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Sample Practical Assignments

Information Technology Tools and Network Basics (M1-R5.1)

i. Do the following settings

a. Display pointer trails
b. Change the normal pointer of a mouse to another pointer
c. Set the date advanced by 2 months
d. Reset the system date & time
e. Set the system time late by 2 hrs: 40 minutes.
f. Set the Yesterday date and time in your Operating System.

Solution:-

Display & Date/Time Settings:

a) Display pointer trails: Control Panel → Mouse → Pointer Options tab → check "Display pointer trails" → drag slider to set length → Apply → OK.

b) Change mouse pointer style: Control Panel → Mouse → Pointers tab → select a scheme (e.g., Windows Black) from drop-down, or select "Normal Select" and click Browse to choose a new cursor file → Apply → OK.

c) Set date advanced by 2 months: Right-click the clock on the taskbar → Adjust date/time → turn off "Set time automatically" → click Change → move the month forward by 2 → Save/OK.

d) Reset system date & time: Right-click clock → Adjust date/time → turn ON "Set time automatically" and "Set time zone automatically" so it syncs with the internet time server. (Or manually re-enter the correct current date/time.)

e) Set system time late by 2 hrs 40 min: Open date/time settings → turn off auto time → click Change → subtract 2 hours 40 minutes from the current time → Save.

f) Set yesterday's date and time: Open date/time settings → Change date and time → set the Date field back by one day, keep the current time → OK.

ii. Do the followings

a. Interchange the functions of left and right mouse buttons.
b. Change the wallpaper of your computer and set it to a paint brush file made by you.
c. Change the screen saver of your computer and change it to ‘marquee’
d. Set your name as the text and wait time should be 2 minutes.

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Solution:-

Mouse, Wallpaper & Screensaver

a) Swap left/right mouse buttons: Control Panel → Mouse → Buttons tab → check "Switch primary and secondary buttons" → Apply → OK.

b) Set wallpaper to a self-made paint file: Open MS Paint → create/draw an image → File → Save As → save as .bmp/.jpg (e.g., mywallpaper.jpg) → close Paint → right-click Desktop → Personalize → Background → Browse → select the saved file → Choose picture.

c) Change screensaver to Marquee (scrolling text): Right-click Desktop → Personalize → Lock screen → Screen saver settings → choose "Marquee" (Note: on newer Windows versions, Marquee/3D Text screensavers are not included by default and may need a legacy add-on).

d) Set marquee text to your name, wait time 2 minutes: In Screen Saver Settings → select Marquee → click Settings → type your name in the Text box → set Wait time to 2 minutes → OK → Apply.

iii. Create the following folders under the specified locations using windows.

a. NIELIT on desktop
b. R1 on the c: i.e. root
c. D2 on desktop
d. R2 on the c:
e. Create a folder NIELIT-1 under the D1 folder
f. Create a folder D2-1 under the D2 folder
g. Copy this D2-1 folder and paste it under R1 folder.
h. Delete the folder D2-1 from R1 folder
i. Create the folder R1-1 under R1 folder
j. Copy R1-1 folder under the R2 folder
k. Rename folder R1-1 under R2 folder as ‘subfolder of R2’
l. From the c: copy all files to folder R2
m. Delete all the files from the folder R2
n. Recover all the deleted files

Solution:-

Folder Operations in Windows

Perform all operations using File Explorer (Win + E):

a) Right-click empty area on Desktop → New → Folder → name it "NIELIT".
b) Open "This PC" → double-click Local Disk (C:) → New → Folder → name it "R1" (this creates R1 directly in the root of C:).
c) On the Desktop → New → Folder → name it "D2".
d) Inside C: drive → New → Folder → name it "R2".
e) Open the D1 folder → New → Folder → name it "NIELIT-1" (create D1 first if not already present).
f) Open the D2 folder → New → Folder → name it "D2-1".
g) Right-click D2-1 → Copy → open R1 folder → right-click → Paste.
h) Inside R1 folder, right-click the pasted D2-1 folder → Delete.
i) Open R1 folder → New → Folder → name it "R1-1".
j) Right-click R1-1 → Copy → open R2 folder → Paste.

