**ACTIVITIES FOR PRACTICAL FILE (402 ) CLASS IX**

1. **Create info graphics or mind maps from Chapter Entrepreneurship skills (any three)**

**(Qualities of Successful Entrepreneur, Types of Business, Starting of Business, Characteristics of Entrepreneurship, Role of Entrepreneurship)**

1. **Create a table in documentation Software for Time Table (Using options of Creating table, inserting rows and columns, Merging Cells). (Printout required)**
2. **Design two posters using various tools like Word Art, Smart Art, Shapes, Clipartson Swachh Bharat, Save Environment, Save Water or any social issue.). (Printout required)**
3. **Type a formal letter (Letter to Principal/ Letter to Editor) using proper alignment, line spacing and other formatting features.). (Printout required)**
4. **Write 15 Shortcut Keys for Documentation Software.**
5. **In Spreadsheet Software). (Printout required)**
   1. **Consider your marks of different subjects and prepare a simple marksheet containing school name, student’s number, student’s name, class and marks. Also find percentages and marks and grade.**
   2. **Make a small survey in your area and find out the newspaper invited in each house for at least 10 houses. Collect data, arrange them and prepare 3D pie chart based on this.**
   3. **Create sheet for 10 employees to calcuate Gross Salary.**

**(Gross Salary= Basic Salary +TA+DA+HRA , TA= 6 % of Basic Salary, DA = 14 % of Basic Salary and HRA= 10 % of Basic Salary)**

* 1. **Using Sample Data Create aworksheet with Name of month and Bill ammount. Develop an appropriate chart for the same to do the analysis.**

1. **In Presentation Software Create presentations for:**
   1. **Green Skills**
   2. **Any National International Day**
   3. **Social Issues**
   4. **Cyber Safety**

**Each Presentation should have 10 to 15 slides. Handouts with 6slides per page is to be printed.**