S D Public School, Pitampura
Class – X (2025-26)
Holiday Homework – Information Technology

Project File Work

Project Title: "Exploring the Beauty and Digital Growth of [Andaman Nikobar]"

Guidelines:
- Use **only LibreOffice Writer** to create your entire project.
- Create a **professional, well-formatted document** with the following sections:

Project Contents:
1. **Cover Page**
   - Title   Student Name Class, Section Subject: Information Technology (402)
   - School Name Academic Year
2. **Table of Contents**
   - Use the **Table of Contents** feature from *Insert → Table of Contents and Index → Table of Contents, Index or Bibliography*.
3. **Introduction**
   - A short paragraph introducing the selected State/UT.
4. **History**
   - Historical background of the region.
5. **Culture and Traditions**
   - Include festivals, languages, traditional attire, and food.
   - Insert images (use *Insert → Image*).
6. **Tourism and Places to Visit**
   - Top 5 tourist places with small descriptions.
   - Insert pictures and format them with borders.
7. **Digital Growth of the State/UT**
   - Describe any digital initiatives, IT parks, e-governance, and online services.
8. **Famous Personalities**
   - 2-3 short bios.
9. **Fun Facts and Interesting Information**
   - Bullet points or numbered list.
10. **Bibliography**
    - Mention the sources/websites you used.

Formatting Requirements (Compulsory):
- ☑ Use **Headings** (Heading 1, Heading 2)
- ☑ Apply **Font Style and Size** properly
  (Title – 18 pt Bold, Body – 12 pt Times New Roman/Calibri)
- ☑ Insert **Images** with Captions.
- ☑ Use **Page Border** (*Format → Page Style → Borders*).
- ☑ Page Numbers (*Insert → Fields → Page Number*).
- ☑ **Header and Footer** with Student Name and Subject.
- ☑ Proper **Bullets/numbering** where needed.

▦ **Important Instructions:**
- Submit both the printed file and the soft copy.
- Save the file as `.odt` format.
- Neatly organize the entire project — no spelling errors.
- Creativity, neatness, and formatting will fetch extra marks.