

Information Technology Tools and Network Basics Practical (PR1)

JAN - 2025

1-A worksheet contains Name, Class, Age and Subjects for 30 students in a class (Candidate can assume and enter the data). Do the following:

- (a) Create a Bar Chart to represent the data of Name and Age.
- (b) Change the chart type to a Line Chart and explain the steps for this transition.
- (c) Add a Chart Title that describes the data being represented, such as “Age Distribution of Participants”.

2-Create a presentation with gradient blue color filled in slide background. The content of slides will be as follows:

Quarters	Bearing	Crone	Chasis
First Qtr	4.3	2.4	2
Second Qtr	2.5	4.4	2
Third Qtr	3.5	1.8	3
Fourth Qtr	4.5	2.8	5

Enter the production in slide and place a 2D bar chart.

3-Create the following table in a word document and apply following settings to the table:

Student Name	Subject	Pass marks	Total marks
Sunita	English	90	100
Kirti	Computer	85	100

- (a) Apply borders to the entire table and change the border color to a different color (e.g., blue).
- (b) Apply shading to specific cells in the table to highlight them.
- (c) Change the table’s style using predefined styles and apply a different color scheme.