**TASK-1**

To create a new table by modifying an existing file, the following steps were performed:

**File Duplication:**

The original file was located and duplicated to preserve its integrity. This was achieved by creating a copy of the file and renaming it to distinguish it from the original. The duplicate file served as the working file for modifications.

**Opening the File:**

* The duplicated file was opened using an appropriate application. Depending on the file format:
* For a spreadsheet file, software like Microsoft Excel or Google Sheets was used.
* For plain text or CSV files, a text editor or a specialized tool like Notepad++ or VS Code was utilized.

**Column Identification:**

* Within the working file, the columns were reviewed to identify the ones that needed to be removed. These columns were either unnecessary for the new table or redundant.

**Removing Columns:**

* The identified columns were deleted using the application’s functionality:
* In a spreadsheet application, columns were selected and removed via a "Delete" option or by right-clicking and choosing "Delete Column."
* In a text editor, unwanted columns were removed manually or with the help of find-and-replace or scripting.

**Saving the Modified File:**

* After making the changes, the modified file was saved under the new name to ensure the new table was distinct and ready for use without affecting the original data.







