Instructions:

1. **Front page displaying all your details along with subject code and teacher Incharge.**
2. **Index and Page number and Teachers signature.**
3. **Screenshots are required in 1,3,4,5,6,7.**

Software- LIBRE OFFICE Writer, Calc, Impress, Base

(WRITER)

1. Create a word Processor file that prints a bill of items as bought in a gift shop named "TOKEN _OF_LOVE". The Bill should have

- Welcome image should be on the Top.
- A watermark(Your name)
- Font should be decorative
- Customer name

- Mode of Payment
- Date of Purchased
- Items Purchased with Price and Discount

Name of Item	Price of Item	Discount	Final Price
Diamond Pendant	27000	10 %	26730
Gold Earrings	18000	7%	16740
Case	500	-	500
Total			43970

2. You are Abhinav/Anu of class X. Using the Word Processing Software write an application to the school principal for three days leave.(Using paragraph spacing as 1.5 and all use all required alignment)

3. Create a Writer document and enter some information related to your friends (Sno, Name, Phone no, E-mail id) in a table. Make the table look beautiful.

(CALC)

4. The table given below shows the number of visitors to different stalls at a funfair event. Write the data using the Spreadsheet Software. Name the sheet1 tab as Data

    A. Calculate the total number of visitors per day.

    B. Compute the total number of visitors and their average across four days for each stalls.

    C. Heading data should be Left Aligned and rest of data should be center aligned.

    D. The row height should be 18.5

    E. Sort the whole data in the descending order of Stalls

    F. Apply Font Formatting, background color and border on the given data

STALLS	DAY 1	DAY 2	DAY 3	DAY 4
SHOOTING A BALLOON	20	25	30	35
THROWING A RING	30	40	50	45
MAGIC SHOW	25	30	30	35
JUGGLING	30	35	40	60
DOG SHOW	10	15	20	25
FACE PAINITNG	20	25	30	20

5. Tariq Fashions maintains their employee salary details in a spreadsheet as shown below. Fill the blanks using the Excel formulae

A. To Calculate the DA = (25% of BASIC) +HRA for each employee and display in column D.

B. To calculate the NETSALARY = BASIC +HRA +DA –PF for each employee and display in column E.

C. To find the Maximum Net Salary and Display in Cell F9.

D. To count the number of employees and display in cell B10.

	A	B	C	D	E	F
1	Name	Basic	HRA	DA	PF	Net Salary
2	Surindar	50000	20000	-	600	-
3	Kanika	56000	20000	-	600	-
4	Ashish	35000	15000	-	400	-
5	Harjeet	45000	15000	-	500	-
6	Abhijeet	60000	25000	-	700	-
7	Jyoti	75000	30000	-	700	-
8	Amita	25000	10000	-	300	-
9	Maximum	-	-	-	-	-
10	No Of Employee	-	-	-	-	-
11						

(BASE)

6. Create a new database named "FRIENDS" that keeps information about all your friends. Add a table "Friend info" with these fields-

SNO, NAME, ADDRESS, MOBILE NO

Enter any 10 records.

(IMPRESS)

7. Create IMPRESS Presentation on any one of the following topic (slide limit- 5 to 7 slides)

    a) Importance Of Protecting Trees.

    b) Cyber Security

    c) Pollution

    d) Your School

- Maintain the colour combination theme.
- Use images.
- 1st slide your name and details last slide- Thankyou