

Practical Assignment

Time: 1 Hour

Question 1. Create a new folder on the Desktop named "Practical 2026". 5

MS Word Assignment

Questions 2. Type the following paragraph exactly as given below using the following formatting: 15

- Font: Mongolian Baiti
- Font Size: 12
- Line Spacing: 1.5
- Type the paragraph exactly as shown below without making any changes. After completing the document, save it as a PDF in the "Practical 2026" folder.

Digital India is an initiative launched by the Government of India to make the country digitally empowered. It aims to provide easy access to online services, digital education, digital payments, and e-governance. Through this program, people can use the internet to access government services, banking, healthcare, and education from anywhere. Digital India also promotes the use of technology in business and communication. This initiative has improved transparency, reduced paperwork, and made services faster and more efficient, helping India move toward a modern and digitally connected future.

MS Excel Practical

Question 3. Complete the assignment below using Microsoft Excel. 15

Use of Formulas Sum, Average, If, Count, Counta, Countif & Sumif

Roll No	Student Name	Hindi	English	Math	Physics	Chemistry	Total	Average	Grade
1	RAM	20	10	14	18	15	77	15.4	A
2	ASHOK	21	12	14	12	18	?	?	?
3	MANOJ	33	15	7	14	17	?	?	?
4	RAJESH	15	14	8	16	20	?	?	?
5	RANJANA	14	17	10	13	18	?	?	?
6	POOJA	16	8	20	17	15	?	?	?
7	MAHESH	18	19	3	10	14	?	?	?
8	ASHUTOSH	19	20	7	14	18	?	?	?
9	ANIL	22	13	8	12	19	?	?	?
10	PREM	26	12	10	11	27	?	?	?

Q.1 Find the Total Number & Average in all Subjects in Each Student .

Q.2 Find Grade Using If Function - If Average Greater >15 then "A" Grade otherwise "B" Grade

Q.3 How Many Student "A" and "B" Grade

Use of Countif

Q.4 Student Ashok and Manoj Total Number and Average

Use of Sumif

Q.5 Count how many Students

Use of Counta

Q.6 How Many Student Hindi & English Subject Number Greater Than > 20 and <15

Use of Countif

MS PowerPoint Assignment

Question 4. Create a PowerPoint presentation on the topic given below. 15

Topic: Artificial Intelligence (AI)

Instructions:

1. Create a **6-slide** PowerPoint presentation.
2. Add **relevant images and icons**.
3. Use **Transitions** and **Animations**.
4. Save the file as **AI_Presentation.pptx**.

Slide Structure

1. **Title:** Artificial Intelligence (AI)
2. **Introduction:** What is AI?
3. **Applications:** Education, Healthcare, Banking, Business
4. **Advantages:** Speed, Accuracy, Automation
5. **Disadvantages:** Job displacement, Privacy concerns, High cost
6. **Conclusion:** Future of AI