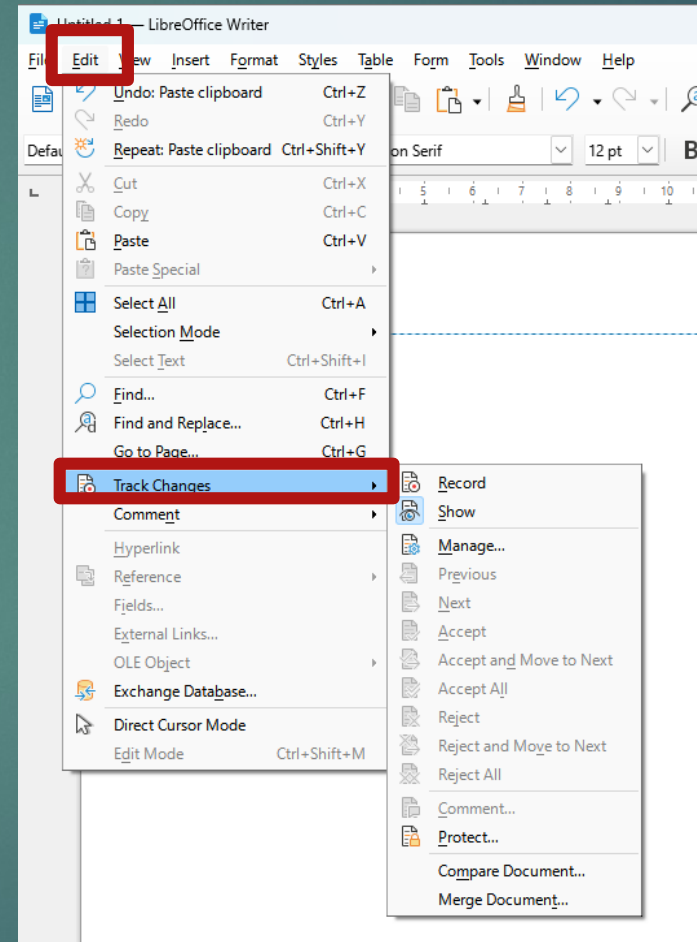
Track Changes Feature

Change

OpenOffice



LibreOffice



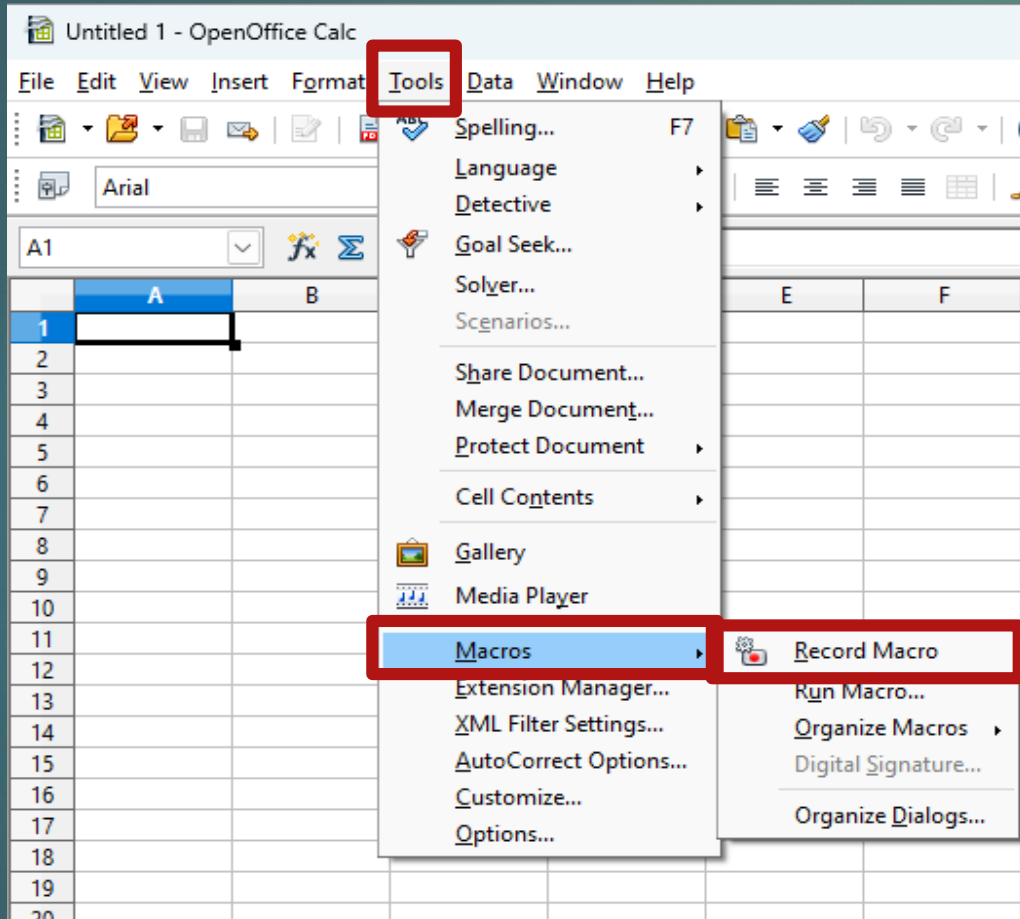
Unit 2: Electronic Spreadsheet (Advanced)

