

Information Technology Tools and Network Basics Practical

(PR 1) – JUL 2025

Qs 1. In a spreadsheet, create a table for sales bonuses:

Name	Amount	
Maulik	9000	
Ram	8000	
Ganesh	15000	
Shyam	4000	
Gopal	20000	

Use a nested IF formula to assign a bonus based on Sales Amount:

- (a) Sales < 5000: No bonus
- (b) Sales >= 5000 and < 10000: 5% bonus
- (c) Sales >= 10000: 10% bonus

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

- (a) Insert a picture from your computer into the first slide and adjust its size and position.
- (b) Insert a Shape (e.g., rectangle, circle) into the slide and apply a fill color to the shape.
- (c) Insert a chart (e.g., bar chart, pie chart) into a slide to represent some data and modify the chart's style.

Qs 3. Create a new blank word document and perform the following page layout and design modifications.

a. Set custom page layout by setting the following custom margins:

- Top: 1.5 inches
- Bottom: 1 inch
- Left: 1.25 inches
- Right: 1 inch

b. Add a custom watermark with the text "Confidential". Set the watermark diagonally across

the page. (Ensure the watermark appears behind the text and does not interfere with readability.)

c. Change the page orientation to Portrait.

d. Use A4 as the paper size.

e. Insert sample text (e.g., "This document contains confidential information.") to test the watermark visibility.



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