

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

Exam Date: 25 FEB 2026

Question 1

Type the following data in a spreadsheet:

Column (A)	Column (B)	Column (C)	Column (D)	Column (E)	Column (F)
250	45.2				
7230	62.7				
845	58				
1200	49.8				
695	55.5				
1345	68.3				
910	60.1				
560	50.7				

- Compute the product of A + B in column C
- Show the average of columns A and B in respective cell of D
- Find the maximum values of A & B in the column E
- Calculate $x^2 + y^2$ in column E and find the total sum

Question 2

Set up a new presentation of 3 slides

- On the first slide
 - Use WordArt to create a title: "Monthly Sales Summary".
- On the second slide
 - Create a bar chart with the following sales data:

Product	Sales (in ₹)
A	15000
B	12500
C	18500
D	9400

ii) Add the title *"Sales Performance by Product"* to the chart.

c. **On the third slide:** Type the following text in "Georgia", font size "20":

The above chart represents the monthly sales of four key products. Product C recorded the highest sales, while Product D needs further marketing support.

Question 3

Create a new Word document and type a short paragraph about yourself. Set the font type to 'Times New Roman', font size to 12, and font color to red. Additionally, carry out the following commands:

- a) Insert a horizontal line below the paragraph to visually separate it from subsequent content.
- b) Apply 1.5 line spacing to the paragraph for improved readability. Add a page border with a custom color that complements the paragraph's font color.
- c) Insert a professional-looking first-page header containing your name, aligned to the right.
- d) Enable automatic spelling and grammar check, displaying suggestions directly in the document as you type