



ADARSHA VIDYALAYA MATIA

Assignments for Practical File/Report or Portfolio (10 Marks)
INFORMATION TECHNOLOGY (IT-402)
Class –IX (Nine)

Designed & Compiled By: *Sofiqul Islam, B.Tech(IT)* [Computer Teacher]

General Instructions:

1. Use black ink pen for writing the questions in an A4 size paper and for the steps of the practical tasks use blue ink pen for writing the steps of the assignment tasks.
2. Use proper screenshots for your assignment tasks.
3. Maintain an index of your project file.

Word Processing Assignments

1. Using word processing program perform the following tasks :
 - a) Write a letter to the Principal of your school requesting him/her to allow an extra time for your Computer Practical class.
 - b) Save the document filename as yourfirstname_WP1.docx
2. Open word processing program and perform the following tasks :
 - a) Write a letter to complain about the detained delivery of the stationary items such that it contains the following word processing features:
 - i) Bold and underlined text.
 - ii) Superscript text.
 - iii) Right aligned text.
 - iv) Numbering format.
 - b) Save the document.
3. Using word processing program perform the following tasks :
 - a) Generate a report in table format on the attendance of the students of the class IX Sec A.
 - b) Calculate the attendance of each student for the complete session.
 - c) Apply table style to the table.
 - d) Save the document.
4. In word processing program, type the following text:

Types of Computer

There are different types of computers available in market. The various types of computers are as follows:

Computer, Feature

PC (Microcomputer), Smallest and least expensive computer

Laptops/Notebooks, Small enough to fit in user's lap

Hand-held/ Pocket PCs, Uses ouch sensitive screen

Tablet Computer, Larger than a mobile phone

After typing the text, perform the following tasks.

- a. Change the font face, style, colour, background and case to **UPPERCASE** of the heading **Types of computer**.
- b. Change the text separated by commas to a table.
- c. Insert a built-in style to the table.

d. Save the document.

5. Using word processing program perform the following tasks :

Marksheet

Roll No, Name, English, Maths, Science, Social Science, Computer

1. *Abu Sahil, 56, 63, 96, 89, 56*
2. *Mandip Adhikary, 45, 85, 63, 78, 90*
3. *Rakib Sheikh, 85, 64, 98, 12, 73*
4. *Mohibul Islam, 55, 69, 68, 67, 33*
5. *Riya Kalita, 65, 52, 55, 59, 60*
6. *Yuvraj Das, 75, 96, 99, 95, 75*
7. *Tajnur Iqbal, 55, 73, 72, 85, 91*
8. *Bitupan Singha, 34, 66, 68, 45, 37*
9. *Nur Hina, 88, 77, 74, 73, 70*
10. *Farhina Begum, 25, 29, 39, 48, 46*

In above text, perform the following tasks.

- a. Format the heading **Marksheet** using Font group of Home tab.
- b. Convert the text separated with commas into a table.
- c. Give an appropriate border and shading to the table.
- d. Insert a new row at the end of the table and input the following data:

11, Arif Shahil Ahmed, 85, 99, 66, 44, 55

- e. Give an attractive art border and page colour to the page.
- f. Save the document.

6. Using word processing program perform the following tasks

Installing a printer

To install a printer, follow the given steps:

*Click **Start** button. The **Start** menu appears.*

*Click **Control Panel**. The **Control Panel** window appears on your computers screen.*

*Click **Hardware and Sound** option. A new window appears.*

*Click **Add a Printer** under **Device and Printers** option.*

*The **Add a printer** dialog box appears. Select the type of printer you want to install.*

*Select the **printer** port either existing or create a new port.*

*Click **Next** button.*

*Choose the printer from the printers list and click on **Next** button.*

Type a printer name in printer name box.

*Click **Next** button. The window will show a message **Installing Printer**.*

It may also display a dialog box showing message to share the printer or not.

*Click **Finish** button.*

In the above text, perform the following tasks.

- a. Format the heading and give a border to the heading and apply numbering format to the text.
- b. Format the text using format group of Home tab.
- c. Apply an attractive page border and color to the document.
- d. Save the document.

Spreadsheet Assignments

7. Using spreadsheet program perform the following tasks :
 - a) Enter the marks of the students of a class.
 - a) Calculate the total marks. Save the worksheet.

8. Using spreadsheet program perform the following tasks :
 - b) Enter data of the Unit test marks of the students of a class.
 - c) Calculate the total marks. Save the worksheet.

9. Using spreadsheet program perform the following tasks :
 - a) Enter the data of 10 students according to the marks obtained in the subjects.
 - b) Find out the maximum marks obtained by each student.
 - c) Find out the minimum marks obtained by each student. Save the worksheet.

10. Using spreadsheet program perform the following tasks:
 - a) Create a cricket scoreboard of Indian cricket team
 - b) Determine the strike rate of each player.
 - c) Find out the total runs scored. And also the total no. of balls.
 - d) Determine the maximum and minimum runs scored. Save the worksheet.

11. Using spreadsheet program perform the following tasks:
 - a) Create a cricket scorecard of a tournament named 'Youngistan T20 Trophy'.
 - b) Calculate the total runs scored by each player.
 - c) Calculate the total runs scored by the team. Save the worksheet.

12. Using spreadsheet program perform the following tasks:
 - a) Enter data of 10 assignments held in year 2018-19 at "Adarsha Vidyalaya" of 10 students.
 - b) Calculate the total marks of each student.

Presentation Graphics Assignments

13. Using presentation program perform the following tasks.
 - a) Create a 6 slides presentation on the topic **Trends in Wireless Computing**.
 - b) Insert pictures in the slides.
 - c) Insert a theme in all the slides of the presentation. Save the presentation.

14. Using presentation program perform the following tasks.
 - a) Create a 4 slides presentation on the topic **Annual Cycle of Seasons in India**.
 - b) Insert pictures as the background of the slides. Save the presentation

15. Using presentation program perform the following tasks.
 - a) Create a 4 slides presentation on the topic **Natural Resources**
 - b) Insert pictures as the background of the slides. Save the presentation.

16. Using presentation program perform the following tasks.
 - a) Create a 4 slides presentation on your **School**. Insert the logo of the school in the first slide. Insert a theme in all the slides of the presentation.
 - b) Save the presentation.

17. Using presentation program perform the following tasks.
 - a) Create a 4 slides presentation on the topic **Pollution**. Insert a picture as the background of the image in slide 1. Insert a chart in the slide.
 - b) Insert a theme in the slide 2 to slide 4. Insert a clipart in the slide. Save the presentation.

18. Using presentation program perform the following tasks.
 - a) Create a 9 slides presentation on the topic **North-east of India**.
 - b) Insert pictures of map of all the states in the slides.
 - c) Insert a theme in all the slides of the presentation. Save the presentation.