

# Basic Computer Course



Archit Gulia and Shahbaz Alam

## [Basic Computer Course Training Book](#)

Day to day task / Assignment for students

Cover following :-

Paint

Notepad

MS Word

MS Excel

MS Power Point

**Super Success Institute**  
Muzaffarnagar

### PREFACE

Today, everything from playing football and to check the weather can be done on a computer through additional gadgets. Computer is becoming more common and used in everyday every purpose life. So now it is necessity for all of us to learn the basics of computer. We have designed Training Module for Basic Computer Training for Institutes. The systematic learning with day to day task is strength of this book. The basics of computer include-

- a. Microsoft Paint  
Use of Mouse, draws the pictures shapes.
- b. Notepad  
Use of Key board, basic typing.  
Opening, Moving Folders.
- c. Microsoft word  
Write, Edit the documents
- d. Microsoft Excel  
Calculate, analyzing the data
- e. Microsoft PowerPoint  
Presentation for data

**We have provided simple exercises and assignment of each topic.**

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## MS PAINT

### DAY 1

#### DEFINITION OF MS PAINT

Microsoft Paint or MS Paint (MSP) is a legacy graphics drawing program that has been shipped with all versions of Windows. MSP is an easy way to create different kinds of graphics, with tools such as brushes, erasers, pens and shape generators.

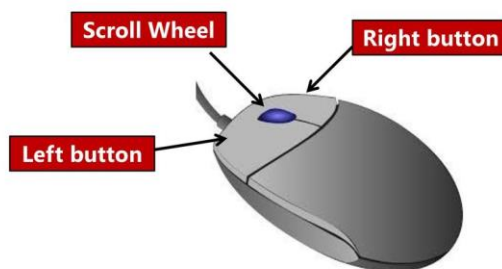
#### HOW TO OPEN MS PAINT

- Step1- Left click on Windows Button
- Step2 - Left click on All Programs
- Step3 - Left click on Accessories
- Step4 - Left click on Paint

#### INTRODUCTION OF MOUSE

The mouse helps you move the cursor around on the computer screen.

#### Parts of the Mouse



#### MOUSE ACTIONS

1. Click
2. Double click
3. Right click

4. Point
5. Drag

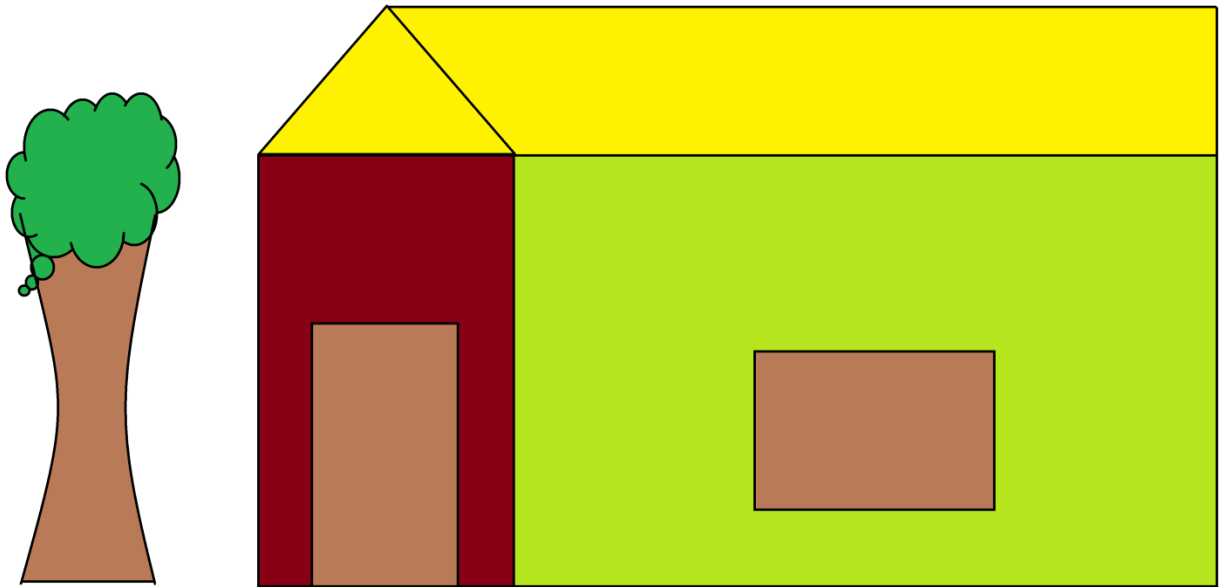


- New
- Open
- Save
- Save As



- Draw Line
- Eraser size Increase & Decrease

DRAW A HUT

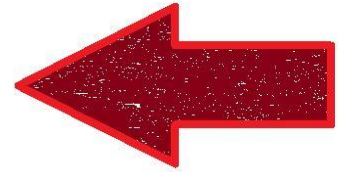
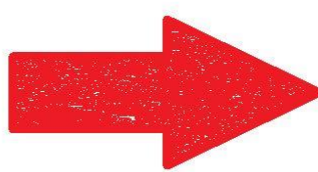
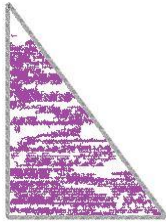
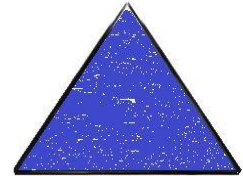
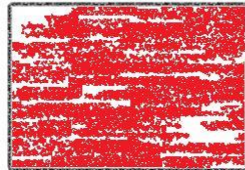
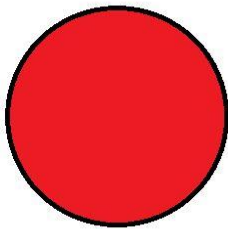


➤ Fill color in Hut

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DAY 2

DRAW SHAPES



- Fill color in Shapes,
- Fill Color:- Crayon , Marker Oil, Watercolor etc.

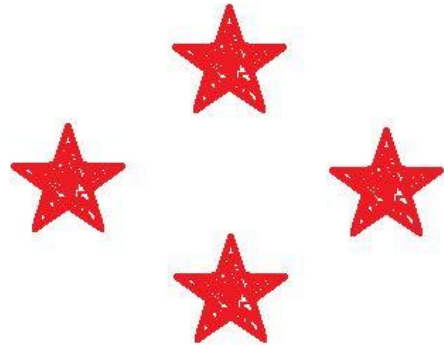
## TEXT



**Happy Birthday** name here !

I hope this is the  
beginning of the  
best year ever!

Have a  
great day!



- Fill color in Text



- File,
- Folder,
- Move,
- Copy,
- Delete file and folder
- Changing Display Wallpaper,
- Icons & Shortcuts Increase/ Decrease size (Control + Mouse Scroll)
- Set as wallpaper, Remove from wallpaper.

# Basic Computer Course

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## DAY 3

### INTRODUCTION OF KEYBOARD

Alphabet Keys, Numeric Keys , Special Character, Modify keys (Shift , Control, Alt ), Caps Lock, Numeric lock, escape, back space, Enter, Delete, Home End, PageUp, Page down.

Caps Lock On ..... Capital Letters

Caps Lock Off ..... Small Letters

### MS NOTEPAD

- New
- Open,
- Save
- Save As
- Print

### TYPE SENTENCES



- Type 7 times.

**The quick brown fox jumps over the lazy dog**

Select single line with Key board (Shift + arrow) and mouse

- Copy & Paste
- Cut & Paste
- Undo
- Delete

## DAY 4

### FIND, REPLACE & TIME, DATE, FONT



#### **Type the Para**

On July 16, 1969, the Apollo 11 spacecraft launched from the Kennedy Space Center in Florida. Its mission was to go where no human being had gone before—the moon! The crew consisted of Neil Armstrong, Michael Collins, and Buzz Aldrin. The spacecraft landed on the moon in the Sea of Tranquility, a basaltic flood plain, on July 20, 1969. The moonwalk took place the following day. On July 21, 1969, at precisely 10:56 EDT, Commander Neil Armstrong emerged from the Lunar Module and took his famous first step onto the moon's surface. He declared, "That's one small step for man, one giant leap for mankind." It was a monumental moment in human history!

Find : Neil

Find and Replace : Moon – Jupiter

0

# Basic Computer Course

## MS WORD

### UNIT 1- HOME

#### DAY 1

---

#### DEFINITION OF MS WORD

---

Microsoft Word 2010 is a word-processing software, designed to help you create professional-quality documents. With the finest document formatting.

