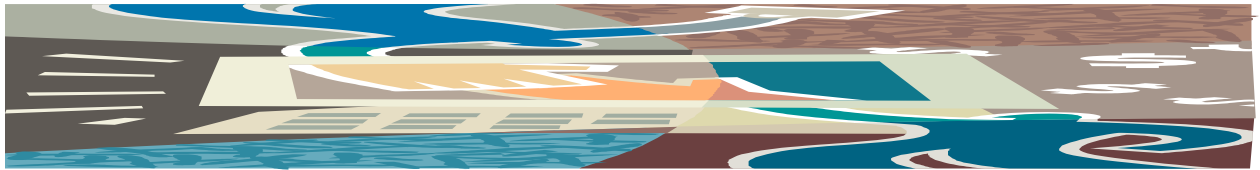# Pakistan Shipowners' Govt. College

Word & Excel (spread sheet)

Roll No:10253
Muhammad Omer Khan
2020-21

XI-Practical of Board of Intermediate Education Karachi for the year

انٹر سال (اول) سال تعلیمی ۲۰۲۰ء۲۱

Mohsin Ahmed Khan Ghori (Lecturer) / *Pakistan ShipOwners' Govt. College,*
www.MasterMohsin.Com

NAME   Muhammad Omer Khan

FATHER NAME   Mohsin Ahmed Khan

CLASS   **Intermediate (First year / Part-1) / XI**

GROUP   Science General

ROLL NO   10253

EMAIL   OmerKhan@Msn.com

CONTACT   02136326200

COLLEGE   Pakistan ShipOwners' Govt. Degree College

SESSION   **2020 -2021**

<u>Certificate</u>

This is to certify that Mr.Muhammad Omer Khan s/o Mohsin

Ahmed Khan, holding Roll No.10253 of XI class, section C, has

successfully completed all the requirement of this practical file for

the session 2020-21.

Course Instructor   Head of the Department

(Mohsin Ahmed Khan Ghori)

TABLE OF CONTENTS

Part-1 Microsoft Word
(Word Processor)

Practical No.1-*(Paragraph writing for Copy paste and Styling)*

Object Create a simple document file using MS-**Word document**. Type three or four lines paragraph and then, Copy one time and paste five times. Also apply text formatting including Font-Name, Font-Style, and Font- Size to each paragraph, Save and also print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File
Double click the MS-Word icon to open MS-Word, New document having name Document1.docx will automatically be open.

Start typing the line from the left top position. Type three to four lines as said in the practical object.

Selecting all the text

Now press "Ctrl" with "A" to select all the typed lines. It will be highlighted.

Copying the entire text into the computer memory

Now press "Ctrl" with "C" to Copy the text into the computer memory

Pasting the memory resident text to the desired place

Now place the cursor with the help of mouse to the position where you want to copy the highlighted text. Press "Ctrl" with "V" to paste this text.

Now repeat, step number 7, four times more, to make the total number of copies five.

Now select the first copy of paragraph (second paragraph) with the help of mouse i.e. by continuously pressing the left button of mouse and moving the mouse cursor from the start of paragraph to the end of paragraph.

Opening Font Menu to apply styles

Then press "Ctrl" with "D" to open "Font Menu", there change the "name" of font to "Times New Roman", style of font to "Bold Italic" and size of the paragraph to "17".

Repeat step 10 with font Name "" ,Style "" and Size "9"

Repeat step 10 three more times with different font name i.e. ,Style i.e and size i.e.

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Assalam Alykum, this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it five times. I am also supposed to apply new styles for every pasted copy.

Assalam Alykum, this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it five times. I am also supposed to apply new styles for every pasted copy.

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Assalam Alykum, this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it five times. I am also supposed to apply new styles for every pasted copy.

Practical No.2-*(Letter to Father)*

Object Write a letter to your father, requesting him to send Rs. 14000/- for purchasing books. Insert a table containing S.No. , Name of Books, Quantity and Price. Save and also print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File
Double click the MS-Word icon to open MS-Word, New document having name Document1.docx will automatically be open.

Start typing the line from the left top position (where typing cursor blinks). Type the given material in your own wordings for asking your father to send you Rs.14000/=. Insert the table for the S.No. , Name of Books, Quantity and Price

Inserting Table
Click the insert, then table and then draw five(05) rows and four(04) columns. Insert the headings in the first row and books concerning data in rest of the cell. Use tab or mouse pointer to toggle between the cells of the table. Type in the concern cells what you want to type.

Saving the Document
In the end save the file by pressing "Ctrl" with "S"

Printing the Document
If you want to print the document press "Ctrl" with "P"

<u>Output</u>

<div align="right">

Examination Hall,
Pakistan Shipowners' College,
Block R & S, North Nazimabad,
Kararchi

</div>

Dear Father Mohsin,

Assalam Alykum,
I am fine and hope you will also be fine. My course classes at my college are at full swing, for which I need extra hard work and some more supportive books to overcome the topics. Names of required books are as follows.

S.No.	Name of Book	Quantity	Price
1	Step by Step Practical Solution for XI Students	1	3500
2	The 10 Programming	1	3500
3	The Tenth Programming	1	3400
4	Word and Excel a complete guide	1	3600

Dear papa, for the above mentioned books I need worth Rs.14000/=. Therefore it is requested to kindly send me the said amount.

Thanks,

Your's Obediently,
Muhammad Hasan Khan
Pakistan Shipowner's Govt. College
Block R & S, North Nazimabad,
Karachi

Practical No.3-*(Borders and Shading)*

Object create vertically dotted line representing left and right margin on the paper for different paragraph **Alignments.** Use a paragraph for **justification** and also use the Borders and Shading. Save and also print.

Procedure

Switching on Computer

Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word

With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File

Double click the MS-Word icon to open MS-Word, New document having name Document1.docx will automatically be open.

Start typing the line from the left top position (where typing cursor blinks). Type three to four lines as said in the practical object.

Selecting all the text

Now press "Ctrl" with "A" to select all the typed lines. It will be highlighted.

Copying the entire text into the computer memory

Now press "Ctrl" with "C" to Copy the text into the computer memory

Pasting the memory resident text to the desired place

Now place the cursor with the help of mouse to the position where you want to copy the highlighted text. Press "Ctrl" with "V" to paste this text.

Apply different font styles, sizes to each pasted text

Now place the cursor with the help of mouse to the position where you want to copy the highlighted text. Press "Ctrl" with "V" to paste this text.

Apply Borders

Now with the help of mouse click "Home" menu, then click "borders and shading" to apply borders and shading to the first paragraph of text.

Repeat it with different styles of borders for the remaining paragraphs.

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Assalam Alykum, this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it five times. I am also supposed to apply new styles for every pasted copy.

Assalam Alykum, this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it five times. I am also supposed to apply new styles for every pasted copy.

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Assalam Alykum, this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it five times. I am also supposed to apply new styles for every pasted copy.

Assalam Alykum, this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it five times. I am also supposed to apply new styles for every pasted copy.

Assalam Alykum, this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it five times. I am also supposed to apply new styles for every pasted copy.

Practical No.4-*(Letter without table)*

Object Write a letter to your father, requesting him to send Rs. 14000/- for purchasing books. Insert bullets S.No. , Name of Books, Quantity and Price. Save and also print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File
Double click the MS-Word icon to open MS-Word, New document having name Document1.docx will automatically be open.
Start typing the line from the left top position (where typing cursor blinks). Type the given material in your own wordings for asking your father to send you Rs.14000/=. Insert the table for the S.No. , Name of Books, Quantity and Price

Inserting Bullets/Numbering
First type S.no., Name of Books, Quantity and Price with gaps in between them before inserting the numbering or bullets.
Now click the "Home" menu, then click "Bullets" or "Numbering" icon, then type the matter what you want to numbers/bullets will automatically be written before each like. Re-press numbering/bullets icon to discontinue the numbering / bullets and return back to normal typing.

Saving the Document
In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

<u>Output</u>

<div align="right">

Examination Hall,
Pakistan Shipowners' College,
Block R & S, North Nazimabad,
Kararchi

</div>

Dear Father Mohsin,

Assalam Alykum,
I am fine and hope you will also be fine. My course classes at my college are at full swing, for which I need extra hard work and some more supportive books to overcome the topics. Names of required books are as follows.

Sno. Name of Book	Quantity	Price
1. Word and Excel Complete Guide(Shahzada Wasim)	1	3600
2. Step by Step Practical Solution for XI Students(Mohsin Ghori)	1	3500
3. The 10 Programming (Jamshed Hashmi)	1	3500
4. The Tenth Programming (Asif Ali Sanghi)	1	3400

Dear papa, for the above mentioned books I need worth Rs.14000/=. Therefore it is requested to kindly send me the said amount.

