

**QUESTIONS FOR PRACTICAL FILE ( 20 MARKS)**

1. Draw a Poster in OpenOffice Writer using Drawing objects and pictures giving message to "Follow Traffic Rules". Use different Traffic symbols.

OR

Design cover page for IT Book. Add relevant pictures, headers, appropriate title and make it look attractive.

2. Design a digital planner for a month in open office writer.
3. Data consolidation in open office calc

OR

Creating subtotals in open office calc.

4. Paste holidays homework.