



TOPPERS HUB
ACADEMY

CBSE BOARD BOOSTER

Class 10 IT (Code 402)

Skill Subject One-Liners

A free study resource by **Toppers Hub Academy**

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Digital Documentation

- Word processing: styles, templates and images.
- Table of contents and mail merge.
- Formatting text and paragraphs.
- Tracking changes and comments.

Spreadsheets & Database

- Formulas, functions and cell referencing.
- Charts, sorting and filtering data.
- Database concepts: tables, records and fields.
- Queries, forms and reports basics.

Web & Communication

- Digital presentation basics.
- Email etiquette and netiquette.
- Cyber safety and data protection.
- Scoring subject - revise definitions and shortcuts.

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