Thanks,

Your's Obediently,
Muhammad Omer Khan Ghori
Pakistan Shipowner's Govt. College
Block R & S, North Nazimabad,
Karachi

Practical No.5-*(Formula writing)*

Object
Type the given phrase Area of circle = $2\pi R^2$, Mean(n)=$\sum Xn$. SinΘ + CosΘ =1 , Formula of water = H^2O Give a border to the phrase. Copy it three times changing different colors. Write Formula as heading on header and page number in footer. Save and print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File
Double click the MS-Word icon to open MS-Word, New document having name Document1.docx will automatically be open.

Start typing the line from the left top position (where typing cursor blinks). Click "Alt" with "+" sign to enter the formula of your type. Or
Click "Insert" menu then click "Equation (present at top right position of the MS-Word)" with the help of mouse to type the equation/formula of your desire.
Repeat this for rest of the remaining three formulas.

Saving the Document
In the end save the file by pressing "Ctrl" with "S"

Printing the Document
If you want to print the document press "Ctrl" with "P"

Output

$$\text{Area of Circle} = 2\pi R^2$$

$$\text{Mean (n)} = \sum Xn$$

$$\sin\theta + \cos\theta = 1$$

$$\text{Water} = H_2O$$
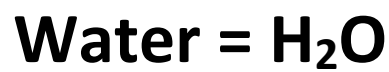
Practical No.6-*(Paragraph writing with inserting Picture)*

Object
Write a paragraph from anywhere or from your book .Copy one time and paste three times each paragraph change Font-style, Font size and Font Color, in the first paragraph, apply Border and in the second paragraph insert the picture from clip art category. set Roll No. and Examination 2018 in Header and set Page No. in Footer. Save and also print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File
Double click the MS-Word icon to open MS-Word, New document having name Document1.docx will automatically be open.

Start typing the line from the left top position (where typing cursor blinks). Type whatever you want or use your book for the standard typing material. Type few lines.

Selecting all the text

Now press "Ctrl" with "A" to select all the typed lines. It will be highlighted.

Copying the entire text into the computer memory

Now press "Ctrl" with "C" to Copy the text into the computer memory

Pasting the memory resident text to the desired place

Now place the cursor with the help of mouse to the position where you want to copy the highlighted text. Press "Ctrl" with "V" to paste this text.

Now repeat, above step of "Ctrl" with "V", two times more, to make the total number of copies three and grand total of original plus copies four.

Now select the first copy of paragraph (second paragraph) with the help of mouse i.e. by continuously pressing the left button of mouse and moving the mouse cursor from the start of paragraph to the end of paragraph.

Opening Font Menu to apply styles

Then press "Ctrl" with "D" to open "Font Menu", there change the "name" of font to "Times New Roman", style of font to "Bold Italic" and size of the paragraph to "17".

Repeat this step with font Name "" ,Style "" and Size "9"

Repeat the above two steps two more time with different font name i.e. ,Style i.e and size i.e.

Applying Borders

Now select first copy (second paragraph) with the help of mouse (Left button drag) or keyboard (Shift with arrow keys), then click "Home" menu, then click "Borders and Shading" icon usually present in the mid of tool bar menu. Now click "Custom" for this "Borders and Shading" menu and change the combo box of "Apply to" to the "Paragraph" from "Text".

Inserting Picture

Now select second copy (third paragraph), then click "Insert" from Menu-Bar, then click "Picture" or "Clip Art", then browse the location of picture or select the picture from clip art library. Double click the picture or copy/paste it into the paragraph.

Inserting Header and Footer

Now click "Insert" again from Menu-Bar, then click "Header" icon from it's tool-bar menu, then select the header template from the available list for write your own header with contents of your Roll No. and Examination 2018. After it, click the "Footer" icon or "Page Number" icon. In "Footer" option again select the best template of footer showing page number from available list or if you opted "Page Number" icon then click bottom of the page to insert the page number in the footer of your document.

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Assalam Alykum, this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it three times. I am also supposed to apply new styles for every pasted copy.

Assalam Alykum, this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it three times. I am also supposed to apply new styles for every pasted copy.

Assalam Alykum, this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it three times. I am also supposed to apply new styles for every pasted copy.

Assalam Alykum, this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it three times. I am also supposed to apply new styles for every pasted copy.

Practical No.7-*(Application to Librarian)*

Object Write an application to the librarian requesting him/her to issue you some books from lending library. Insert a table containing S. No. , Book Name, Author Name & Edition. Save and also print.

Procedure

Switching on Computer

Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word

With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File

Double click the MS-Word icon to open MS-Word, New document having name Document1.docx will automatically be open.

Start typing the line from the left top position (where typing cursor blinks). Type the given material in your own wordings for asking your ShipOwner's college librarian to issue you thebooks you mentioned in the table containing the S.No. , Name of Books, Quantity and Price

Inserting Table

Click the "Insert" from menu-bar, then "Table" icon from its tool-bar and then draw five(05) rows and four(04) columns. Insert the headings in the first row and books concerning information in remaining cells. Use tab or mouse pointer to toggle between the cells of the table. Type in the concern cells what you want to type.

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

To,
The Librarian,
Pakistan Shipowners' Govt. College,
Block R & S, North Nazimabad,
Karachi.

Sub: Books Issuance Request

Respected Sir,
I am Muhammad Omer Khan roll no. 15557, of XI class in your college. Sir I need the following books for my course study purpose

S.No.	Name of Book	Author	Edition
1	Step by Step Practical Solution for XI Students	1	2019
2	The 10 Programming	1	2019
3	The Tenth Programming	1	2019
4	Word and Excel a complete guide	1	2019

Therefore, it is requested to kindly issue me above mentioned books.

Thanking you,

Yours' sincerely,
Muhammad Omer Khan Ghori,
Roll No. 15557,Class XI,
Pakistan Shipowners' Govt. College.

Practical No.8-*(Writing in Columns with Drop cap)*

Object
Write a passage from your book, Use MS – Word to create three columns in each column apply different Font sizes, Font name and in first column apply Drop Cap. Save and also print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File
Double click the MS-Word icon to open MS-Word, New document having name document1.docx will automatically be open.

Start typing the line from the left top position. Type three to four lines as said in the practical object.

Selecting all the text

Now press "Ctrl" with "A" to select all the typed lines. It will be highlighted.

Copying the entire text into the computer memory

Now press "Ctrl" with "C" to Copy the text into the computer memory

Pasting the memory resident text to the desired place

Now place the cursor with the help of mouse to the position where you want to copy the highlighted text. Press "Ctrl" with "V" to paste this text.

Now repeat, step number 7, four times more, to make the total number of copies five.

Now select the first copy of paragraph (second paragraph) with the help of mouse i.e. by continuously pressing the left button of mouse and moving the mouse cursor from the start of paragraph to the end of paragraph.

Opening Font Menu to apply styles

Then press "Ctrl" with "D" to open "Font Menu", there change the "name" of font to "Times New Roman", style of font to "Bold Italic" and size of the paragraph to "7".

Repeat step 10 with font Name "" ,Style "" and Size "9"

Repeat step 10 three more times with different font name i.e. ,Style i.e and size i.e.

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

A ssalam Alykum, this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it five times. I am also supposed to apply new styles for every pasted copy. Now in this practical I have to use the Drop Cap feature, moveover I have to use column in this practical also I have to apply the font styles here. I have no time to waste on this sort of typing so I am copy pasting it to save my time here. Repeat1 this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it five times. I am also supposed to apply new styles for every pasted copy. Now in this practical I have to use the Drop Cap feature, moveover I have to use column in this practical also I have to apply the font styles here. I have no time to waste on this sort of typing so I am copy pasting it to save my time here. Repeat2 this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it five times. I am also supposed to apply new styles for every pasted copy. Now in this practical I have to use the Drop Cap feature, moveover I have to use column in this practical also I have to apply the font styles here. I have no time to waste on this sort of typing so I am copy pasting it to save my time here. Repeat3 this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it five times. I am also supposed to apply new styles for every pasted copy. Now in this practical I have to use the Drop Cap feature, moveover I have to use column in this practical also I have to apply the font styles here. I have no time to waste on this sort of typing so I am copy pasting it to save my time here. Repeat4 this is a simple text file just for fulfilling the requirement of Word Practical. I was given task to write any paragraph comprising of three to four lines. Then I have to copy it one time and paste it five times.