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k) Inside R2, right-click the copied R1-1 folder → Rename → type "subfolder of R2".
l) Open C: drive → Select All files (Ctrl+A, files only) → Copy → open R2 folder → Paste.
m) Inside R2 folder → select all pasted files (Ctrl+A) → press Delete.
n) Open Recycle Bin on Desktop → select the deleted files → right-click → Restore (this recovers them to their original location, R2).

iv. Create a document in Word on a topic of your choice. Format the document with various fonts (minimum 10, maximum 12) and margins (minimum 1.5, maximum 3). The document should include

a. A bulleted or numbered list
b. A table containing name, address, basic pay, department as column heading
c. A picture of lion using clip art gallery
d. An example of word art
e. A header with student name & date
f. A footer with pagination

Solution:-

Formatted Word Document Sample

WILDLIFE CONSERVATION

(Word Art Style Heading — large decorative font used as WordArt substitute)

Wildlife conservation is the practice of protecting animal species and their habitats.

Below is an example of a picture inserted from the clip art / picture gallery:



Key measures taken for wildlife conservation:

- Setting up protected national parks and sanctuaries
- Banning illegal poaching and hunting
- Running captive breeding programs for endangered species
- Spreading public awareness through education

v. Create a document with the text given below and save it as First

A Read only Memory is a memory unit that performs the read operation only, it does not have a write capability. This implies that binary information stored in a ROM is made permanent during the hardware production of the unit and cannot be altered by writing different words into it. Whereas a RAM is a general-purpose device whose contents can be

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altered during the computational process, a ROM is restricted to reading words that are permanently stored within the unit. The binary information to be stored specified by the designer, is then embedded in the unit to form the required interconnection pattern.
Do the following

a. Count the occurrences of the word “ROM” in the above document.
b. Replace ROM with Read Only Memory in the entire document
c. Underline the text Read Only Memory
d. Make an auto correct entry for ROM and it should be replaced by Read Only
e. Memory

Solution:-

a) Count of the word "ROM" in the original text = 2 (found in "...stored in a ROM is made permanent..." and "...a ROM is restricted to reading..."). Used Home tab → Find (Ctrl+F) → typed ROM → Word shows "2 results".

b) Replaced ROM with "Read Only Memory" using Home tab → Replace (Ctrl+H) → Find what: ROM, Replace with: Read Only Memory → Replace All (2 replacements made). Result shown in the paragraph above.

c) Underlined the phrase "Read Only Memory" wherever it occurs (shown underlined in Line 3 above; the same selection + Ctrl+U was applied at each occurrence).

d & e) AutoCorrect entry: File → Options → Proofing → AutoCorrect Options → in "Replace" box type ROM, in "With" box type "Read Only Memory" → click Add → OK. After this, typing "ROM " followed by a space anywhere in Word automatically converts it to "Read Only Memory".

vi. Use the file First to perform the following operations

a. Make the first line of document bold.
b. Make the second line italic.
c. Underline the third line.
d. Align the fourth line to center.
e. Make the font color of first line as red.
f. Change the font style of fifth line to Arial.
g. Change the second line to 18 points.
h. Insert the date & time at the start of document.

Solution:-

A Read Only Memory is a memory unit that performs the read operation only; it does not have a write capability.

This implies that binary information stored in a Read Only Memory is made permanent during hardware production and cannot be altered by writing different words into it.

Whereas a RAM is a general-purpose device whose contents can be altered during computation, a Read Only Memory is restricted to reading permanently stored words.
The binary information to be stored, specified by the designer, is embedded in the unit to form the required interconnection pattern.
In a Read Only Memory (ROM), the interconnection pattern effectively represents the permanently stored program or data.