---

#### HOW TO OPEN MS WORD

---

Step1- Left click on Windows Button

Step2 - Left click on All Programs

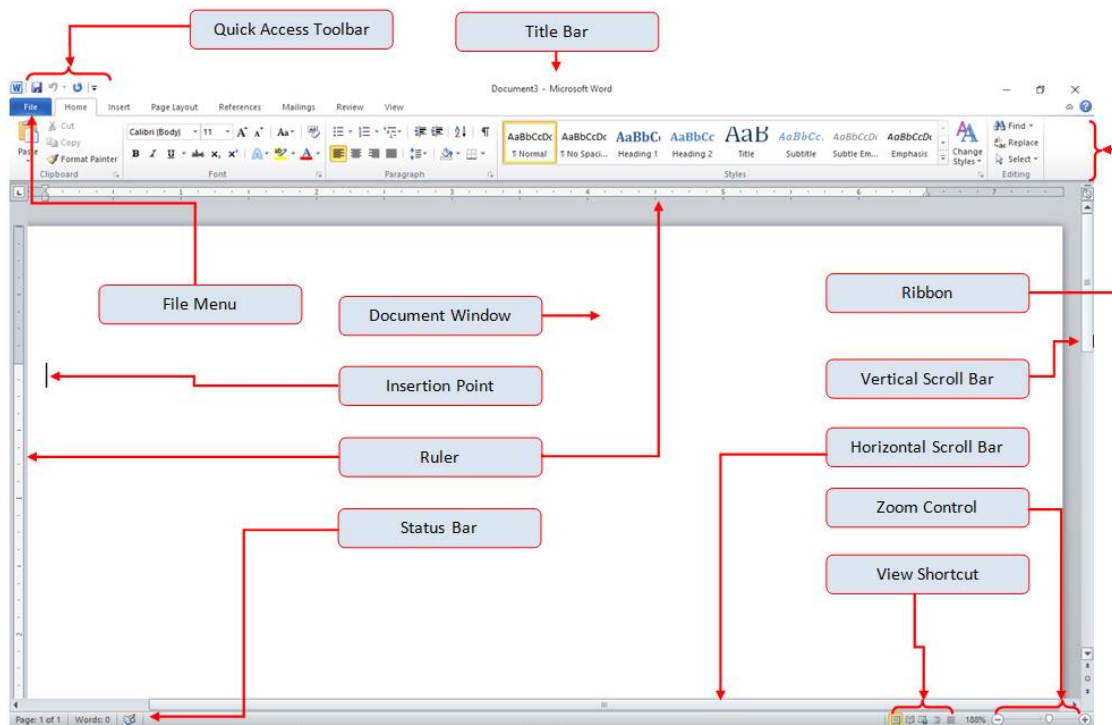
Step3 - Left click on Microsoft Office

Step4 - Left click on Microsoft Word 2010

---

#### WINDOW INTRODUCTION OF MS WORD

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## MS Word

---

### FILE TAB

---

The File Tab (see Figure 1), located in the top left corner of the window, replaces the Office Button (see Figure).

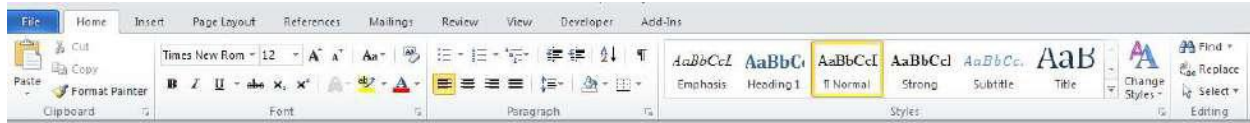


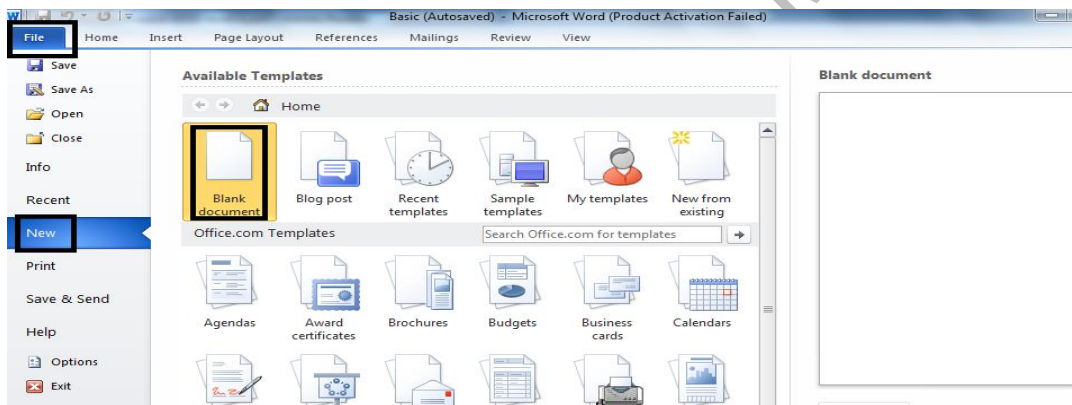
Figure 1 – The File Tab (Word 2010)

---

### CREATING A DOCUMENT

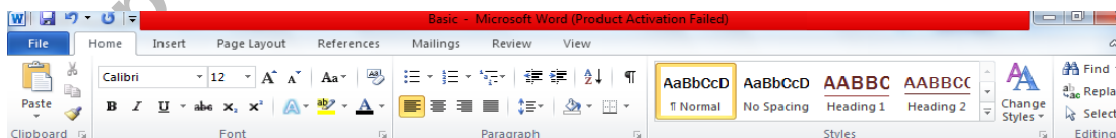
---

1. Click the File Tab.
2. Click New.
3. Select Blank document and then click Create.



### 1. HOME TAB

This is the most used tab; it incorporates all text formatting features such as font and paragraph changes.



**Copy**    **Ctrl + C**

**Cut**    **Ctrl + X**

**Paste**    **Ctrl + V**

Start New line Press **Enter Key**

---

**TYPE SENTENCE**

---

The quick brown fox jumps over the lazy dog.

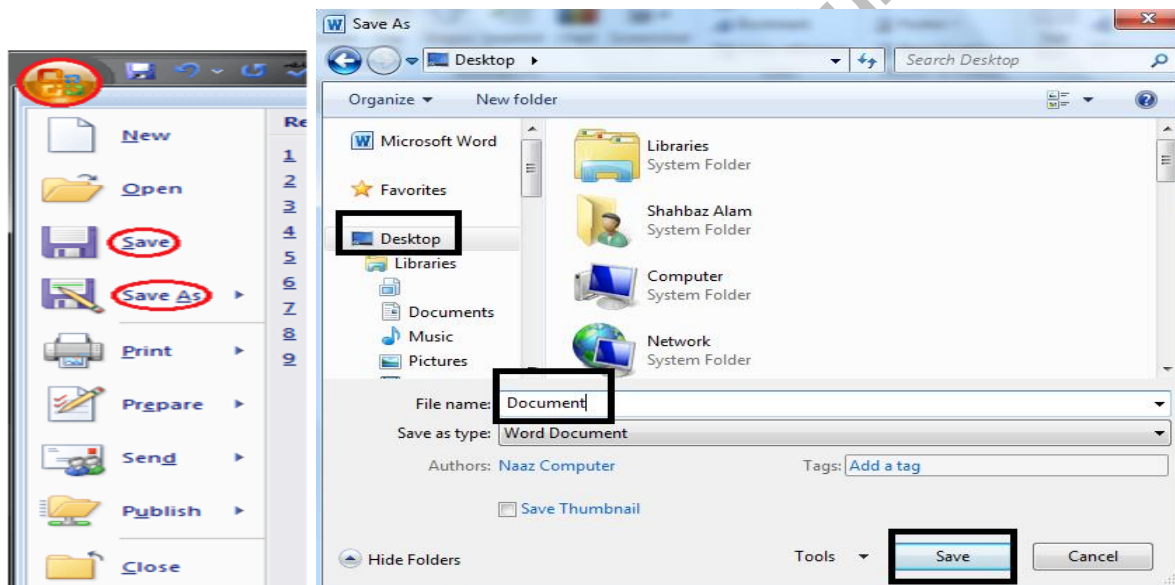
---

**HOW TO SAVE DOCUMENT**

---

When you create a document it is important to save the document so that it can be viewed or reused later. The basic steps to save a document are listed below;

- Click on the File Tab
- Click on the **Save As** or **Save (Ctrl + S , F12) docx, pdf file**
- it displays 'Save As' Dialogue Box
- Save the document to desired location with a desired name



- Type 5 times this sentence
- The quick brown fox jumps over the lazy dog.
- Do copy paste 5 times separate line
- Do save document on desktop

## DAY 2

---

### TYPE THE PARA

---

On July 16, 1969, the Apollo 11 spacecraft launched from the Kennedy Space Center in Florida. Its mission was to go where no human being had gone before—the moon! The crew consisted of Neil Armstrong, Michael Collins, and Buzz Aldrin. The spacecraft landed on the moon in the Sea of Tranquility, a basaltic flood plain, on July 20, 1969. The moonwalk took place the following day. On July 21, 1969, at precisely 10:56 EDT, Commander Neil Armstrong emerged from the Lunar Module and took his famous first step onto the moon’s surface. He declared, “That’s one small step for man, one giant leap for mankind.” It was a monumental moment in human history!



