

Information Technology Tools and Network Basics Practical (PR1) – JAN 2025

1-In a spreadsheet, create a table with the following data for monthly sales (in Rs.):

Month	Sales (in Rs.)
January	6000
February	4500
March	7000
April	3200
May	5200

Use conditional formatting to:

- (a) Color cells green if sales are greater than 5000.
- (b) Color cells yellow if sales are between 3000 and 5000.
- (c) Color cells red if sales are below 3000.

2-Create a presentation with 8 slides. Edit master slide to display symbol number at the top left corner of each slide. Write "Information Operator" as notes for second slide. Apply to all the slides.

3-Create a document titled "My New Document" that includes the following:

- (a) A Title at the top of the document (Center-aligned, Font size 20, Bold).
- (b) An Introduction section with at least 3 sentences describing the purpose of the document.
- (c) Change the text in the Introduction to italicized and set the font size to 12.
- (d) Set Page Margins to 1 inch on all sides and justify the body text.