Practical No.9-*(Application for Leaving Certificate)*

Object Write an application to your principal, asking him/her for leave certificate. Change the type face of the entire document   to **15 point Book Antiqua**. Change the page background using File **effects** with **Texture** Save and also print (without back ground).

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File
Double click the MS-Word icon to open MS-Word, New document having name Document1.docx will automatically be open.

Start typing the line from the left top position (where typing cursor blinks). Type the application in your own wordings to request your Shipowners' College Principal to issue you leaving certificate.

Changing the Font

Now change the font by using keyboard by pressing "Ctrl" with "D" or by using mouse, click "Home" from Menu-Bar then clicking combo box of font style to "Antiqua" and combo box of font size to "15".

Inserting the Background

Now press "Page Layout" from menu-bar, then click "Page Color" from its tool-bar menu. Then click "Fill Effects" and then click "Texture" tab from this menu and final select the texture which you want to use in the background of the document.

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

To,
The Principal,
Pakistan Shipowners' Govt. College,
Karachi.

Subject: **Application for leaving Certificate**

Respected Sir,

With due veneration, I would like to say that I am student in your college. Sir, my family is shifting our home from Karachi to Peshawar for which I need leaving certificate for continuation of my studies there in Peshawar.

Kindly issue me Leaving Certificate, so that I can continue my studies.

Thanking you,

Your's Obediently,

Muhammad Hasan Khan

Pakistan Shipowners' Govt. College,

Block R & S, North Nazimabad,

Karachi.

Practical No.10-*(C.V.)*

$\underline{\text{Object}}$ Change the Create a **Curriculum Vitae.** Save and Print.

       a)   **PERSONAL** using Tab Keys and Format Tools.
       b)   **ACDEMIC QUALIFICATIONS** using Tables.
       c)   **WORKING EXPERIENCES** using Bullets.
       d)   **HOBBIES** using simple Format

Procedure

Switching on Computer

Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word

With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File

Double click the MS-Word icon to open MS-Word, New document having name Document1.docx will automatically be open.

Start typing the line from the left top position (where typing cursor blinks). Type your attributes (Curriculum Vitae) in the way it is supposed to be typed, then apply the editing as it is asked in practical object.

Editing Personal Information

Point the location where the personal Information is present, add the tab gap before the caption and two tab gaps between the caption/title or information by pressing tab or tabs as per need in between these two

Inserting and Editing Academic Information

Click "Insert" from menu-bar, then click "Table" icon from tool-bar, then draw 4x5 Table. Type in the cells the academic information i.e. Captions/Headers/title in the first row and data/information in the rest of the rows to complete this academic section.

Hobbies

No need to apply any effects on hobbies section only select hobbies title press "Ctrl" with "B" for bold and "Ctrl" with "U" for underline the heading/caption "Hobbies".

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Curriculum Vitae

PERSONAL

Name	Muhammad Omer Khan Ghori
Father Name	Mohsin Ahmed Khan Ghori
CNIC	42101-1634587-7
Religion	Isalam
Nationality	Pakistani

ACDEMIC QUALIFICATIONS

Certificate/Degree	Year	Institute/Board/University	Division/Grade
Matriculation	1993	Karachi Academy School	A+
Intermediate	1995	Govt. College For Men, Nazimabad	A
Bachelor's	1998	University of Karachi	B
Master's	2003	Hamdard University	A+

WORKING EXPERIENCES

- **One year working experience as Web developer and Programmer in Micro Asian Technologies**.
- **Two years working experience in Law Enforcement Department**
- **Ten years working experience in Traffic Management on Expressways, Highways and**
- **Motorways**
- **Four years working experience in Sindh Education Department.**

HOBBIES

Internet Surfing, Watching sport/news and entertainment television channels, Playing and watching in-door and outdoor games etc.

Practical No.11-*(Award Certificate)*

Object
Create an Award Certificate, Choose Landscape orientation, use a Page Border and insert graphic from leisure category. Save and also print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File
Double click the MS-Word icon to open MS-Word, New document having name Document1.docx will automatically be open.

Start typing the line from the left top position (where typing cursor blinks). Type and design the certificate as per desire also notice this file's output is in portrait form make it's landscape if take printout. Click "Insert" from menu-bar, then "Clip Art" icon from it's tool-bar, then goto leisure and then select best picture from the available list to copy and paste it in the certificate.

Saving the Document
In the end save the file by pressing "Ctrl" with "S"

Printing the Document
If you want to print the document press "Ctrl" with "P"

Output (take printout in landscape)

Certificate of Appreciation

Is awarded to

MR.HAMEED KHAN s/o PARWANA KHAN

IN AKNOWLEDGEMENT AND SINCERE APPRECIATION FOR HAVING SERVED AS

SPEAKER

FROM

MATHEMATICS DEPARTMENT PAKISTAN SHIPOWNERS' GOVT. COLLEGE

In the lectures entitled

"COMPUTER ORIENTATION OFFICE WORK COURSE"

In the month of March and April, 2018 at Computer Lab Pakistan Shipowners' Govt. College, North

Nazimabad, Karachi.

Practical No.12-*(7 days leave application)*

Object Write an application to the Principal, requesting him to grant you 7 days leave. Use the single spacing and left alignment. Change the formatting   Font- size 12 point and Font –Name "Arial". Save and also print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File
Double click the MS-Word icon to open MS-Word, New document having name Document1.docx will automatically be open.

Start typing the line from the left top position (where typing cursor blinks). Type the application in your own wordings to request your Shipowners' College Principal to grant you seven days leave.

Changing the Font
Now change the font by using keyboard by pressing "Ctrl" with "D" or by using mouse, click "Home" from Menu-Bar then clicking combo box of font style to "Arial" and combo box of font size to "12".

Saving the Document
In the end save the file by pressing "Ctrl" with "S"

Printing the Document
If you want to print the document press "Ctrl" with "P"

Output

To,

The Principal,

Pakistan Shipowners' Govt. College,

Karachi.

Subject: **Application for Seven days leave**

Respected Sir,

With due respect, I would like to say that I am student in your college. Sir, my family is going from Karachi to Quetta to attend the wedding ceremony of my beloved cousin Shezada Waseem Shahid ,for which I need seven days leave

Therefore it is requested to please grant me seven days leave, so that I can attend my cousin's wedding.

Thanking you,

Your's Obediently,

Muhammad Omer Khan

Pakistan Shipowners' Govt. College,

Block R & S, North Nazimabad,

Karachi.

Practical No.13-*(Pamphlet)*

Object Using "Word Processor" create a pamphlet of A4 size paper / letter. Use complete drawing menu, Fonts and Borders. Save and also Print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File
Double click the MS-Word icon to open MS-Word, New document having name Document1.docx will automatically be open.

Start typing the line from the left top position (where typing cursor blinks). Type and design the Pamphlet as per your skills use "Word Art", "Clip Art", Headings and styles to make it attractive and apply page borders as well

Saving the Document
In the end save the file by pressing "Ctrl" with "S"

Printing the Document
If you want to print the document press "Ctrl" with "P"

Output

Jamshed Hashmi Coaching Center

Model Colony, Karachi, Pakistan.

Achievement :

Students are passed in high numbers just like "A-1" and "A". Highly coalfield teachers available in this center, And computer Lab, Physics Lab, Chemistry Lab are available, And In this center are playing the games.

Admission Open

Classes :

V to X, XI, XII, B.Com, B.Sc, B.Cs

Practical No.14-*(Birthday Invitation)*

Object
Prepare an invitation card for friends, invite them to your birthday party. Give a Page Border in this invitation card, insert graphic objects from event category. Set Landscape as orientation. Save and also print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File
Double click the MS-Word icon to open MS-Word, New document having name Document1.docx will automatically be open.

Start typing the line from the left top position (where typing cursor blinks). Type and design the invitation card as per your desire use "Word Art", "Clip Art", Headings and styles to make it attractive and apply page borders as well, also change the page layout to landscape.

Saving the Document
In the end save the file by pressing "Ctrl" with "S"

Printing the Document
If you want to print the document press "Ctrl" with "P"

Output

My Dear Friend Faysal Butt,

Assalamualikum, I am fine and hope you will also be fine in your Railway Police Department.

Dear You are invited in my birthday ceremony, Which will be held on 18ᵗʰ of April 2019.

Thank You

Practical No.15-*(Using Header/Footer)*

Object Write a passage from your book. Using Word Processor create any document using header and footer. Save and also print.

- ▪ Insert Date & Time in header.
- ▪ Insert page number in footer.
- ▪ Convert the document in two columns.
- ▪ Use drop caps in the document.

Insert clipart in the document.

Procedure

Switching on Computer

Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Word

With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Word"** in it with the help of computer keyboard to search and open **MS-Word**.