- ▶ Analyse Data Using Scenarios and Goal Seek
- ▶ Link Data and Spreadsheets
- ▶ Share and Review a Spreadsheet
- ▶ Create and Use Macros in Spreadsheet

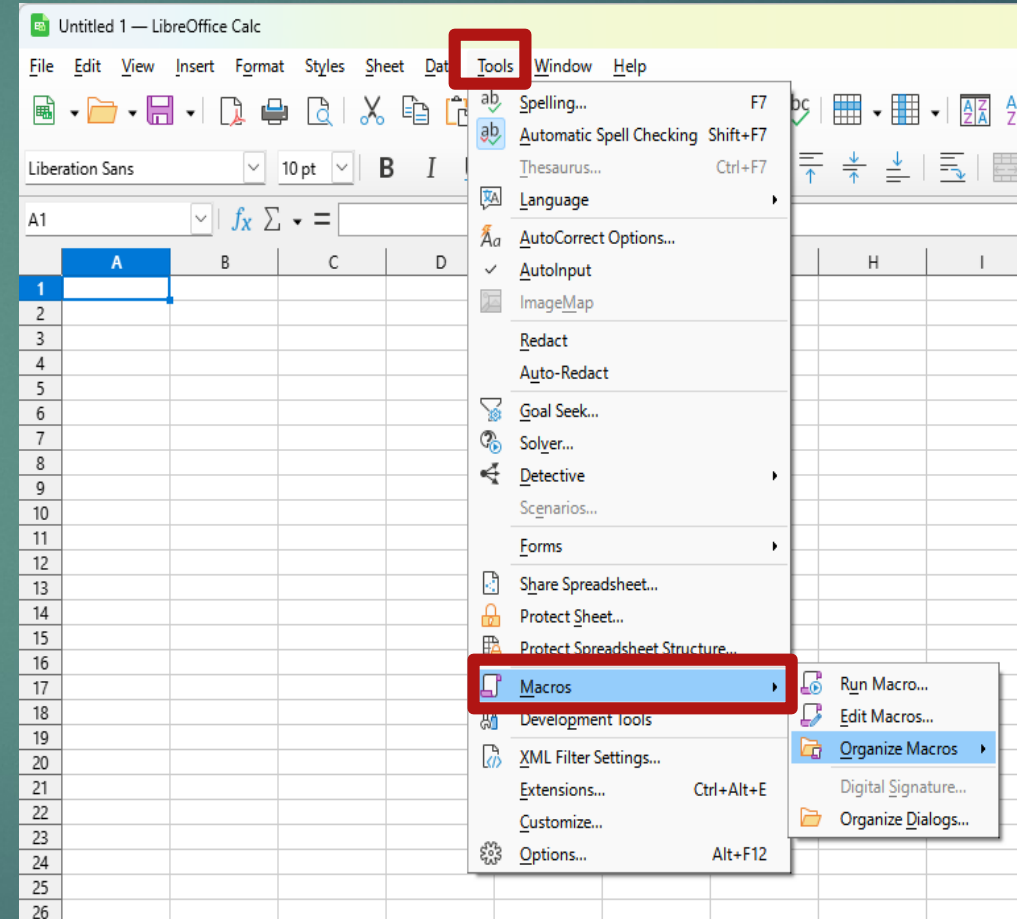
