

Information Technology Tools and Network Basics Practical (PR1) – JAN 2026

Exam Date: 26 Feb 2026

Question 1

Create a new spreadsheet and do the following:

- Enter the following in cells A1 to A5: "Monday", "Tuesday", "Wednesday", "Thursday", "Friday"
- Insert a new row above "Wednesday" and type "Holiday"
- Delete the row containing "Thursday"
- Change the font as: Type: Arial, Size: 14, Style: Bold & Italic, Color: Blue

Question 2

Develop a three-slide presentation on "Cyber Security Awareness".

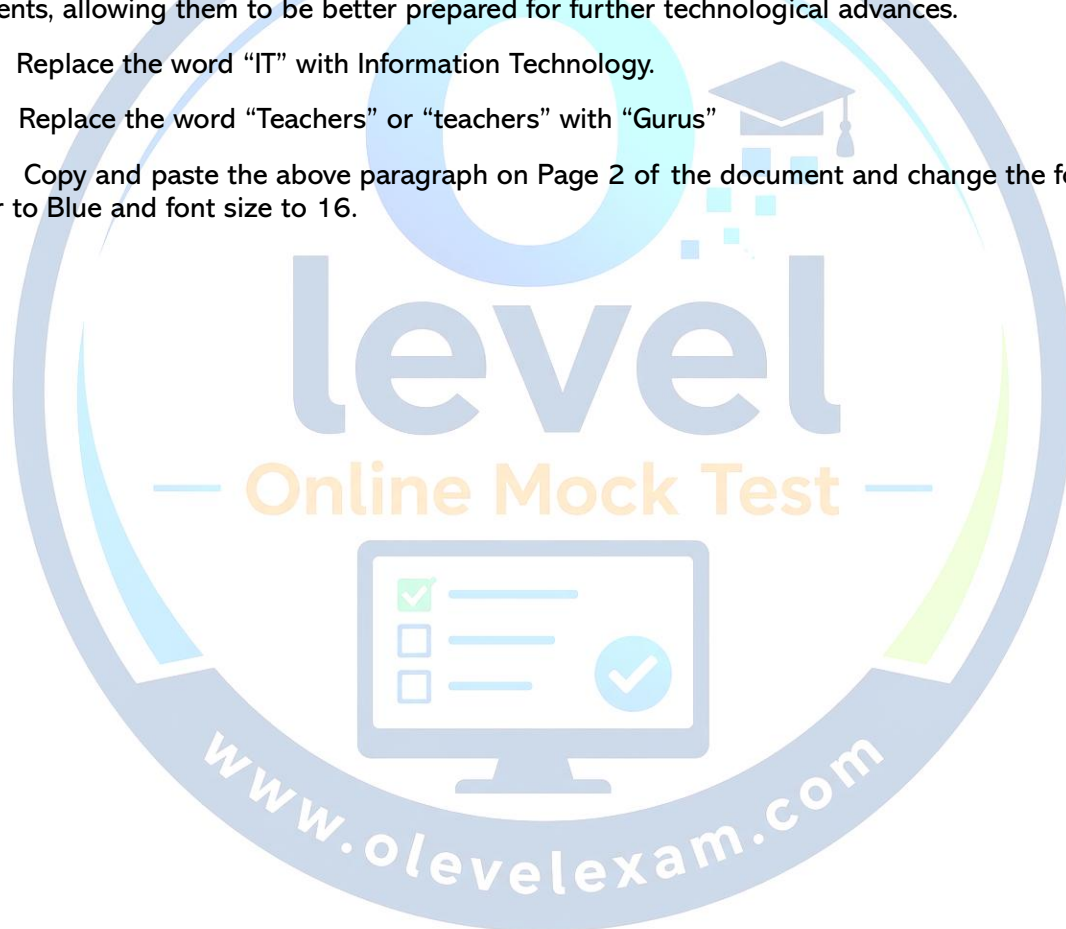
- On the master slide:**
 - Apply a dark theme
 - Insert date and time in the footer (bottom center).
 - Include a clipart of a lock on the top right.
- Slide 1 Heading:** *Cyber Security Basics* (Red, 26 pt, Arial, Bold, Left Aligned)
- Slide 2 Paragraph (font="Arial", size="20"):**
"Cybersecurity involves protecting systems, networks, and programs from digital attacks. Awareness of safe internet practices is essential."
- Slide 3 Bullets (font="Arial", size="20"):**
 - Use Strong Passwords
 - Enable Two-Factor Authentication
 - Avoid Phishing Links
 - Update Software Regularly

Question 3

Type the following paragraph and perform the actions:

The usefulness of IT in the classroom, as with any learning tool, depends on the innovation and imagination of the teacher. It is imperative, though, that the implementation of IT into a school is carefully planned. The current information explosion makes it essential that IT be used extensively within the classroom so children know how to use IT appropriately and effectively. Teachers must, therefore, be fully informed about what kinds of IT are available and whether or not they are appropriate for classroom use. School boards and teachers must therefore ensure that all staff have a clear plan about what they want their students to achieve through IT. The appropriate incorporation of IT into the classroom will broaden the minds and skills of students, allowing them to be better prepared for further technological advances.

- a) Replace the word "IT" with Information Technology.
- b) Replace the word "Teachers" or "teachers" with "Gurus"
- c) Copy and paste the above paragraph on Page 2 of the document and change the font color to Blue and font size to 16.



Powered by

INFOMAX
COMPUTER ACADEMY



Quality
Questions



Trusted by
Students



Better Practice
Better Results



Web : infomax.org.in



Call : **8874588766**