Creating File

Double click the MS-Word icon to open MS-Word, New document having name Document1.docx will automatically be open.

Start typing the line from the left top position (where typing cursor blinks). Type/Write any material you want up to few lines (Use your Regional language like URDU if you want). Apply decent font style, size by selecting the text with "Ctrl" with "A" then for font effects press "Ctrl" with "D".

Inserting Header and Footer

Now click "Insert" again from Menu-Bar, then click "Header" icon from it's tool-bar menu, then select the header template from the available list for write your own header with contents of your Roll No. and Examination 2018. After it, click the "Footer" icon or "Page Number" icon. In

"Footer" option again select the best template of footer showing page number from available list or if you selected "Page Number" icon then click bottom of the page to insert the page number in the footer of your document.

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

یہ ایک اردو میں ٹائپ کیا گیا مائیکروسافٹ آفس کاگیارہویں جماعت کا پندرہواں پریکٹیکل ہے ۔ چونکہ اس پریکٹیکل کی ضرورت صرف ہیڈر اور فٹر تھی، لہٰذہ اس کی دستاویز میں اردو کا استعمال کیا گیا ہے۔ جس سے اس پریکٹیکل کی صحت پر کوئی فرق نہیں پڑتا۔ اس پریکٹیکل میں ہیڈر اور فٹر بدستور موجود ہیں۔

Part-2 Microsoft Excel

(Spread Sheet)

Practical No.16-*(Payroll)*

Object Create a Pay Roll of employees according to the instructions:

Name	Basic Pay	Medical Allowance	House Rent	Gross Pay	Tax	Net Pay	Grade
Jamshed Hashmi	16000						
Asif Ali Sanghi	10800						
Shahzada Waseem	16500						
Ali Akber	20300						

I) Calculate Medical Allowance = 12 % of Basic Pay and Hose Rent = 40 % of Basic Pay.
II) Calculate: *Gross Pay = Basic Pay + Medical Allowance + House Rent*
III) Develop an **IF( )** Function to compute Tax which is 4% of the Gross Pay if Gross pay is greater than 15000 otherwise it is 3%.
IV) Compute Net Pay by Subtracting Tax from Gross Pay.
V) Using **IF( )** Function, Assign Grade-1 if Net Pay is greater than 15000 otherwise assign Grade-2.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File

Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row). Now type-in the data information already given in the object.

Calculating Medical Allowance

Medical Allowance = 12 % of Basic Pay

C6= (12 * B6)/ 100

Calculating House Rent

House Rent = 40% of Basic Pay

D6 = (40 * B6) / 100

Calculating Gross Pay

Gross Pay = Basic Pay + Medical Allowance + House Rent

E6 = Sum(B6..D6)

Calculating Tax

Tax = 4% of Basic pay, if Basic Pay > 15000 else 3% of Basic pay

F6 = if(B6>15000,4%*B6,3%*B6)

Computing Net pay

Net Pay = Gross Pay – Tax

G6 = E6 – F6

Determining the Grade

Grade = "Grade-1" if Net Pay>15000 else "Grade-2"

H6 = if(G6>15000, "Grade-1","Grade-2")

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Name	Basic Pay	Medical Allowance	House Rent	Gross Pay	Tax	Net Pay	Grade
Jamshed Hashmi	15000	1800	6000	22800	912	21888	Grade-1
Asif Ali Sanghi	10000	1200	4000	15200	608	14592	Grade-2
Shahzada Waseem	16500	1980	6600	25080	1003.2	24077	Grade-1
Ali Akber	20300	2436	8120	30856	1234.24	29622	Grade-1

Practical No.17-*(Daily Wages)*

Object Create and print a spread sheet following the given instructions:

Worker Type	Emp #	Emp Name	Days Worked	Hours Worked per day	Total Hours worked	work Charges per hour	Gross Amount	Income Tax
A	0221	Sana ULLAH	20	9		100		
B	0222	Asher Saeed Aalam	19	7		120		
C	0223	Anees	24	10		90		
D	0224	Mustaq	21	8		125		

I) Total Hours worked=days worded * Hours worked per day
II) Gross Amount = Total Hours worked * work charges per hour
III) Calculate Two Percent (2%) Income Tax of each employee.
IV) Use AVERAGE( ) Function , Calculate separately Average Gross Amount in a cell below the above work sheet.
V) Save and also print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File
Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row). Now type-in the data/information already given in the object.

Calculating Total Hours Worked

Total Hours worked=days worked * Hours worked per day

F6 = D6 * E6

Calculating Gross Amount

Gross Amount = Per day Hours Worked * Per Hours worked Charges

H6 = F6 * G6

Calculating Income Tax

Income Tax = 2% of Gross Amount

I6 = 2/100 * H6

Calculating Average Gross Amount

Average Gross Amount = Average of (D6 to D10)

D11 = Average(D6:D10)

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

<u>Output</u>

Worker Type	Emp#	Emp Name	Days Worked	Per day Hours Worked	Total Hours worked	Per Hour worked charges	Gross Amount	Income Tax
A	0221	**Sana ULLAH**	20	9	180	100	18000	360
B	0222	**Asher Saeed Aalam**	19	7	133	120	15960	319.2
C	0223	**Anees**	24	10	240	90	21600	432
D	0224	**Mustaq**	21	8	168	125	21000	420
		Average	19140					

Practical No.18-*(Attendance)*

3. **(b) Excel** Using Spreadsheet, Create & Print attendance register showing 10 days attendance.

Roll No	Name	1	2	3	4	5	6	7	8	9	10	Total Attendance	% Age	Attendance Marks
001	Muhammad Hasan	P	P	P	P	P	P	A	P	P	P	9	90	
002	Muhammad Omar	A	A	A	A	A	A	A	A	P	P			
003	Wali	P	P	A	P	A	A	A	P	P	A			
004	Wasif	A	P	P	P	P	P	P	P	P	P			
005	Ibraheem	P	P	P	P	A	P	A	P	P	P			
006	Ismail	P	P	P	P	P	P	P	P	P	P			
007	Shahzaib	P	P	P	P	A	A	A	P	P	A			
008	Zeeshan	A	A	A	P	P	P	A	P	P	A			
009	Yaseen	P	P	A	P	A	P	A	P	P	P			
010	Yameen	P	P	P	P	P	P	P	P	P	P			

Instructions:
   I)   Calculate Total Attendance using **COUNTIF( )** function.
   II) Enter a formula to calculate Percentage.
   III) Sort the table on total Attendance and Name.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File

Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row). Now type-in the data/information already given in the object.

Calculating Total Attendance

Total Attendance = Count of Total Present "P" days

M6 = CountIF(A6..N6,"P")

Calculating Total Attendance

Total Attendance = Count of Total Present "P" days

M6 = CountIF(A6..N6,"P")

Calculating Percentage of the Attendance

Percentage of Attendance = Present "P" days * 100 / Total Number of Day

N6 = M6 * 100 / 10

Calculating Attendance Marks

Attendance Marks = 20 if Attendance >80%, else if Attendance Marks = 10 when Attendance > 50% , else if Marks=5 when Attendance marks > 20 % else Attendance Marks = 0

O6 = if(M6>80 , 20 , if(M6>50 , 10, if(M6> 20 , 5, 0)))

Sorting the Attendance List

Now select the entire column of total attendance and press Sort/Filter option from home menu tool bar (normally present at the right top corner of the tool bar menu) and expand the selection to rest of the columns when asked to sort the list according to Ascending and Descending order.

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Roll No	Name	1	2	3	4	5	6	7	8	9	10	Total Attendance	% age	Attendance Marks
001	**Muhammad Hasan**	P	P	P	P	P	P	A	P	P	P	9	90	20
002	**Muhammad Omar**	A	A	A	A	A	A	A	A	P	P	2	20	0
003	**Wali**	P	P	A	P	A	A	A	P	P	A	5	50	10
004	**Wasif**	A	P	P	P	P	P	P	P	P	P	9	90	20
005	**Ibraheem**	P	P	P	P	A	P	A	P	P	P	8	80	10
006	**Ismail**	P	P	P	P	P	P	P	P	P	P	10	100	20
007	**Shahzaib**	P	P	P	P	A	A	A	P	P	A	6	60	10
008	**Zeeshan**	A	A	A	P	P	P	A	P	P	A	5	50	10
009	**Yaseen**	P	P	A	P	A	P	A	P	P	P	7	70	10
010	**Yameen**	P	P	P	P	P	P	P	P	P	P	10	100	20

Practical No.19-(Grade Computing and Marks Sorting in Ascending Order)

Object Using Spread Sheet, Generate the following output.