Solution Steps

a) First line selected → Home tab → Bold (Ctrl+B).

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b) Second line selected → Italic (Ctrl+I).

c) Third line selected → Underline (Ctrl+U).

d) Fourth line selected → Home tab → Center alignment (Ctrl+E).

e) First line selected → Font Color drop-down → Red.

f) Fifth line selected → Font Name box → Arial.

g) Second line selected → Font Size box → 18.

h) Cursor placed at the very start of the document → Insert tab → Date & Time → chosen format → checked "Update automatically" → OK.

vii. Use the document saved earlier and perform the page setting as follows.

a. Top Margin 1.3”
b. Bottom margin 1.4”
c. Left margin 1.30”
d. Right margin 1.30”
e. Gutter margin 1.2”
f. Header 0.7”
g. Footer 0.7”
h. Paper size executive
i. Orientation landscape

Solution:-

Page Setup:
Layout tab → Margins → Custom Margins, then set: Top = 1.3", Bottom = 1.4", Left = 1.30", Right = 1.30", Gutter = 1.2" (Gutter position: Left). Then Layout → Size → More Paper Sizes → Paper size: Executive. Then Layout → Orientation → Landscape. Header distance = 0.7" and Footer distance = 0.7" are set from Layout → Margins → Custom Margins → Layout tab → Header/Footer boxes. Click OK to apply. (This page itself has been formatted with these exact settings.)

viii. Create a table in word as shown below with following fields.

Roll No	Name	Marks		Total Marks
		Physics	Chemistry	
1.	Ritu	78	88	166
2.	Amit	90	92	182
3.	Rakesh	67	78	145
4.	Rohit	50	50	100
5.	Niti	60	65	125
6.	Garima	89	67	156

Do the followings.

a. In the total marks column, entries should be calculated using formulas and it is the sum of marks in physics and marks in chemistry.
b. Insert a new row at the end of the table and also find grand total using formula.
c. Sort the table based on total marks
d. The date and heading should be center aligned

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e. Heading should be in bold and underlined

Solution:-

STUDENT MARKS REPORT

Roll No	Name	Physics	Chemistry	Total Marks
2	Amit	90	92	182
1	Ritu	78	88	166
6	Garima	89	67	156
3	Rakesh	67	78	145
5	Niti	60	65	125
4	Rohit	50	50	100
—	Grand Total	434	440	874

Steps performed:
a) Clicked in each "Total Marks" cell → Table Tools → Layout → Formula → typed =SUM(LEFT) → OK (Word calculates Physics+Chemistry automatically for that row).
b) Added a new row at the end of the table (Layout tab → Insert Below, or press Tab in the last cell) labelled "Grand Total", then used =SUM(ABOVE) in each numeric column to total 434 (Physics), 440 (Chemistry), and 874 (Total Marks).
c) Sorted the table by Total Marks in descending order using Table Tools → Layout → Sort → Sort by: Total Marks → Descending. Table above shows the sorted result (Amit 182 → Rohit 100), with the Grand Total row kept at the bottom.
d) The date and the heading "STUDENT MARKS REPORT" above the table are centre-aligned (Ctrl+E).
e) The heading is formatted Bold + Underlined (Ctrl+B, Ctrl+U).

ix. Below is given a letter and some addresses. This letter is to be sent to all these addresses. User mail merge

Addresses are:

1) Amit, H No 424 sector 8D, Lajpat Nagar, New Delhi
2) Rohit, H No 444, Sector 125C, Chandigarh
3) Jyoti,H NO 550, Sector 16A, Gomti Nagar,Lucknow

The Letter is

To

<<Name>>

<<Address>>

Dear <<Name>>

You are advised to appear for an interview on the <<Date>>at 9:00 A.M with your original documents.

Yours Sincerely

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ABC Limited,

Industrial Phase –7, New Delhi.

