



INFORMATION TECHNOLOGY



A Project Report

For

AISSE 2026 Examination

[As a part of the Information Technology (402)]

PROJECT ON INFORMATION TECHNOLOGY

By

XYZ(Student's Name) (Admn No: 04076)



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Under the guidance of (Internal Guide)

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Sign of Internal Guide

Sign of External Guide

ACKNOWLEDGEMENT

I express my sincere thanks and indebtedness to my esteemed institution, **St. Xavier's School, Hazaribagh** which has provided me with an opportunity to fulfill my desire and reach my goal.

I would like to express my sincere gratitude and deep debt to **Mr. Samir Chattaraj (Project Guide)** for his invaluable suggestions, meticulous guidance and constant support which have gone a long way in the successful completion of the project.

I thank in a very special way our beloved principal **Fr. Rosner Xalxo, S.J** for having inspired me by his dynamic personality and creating the right academic environment that made my task appreciable.

On a moral personal note, my deepest appreciation and gratitude to my beloved parents, who have been a fountain of inspiration and have provided unrelenting encouragement and support.

The project would never have been a success, if not for the blessing from the Almighty, my guiding light and strength.

I heartily thank all those who have helped me directly or indirectly in the successful completion of this project.

(Student Name)

DECLARATION

I declare that this project entitled “**Information Technology Project**” done at **St. Xavier’s School, Hazaribagh** is a record of project work submitted by me for the partial fulfillment of the Class **9th Project of CBSE** under the supervision and guidance of **Samir Chattaraj**.

The Project is genuine and not a reproduction of any project previously done or submitted.

(Student’s Name)

(Admn)

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1.	COMMUNICATION ENGLISH	
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1. ILL effects of smoking and drinking on a human body.
(Communication Skills-I)



[illegible]

2. Type a letter inviting your friends and family to a party hosted by you. For example, you can host a birthday party or your parents' anniversary party. Your letter will serve as your form letter. Save your letter as a Mail merge letter and do as follows:

- a) Create a data source with the names and addresses of at least five families to which you wish to mail the letters. Create fields such as title, first name, last name, address 1, address 2, city, state and pin code. Alternatively, you can make appropriate field names of your choice, but make sure you include the address information. Save your data source as Mail Merge Data.**
- b) Format the letter as left aligned (block letter) with .5" or 1" margins, depending upon the length.**
- c) Now return to your main document (Mail Merge Letter); set it as the form document, and identify your data source.**
- d) Enter your merge fields into your main document. Merge fields should be used for the recipient address and after Dear.**
- e) After your merge fields are entered, merge the document and save it. Save the merged document as Mail Merge.**

Process:-

Diagram:-

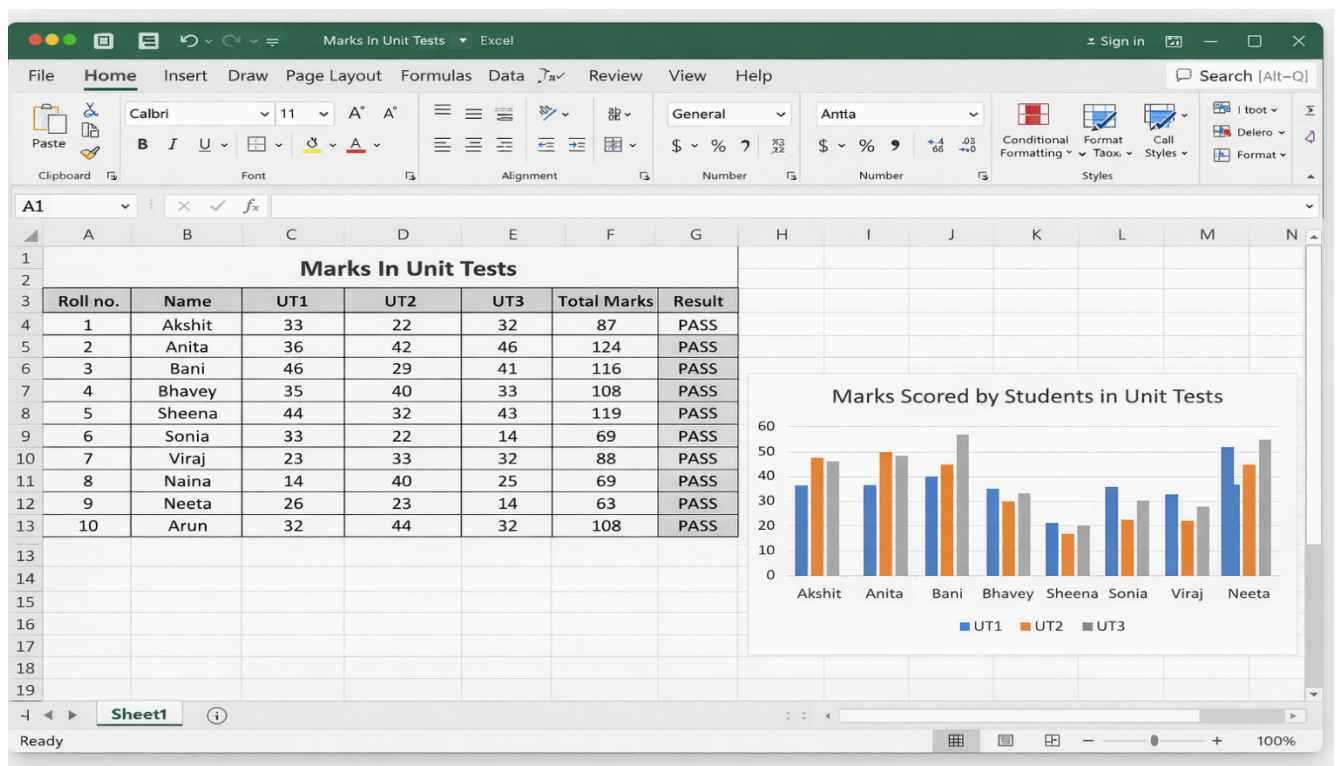
Data Source

Letter

3. Create a comparative analysis report in Calc to compare the inter house competitions won by your house in last two years.
4. Create a **bar chart** depicting the trends in marks scored by students, in different unit tests, by using the data given in the following worksheet. Also save the worksheet and take its print out.

Process:-

Excel Sheet for question-4



5. Make a PPT for showing Factors affecting communication at workplace

Process:-

**

Slides:-

Language and semantics

- Jargon and technical terms
- Idioms and colloquialisms
- Language barriers
- Misinterpretation and misunderstandings

Factors Affecting Communication

- Language and semantics
- Cultural differences
- Emotional state
- Physical environment
- Technology and media
- Personal biases and assumptions

Cultural Differences

- Verbal and nonverbal cues
- Cultural norms and values
- Communication styles
- Misunderstandings and misinterpretations

Emotional State

- Emotional intelligence
- Emotional expression and regulation
- Impact on communication
- Empathy and understanding

Physical Environment

- ❖ Noise and distraction
- ❖ Comfort and seating
- ❖ Lighting and ambiance

Technology and Media

- ✓ Digital communication platforms
- ✓ Social media and online interactions
- ✓ Impact on relationships and communication
- ✓ Opportunities and challenges

BIBLIOGRAPHY

In order to work on this project, the following books and literature are referred by me during the various phases of development of the project.



1. *****
2. **Various websites(You can mention name of websites)**

Other than the above mentioned books, the suggestions and supervision of my teacher and my class experience also helped me to develop this project.

Thank You.....