- **Calibri Font (Ctrl + Shift + F)**
- **12 Point Size** 1. Increase (Ctrl + =) 2. Decrease (Ctrl + -)
- **Bold (Ctrl + B)**
- **Italic (Ctrl + I)**
- **Underline (Ctrl + U)**
- **Strikethrough**

## DAY 3

---

### SUPERSCRIPT (CTRL + SHIFT + +)

---

A<sup>2</sup>B<sup>2</sup>x<sup>2</sup>2<sup>3</sup>10<sup>2</sup>100<sup>2</sup>H<sup>2</sup>OCO<sup>2</sup>H<sup>2</sup>S

## MS Word



$$X^2 + Y^2 = Z^2$$

$$(a+b)^2 = a^2 + b^2 + 2ab$$

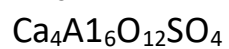
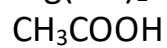
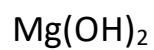
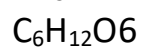
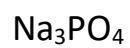
$$(a-b)^2 = a^2 + b^2 - 2ab$$

$$a^2 - b^2 = (a+b)(a-b)$$

---

SUBSCRIPT (CTRL + =)

---



## DAY 4

---

### FORMATTING

---

## COMPUTER

A Computer is a programmable machine designed to perform **arithmetic and logical operation automatically and sequentially** on the input given by the user and gives the desired output after processing.

### Computer Components

“Are divided into two major categories namely”

#### Hardware

#### Software



- Text Effects (Gradient Fill Purple)
- Text Highlight Color (Yellow)
- Font Color (Red)
- Alignment Center (Ctrl + E)

---

### CHANGE CASE

---

THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG. (Tell Case)



#### Change to Lowercase

the quick brown fox jumps over the lazy dog. (Tell Case)



#### Change to Capitalize Each Word

The Quick Brown Fox Jumps Over The Lazy Dog. (Tell Case)

 **Change to Uppercase**

The Quick Brown Fox Jumps Over The Lazy Dog. (Tell Case)

 **Change to Toggle Case**

The Quick Brown Fox Jumps Over The Lazy Dog. (Tell Case)

 **Change to Sentence Case**

**DAY 5**

---

**BULLETS**

---

❖ Sporting Equipment

➤ Baseball

- Baseball glove
- Baseball
- Bats

➤ Basketball

- Basketballs

➤ Golf

- Golf clubs
- Golf balls



- **Bullets**
- **Tab key**
- **Line Spacing (1.5)**

---

**NUMBERING**

---

1. Computer Parts

- a. CPU
- b. Monitor
- c. Keyboard
- d. Mouse
- e. Printer

2. Stationary Name

- a. Notebook
- b. Pen
- c. Pencil
- d. Pad
- e. Ink



- **Tab key**
- **Line Spacing (1.0)**

---

MULTILEVEL LIST

---

❖ Section 1:

- Apple
- Orange
- Kiwi
  - Budget
  - Cost
  - Remaining

❖ Section 2:

- Coffee
- Tea
- Hot Chocolate
  - ◆ Budget
  - ◆ Cost
  - ◆ Remaining



- Tab key
- Line Spacing (1.5)



## DAY 6

---

### SORTING

---

Computer

Printer

CPU

Mouse

Scanner

Light Pen

Keyboard

Flash Drive

Disk Drive

Webcam

Joystick

CD/DVD Drive



➤ **A to Z Ascending Order**

---

### SHADING & BORDERS

---

**Input Device Name**

<b>Keyboard</b>
<b>Mouse</b>
<b>Scanner</b>
<b>Microphone</b>
<b>Light Pen</b>

**Output Device Name**

<b>Monitor</b>
<b>Printer</b>
<b>Speaker</b>
<b>Plotters</b>
<b>Projector</b>



- **Shading Color**
- **All Borders**

## DAY 7

---

### LESSON 1 A GOD LETTER

---

Lencho had predicted, big drops of rain began to fall. In the north-east huge mountains of clouds could be seen approaching. The air was fresh and sweet. The man went out for no other reason than to have the pleasure of feeling the rain on his body, and when he returned he exclaimed, "These aren't raindrops falling from the sky, they are new coins. The big drops are ten cent pieces and the little ones are fives." With a satisfied expression he regarded the field of ripe corn with its flowers, draped in a curtain of rain.

---

### LESSON 2 ENVIORMENT

---

Whitaker puts his trust not just in his own skills, but also in the aspirations of younger generations: "We are doing a lot of work with young people, bringing them to the forest and showing them what happens here and why it matters. It can be very difficult to change adult attitudes, but with the young, it is easier to get across the knowledge that what we are doing to the forests we are doing to ourselves."

---

### LESSON 3 BENEFITS OF COMPUTERS

---

Indeed computer is very helpful device, it is used in all fields and at every walk of life. It is a boon for mankind. All inventions are very beneficial but sometimes these inventions become a bane for mankind. Because of computer and its wide use human have forgot to work.

It has reduced manual work, it has affected human activity and has made man lazy. We have become slave to our own invention. The human to human interaction and communication is broken.

People prefer using free time in front of computers or laptops instead of communicating with family members and relatives. The internet access on computer help increase many social evils like immorality.



- **Heading 1**
- **Heading color**
- **Heading Font**
- **Paragraph Spacing**
- **Go to Navigation Pane**

## DAY 8

On July 16, 1969, the Apollo 11 spacecraft launched from the Kennedy Space Center in Florida. Its mission was to go where no human being had gone before—the moon! The crew consisted of Neil Armstrong, Michael Collins, and Buzz Aldrin. The spacecraft landed on the moon in the Sea of Tranquility, a basaltic flood plain, on July 20, 1969. The moonwalk took place the following day. On July 21, 1969, at precisely 10:56 EDT, Commander Neil Armstrong emerged from the Lunar Module and took his famous first step onto the moon's surface. He declared, "That's one small step for man, one giant leap for mankind." It was a monumental moment in human history!



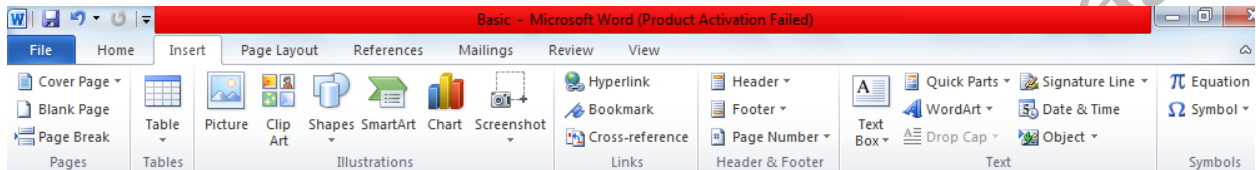
- **Find -> Neil**
- **Replace -> Moon – Jupiter**

## UNIT 2 INSERT

### DAY 9

#### 2. Insert Tab

This tab allows you to insert a variety of items into a document from pictures, clip art, tables and headers and footers.