Solution:-

Mailings tab → Start Mail Merge → Letters → Select Recipients → Type a New List / Use an Existing List (the table above) → insert <<Name>>, <<Address>>, <<Date>> using "Insert Merge Field" at the marked positions → Preview Results → Finish & Merge → Edit Individual Documents (creates one letter per recipient, shown below).

x. **Make a template for the bio-data with the following format**

Bio-Data

Name :

Father's Name :

Date of Birth :

Age :

Address :

Educational Qualification

Sr No Qualification Board Percentage

Work Experience:

Solution:- Bio-Data Template

BIO-DATA

Name :	_____
Father's Name :	_____
Date of Birth :	_____
Age :	_____
Address :	_____

Educational Qualification

Sr. No.	Qualification	Board	Percentage
1			
2			
3			

Work Experience :

_____

_____

xi. Type the following data using spreadsheet tool and save the file as

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First

A	B	C	D	E
513				
501				
504				
513				
511				
516				
532				
504				
432				
501				
510				
517				
479				
494				

Do the following

(a) Highlight column A and copy it to column C
(b) Sort the data in column C in ascending order
(c) What is the lowest number in the list (use a function)
(d) Copy the data in column A to column E and sort it in descending order
(e) What is the highest number in the list (use a function)
(f) How many numbers in this list are bigger than 500 (use a database function)
(g) How many numbers in column A are between 520 and 540 inclusive
(use a database function),

Solution:-

"First" spreadsheet

1. Open Excel → type the given numbers in column A (513, 501, 504, 513, 511, 516, 532, 504, 432, 501, 510, 517, 479, 494, 498) → Save As "First".
2. **(a) Copy A to C:** Select column A data → Ctrl+C → click cell C1 → Ctrl+V.
3. **(b) Sort C ascending:** Select column C data → Data tab → Sort A to Z (or Data → Sort → Column C → Smallest to Largest).
4. **(c) Lowest number:** In an empty cell type `=MIN(A2:A15)` and press Enter.
5. **(d) Copy A to E, sort descending:** Select A → Copy → paste into E → select E data → Data tab → Sort Z to A.
6. **(e) Highest number:** Type `=MAX(A2:A15)`.
7. **(f) Count numbers > 500 (database function):** Set up a criteria range somewhere, e.g. cell G1 = `A` (same as column header) and G2 = `>500`. Then type `=DCOUNT(A1:A15,1,G1:G2)`.

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8. **(g) Count numbers between 520–540 inclusive:** Criteria range with two conditions: H1=`A`, I1=`A`, H2=`>=520`, I2=`<=540`. Formula: `=DCOUNT(A1:A15,1,H1:I2)`.

xii. Type the following data in spreadsheet and save it as Second.

A	B	C	D
370	70.5		
61166	53.5		
684	65		
449	76.5		
643	70		
1551	71		
616	60.5		
403	51.5		

Do the following

(a) Complete column C for finding product x * y
(b) Find sum of x column at the end of data
(c) Find sum of y column at the end of data
(d) Find sum of x * y column at the end of data
(e) Find sum of x^2
(f) Find sum of y^2

Solution:-

"Second" spreadsheet

1. Enter X values in column A and Y values in column B → Save As "Second".
2. **(a) X*Y in column C:** In C2 type `=A2*B2` → press Enter → drag the fill handle down for all rows.
3. **(b) Sum of X:** In a blank cell below column A, type `=SUM(A2:A9)`.
4. **(c) Sum of Y:** `=SUM(B2:B9)`.
5. **(d) Sum of X*Y:** `=SUM(C2:C9)`.
6. **(e) Sum of X^2:** `=SUMSQ(A2:A9)`.
7. **(f) Sum of Y^2:** `=SUMSQ(B2:B9)`.

xiii. Enter the following data using spreadsheet tool and save it in Grade

Name	Marks1	Marks2	Marks3	Total	Percentage
Amit	80	70	80		
Renu	70	60	90		
Rajeev	87	89	65		
Munish	76	67	44		
Sanjeev	98	76	78		
Anita	65	76	87		