Create and Use Macros in Spreadsheet

Change

OpenOffice



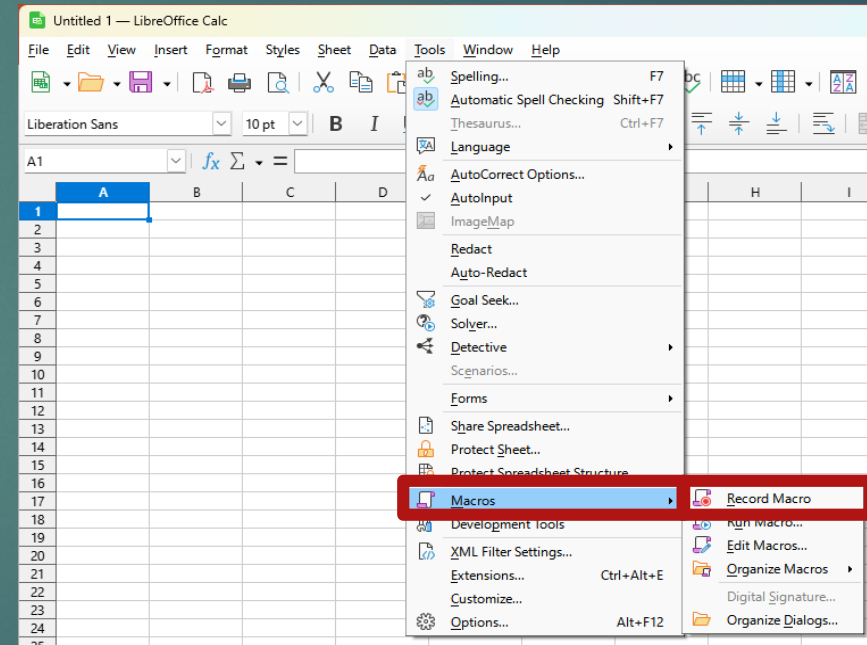
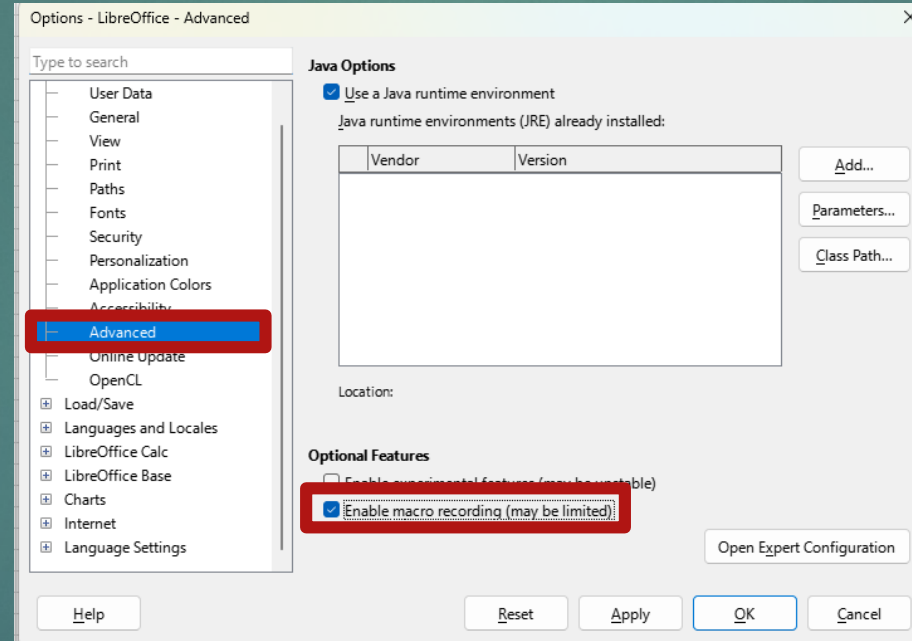
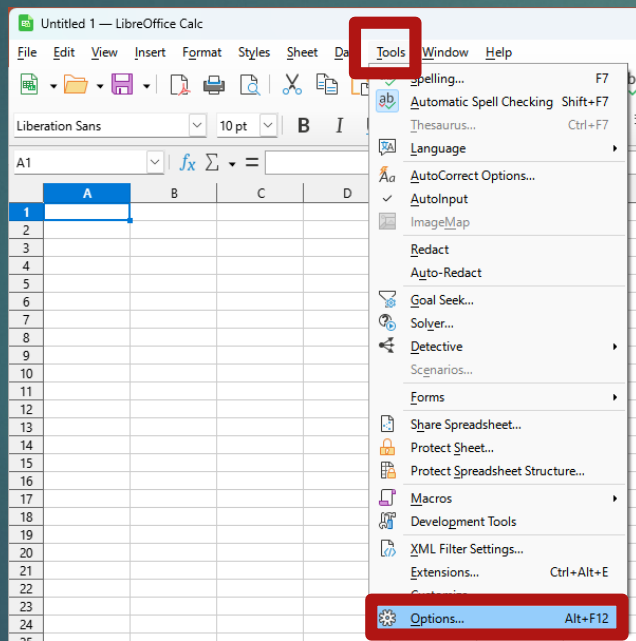
LibreOffice