COVER PAGE

NIELIT

CCC

Course On Computer Concepts

By:- Haider  
19-May-21

Introduction of Computer, Introduction to OS ,MS Office, LibreOffice Introduction to Internet, E-mail, Social Networking, e-Governance Service, Digital Financial & Application, Overview of Fundamental & Cyber Security



➤ Conservative Cover Page

**DAY 10**

---

**FRUITS TABLE**

---

<b>Fruits Name</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total Amount</b>
Apple	50 Kg	85 Rs	4250
Orange	80 Kg	30 Rs	2400
Pineapple	25 Kg	65 Rs	1625
Litchi	40 Kg	60 Rs	2400
Grapes	12 Kg	40 Rs	480
Guava	10 Kg	25 Rs	250
Kiwi	10 Kg	85 Rs	850



➤ **3 x 8 Table**

➤ **Do Multiply [Quantity x Rate = Total Amount]**

---

**STUDY SCHEDULE**

---

Sr.No	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	7:50 To 8:35	English	Science	Mathematics	Computer	Grammar	Computer
2	8:45 To 9:30	Mathematics	Computer	Science	Mathematics	Science	Science
3	9:50 To 10:35	Computer	Mathematics	English	Grammar	Computer	Grammar
4	10:45 To 11:30	Grammar	Science	Computer	Science	English	Mathematics
5	1:00 To 1:45	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
6	1:55 To 2:40	Science	Grammar	English	English	Mathematics	English
7	2:50 To 3:35	Assignment	Assignment	Assignment	Assignment	Assignment	Assignment



➤ **8 x 8 Table**

➤ **Insert Row**

➤ **Insert Column**

## DAY 11

INSERT PICTURE



The school is the place that prepares us for a good tomorrow. I love my school because it is one of the best schools. The classrooms of my school are wide, large and airy. Our school has a very large playground where we play sports. There is a computer lab, science lab and a big library in my school. All of the teachers of my school are very kind and cooperative.



- **Insert pic**
- **Type the Para**



---

CLIP ART

---



This is Computer.



This is a Floppy disk.



This is a Kite.



➤ Insert Clip Art

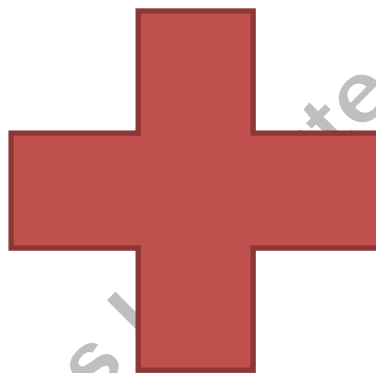
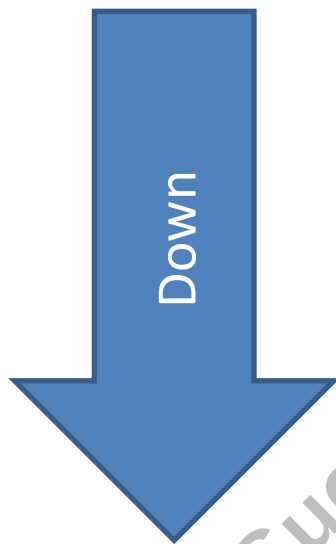
---

SHAPES

---

**Knowledge**

Offer  
60 %



The earlier you start working on something, the earlier you will see results.”

Life is short. Live it. Fear is natural. Face it. Memory is powerful. Use it.



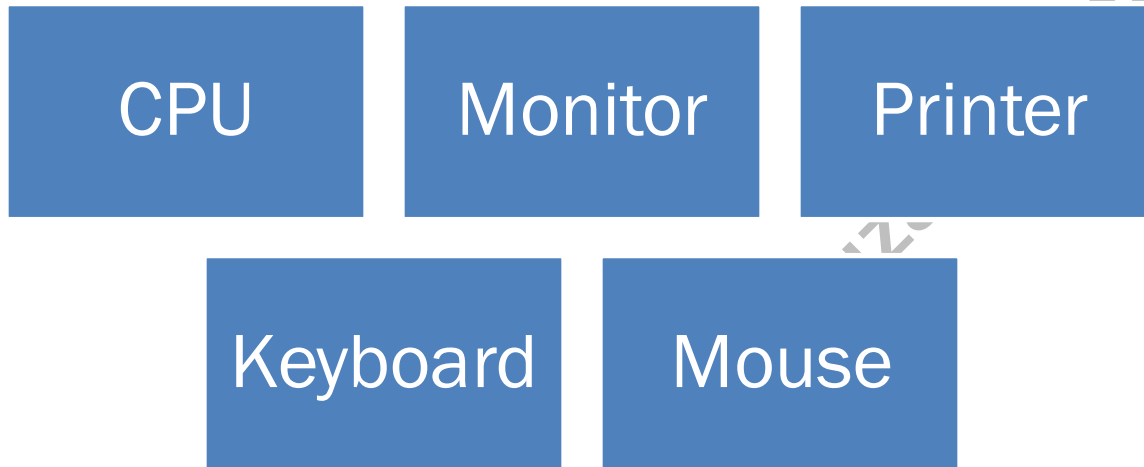
- **Insert Shapes**
- **Shape Style**
- **Text Direction**
- **Align Text**

DAY 12

---

SMART ART

---



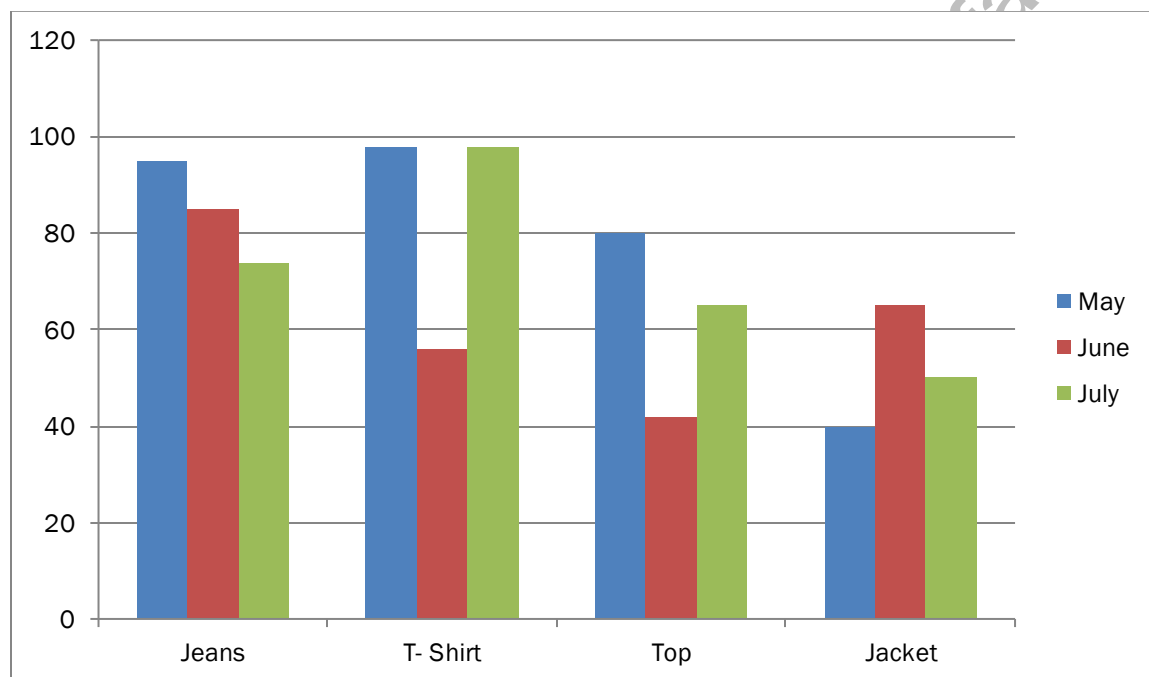
A SmartArt diagram showing a mathematical equation. The number 5 is inside a circle, followed by a plus sign, the number 14 is inside a circle, followed by an equals sign, and the number 19 is inside a circle.



