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GROUP OF INSTITUTIONS
ISO 9001: 2015 Certified

# Practical Set-1

**Q1.Create a new blank Word document and perform the following page layout and design modification**

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 watermarkwith 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. d. Use an appropriate font size (e.p•., 12pt) to add the sample text (e.g., *"This document Contains confidential information "*) to test the watermark visibility..

**Q2. 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 chan"s style.

**Q3.In a spreadsheet, create a table for sales bonuses**

| Name | Sales Amount in (RS) | bonus |
|---|---|---|
| Sonia | 40000 | |
| Rekha | 50000 | |
| anu | 60000 | |

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

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(a) Sales < 5000 No bonus

(b) Sales > 5000 and < 10000 5% bonus

(c) Sales > 10000 10% bonus

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