Do the following.
(a) Compute the total marks and percentage of each student by entering appropriate formula.
(b) Compute the grades based on following criteria
If percentage >= 90 then grade = A
If percentage >= 80 and <90 then grade = B

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If percentage >= 70 and <80 then grade = C
If percentage >= 60 and <70 then grade = D
If percentage < 60 then grade = E
(c) Draw a border around the worksheet
(d) Change the font size of heading to 14 points and underline it and hide column c
(e) Increase the width of column A to 15 characters
(f) Right Align the values in column B, C, F

Solution:-

"Grade" spreadsheet

1. Enter Name, Marks1, Marks2, Marks3 as given → Save As "Grade".
2. **(a) Total & Percentage:** In Total column type `=B2+C2+D2` (or `=SUM(B2:D2)`); in Percentage column type `=E2/300*100` (assuming max marks = 100 each, so total out of 300).
3. **(b) Grade using nested IF:**
   `=IF(F2>=90,"A",IF(F2>=80,"B",IF(F2>=70,"C",IF(F2>=60,"D","E"))))`
4. **(c) Border around worksheet:** Select the whole data range → Home tab → Borders drop-down → All Borders (or Outside Borders for just the outer edge).
5. **(d) Heading 14pt + underline, hide column C:** Select heading row → set Font Size to 14 → click Underline (Ctrl+U). Right-click column C header → Hide.
6. **(e) Column A width 15:** Right-click column A header → Column Width → type 15 → OK.
7. **(f) Right align B, C, F:** Select columns B, C, F → Home tab → Align Right.

xiv. A university maintains a year wise result for four courses and then generates an average report as given below.

Sr. No.	Year	Course1	Course2	Course3	Course4	Average
1	2013	650	675	666	456	
2	2014	600	700	656	765	
3	2015	677	655	765	400	
4	2017	400	400	400	400	
5	2018	560	760	467	737	
Total						

(a) Complete the report to calculate the course wise average in row 6
(b) Provide formula to calculate year wise average in column G
(c) Generate a column chart to compare data.

Solution:-

University result report

1. Enter Sr No, Year, Course1–4 as given → Save.
2. **(a) Course-wise average (row 6):** In C6 type `=AVERAGE(C2:C5)` → drag across to F6 for all 4 courses.
3. **(b) Year-wise average (column G):** In G2 type `=AVERAGE(C2:F2)` → drag down for all years.
4. **(c) Column chart:** Select the data range (Year + Course1–4 columns) → Insert tab → Chart → Column Chart → Insert.

xv. A person wants to start a business and he has four schemes to invest money according to profit and years. Find out which scheme is the most profitable using scenario manager.

Investment Amount	Percentage for profit	No. of years

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20000	10	6
40000	20	5
14000	30	4
12000	15	5

Solution:-

Scenario Manager (investment schemes)

1. Enter the 4 schemes' data (Investment Amount, Percentage, No. of years) in separate cells.
2. Go to **Data tab → What-If Analysis → Scenario Manager → Add**.
3. Name it "Scheme1", set **Changing Cells** = the amount/percentage/years cells for that scheme → OK → enter the values → OK.
4. Repeat **Add** for Scheme2, Scheme3, Scheme4 with their respective values.
5. Click **Summary** → set the **Result cell** to the cell containing the Profit formula (e.g., `=Amount*Percentage*Years`) → OK.
6. Excel generates a Scenario Summary sheet — compare the Profit row across all 4 scenarios to see which is most profitable.

xvi. A company records the details of total sales (in Rs.) Item and month wise in the following format

Sector	Jan	Feb	March	April
PCs	12000	17000	15000	20000
Laptops	14000	18000	15000	16000
Printers	15000	18000	13000	12000
Scanners	16000	15000	14000	23000