Roll No	Name	Marks	Grade
1	Masroor	80	
2	Yameen	76	
3	Mohsin	71	
4	Khalil	56	
5	Ahmer	97	
6	Uzair	45	
7	Aqeel	81	
8	Faz	65	
9	Waqas	77	
10	Yaseen	89	
11	Wali	99	
12	Wasif	91	

Instructions:
I) Use IF( ) function assign Grade according to the following criteria:
   a) If the Marks is greater than or equal 80 Grade=A-1
   b) If the Marks is Less than 80 or equal to 70 Grade=A.
   c) If the Marks is Less than 70 or equal to 60 Grade=B.
   d) If the Marks is Less than 60 or equal to 50 Grade= C .
   e) Else Grade= FAIL.
II) Sort the list by Marks
III) Using Bar Chart show each student's bar according with its marks.
IV) Save and also Print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File
Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row). Now type-in the data/information already given in the object.

Calculating Grade

Grade = A-1 if marks >= 80, else Grade= A if (marks>=70 but marks < 80), else Grade = B if (marks>=60 but marks < 70), else Grade = C if(marks>=50), else Grade=Fail

D6 = if(C6>=80 , "A-1", if(AND(C6>=70,C6<80) , "A", if(AND(C6>=60,C6<70) , "B", if(AND(C6>=50,C6<60) , "C","FAIL"))))

Sorting the Attendance List

Now select the entire column of total attendance and press Sort/Filter option from home menu tool bar (normally present at the right top corner of the tool bar menu) and expand the selection to rest of the columns when asked to sort the list according to Ascending and Descending order.

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Roll No	Name	Marks	Grade
11	Wali	99	A-1
5	Ahmer	97	A-1
12	Wasif	91	A-1
10	Yaseen	89	A-1
7	Aqeel	81	A-1
1	Masroor	80	A-1
9	Waqas	77	A
2	Yameen	76	A
6	Uzair	71	A
8	Faz	65	B
4	Khalil	56	C
3	Mohsin	49	FAIL

Practical No.20-*(Marks sheet)*

Object
Use Spreadsheet to create and print Marks Certificate according to the following instructions.

Name	Maths	Computer Science	Physics	English	Udru	Marks Obtained	Percentage	Grade
Khasif	70	37	49	69	39			
Asim	86	73	53	61	82			
Adil	63	50	63	33	55			
Mohsin	52	46	67	52	68			
Shafi	43	48	52	65	39			

I) Use SUM ( ) Function to find out the marks obtained of each student.
II) Calculate Percentage of each student with Total Marks=500.
III) Use IF() function assign Grade according to the following criteria:
      (a)If Percentage is greater than or equal to 80, print A+
      (b) If Percentage is greater than or equal to 70, print A
      (c) If Percentage is greater than or equal to 60, print B
      (d) If Percentage is greater than or equal to 50, print C else Print F
IV) Save and also print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File
Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row). Now type-in the data/information already given in the object.

Calculating Total Marks Obtained

Marks Obtained = Sum of all subjects (Maths, Comp, Phy, Eng, Urdu)

G6 = Sum(B6..F6)

Calculating Percentage

Percentage = Total Marks Obtained * 100 / 500 (given in Object)

H6 = G6 * 100 / 500

Calculating Grade

Grade = A+ if marks >= 80%, else Grade= A if marks>=70%, else Grade = B if marks>=60%, else Grade = C if marks>=50%, else Grade=F

I6 = if(H6>=80 , "A+", if(H6>=70 , "A", if(H6>=60, "B", if(H6>=50, "C","F"))))

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Name	Math	Computer Science	Physics	English	Urdu	Total	Percentage	Grade
Khasif	78	67	49	69	39	302	60.40	B
Asim	86	67	53	78	82	366	73.20	A
Adil	61	50	45	33	55	244	48.80	FAIL
Mohsin	52	46	67	52	68	285	57.00	FAIL
Shafi	43	48	52	65	39	247	49.40	FAIL

Practical No.21*(Marks sheet with subject missing marks)*

Object Use **Excel** Use Spreadsheet, create and print Marks Certificate according to the following instructions.

Name	Math	Computer Science	Physics	English	Udru	Marks Obtained	Percentage	Remarks
Sana Ullah	98	67		89	79	421		
Dilshad	86	67		78	82	366		
Mohsin	61	50		33	55	244		
Anees	52	46		52	68	285		
Mustaq	43	48		65	39	247		

(I) Develop a formula to find out physics marks of each student.
II) Calculate the Percentage of each student.
III) Using IF( ) function assign remarks according to the following criteria:
   a) If Percentage is greater than or equal to 80, print "Excellent"
   b) If Percentage is greater than or equal to 70, print "V. Good"
   c) If Percentage is greater than or equal to 60, print "Good"
   d) If Percentage is greater than or equal to 50, print "Fair" else "poor"
VI) Save and also print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File

Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row). Now type-in the data/information already given in the object.

Computing Physics Marks

Physics Marks = Total Marks Obtained - Sum of other subjects (Maths, Comp,Eng, Urdu)

D6 = G6 - Sum(B6,C6,E6,F6)

Computing Percentage

Percentage = Total Marks Obtained * 100 / 500 (given in Object)

H6 = G6 * 100 / 500

Generating Remarks

Remarks = "Excellent" if marks >= 80%, else Remarks= "Very Good" if marks>=70%, else Grade = "Good" if marks>=60%, else Grade = "Fair" if marks>=50%, else Grade= "Poor"

I6 = if(H6>=80 , "Excellent", if(H6>=70 , "Very Good", if(H6>=60, "Good", if(H6>=50, "Fair","Poor"))))

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Name	Math	Computer Science	Physics	English	Udru	Marks Obtained	Percentage	Remarks
Sana Ullah	**98**	**67**	**88**	**89**	**79**	**421**	**84.2**	Excellent
Dilshad	**86**	**67**	**53**	**78**	**82**	**366**	**73.2**	Very Good
Mohsin	**61**	**50**	**45**	**33**	**55**	**244**	**48.8**	Poor
Anees	**52**	**46**	**67**	**52**	**68**	**285**	**57**	Fair
Mustaq	**43**	**48**	**52**	**65**	**39**	**247**	**49.4**	**Poor**

Practical No.22*(Expenditure of Departments)*

Object Create spreadsheet with the following data and follow the instructions:

Different Expenditures by the Province in Year 2018 (Rs. in Million)

Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Education	4.3	6	6.1	6.4
Health	6.87	7.51	7.81	78.6
Law & Order	1.47	2.49	3.64	3.91
Welfare	50.5	53.7	60.12	78.5

I)   select the rows and columns consisting of numbers only to create a **Column Chart** showing comparison among the Expenditure by different Department using chart wizard. Title the chart "Expenditure in Year 2018". Title Y –Axis "(Rs. In Million)"
II)   Display legend of chart.
II)   Print both the worksheet and Chart.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File

Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row).

Generating Remarks

Select part of sheet in which statistics of expenditure is written, then click insert , then click desired chart .

Insert/exchange data range of x-axis and y-axis if the chart isn't in desired form.

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Education	4.3	6	6.1	6.4
Health	6.87	7.51	7.81	78.6
Law & Order	1.47	2.49	3.64	3.91
Welfare	50.5	53.7	60.12	78.5