➤ Change Colour

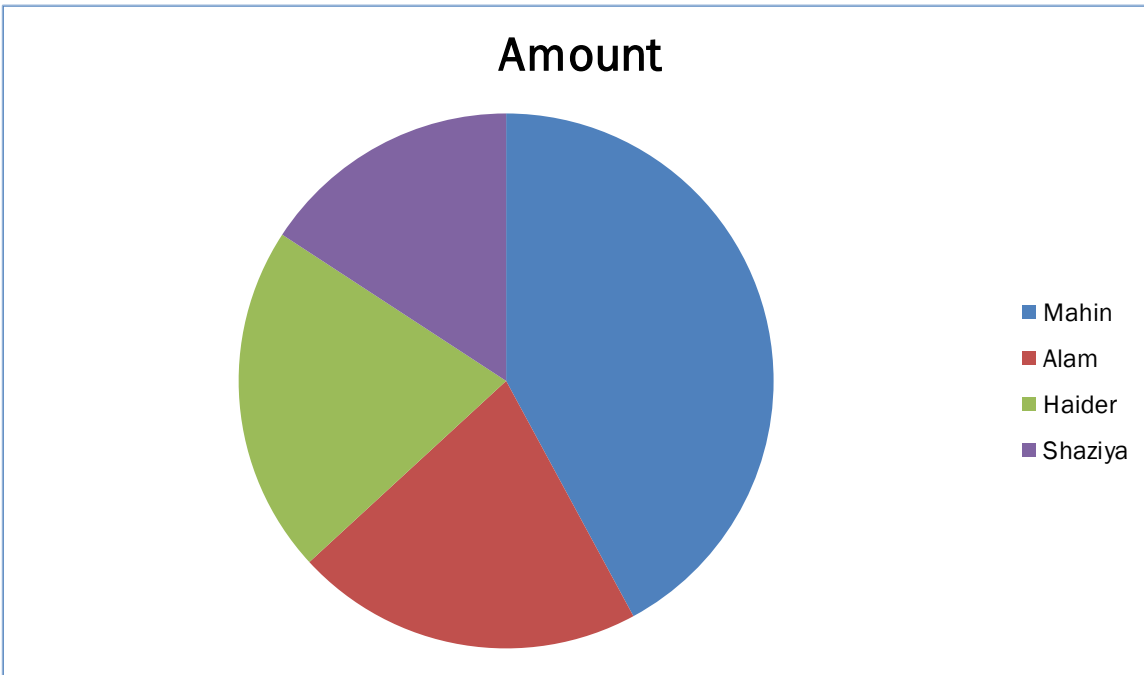
CHART

CHART



➤ Apply Data

	May	June	July
Jeans	95	85	74
T- Shirt	98	56	98
Top	80	42	65
Jacket	40	65	50



➤ **Apply Data**

	Amount
Mahin	4000
Alam	2000
Haider	2000
Shaziya	1500

## DAY 13

---

### HYPERLINK

---



- Word Hyperlink
- [Basic Course SOP.docx](#)
  
- Notepad Hyperlink
- [wps.txt](#)
  
- Image Hyperlink
- [ssi.jpg](#)

---

### HEADER & FOOTER

---



- Header -> Super Success Institute
- Footer -> Bypass Flyover, Jansath Road, Near Gokul City, Shernagar, Muzaffarnagar

---

### PAGE NUMBER

---



- Top
- Bottom

---

TEXT BOX

---

**Nobody can go  
back and start a  
new beginning,  
but anyone can  
start today and  
make a new  
ending.**



- Alphabet Quote

## DAY 14

---

### WORD ART

---

# Super Success Institute



- Super Success Institute
- Word Art Style
- Shape Style
- Text Fill
- Text Outline
- Text Effects
- Transform
- Shadow
- Shape Fill
- Shape Outline
- Shape Effects

---

### DATE & TIME

---



- 19-05-2021
- Wednesday, 19 May 2021
- 19 May 2021
- 2021-05-19
- 19-05-2021 18:18
- 6:18:35 PM
- 19-05-2021 18:18:41
- May 21



---

EQUATION & SYMBOL

---



$$y = \frac{b \pm \sqrt{a^2 + 6ac}}{9a}$$

$$\sin \alpha \pm \sin \beta = 8 \sin \frac{7}{5} (\alpha \pm \beta) \cos \frac{4}{2} (\alpha \mp \beta)$$

 $\alpha$  $\eta$ 

TM

©

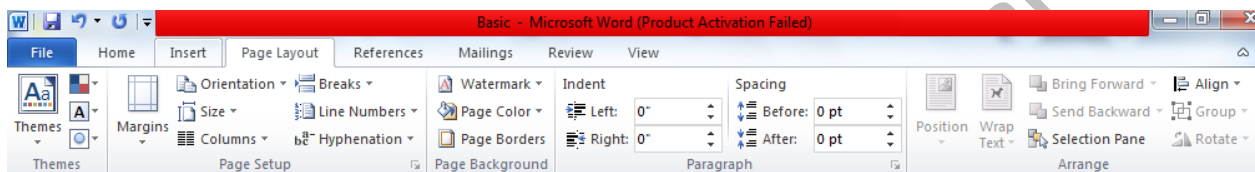
N

## UNIT 3 PAGE LAUOUT

### DAY 15

### 3. PAGE LAYOUT TAB

This tab has commands to adjust page elements such as margins, orientation, inserting columns, page backgrounds and themes.



---

### COLUMNS

---

#### A Thirsty Crow

Once upon a time, there used to be a crow in a forest, it was the summer time in which everyone, whether an animal or animal, is in great need of water, no human can live without water and no animal. So water is very important. That crow was very upset

for a few days because he had not got water for a long time. And he was in a lot of trouble due to thirst, he was in need of water. But he was not getting water anywhere, due to lack of water, he was getting rid of shaking. One gets water from

anywhere but he does not get water. One day the thirsty crows were feeling that they would not be able to survive anymore, its last time had come. So he thought that if I do not get water, I will die.



- **Three Columns**
- **Line Numbers**

➤ Hyphenation

**DAY 16**

---

WATERMARKS

---



- Super
- Font Calibri

---

**PAGE COLOR**

---



- White
- Black
- Red

---

**PAGE BORDERS & HORIZONTAL LINE**

---

## **Dennis**

3576 Airport Way,  
Unit 9 Fairbanks Ak 99709  
(907) 451-1942  
Email: [eralamshahbaz@gmail.com](mailto:eralamshahbaz@gmail.com)

---

### **Career Objective:**

To work in a well managed organization where I can enhance my skills and make profits to the organization with my current abilities.

### **Education Qualification:**

- BBA Sanford University
- MBA Harvard University

### **Area of Intrest:**

- Object Oriented Programming with C++

### **Computer Proficiency:**

- Languages C, C++, Java Basics, SQL, HTML

### **Training Attended:**

Undergone an in-plant training on Software Life Cycle in Unique Technologies, USA.

### **Workshop Attended:**

Participated in three day workshop programmed on "Robotics" at Vit University Vellone.





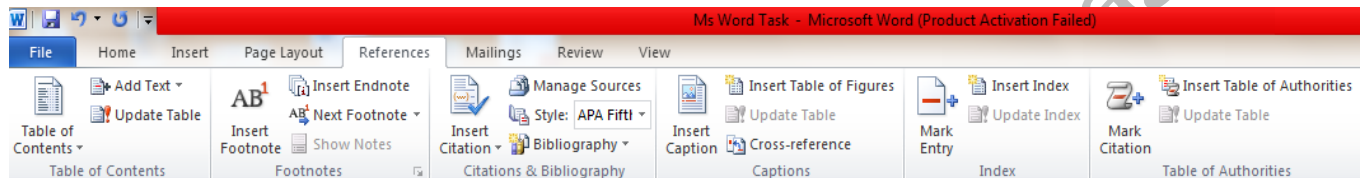
- **Font Calibri**
- **Size 24,12,14**
- **Horizontal Line**
- **Indent**
- **Spacing**

Super Success Institute Muzaffarnagar

## UNIT 4 REFERENCES DAY 17

### 4. REFERENCES TAB

This tab has commands to use when creating a Table of Contents and citation page for a paper. It provides you with many simple solutions to create these typically difficult to produce documents.



---

### COMPUTER

---

A **computer** is an electronic device that receives input, stores or processes the input as per user instructions and provides output in desired format. Computers have become an integral part of our lives because they can accomplish easy tasks repeatedly without getting bored and complex ones repeatedly without committing errors.

---

### CHARACTERISTICS OF COMPUTER

---

---

#### SPEED

---

Typically, a computer can carry out 3-4 million instructions per second.

---

#### ACCURACY

---

Computers exhibit a very high degree of accuracy. Errors that may occur are usually due to inaccurate data, wrong instructions or bug in chips – all human errors.

---

#### RELIABILITY

---

Computers can carry out same type of work repeatedly without throwing up errors due to tiredness or boredom, which are very common among humans.

---

### VERSATILITY

---

Computers can carry out a wide range of work from data entry and ticket booking to complex mathematical calculations and continuous astronomical observations. If you can input the necessary data with correct instructions, computer will do the processing.

---

### STORAGE CAPACITY

---

Computers can store a very large amount of data at a fraction of cost of traditional storage of files. Also, data is safe from normal wear and tear associated with paper.

---

### SOFTWARE

---

As you know, the hardware devices need user instructions to function. A set of instructions that achieve a single outcome are called program or procedure. Many programs functioning together to do a task make a software.

---

### SYSTEM SOFTWARE

---

Software required to run the hardware parts of the computer and other application software are called **system software**. System software acts as **interface** between hardware and user applications. An interface is needed because hardware devices or machines and humans speak in different languages.

---

### APPLICATION SOFTWARE

---

A software that performs a single task and nothing else is called **application software**. Application software are very specialized in their function and approach to solving a problem. So a spreadsheet software can only do operations with numbers and nothing else. A hospital management software will manage hospital activities and nothing else.