Change

Create and Use Macros in Spreadsheet

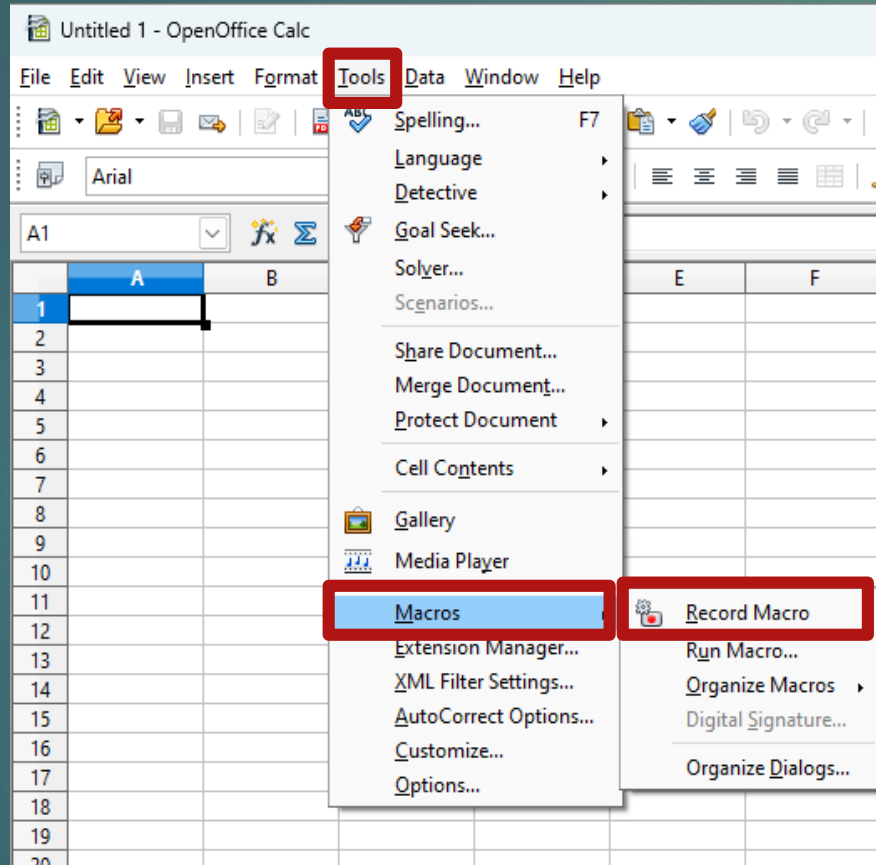
LibreOffice: Enable Macros Recording



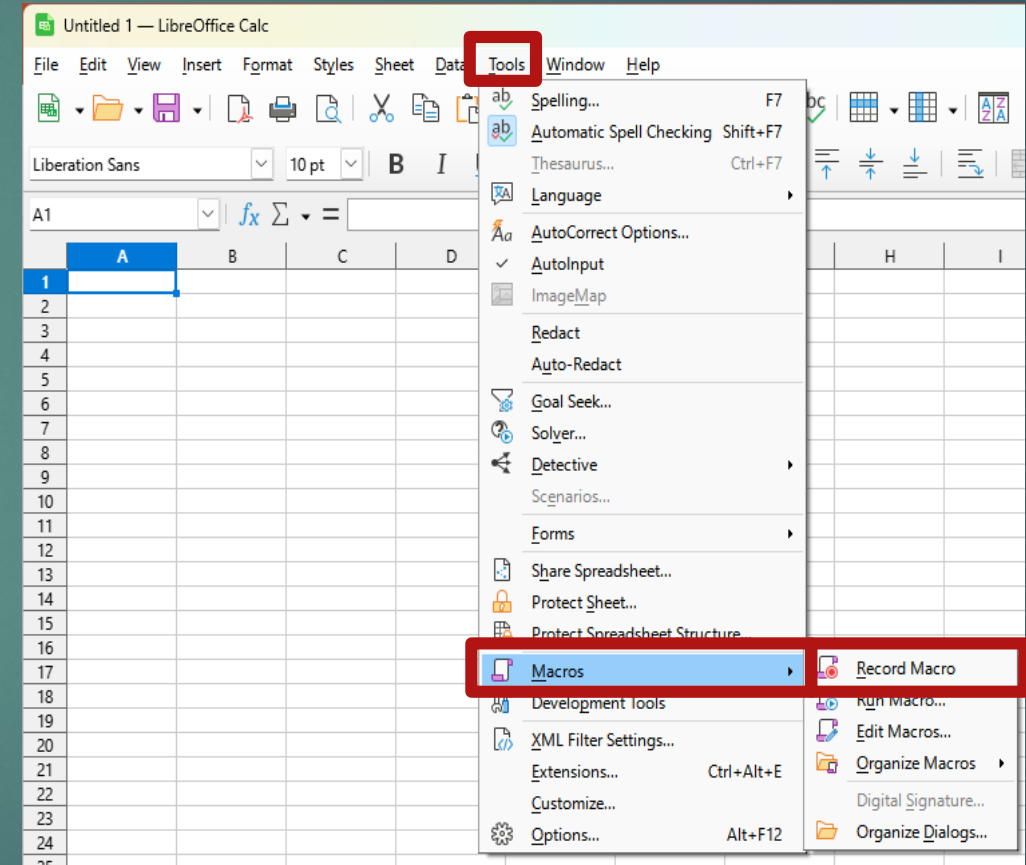
Create and Use Macros in Spreadsheet

Same

OpenOffice