Different Expenditures by the Departments in Year 2018
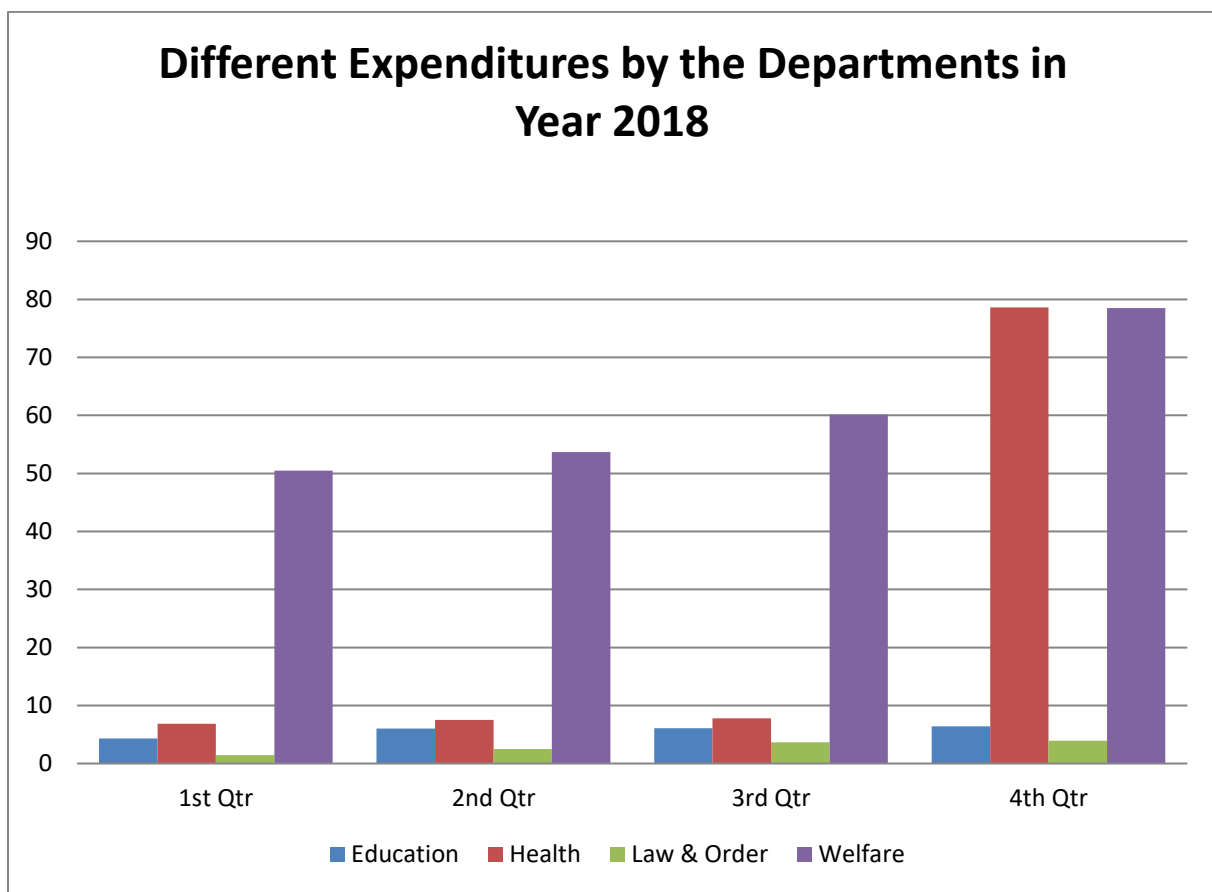
Practical No.23-*(Electricity bill)*

Object Using Spreadsheet, Create a utility bill of electricity according to the instructions:

Meter Number	Previous Units	Current Units	Units Consumed	Electricity Charge	Surcharge	Amount Payable
HU-2201	12536	12750				
HU-4202	1230	1523				
HU-1203	96312	96642				
HU-5620	5853	5996				

I) Enter a formula to calculate units consumed.
II) Cost of one unit of electricity is Rs. **8.25**.
III) Compute the Surcharge as **15%** of Electricity Charges.
IV) Compute the Amount Due as
Amount Due = Electricity Charges + Surcharge
and round up the amount payable to one decimal place using **ROUND( )** function.
V) Save and also print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File

Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row). Now type-in the data/information already given in the object.

Calculating Unit Consumed

Unit Consumed = Current Units – Previous Units

D6= C6-B6

Computing Electricity Charges

Electricity Charges = Unit Consumed x 8.25

E6 = D6 * 8.25

Computing Surcharge

Surcharge = 15 / 100 x Electricity Charges

F6= 15 / 100 * E6

Computing Amount Payable

Amount Payable = Electricity Charges + Surcharge

G6 = E6 + F6

Rounding-up the Amount Payable

G6= Round(Amount Payable,1)

G6 = Round((E6 + F6),1)

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Meter Number	Previous Units	Current Units	Units Consumed	Electricity Charge	Surcharge	Amount Payable
HU-2201	12536	12750	214	1765.5	264.825	556.2
HU-4202	1230	1523	293	2417.25	362.5875	761.6
HU-1203	96312	96642	330	2722.5	408.375	857.7
HU-5620	5853	5996	143	1179.75	176.9625	371.7

Practical No.24-*(College Time Table)*

Object Use Table to Create a time table of your college.

TIME TABLE

Periods	Mon	Tue	Wed	Thu	Fri	Sat
1						
2						
3						
4						
5						
6						

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File
Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row).

Inserting Data into the time table

Click the cell number "A5" type Periods, then click the cell number "B5,C5,D5,E5,F5,G5" and enter the values "Mon", "Tue", "Wed", "Thu", "Fri", "Sat", respectively in these cells.

Click the cell number "A6,A7,A8,A9,A10,A11" and type "1,2,3,4,5,6" respectively in it.

Now fill the rest of the cells of time table by inserting the values, which cross ponds to the college time table.

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"
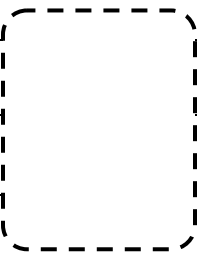
Output

Periods	Mon	Tue	Wed	Thu	Fri	Sat
1	English	Urdu	Islamiat	Comptuer	Maths	Physics
2	English	Urdu	Islamiat	Comptuer	Maths	Physics
3	English	Urdu	Islamiat	Comptuer	Maths	Physics
4	Urdu	English	Islamiat	Physics	Maths	Comptuer
5	Urdu	English	Islamiat	Physics	Maths	Comptuer
6	Urdu	English	Islamiat	Physics	Maths	Comptuer

Practical No.25-*(Expenditure by Provinces)*

Object Create spread sheet with the following data and Follow the instructions:

Expenditure by Different Provinces in Year 2018 (Rs. in Million)

Province	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year
Sindh	542.5	561.5	643.4	796.2	
Punjab	887	835.8	930.5	936.5	
Balochistan	244.81	261.5	301.7	299.3	
KPK	391.5	424.5	377.6	300.5	

I)Use the **SUM ( )** function to find the Total Expenditure by province in year.
II)Select the columns enclosed in the rounded rectangle to create a **Pie Chart** showing
    Contribution of each province in Total Expenditure using Chard Wizard
III)Display Legend of Chart
IV)Print both the worksheet and Chart

Procedure

Switching on Computer

Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel

With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File

Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row).

Computing Yearly Expenditure

Yearly Expenditure = 1ST Quarter + 2ND Quarter + 3RD Quarter + 4TH Quarter

$$F6 = Sum(B6..E6)$$
$$OR$$
$$F6 = (B6+C6+D6+E6)$$

Drag and drop cell "F6" from cell "F7" to cell "F9"

Inserting Graph

First select the entire data then click "Insert" from the menu-bar, then click "Pie", then click "2-D Pie", corresponding graph will automatically be display.

Place the mouse pointer on the Pie graph, by moving mouse and click mouse's right button, then click "Select data" option from the menu appear, if there is need of any change in the graph view.

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Expenditure by Different Province in Year 2018 (in Rs.Million)					
Province	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year
Sindh	542.5	561.5	643.4	796.2	2543.6
Punjab	887	835.8	930.5	936.5	3589.8
Balochistan	244.81	261.5	301.7	299.3	1107.31
NWFP	391.5	424.5	377.6	300.5	1494.1

Expenditure by Different Province in Year 2018 (in Rs.Million) Year
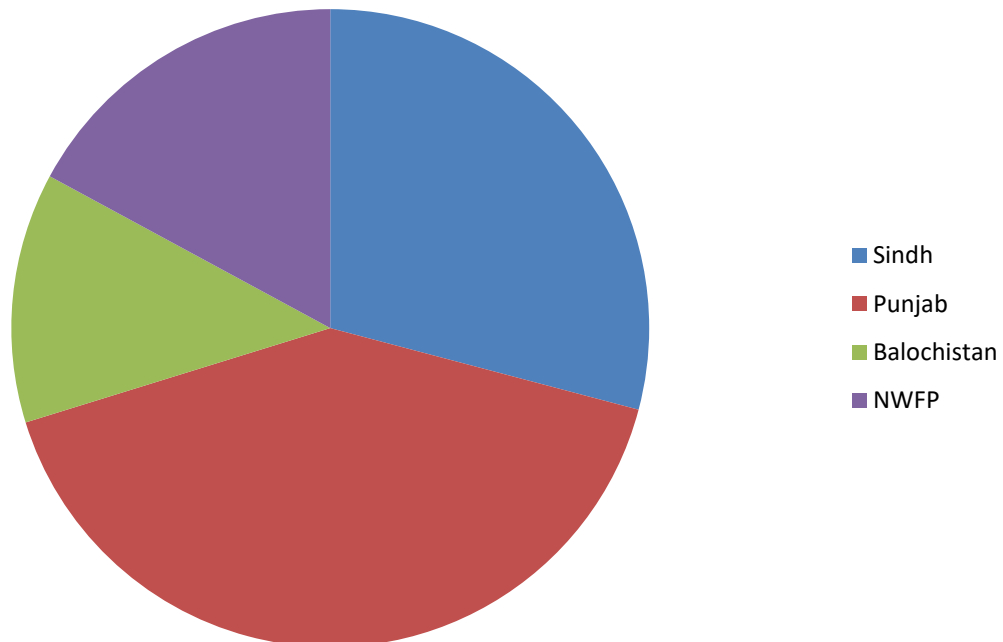
Practical No.26-*(Printing Press)*

Object Using the spreadsheet with the following data and follow the instruction :

Pakistan Printing Press (Expenditure2018)

Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Engineer	25356	45451	67735	45451	
Marketing	67735	46421	47881	69421	
Computer	4881	56421	84221	55568	
Sales	84221	785621	25356	45451	
Purchase	59006	58000	67735	605981	
Production	8887	99956	4881	56421	
Grand Total					
Minimum					
Maximum					
Average					

I)   Calculate department wise Total, Apply currency Format with 2 decimal places.
II)   Use the **SUM ( )** function to calculate Grand Total.