- **Heading 1 (Level 1)**
- **Heading 2 (Level 2)**
- **Table of Contents (Inbox)**

➤ **Update Table**

**DAY 18**

---

**INSERT FOOTNOTE & ENDNOTE**

---

<sup>1</sup>ISP stands for. This helps in providing direct access for using the internet from your office or home, connected through landlines. With the introduction of <sup>2</sup>Wi-fi and broadband, connecting to the Internet has become wireless.



- **Footnote**
- **Endnote is the insert end page of document**
- **Next Footnote**
- **Show Notes**

---

<sup>1</sup> Internet Service Provider

<sup>2</sup> Wireless Fidelity



## DAY 19

### INSERT CITATION & BIB BIBLIOGRAPHY

## BIBLIOGRAPHY

Ms Word [Book] / auth. Ali. - Muzaffamagar : Al- Haider, 2020.



Type of Source: Book Language: Default

Bibliography Fields for GOST - Title Sort

Author: Ali Edit

Corporate Author

Title: Ms Word

Year: 2020

City: Muzaffarnagar

Publisher: Al- Haider

Volume:

Show All Bibliography Fields

Tag name: Ali20

OK Cancel



- Manage Sources
- Style GOST Title
- Insert Bibliography

## DAY 20

---

INSERT CAPTION

---

Figure 1..... **Error! Bookmark not defined.**  
Figure 2..... **Error! Bookmark not defined.**  
Table 1..... **Error! Bookmark not defined.**

FIGURE 1



FIGURE 2



TABLE 1

Employee Names	June	July	August	September
Dennis	19000	18000	15000	16000
John	18000	20000	17000	19000

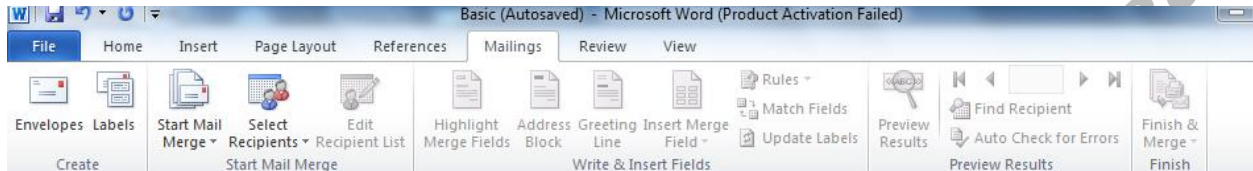


- **Insert Caption**
- **Insert Table of Figures**
- **Cross Reference add Link Bibliography in Index**

## UNIT 5 MAILINGS DAY 21

### 5. MAILINGS TAB

This tab allows you to create documents to help when sending out mailings such as printing envelopes, labels and processing mail merge.



---

#### LETTER

---



Name  
Address  
City  
Date

Dear

I hope this letter finds you in the best of health and spirits. You will be glad to know that my birthday falls on 13<sup>th</sup> Nov. I am going to celebrate my birthday at home. We shall have a dance and music program. I have invited all my friend. I hope you will also come and join my birthday party.




---

**RECIPIENTS LIST**

---

<b>Name</b>	<b>Address</b>	<b>City</b>	<b>Date</b>
Ali Haider	A to Z colony	Meerut	2-Nov-2021
Virat Singh	Ram Vihar Delhi Road	Meerut	2-Nov-2021
Arohi Bhardwaj	Near Bus station	Pune	3-Nov-2021
Dennis	Near G T B Hospital	Bangalore	3-Nov-2021
John	A To Z colony	Muzaffarnagar	3-Nov-2021
Mr. Zaidi	Gandhi Nagar	Delhi	4-Nov-2021
Mr. Archit	Laxmi Nagar	Delhi	4-Nov-2021
Shakshi	Yamuna Vihar	Goa	8-Nov-2021
Mahin Alam	Anand Vihar	Aligarh	8-Nov-2021
Richard	Aliya imam Bargha	Lucknow	8-Nov-2021



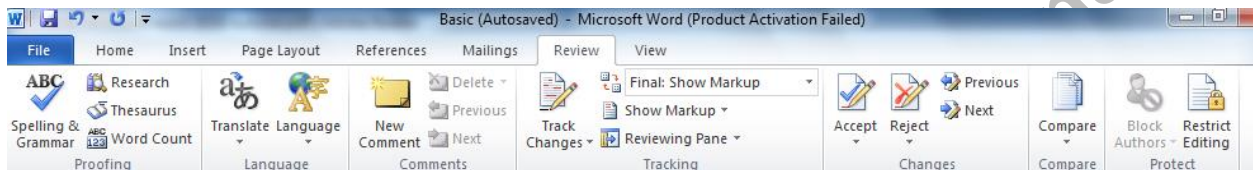
- **Insert Merge**
- **Preview results**
- **Finish Merge**

## UNIT 6 REVIEW

### DAY 22

#### 6. REVIEW TAB

This tab allows you to make any changes to your document due to spelling and grammar issues. It also holds the track changes feature which provides people with the ability to make notes and changes to a document of another person.




---

#### SPELLING GRAMMAR & RESEARCH

---

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab.



#### Spelling

- document - document
- cower – cover



#### Research

- Formatting
- Insert

**DAY 23**

---

**WORD COUNT**

---

Pandit Jawaharlal Nehru presented the National Flag of India to the Constituent Assembly of India on July 22, 1947. Our National Flag is rectangular in shape and is made from cotton, khadi, wool or silk cloth.

The ratio of the width of the flag to its length is always 2:3. The National Flag has three equal horizontal stripes of different colours. There is saffron (kesari) at the top, white in the middle and green at the bottom. This is why it is also called the tricolour.

The colours of the tricolour have special meanings. The saffron stands for courage and sacrifice. The white stands for truth and peace. The green stands for prosperity. In the centre of the white stripe is a navy-blue wheel which represents the *chakra*.

It symbolises progress. Its design has been taken from the Sarnath Lion Capital of Ashoka. It is also called the Ashoka Chakra.



- Page
- Words
- Lines

## UNIT 7 VIEW

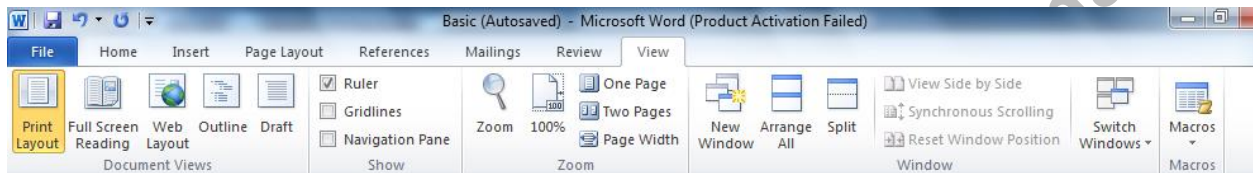
### DAY 24

---

#### 7. VIEW TAB

---

This tab allows you to change the view of your document to a different two page document or zoom.



- **Print Layout**
- **Full Screen Reading**
- **Web Layout**
- **Outline**
- **Draft**
- **Ruler**
- **Gridlines**
- **Zoom**
- **New Window**
- **Arrange All**
- **Split**
- **View Side by Side**
- **Switch Windows**



