Zed-King
GROUP OF INSTITUTIONS
ISO 9001: 2015 Certified

Practical Set-2

Q1.Create 4 slides on annual day of your college and perform the following :

a)Give header and footer

b)Give Background color

c)Insert Picture from clip art

d)Insert slide number

e)Insert animation effect

f)Link first slide with the third

Q2. Write the following Paragraph:

National institute of electronic & information Technology (NIELIT),(erstwhile DOEACC Society),an Autonomous Scientific Society under the administrative control of Ministry of Electronic & information Technology (MoE &IT), Government of India, was set up to carry out Human Resource development and related activities in the area of information , Electronics &Communications Technology(IECT).

a) Split in to two coloumn

b) Make Header of " National institute of electronic and information technology".

c) Make a logo on the right side of header.

d) Make footer of phone number and hyperlink website of NIELIT https://www.nielit.gov.in

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

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

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