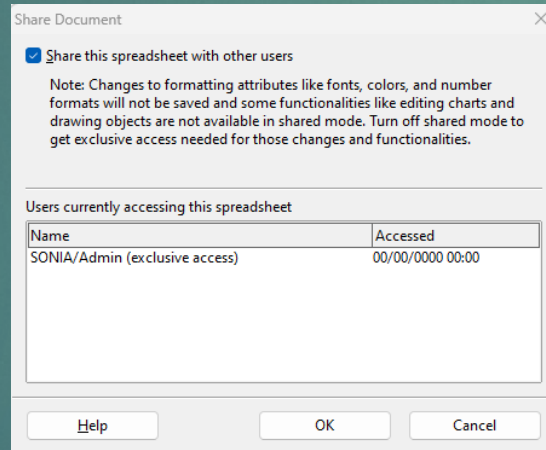
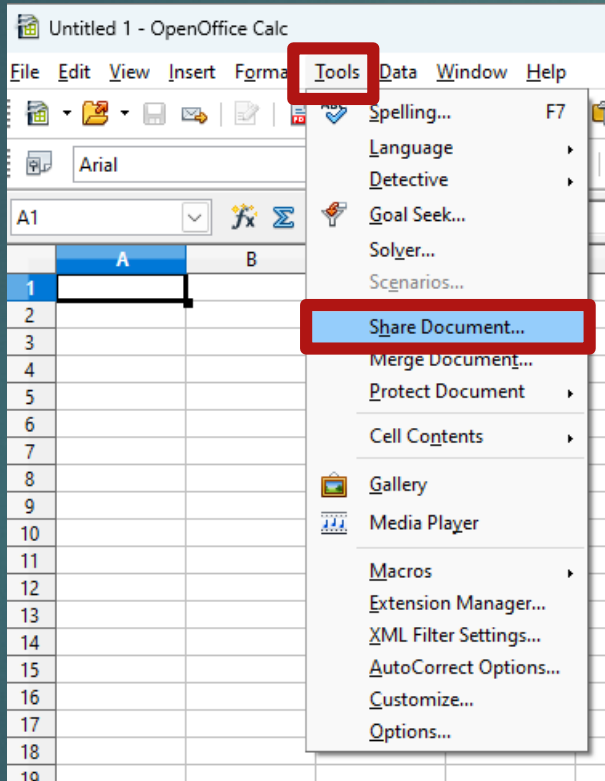
LibreOffice



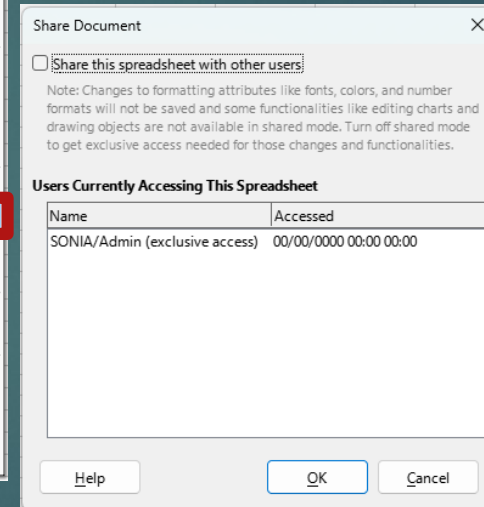
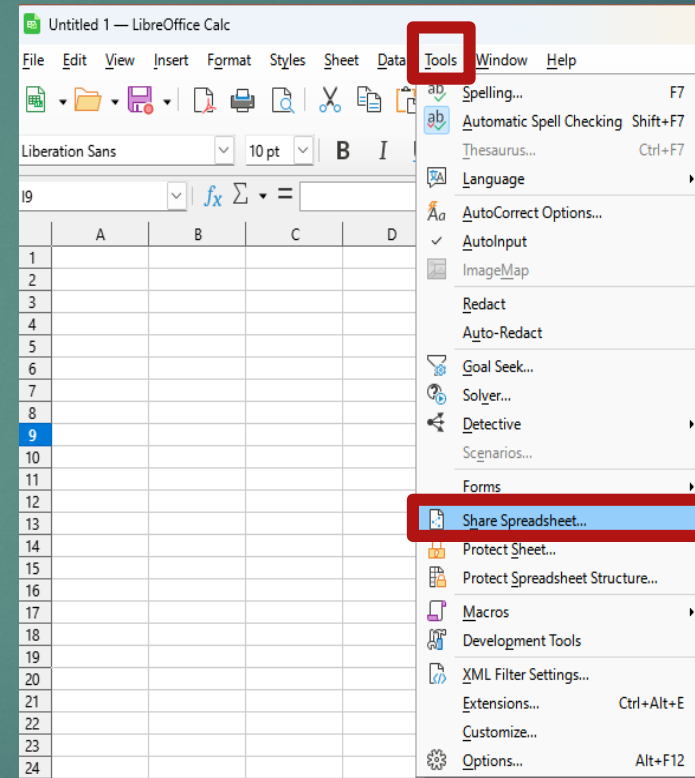
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Share and Review a Spreadsheet

