

USPC JAIN PUBLIC SCHOOL



PRACTICAL FILE OF INFORMATION TECHNOLOGY SUBJECT CODE: 402

SESSION: 2023-2024

SUBMITTED BY:

SUBMITTED TO:

STUDENT NAME:

Mr. Sumit Sadana

BOARD ROLL NO:

CLASS & SEC:

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1.	Create a Word Document and write all the steps to done	1
2.	What are the steps to insert an image from the hard disk drive in 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
11.	What do you mean by subtotals? Give an example with steps.	4
12.	What do you mean by Goal seek? Give an example with steps.	5
13.	What do you mean by solver? Give an example with steps.	5

14.	What are the steps to rename a worksheet?	5
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16.	What do you mean by Macro? Give an example with steps.	6
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20.	What do you mean by Blog? Write any 3-website name.	18

ACKNOWLEDGEMENT

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(Name of student)

CERTIFICATE

This is to certify that _____
of class/sec _____, roll no. _____ has
successfully completed the practical file to my
satisfaction and submitted the same during the
academic year 2022-2023. The practical file is the
result of his/her efforts & endeavours.

.....

Date:

(Signature of the teacher)

BIBLIOGRAPHY

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3. https://cbseacademic.nic.in/web_material/Curriculum21/publication/secondary/Employability_Skills10.pdf
4. <https://ncert.nic.in/vocational.php?jhde1=0-4>