

USPC JAIN PUBLIC SCHOOL



PRACTICAL FILE OF INFORMATION TECHNOLOGY SUBJECT CODE: 402 SESSION: 2026-2027

SUBMITTED BY:

STUDENT NAME:

SUBMITTED TO:

Mr. Sumit Sadana

BOARD ROLL NO:

CLASS & SEC:

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1.	Create a Word Document and write all the steps to be taken.	1
2.	What are the steps to insert an image from the hard disk drive in the writer document?	2
3.	What are the steps to apply any filter on an image and explain any 4 graphic filters?	2
4.	What are the steps to cropping an image?	2
5.	What are the steps to show the drawing toolbar?	2
6.	What do you understand the terms?	3
7.	What are the steps to create a template using wizard?	3
8.	What are the steps to insert table of contents feature?	3
9.	What do you mean by mail merge?	3
10.	What do you mean by data consolidation? Give an example with steps.	4
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ACKNOWLEDGEMENT

I want to express my special thanks of gratitude to my teacher, **Mr. Sumit Sadana**, as well as our principal, **Mrs. Vinny Malhotra**, who gave me the golden opportunity to do this wonderful project on the topic IT 402, which also helped me in doing a lot of research, and I came to know about so many new things. I am thankful to them. Secondly, I would also like to thank my parents and friends who helped me a lot in finalising this practical file within the limited time frame.

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(Name of student)

CERTIFICATE

This is to certify that _____
of class/sec _____, roll no. _____ has
completed the practical file to my satisfaction and
submitted the same during the academic year
2025-2026. The practical file is the result of his/her
efforts & endeavours.

.....

Date:

(Signature of the teacher)

BIBLIOGRAPHY

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3. <https://ncert.nic.in/vocational.php?jhde1=0-4>