Find the Minimum, Maximum and Average expenditure for each quarter using statistical functions =
MIN( ), MAX( ), and AVERAGE( ).

Procedure

Switching on Computer

Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel

With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File

Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row). Now type-in the data/information already given in the object.

Computing Total Expenditure of Every Department

Total Expenditure = 1st Quarter + 2nd Quarter + 3rd Quarter + 4 Quarter

Or

Total Expenditure = Sum(Starting Cell..Ending Cell)

F6 = Sum(B6..E6) or F6= B6+C6+D6+E6

Simply select F6 cell and then drag and drop the cell number "F6" from "F7" to "F11" to copy the formula for rest of the department or simple use mouse pointer to goto the particular cell and type the following formulas in it.

F7 = Sum(B7..E7)
F8 = Sum(B8..E8)
F9 = Sum(B9..E9)
F10 = Sum(B10..E10)
F11 = Sum(B11..E11)

Computing Grand Total of Every Quarter

Grand Total = Sum(Starting Cell : Ending Cell)

B12(1st Quarter) = Sum(B6:B11)

Simply select cell and then drag and drop the cell number "A12" from "B12" to "D12" to copy the formula for rest of the Quarters or simple use mouse pointer to goto the particular cell and type the following formulas in it.

$$C12(\text{3rd Quarter}) = Sum(C6:C11)$$
$$D12(\text{4th Quarter}) = Sum(D6:D11)$$
$$E12(\text{2nd Quarter}) = Sum(E6:E11)$$

Computing Grand Total of the year(Grand total of total)

Grand Total of year = Sum(Starting Cell : Ending Cell)

$$F12 = Sum(F6:F11)$$

Computing MINIMUM of Every Quarter

Minimum of any Quarter = Min(Starting Cell : Ending Cell)

$$B13(\text{1}^{st}\text{ Quarter}) = Min(B6:B11)$$

Simply select cell number"B13", drag and drop the this cell number "B13", from "B14" to "E14" to copy this minimum computing formula for rest of the quarters or simple use mouse pointer to go to the particular cell and type the following formulas in it.

$$C13(\text{3rd Quarter}) = Min(C6:C11)$$
$$D13(\text{4th Quarter}) = Min(D6:D11)$$
$$E13(\text{2nd Quarter}) = Min(E6:E11)$$

Computing Minimum of the year(Total)

Minimum of the year = Min(Starting Cell : Ending Cell)

$$F13 = Min(F6:F11)$$

Computing MAXIMUM of Every Quarter

Maximum of any Quarter = Max(Starting Cell : Ending Cell)

B14(1st Quarter) = Max(B6:B11)

Simply select cell number"B14", drag and drop the this cell number "B14", from "C14" to "E14" to copy this minimum computing formula for rest of the quarters or simple use mouse pointer to go to the particular cell and type the following formulas in it.

C14(3rd Quarter) = Max(C6:C11)
D14(4th Quarter) = Max(D6:D11)
E14(2nd Quarter) = Max(E6:E11)

Computing Maximum of the year(Total)

Maximum of the year = Max(Starting Cell : Ending Cell)

F14= Max(F6:F11)

Computing AVERAGE of Every Quarter

Average of any Quarter = Average(Starting Cell : Ending Cell)

B15(1st Quarter) = Average(B6:B11)

Simply select cell number"B15", drag and drop the this cell number "B15", from "C15" to "E15" to copy this Average computing formula for rest of the quarters or simple use mouse pointer to go to the particular cell and type the following formulas in it.

C15(3rd Quarter) = Average(C6:C11)
D15(4th Quarter) = Average(D6:D11)
E15(2nd Quarter) = Average(E6:E11)

Computing Maximum of the year(Total)

Average of the year = Max(Starting Cell : Ending Cell)

F15= Average(F6:F11)

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Engineer	25356	45451	67735	45451	183993.00
Marketing	67735	46421	47881	69421	231458.00
Computer	4881	56421	84221	55568	201091.00
Sales	84221	785621	25356	45451	940649.00
Purchase	59006	58000	67735	605981	790722.00
Production	8887	99956	4881	56421	170145.00
Grand Total	250086	1091870	297809	878293	2518058.00
Minimum	4881	45451	4881	45451	170145.00
Maximum	84221	785621	84221	605981	940649.00
Average	41681	181978.3	49634.83	146382.2	419676.33

Practical No.27-*(Gas Bill)*

Object Use spreadsheet to create utility Bill of Sui gas according to the instructions:

Meter Number	Previous Units	Current Units	Units Consumed	Gas Charges	Sales Tax	Amount Payable
SS-7290	69236	69452				
SS-7291	7382	7399				
SS-7292	33842	33998				
SS-7293	45732	45795				
SS-7294	82556	82715				
SS-7295	5699	5754				

I)   Develop a formula to calculate Unit Consumed.
II)   Using IF( ) function, compute Gas charges which are Rs. 1.75/unit if the Units consumed are less than 200, otherwise charges are Rs. 2.75/ units.
III)   Compute the Sales Tax as 15% of Gas Charges.
IV)   Compute the Amount due to
              1.   Amount Due = Gas Charges + Sales Tax.
V)   Save and also print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File

Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row). Now type-in the data/information already given in the object.

Calculating Unit Consumed

Unit Consumed = Current Units – Previous Units

D6= C6-B6

Computing Gas Charges

Gas Charges = Unit Consumed x 1.75 if Unit < 200, else

Gas Charges = Unit Consumed x 2.75

E6= if(D6<200,D6*1.75,D6*2.75)

Computing Sales Tax

Sales Tax = 15 / 100 x Gas Charges or 15% of Gas Charges

F6= 15 / 100 * E6

Computing Amount Due

Amount Due = Gas Charges + Sales Tax

G6 = E6 + F6

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Meter Number	Previous Units	Current Units	Units Consumed	Gas Charges	Sales Tax	Amount Payable
SS-7290	69236	69452	216	594.00	89.10	683.10
SS-7291	7382	7399	17	29.75	4.46	34.21
SS-7292	33842	33998	156	273.00	40.95	313.95
SS-7293	45732	45795	63	110.25	16.54	126.79
SS-7294	82556	82715	159	278.25	41.74	319.99
SS-7295	5699	5754	55	96.25	14.44	110.69

Practical No.28-*(Pak Suzuki Motors)*

Object Create a spreadsheet according to the instructions:

Pak Motors (Ptv.)

Item	Labour Cost	Capital Cost	Miscellaneous Cost	Gross Amount	Net Amount	Sale Price	Profit
Motor Bike	500	10500	1000	1200	11640	15132	3492
Alto 2019	1200	140000	2000				
Luxury Car	1500	450000	8000				
High Roof	1600	150000	4000				

I) Calculate Gross amount by adding labour, capital, Miscellaneous.

II) Calculate: Net Amount = Gross Amount -2% of Gross Amount.

III) Calculate: Sale Prince = 30 % Net Amount + Net Amount.

IV) Find out profit by subtracting Net Amount from sale Price.

V) Save and also print.

Procedure

Switching on Computer

Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel

With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File

Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row). Now type-in the data/information already given in the object.

