

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

1-Create a new spreadsheet with the following column headers: Name, Age, Gender, Department, Salary. Do the following:

- (a) Insert data for at least five individuals under these columns. Ensure that the Age is numeric, Gender is text, and Salary is formatted with currency.
- (b) Edit the data in one of the rows by changing the Salary value for a person and explain how to modify both text and numeric data.
- (c) Insert a Date column and add today's date to each of the rows using the TODAY() function.

2-Create a presentation with 3 slides and do the following:

- (a) Modify the master slide to change the font, background, and color scheme for all slides in the presentation.
- (b) Create a custom slide layout with a title, content box, and a footer, then apply it to one of the slides.
- (c) Apply a theme to the entire presentation and adjust its colors and fonts.
- (d) Customize the footer for the slides to include a date, slide number, and your name.

3-Create a table that contains the following data about "Student Grades":

Student Name	Subject	Grade
Ram	Mathematics	A
Mohan	English	B
Radha	Science	A+
Sita	Hindi	C

- (a) Insert the table above into a new Word document.
- (b) Apply table borders and shading to the header row.
- (c) Center-align the text in all the columns.
- (d) Use bold formatting for the header row.
- (e) Add a footer to the page, indicating the document title ("Student Grades") and the current date.