Practical Set-4

Q.1 Create the following table in a new spreadsheet:

Product	Sales
A	120
B	200
C	150
D	90
E	170

a. Insert a Bar Chart to visually represent the sales of all products.
b. Add appropriate axis labels: X-axis: Product Y-axis: Sales
c. Add a Chart Title: Product-wise Sales
d. Apply a Chart Style of your choice to improve its appearance.
e. Change the bar color to blue.

Q.2 Type the following text in Word:

"Cloud computing allows users to store and access data over the internet instead of on a local drive. It offers scalability, flexibility and cost-efficiency. Many organizations are moving to cloud-based infrastructure for better performance."

Do the following:

a. Count how many times the word **"cloud"** appears
b. Change all instances of **"cloud"** to **"Cloud Computing"**
c. Italicize the words **"scalability"** and **"flexibility"**

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

Slide 1:

Write 3 bulleted points on "Use of Pen drive"

Slide 2:

Write Your Organisation/Institute

Slide 3:

Write "Thank You

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