OpenOffice



LibreOffice



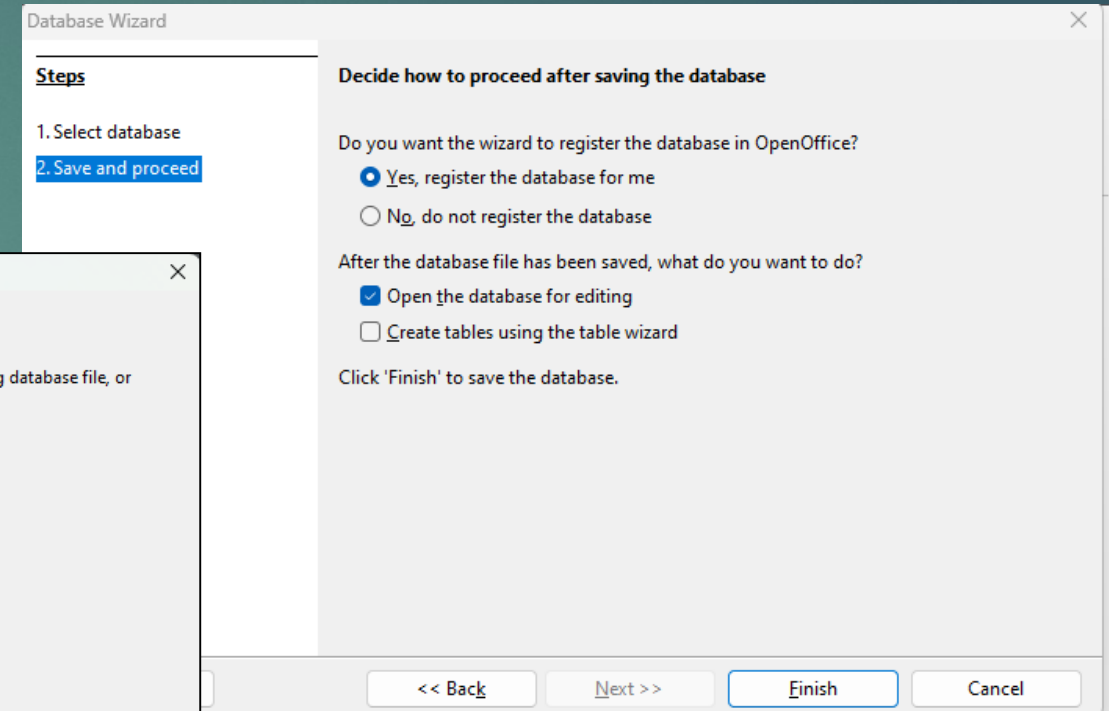
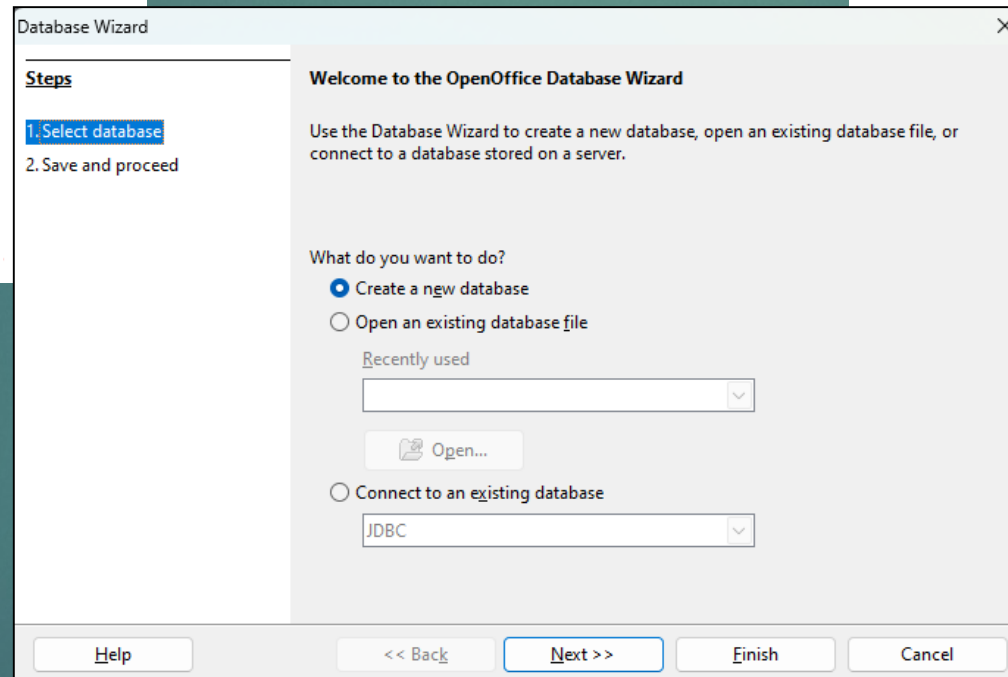
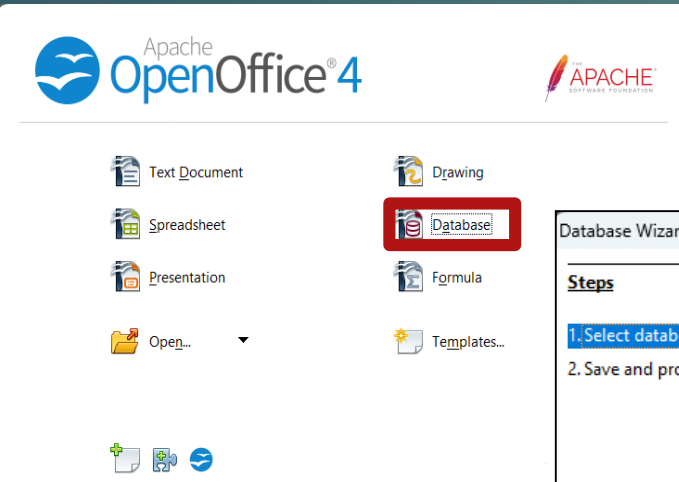
Unit 3: Database Management System