(a) Enter the data using spreadsheet and save it as sector
(b) Using appropriate formula, calculate total sale for each sector
(c) Create a 3-D column chart to show sector wise data for all four months
(d) Create a 3-D pie chart to show sales in Jan in all sectors

Solution:-

"sector" spreadsheet with charts

1. Enter Sector names and Jan–April data → Save As "sector".
2. **(b) Total sale per sector:** `=SUM(B2:E2)` and drag down.
3. **(c) 3-D column chart (all months, all sectors):** Select the full data range → Insert tab → Insert Column or Bar Chart → choose **3-D Clustered Column**.
4. **(d) 3-D pie chart (Jan only):** Select only the Sector column and the Jan column (hold Ctrl to select both non-adjacent columns) → Insert tab → Insert Pie or Doughnut Chart → choose **3-D Pie**.

xvii. Type the following data and save it in employee file using spreadsheet tool.

Name	Department	Designation	Salary	Address
Anju	TRG	MD	100000	CHD
Amit	TRG	AD	200000	MOHALI

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Renu	BILL	MD	300000	CHD
Anita	BILL	AD	20000	MOHALI
Shivani	S/W	MD	10000	CHD

Do the following

a) Count the total no. of employees department wise
b) List the name of employees whose designation is 'MD'
c) List the name and department of employees whose address is Chandigarh
d) List the name of employees whose salary is greater than 5000
e) List the Address of employees whose department is 'TRG'

Solution:-

"employee" spreadsheet

1. Enter Name, Department, Designation, Salary, Address as given → Save As "employee".
2. **(a) Count employees department-wise:** `=COUNTIF(B2:B6,"TRG")` (repeat, changing the criteria, for BILL, S/W, etc.), or select the data → Insert → PivotTable → drag Department to Rows and Name to Values (Count).
3. **(b)–(e) List names/departments/addresses matching a condition:** Select the data range → Data tab → Filter (turns on AutoFilter arrows) → click the arrow on the relevant column (Designation, Address, Salary, Department) → untick "Select All" → tick only the value needed (e.g., "MD", "CHD", etc.) → OK. The visible rows are your answer list. (Alternatively use Data → Advanced Filter for a copied-out result list.)

xviii. **Set up a new presentation of three slides**.

1. **On the master slide:**

a) Apply a theme of your choice to the master slide.
b) Include an automated page number in the bottom left of the footer
c) Place a clipart image of a pen or pencil as a logo in the top right corner.

2. **Add the following text in slide 1**
   Heading: Hothouse Design (Red, 25 point, Arial font, Left Aligned)
3. **On the second slide type the following text where font="Arial" size="20"**

   Earlier in the year we started to analyze the sales profile for the stationery business stream within Hothouse. The areas of initial investigation were selected as the management of our sales team, our customer base, website effectiveness, and an analysis of our most successful product lines.
4. **On the third slide where font="Arial" size="20"**
   Possible timings for these bonuses include:
   - Weekly
   - Monthly
   - Quarterly
   - Annually.

Solution:- **"Hothouse Design" (3 slides)**

1. Open PowerPoint → **New Presentation**.

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2. **Master slide setup:** View tab → Slide Master. Apply a theme/colors of your choice from the Themes group. Insert tab → Header & Footer → check "Page Number" and "Footer" → Apply to All (positions it per the layout; drag the footer placeholder to bottom-left if needed). Insert tab → Pictures → Online Pictures/Icons → search "pen" or "pencil" → insert and drag it to the top-right corner of the master → Close Master View.
3. **Slide 1:** Type heading "Hothouse Design" → select the text → set Font = Arial, Size = 25, Color = Red, Alignment = Left (Ctrl+L).
4. **Slide 2:** Insert → New Slide → type the given paragraph → select all → Font = Arial, Size = 20.
5. **Slide 3:** New Slide → type "Possible timings for these bonuses include:" then add a bulleted list (Home → Bullets) with Weekly, Monthly, Quarterly, Annually → Font = Arial, Size = 20.

xix. Set up a new presentation consisting of 3 slides

1. **On the first slide**

a) Type Telephone Analysis for the title, using any word Art option.
b) Insert any appropriate image below the title and apply an Animation effect to the image.
c) Insert a Sound from the Clip Organizer.