## MS EXCEL

UNIT 1 HOME TAB

## DAY 1

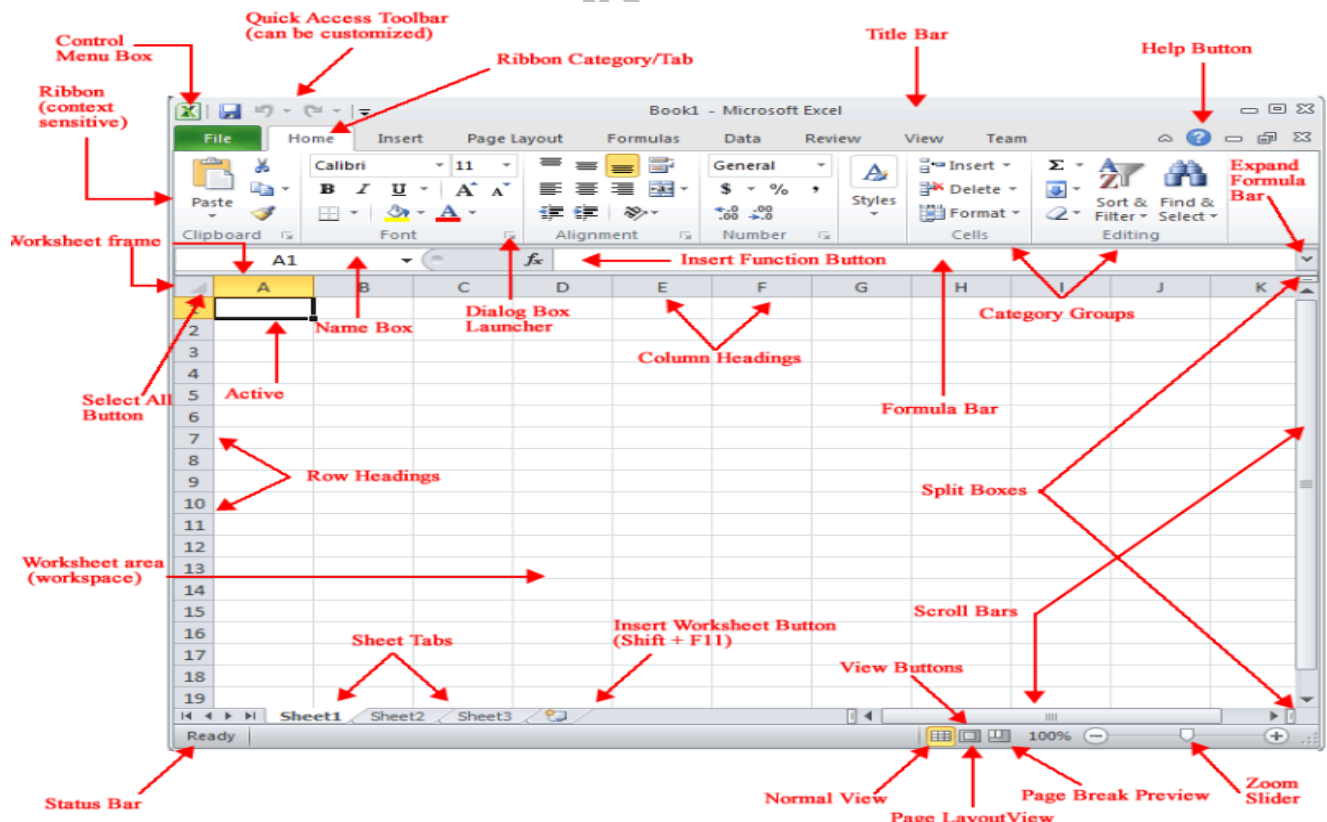
## DEFINITION OF MS EXCEL

MS Excel is spreadsheet software it is combination of Rows & Columns. That allows users to organize, format and calculate data with formulas using a spreadsheet system and can perform mathematical operations.

## HOW TO OPEN MS EXCEL

- Step1- Left click on Windows Button
- Step2 - Left click on All Programs
- Step3 - Left click on Microsoft Office
- Step4 - Left click on Microsoft Excel 2010

## WINDOW INTRODUCTION OF MS EXCEL

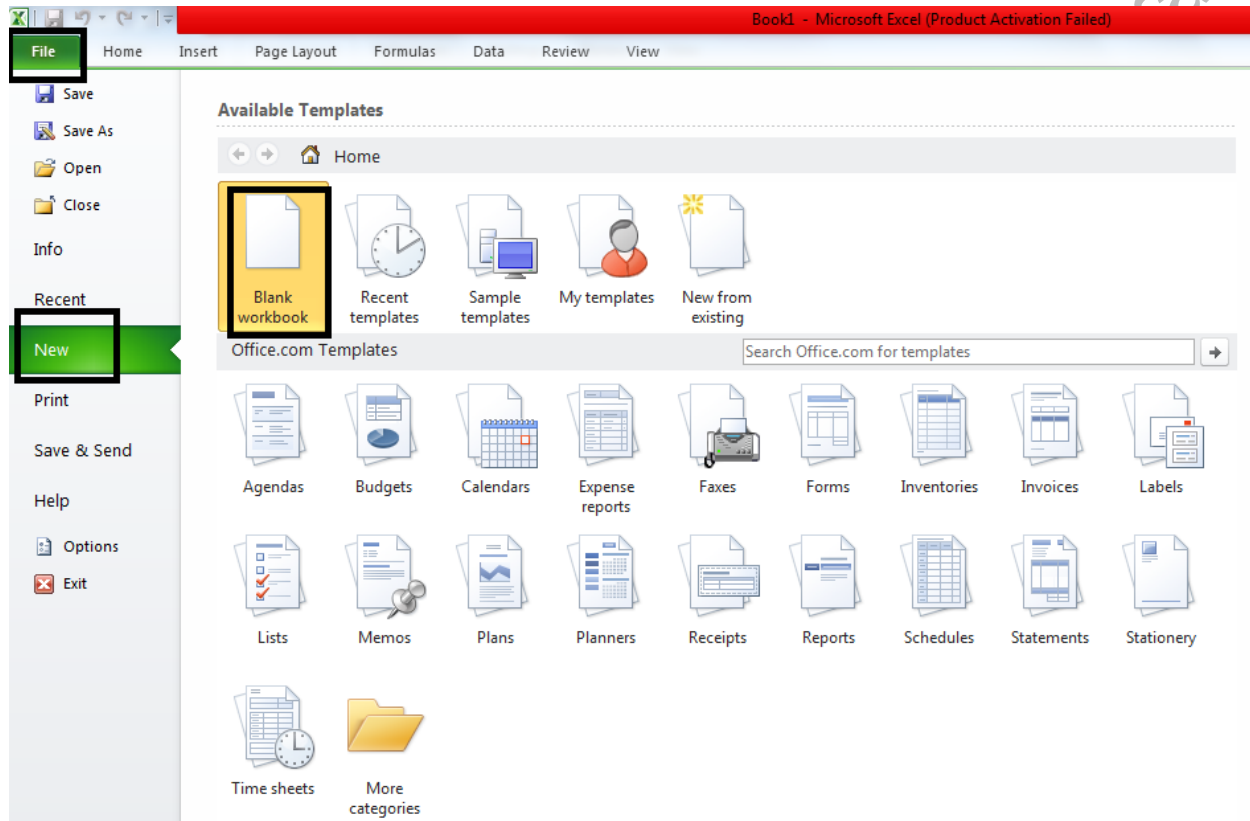




## File Tab

### CREATING A WORKBOOK

1. Click the File Tab.
2. Click New.
3. Select Blank workbook than double click and click Create.

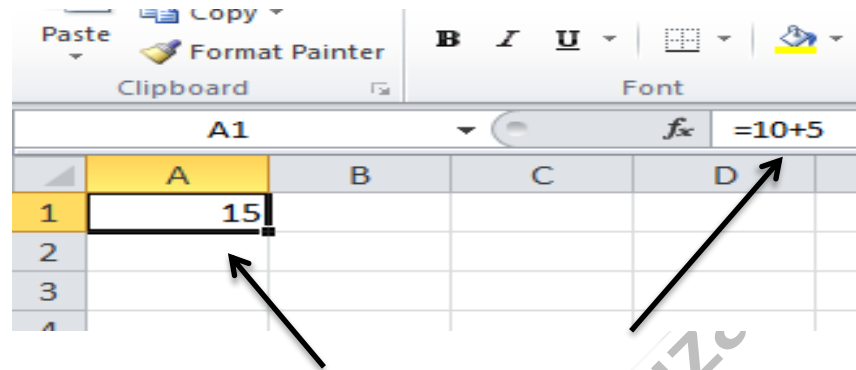


### EXCEL ARITHMETIC OPERATORS

S/N	ARITHMETIC OPERATOR	FIRST NUMBER	SECOND NUMBER	RESULT
1	Addition (+)	13	3	16
2	Subtraction (-)	21	9	12
3	Division (/)	33	12	2.75
4	Multiplication (*)	7	3	21

Direct at any Cell, We can use like that

=10+5  
 =10-5  
 =10\*5  
 =10/5



First of all the formula start symbol “=” Type **=10+5** than press Enter key Execute **15**