Calculating Gross Amount

Gross Amount = Labour cost + Capital Cost + Miscellaneous

E6 = B6 + C6 + D6

Calculating Net Amount

Net Amount = Gross Amount - 2% of Gross Amount

F6 = E6 – (2/100 * E6)

Calculating Sale Price

Sale Price = 30% of Net Amount + Net Amount

G6 = (30/100 * F6) + F6

Calculating Profit

Profit = Sale Price - Net Amount

H6 = G6 - F6

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Pak Suzuki Motors (PTV.)							
Item	Labour Cost	Capital Cost	Miscellaneous Cost	Gross Amount	Net Amount	Sale Price	Profit
Motor Bike	500	10500	1000	12000	11760.00	15288.00	3528.00
Alto 2019	1200	140000	2000	143200	140336.00	182436.80	42100.80
Luxury Car	1500	450000	8000	459500	450310.00	585403.00	135093.00
Hi-Roof	1600	150000	4000	155600	152488.00	198234.40	45746.40

Practical No.29-*(Students' Scholarship)*

Object Use spreadsheet to create the following scholarship statement.

Roll No.	Name	Marks Obtained	Total Marks	Full Fee	Scholarship Amount	Payable Fee
CE100012	Imran	599	900	80000		
CE100014	Noman	488	900	80000		
CE100010	Junaid Ur Rehman	787	900	80000		
CE100035	Abdul Samad Shafiq	667	900	80000		
CE100030	Muhammad Shahzaib	782	900	80000		
CE100083	Saddam Husain	663	900	80000		

I)   Apply formula to calculate the Scholarship on the following range of marks.

a)   No Scholarship for those students who obtained marks below 500.

b)   30% Scholarship of Full Fee will be awarded to those who obtained marks between 500 to 600.

c)   40% Scholarship of Full Fee will be awarded to those who obtained marks between 600 to 700.

d)   60% Scholarship of Full Fee will be awarded to those whose secured marks above 700.

II)   Count the number of students gained Scholarship using **COUNT( )** function and display in a cell below the above worksheet.

Save and also print.

Procedure

Switching on Computer

Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel

With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File

Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row). Now type-in the data/information already given in the object.

Calculating Scholarship Amount

Scholarship Amount = 0 if Marks Obtained < 500, else 30% of Full Fee if Marks Obtained >=500 but Marks Obtained<600, else 40% of Full Fee if Marks Obtained >=600 but Marks Obtained<700, else 60% of Full Fee if Marks Obtained >=700

F6 = IF(C6<500,0,IF(AND(C6>=500,C6<600),30%*E6,IF(AND(C6>=600,C6<700),40%*E6,IF(C6>=700,60%*E6,"Invalid Result"))))

Drag and drop the cell "F6" from cell "F7" to "F11" in this way all the formulas will be copied to rest of the students content

Calculating Payable Fee

Payable Fee = Full Fee – Scholarship Amount

G6 = E6 – F6

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Roll No.	Name	Marks Obtained	Total Marks	Full Fee	Scholarship Amount	Payable Fee
CE100012	Imran	599	900	80000	24000	56000
CE100014	Noman	488	900	80000	0	80000
CE100010	Junaid Ur Rehman	787	900	80000	48000	32000
CE100035	Abdul Samad Shafiq	667	900	80000	32000	48000
CE100030	Muhammad Shahzaib	782	900	80000	48000	32000
CE100083	Saddam Husain	663	900	80000	32000	48000

Practical No.30-*(PTCL Bill)*

Object Create and print a utility bill of PTCL by following the given instructions:

Where Due date is 25/6/2018 and Line rent is 174

User ID	Pay date	Local Call	Total Local Charges	Total Mobile Duration	Mobile Charges	CLI	Total Call Charges	Tax	Total Dues
1101	28/6/2018	67	140.7	22	66.0	40	420.7	71.52	492.22
1102	20/5/2018	389		76		40			
1103	02/7/2018	785		213		0			
1104	09/7/2018	113		20		0			

I)   Calculate Total Local Charges @Rs. 2.10 per call
II)   Calculate Total Mobile Charges @Rs. 3.0 per minute
III)   Calculate Total Call Charges as:

Total Call charges = total Local Charges + Mobile Charges + Line rent + CLI

IV)   Calculate tax as 17%of Total Call Charges
V)   Using IF() function, Compute total dues if pay date is within due date as:

Total Dues =Total Call Charges + Tax, Otherwise id pay date is after Due date.

Total Dues = Total Call Charges + Tax + 5.01% of Surcharge

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-
Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File

Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row). Now type-in the data/information already given in the object.

Calculating Local Call Charges

Local Call Charge = Total Local Call * 2.10

D6 = C6 * 2.10

Calculating Mobile Charges

Mobile Charges = Total Mobile Call Duration(in minutes) * 3.0

F6 = E6 * 3.0

Calculating Sale Price

Total Call charges = total Local Charges + Mobile Charges + Line rent + CLI

H6 = D6+F6+I6

Tax

Profit = Sale Price - Net Amount

H6 = G6 - F6

Total Dues

Profit = Sale Price - Net Amount

H6 = G6 - F6

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

<u>Output</u>

Due Date	25/6/2018									
User ID	**Pay Date**	**Lo cal Call**	**Total Local Charges**	**Total Mob Duration**	**Mobi le Charges**	**Line Rent**	**CLI**	**Total Call Charges**	**Tax**	**Total Dues**
1101	28/6/2018	67	140.7	22	66.0	174	40	420.7	71.52	492.22
1102	27/6/2018	389	816.9	76	228.0	174	40	1,258.9	214.01	1535.98
1103	2/7/2018	785	1648.5	213	639.0	174	0	2,461.5	418.46	2879.96
1104	9/7/2018	113	237.3	20	60.0	174	0	471.3	80.12	551.42

Practical No.31-*(Extra-Marksheet for grade computing with missing marks)*

Object Use Spreadsheet, create and print Marks Certificate according to the following instructions.

Name	Math	Computer Science	Physics	English	Udru	Marks Obtained	Percentage	Grade
Ali Akber	98	67		89	79	421		
Ashar Saeed Aalam	86	67		78	82	366		
Muhammad Naeem	61	50		33	55	244		
Muhammad Anees	52	46		52	68	285		
Mustaq Ahmed	43	48		65	39	247		

(I) Develop a formula to find out physics marks of each student.
(II) Calculate the Percentage of each student.
(III) Using IF( ) function assign Grade according to the following criteria:
  a)   If Percentage is greater than or equal to 80, print "A+"
  b)   If Percentage is greater than or equal to 70, print "A"
  c)   If Percentage is greater than or equal to 60, print "B"
  d)   If Percentage is greater than or equal to 50, print "C" else "Fail"
IV)   Save and also print.

Procedure

Switching on Computer
Switch on your computer. Wait till the operation system **"Windows"** let you give access to interact with the computer.

Searching and Opening MS-Excel
With the help of mouse click **"Start"** Icon, generally present at bottom left side of the computer screen-

Use Mouse click **"Search Bar"**, type **"Microsoft Office Excel"** in it with the help of computer keyboard to search and open **MS-Excel**.

Creating File
Double click the MS-Excel icon to open MS-Excel, New File having name Book1 with spread sheet having name sheet1 will automatically be open.

Start typing the text from the left top position (where cursor is present by default), but you can select your own cell address as well by clicking that specific cell location with mouse, in my case first column, fifth row "A5"(alphabet 'A' represents column, digit '5' represents row). Now type-in the data/information already given in the object.

Computing Physics Marks

Physics Marks = Total Marks Obtained - Sum of other subjects (Maths, Comp,Eng, Urdu)

D6 = G6 - Sum(B6,C6,E6,F6)

Computing Percentage

Percentage = Total Marks Obtained * 100 / 500 (given in Object)

H6 = G6 * 100 / 500

Computing Grade

Grade = "A+" if marks >= 80%, else Grade= "A" if marks>=70%, else Grade = "B" if marks>=60%, else Grade = "C" if marks>=50%, else Grade= "Fail"

I6 = if(H6>=80 , "A+", if(H6>=70 , "A", if(H6>=60, "B", if(H6>=50, "C","Fail"))))

Saving the Document

In the end save the file by pressing "Ctrl" with "S"

Printing the Document

If you want to print the document press "Ctrl" with "P"

Output

Name	Math	Computer Science	Physics	English	Udru	Marks Obtained	Percentage	Grade
Ali Akber	**98**	**67**	**88**	**89**	**79**	**421**	**84.2**	A+
Ashar Saeed Aalam	**86**	**67**	**53**	**78**	**82**	**366**	**73.2**	A
Muhammad Naeem	**61**	**50**	**45**	**33**	**55**	**244**	**48.8**	Fail
Muhammad Anees	**52**	**46**	**67**	**52**	**68**	**285**	**57**	C
Mustaq Ahmed	**43**	**48**	**52**	**65**	**39**	**247**	**49.4**	Fail