



CONTENTS



Digital World

1	Advanced Features of PowerPoint 2016	7
	<ul style="list-style-type: none"> Inserting Audio and Video Files Action Buttons Printing the Presentation 	
2	More on Excel 2016	18
	<ul style="list-style-type: none"> Selecting Cells in a Worksheet Copying/Moving Data Column Width and Row Height Inserting Rows/Columns Merging Cells Splitting Cells Formatting Spreadsheets Customising Worksheet Tab Auto Fill Using Formulas to Perform Calculation Order of Operation 	
	Periodic Assessment 1	34
3	Formulas and Functions in Excel 2016	35
	<ul style="list-style-type: none"> Types of Data in Excel Different Ways to Enter a Formula Understanding Cell Range Cell Referencing in Formulas and its Types References to Other Worksheets Functions 	
4	Introduction to Animate 2024	50
	<ul style="list-style-type: none"> Starting Adobe Animate 2024 Creating a Document in Animate 2024 Components of the Animate 2024 Window Saving a Document in Animate 2024 Creating Shapes in Animate 2024 Gradient Fill Creating a Symbol in Animate 2024 	
	Periodic Assessment 2	62
	Test Sheet 1	63

Cyber World

5	Computer Malware	65
	<ul style="list-style-type: none"> Malware Worms Trojan Horse Spyware Ransomware Rootkit Computer Virus Antivirus Firewall 	
6	Introduction to HTML5 and CSS3	74
	<ul style="list-style-type: none"> HTML Tags and Attributes Rules for Writing HTML5 Codes HTML5 Document Structure Creating and Saving an HTML Document Introducing CSS3 Editing an Existing HTML Document 	
	Periodic Assessment 3	86

Computational Thinking

7	Algorithm and Flowchart	87
	<ul style="list-style-type: none"> Algorithm Characteristics of a Good Algorithm Uses of an Algorithm Writing an Algorithm Defining Flowcharts Solving Problems using Algorithms and Flowcharts 	

Coding World

8	Introduction to Programming	97
	<ul style="list-style-type: none"> Computer Languages Language Translator Python Features of Python Installing Python Programming in Python Input and Output Variables in Python Data Types Comments in Python Operators Precedence of Operators Some More Programs 	

Artificial Intelligence

9	Intelligence and AI Approaches	118
	<ul style="list-style-type: none"> Intelligence Types of Intelligence AI Approach 	
	Periodic Assessment 4	126
	Test Sheet 2	127
	Project Work	129
	Explore More (Latest IT Trends)	133
	OGO Cyber Sample Questions	136