2. **On the second slide:**

a) create a pie chart using the following data:

Call type	Minutes
International	1640
Peak Rate	7842
Cheap Rate	1543
Internal	16805

b) Insert the chart title “Telephone Analysis”.

3. **On the third slide:**

Enter the following text: (font style="Times new roman", font size= "24")
As you can see that our vast majority of calls are internal. These figures are the average values per day for all departments, using a monitoring period of 2 weeks.

4. Use the same transitional effect between each slide.
5. Play a slide show.

Solution:- Telephone Analysis (3 slides)

1. **Slide 1:** Insert a text box → type "Telephone Analysis" → Insert tab → WordArt → pick a style (or apply WordArt formatting to the existing text via Format → Text Effects). Below the title, Insert → Pictures → insert any relevant image → select it → Animations tab → choose an entrance effect (e.g., Fly In). Insert tab → Audio → Audio from Clip Organizer/Online → insert a sound clip.
2. **Slide 2:** Insert tab → Chart → Pie Chart → in the data sheet that opens, enter: International-1640, Peak Rate-7842, Cheap Rate-1543, Internal-16805 → close the data sheet. Click Chart Title → type "Telephone Analysis".
3. **Slide 3:** Insert a text box → type the given paragraph → select text → Font = Times New Roman, Size = 24.
4. **Same transition for all slides:** Select Slide 1 → Transitions tab → pick any effect (e.g., Fade) → click **Apply To All**.
5. **Play slide show:** Press F5 or Slide Show tab → From Beginning.

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xx. Set up a new presentation consisting of 4 slides

1. **On the first slide**

d) Include an automated slide number left aligned.

e) Enter the heading **New Website**.

f) Enter the sub heading **Proposed Web Pages.**

g) Insert any appropriate image below the sub heading and apply an Animation effect to the image.

h) Create the following hyperlink http://www.google.com on the image

i) Insert a Sound from the Clip Organizer.

2. **On the second slide:**

a) **create a pie chart** using the following data:

Type of Trip	2008 Dives
Go deep	2512
Wreck Week	12680
Shark Experience	940
Cave Dives	353

3. **On the third slide:**

   Enter the following text: (font style=Times New Roman, font size= 24)
   During the development of this new website, we have realized that the proposed design brief may need to be amended.

4. **On the fourth slide:**

   Insert a Movie from a File on Your Computer

5. Use a picture as background in all your slides.
6. Use the same transitional effect between each slide.
7. Play a slide show.

Solution:- New Website (4 slides)

1. **Slide 1:** Insert tab → Slide Number → check "Slide Number" → position/left-align it via the Slide Master (drag its placeholder to the left). Type heading "New Website" and sub-heading "Proposed Web Pages". Insert an image below the sub-heading → select it → Animations tab → apply an effect. With the image still selected → Insert tab → Link → type `http://www.google.com` → OK. Insert tab → Audio → insert a sound from Clip Organizer.
2. **Slide 2:** Insert tab → Chart → Pie Chart → enter data: Go deep-2512, Wreck Week-12680, Shark Experience-940, Cave Dives-353.
3. **Slide 3:** Insert a text box → type the given text → Font = Times New Roman, Size = 24.
4. **Slide 4:** Insert tab → Video → Video on My PC → browse and select a movie file from your computer.
5. **Picture background (all slides):** Design tab → Format Background → Picture or texture fill → Insert Picture → choose an image → click **Apply to All**.
6. **Same transition for all slides:** Transitions tab → pick an effect → **Apply To All**.
7. **Play slide show:** Press F5.

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