

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

1-Create a new spreadsheet titled "Monthly Expenses".

- (a) In the first sheet, enter the months in the first column and at least five categories of expenses (like Rent, Utilities, Groceries, Transportation, and Entertainment) in the first row.
- b) Enter sample expense amounts for each category.
- (c) Format the header row with bold text, a larger font size, and a background color to distinguish it from the rest of the data.
- (d) Adjust column widths to fit the text.

2-Create a presentation with 3 slides. The first slide will contain title and subtitle. Second slide should contain title and a chart. The last slide will contain the text 'Thank You'. Apply 'Textured' slide design to the presentation.

3-Open a document and type the following text:

A **word processor** is a software application used for creating, editing, formatting, and printing text-based documents. It provides a wide range of features for handling text and formatting, making it easier to create professional-looking documents. Some of the most commonly used word processing programs include **Microsoft Word, Google Docs, LibreOffice Writer, and Apple Pages.**

- (a) Format the first paragraph of your document by making the text bold, italicized, and underlined.
- (b) Change the font size and style for the title of the document (e.g., change to Arial, 24pt).
- (c) Highlight a portion of text and apply a background color to it.