

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

1- In a spreadsheet, create a table with the following product inventory data:

Product ID	Product Name	Quantity in Stock	Price (in Rs.)
101	Laptop	50	1200
102	Chair	100	150
103	Smartphone	200	800
104	Sofa	80	500
105	Tablet	150	600

- (a) Sort the data first by Price (highest to lowest), then by Quantity in Stock (lowest to highest).
- (b) Filter to show only products with a Price greater than 500.
- (c) Filter to show only product name whose name contains the letter "o".

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

- (a) Insert a hyperlink to a specific slide within the same presentation and test it by running the slide show.
- (b) Insert an action button that jumps to a specific slide when clicked during the presentation.
- (c) Insert an action button that allows you to jump to a specific slide or end the presentation.

3- Create your bio data in a new word document and use page border and shading in it.