Zed-King
GROUP OF INSTITUTIONS
ISO 9001: 2015 Certified

Practical Set-5

Q.1 Draw the following table in a word document and insert a bar chart to display the sales data of five products. Use sample data like Product A to E with varying values.

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

Q.2 Create a presentation (2 Slides) to display the organizational structure of a college.

a. Use a light blue background for all slides.
b. Title the slide as **"School Organizational Chart"**.
c. Insert a SmartArt Organizational Chart showing:
- Principal
- Vice Principal
- Heads of Departments (Science, Commerce, Arts)
- Teachers

d. Use appropriate shapes and connectors.

Q.3 Create the following table in spreadsheet.

Category	Amount
Rent	5000
Groceries	3000
Utilities	1000
Transport	2000

a. Insert a Pie Chart to visualize the above expenses.
b. Display percentage values on the Pie Chart for each category.
c. Add data labels showing both Category name and percentage.
d. Format the chart with a suitable title – *Monthly Expenses Breakdown*.
e. Apply a 3D Pie Chart format and compare the visual difference with a 2D Pie Chart.
f. Insert a Text Box below the chart describing which expense takes the largest share and which is the smallest.

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