

Information Technology Tools and Network Basics Practical

(PR 1) – JUL 2025

Qs 1. Create the following table:

Category	Amount
Rent	5000
Groceries	3000
Utilities	1000
Transport	2000

- Insert a Pie Chart to visualize the above expenses.
- Display percentage values on the Pie Chart for each category.
- Add data labels showing both Category name and percentage.
- Format the chart with a suitable title – "Monthly Expense Breakdown".
- Apply a 3D Pie Chart format and compare the visual difference with a 2D Pie Chart.
- Insert a Text Box below the chart describing which expense takes the largest share and which is the smallest.

Qs 2. Create a presentation (2-Slides) to display the organizational structure of a college.

- Use a light blue background for all slides.
- Title the slide as "School Organizational Chart".
- Insert a SmartArt Organizational Chart showing:
 - o Principal
 - o Vice Principal
 - o Heads of Departments (Science, Commerce, Arts)
 - o Teachers
- Use appropriate shapes and connectors.

Qs 3. -Draw the following table in a word document and insert a bar chart to display the sales data of five products. Use sample data like Product A to E with varying values.

Product	Sales (in units)
Product A	120
Product B	200
Product C	150
Product D	90
Product E	170



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