

DAV PUBLIC SCHOOL

THAWE, GOPALGANJ



PRACTICAL FILE

Information Technology

Code: 402

Session: 2021-22 (*Term-I*)

Submitted By:

Name :

Class & Sec. :

Roll No. :

Adm. No. :

Submitted To:

(Teacher's Name)

PRACTICAL QUESTIONS

- Attempt all questions and write complete steps into practical file.
- Paste Printed sheet into the practical file of related questions (if required)

Q1- Create a poster for “Water Pollution” in Ms-Word with the following features.

- Font face
- Font size
- Font color
- Header & Footer
- Images

Q2: Create a list of 10 students by inserting a table in Ms-Word with the following fields-

- Sr. No.
- Student Name
- Father’s Name
- City

Q3:- Create an article on “Importance of Information Technology” using maximum feature of MS-Word.

Q4- Design a mark sheet for a student as shown in figure below and create column chart based on the below data:

	A	B	C	D	E	F	G	H
1								
2	S.No.	Name	English	Hindi	Maths	Science	Total	
3	1	Abhas	89	76	93	91	349	
4	2	Anita	92	82	98	91	363	
5	3	Raja	95	81	76	82	334	
6	4	Subbu	84	72	99	94	349	
7	5	Priya	94	93	100	97	384	
8	6	Gautam	78	89	69	72	308	

Write the following function based on above data –

- Total Marks
- Lowest Marks
- Average of Maths
- Count Cells containing values



















