

Term: I  
Duration: 15 mins  
Session 2024-2025



Name: \_\_\_\_\_  
Section: \_\_\_\_\_  
Date: \_\_\_\_\_

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## File Management and Graph Creation Task Worksheet

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### Task 1: File Management

1. Create a folder structure that organizes files by subject. Each folder should be named after the subject (e.g., Mathematics, Science).
  2. Save files in the correct formats for each subject (e.g., .docx, .pdf, .xlsx).
  3. Demonstrate how to compress the entire folder structure into a .zip file.
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### Task 2: Graph Creation

1. Create a chart that compares the scores of one subject (e.g., Mathematics) for all students. Identify which student has the highest score in Mathematics.
2. Create a graph to show the trend of overall scores for all students (sum of scores in all subjects).