- ▶ Appreciate the Concept of Database Management System
- ▶ Create and Edit Tables Using Wizard And SQL Commands
- ▶ Perform Operations on Table
- ▶ Retrieve Data Using Query
- ▶ Create Forms and Reports

CREATE DATABASE USING WIZARD

Same

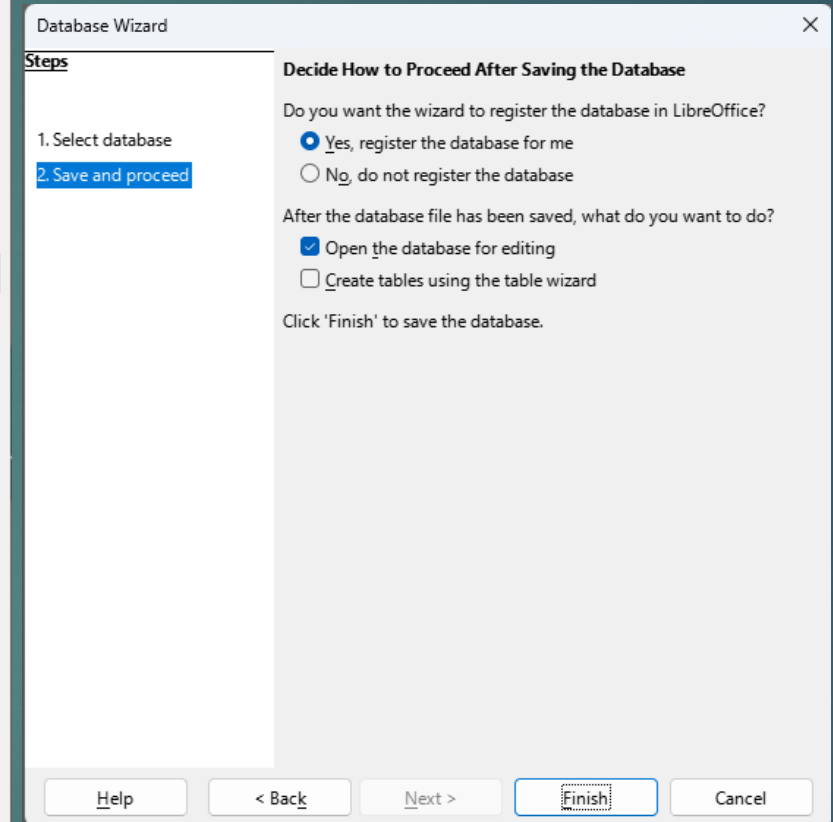
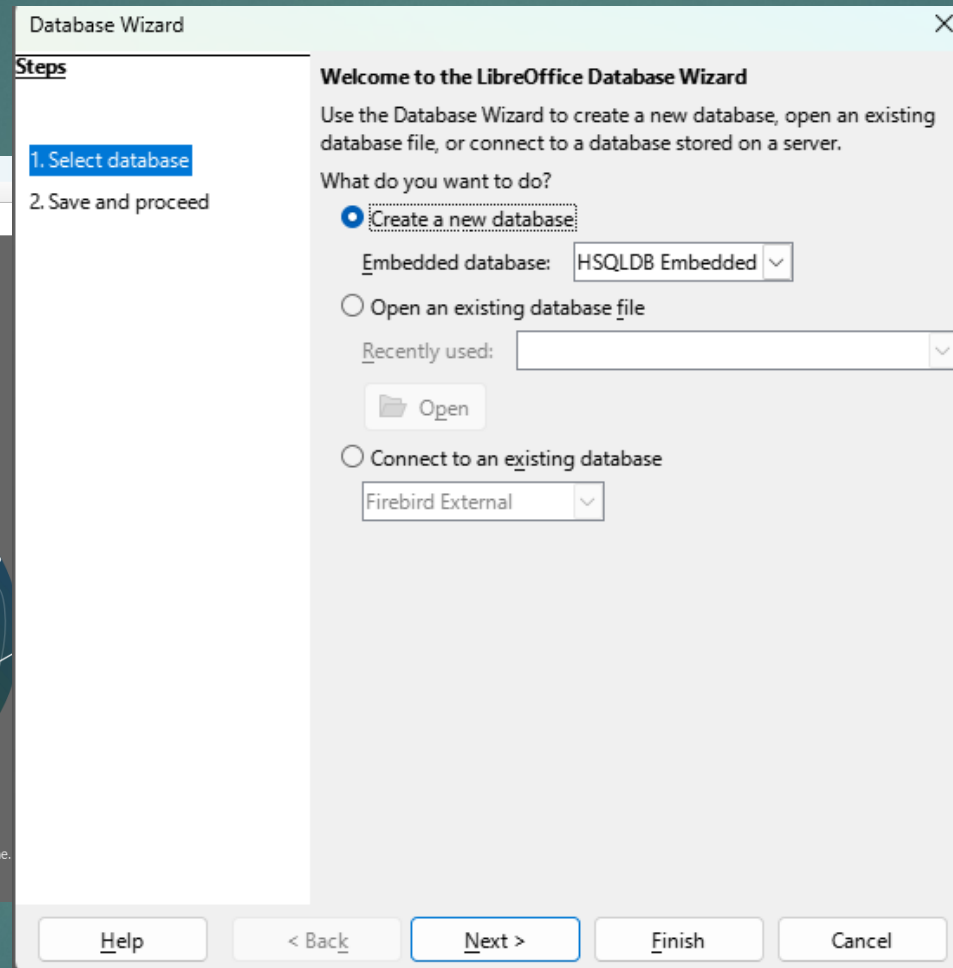
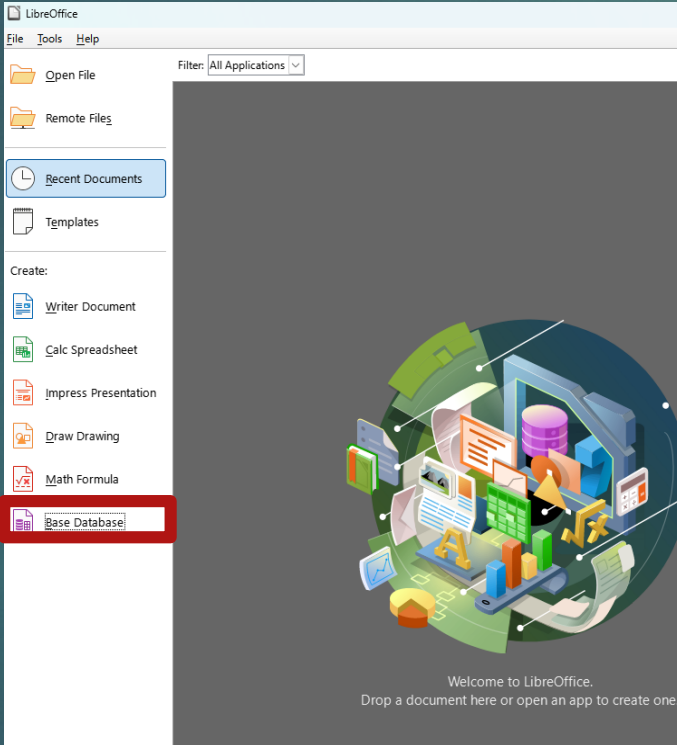
OpenOffice



CREATE DATABASE USING WIZARD

Same

LibreOffice



Conclusion

- ▶ There are only few minor menu option changes.
- ▶ Overall the functionality of software remains the same.
- ▶ The present books offering content based on OpenOffice may be used for LibreOffice along with support material provided.
- ▶ Feel free to connect to us at the given email id:

editorial@orangeeducation.in

Scan QR Code for feedback



Thank you for
Joining us
Today.