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this book titled concepts in information technology for class 10 subject code 402 fulfills all the needs and requirements of the latest syllabus released by the cbse and it also comprises the recommendations of the national education policy 2020 which focusses on development of critical thinking life skills problem solving skills experiential learning etc salient features of this book are as per the latest curriculum and examination pattern prescribed by the central board of secondary education new delhi the book is divided into two sections part a deals with the employability skills with chapters on the units communication skills 11 self management skills ii ict skills ii entrepreneurial skills ii and green skills ii part b deals with the subject specific skills consists of four units these units are digital documentation electronic spreadsheet database management system and applications and security the first three units of part b are based on libreoffice suite of software the version of this application used is libreoffice 7.3 these chapters of part b respectively use the writer calc and base software some of the features inside the chapters are chapter content which has been kept logical to meet the requirements of the tech savvy students activity provides a useful way to check the knowledge given practically fact gives an interesting historical fact related to the matter hot keys gives some use of keyboard keys to quicken the task explore gives a way for the students to know more and increase their knowledge did you know provides

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