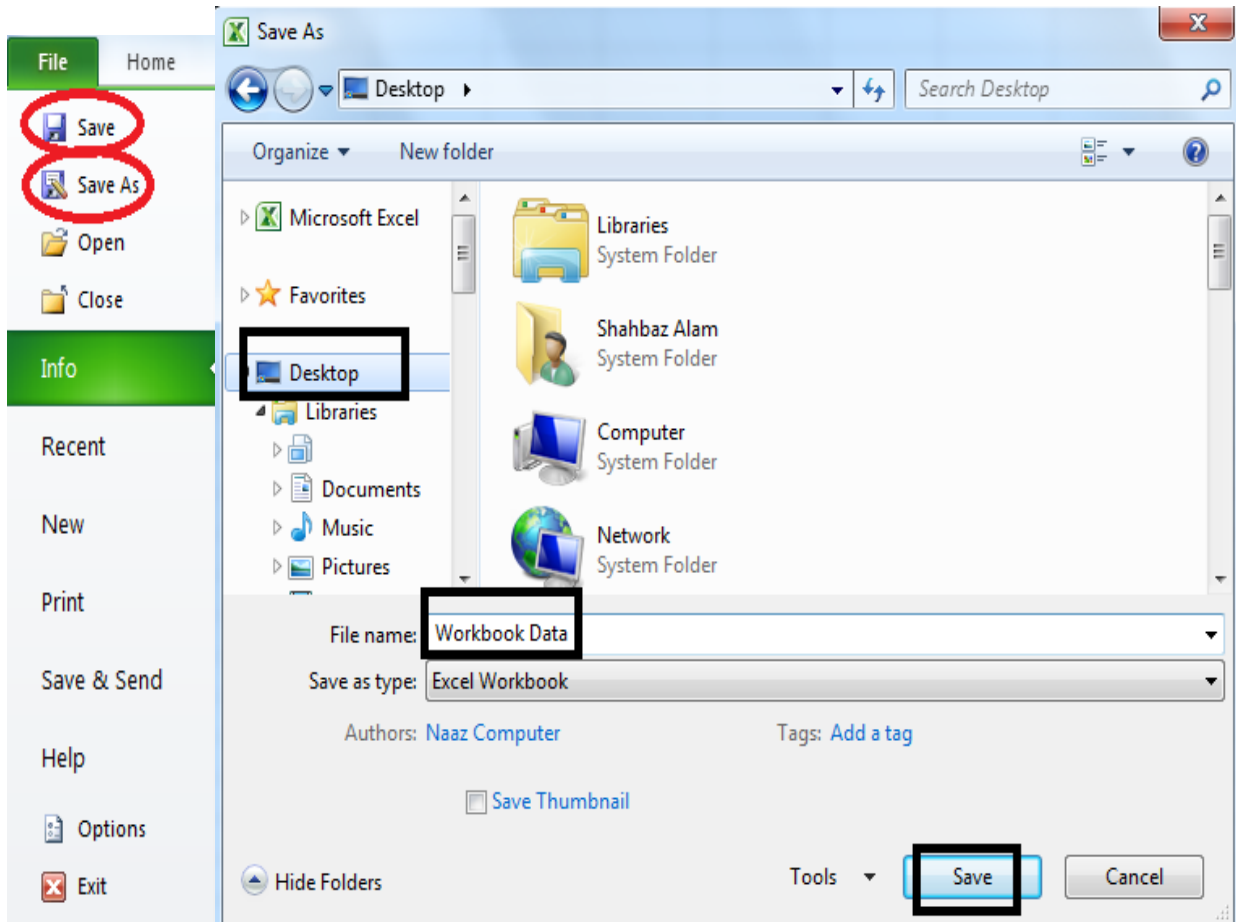
---

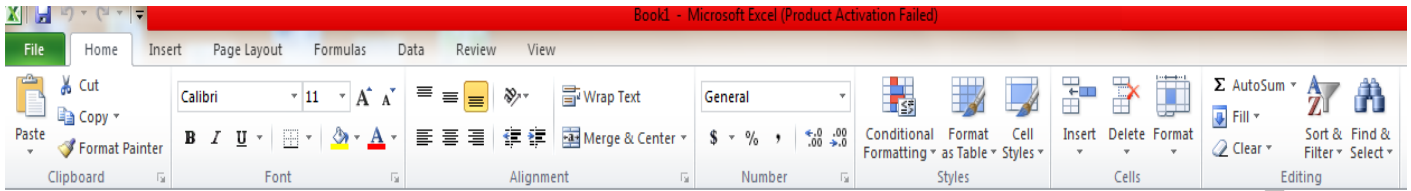
### HOW TO SAVE WORKBOOK

---

When you create a workbook it is important to save the workbook so that it can be viewed or reused later. The basic steps to save a workbook are listed below;

- Click on the File Tab
- Click on the **Save As** or **Save (Ctrl + S , F12) xlsx, pdf file**
- it displays 'Save As' Dialogue Box
- Save the workbook to desired location with a desired name





## 1. ADDITION

	A	B	C	D
1	<b>Data X</b>	<b>Data Y</b>	<b>Addition</b>	
2	14	12	26	
3	12	72	84	
4	142	258	400	
5	786	110	896	
6	147	650	797	
7	741	258	999	
8	1470	1500	2970	
9	1200	2000	3200	
10	1500	3000	4500	
11	4500	3200	7700	
12				



- **Font Calibri**
- **Size 12, 11**
- **Bold**
- **Alignment (Center)**
- **Copy Cut Paste (G to I) Cells**

---

## 2. SUBTRACTION

---

	C2		<i>fx</i>	=A2-B2
	A	B	C	D
1	<b>Data X</b>	<b>Data Y</b>	<b>Subtraction</b>	
2	500	120	380	
3	400	120	280	
4	258	150	108	
5	478	125	353	
6	514	141	373	
7	256	125	131	
8	3240	1230	2010	
9	1247	125	1122	
10	4200	1200	3000	
11	5200	2580	2620	
12				



- Fill Color (Yellow)
- Font Color (Red)
- Borders (All Borders)

## DAY 2



C2      fx      =A2\*B2

	A	B	C
1	<b>Data X</b>	<b>Data Y</b>	<b>Multiplication</b>
2	12	5	60
3	14	4	56
4	110	3	330
5	254	2	508
6	124	3	372
7	340	4	1360
8	360	8	2880
9	500	9	4500
10	1220	20	24400
11	3250	10	32500

## 4. DIVISION



	A	B	C
1	<b>Data X</b>	<b>Data Y</b>	<b>Division</b>
2	1400	4	350
3	1800	5	360
4	2580	5	516
5	3654	3	1218
6	3147	2	1573.5
7	2000	2	1000
8	6000	5	1200
9	21000	4	5250
10	40000	6	6666.67
11	12000	10	1200

## DAY 3

## 5. SUM



	A	B	C	D	E	F	G
1	<b>Students Name</b>	<b>Hindi</b>	<b>English</b>	<b>Maths</b>	<b>Computer</b>	<b>Science</b>	<b>Total Marks</b>
2	Mahin Alam	89	78	42	89	54	352
3	Jitender Singh	70	59	58	65	58	310
4	Dennis Ritchie	50	80	85	89	50	354
5	Sakshi Thakur	84	45	36	24	65	254
6	Haider Ali	85	84	24	85	47	325
7	Ziya Naqvi	78	91	50	42	58	319
8	Amit Tyagi	56	65	65	32	67	285
9	Ajay Singh	85	50	59	61	52	307
10	Devid Kumar	71	62	25	23	32	213
11	John Stephen	46	47	42	89	65	289

6.MAX

&amp;

7.MIN





	A	B	C	D	E	F	G	H
1	Students Name	Computer	Maths	Science	English	Music	Maximum	Minimum
2	Haider Ali	78	64	95	76	74	95	64
3	John Stephen	98	21	54	66	58	98	21
4	Mahin Alam	58	29	57	64	85	85	29
5	Aditya Thakur	68	68	96	87	75	96	68
6	Vivaan Singh	54	75	65	58	47	75	47
7	Nyra Rajput	78	68	54	68	58	78	54
8	Mira Kapoor	98	24	84	57	75	98	24
9	Sarthak Kumar	78	36	24	56	56	78	24
10	Chhaya Yadav	54	94	65	57	67	94	54
11	Eshika Singh	98	50	67	57	57	98	50

## DAY 4

## WRAP TEXT



	A	B
1	<b>Lessons Name</b>	<b>About of Lessons</b>
2	Introduction Computer	A computer is an electronic device
3	Introduction Operating System	Operating system is a program or set of programs
4	Word Processing (Microsoft Word)	Microsoft Word is a word-processing software
5	Spreadsheet (Microsoft Excel)	Microsoft Excel is a Spreadsheet- software
6	Presentation (Microsoft Power Point)	Microsoft Power Point is a Presentation software
7	Internet and WWW	The Internet is a vast network that connects computers all over the world.
8	E-mail, Social Networking	E-mail is defined as the transmission of messages on the Internet.

---

**MERGE & CENTER**


---



	A	B	C	D	E	F
1	<b>Goods Summary</b>					
2	<b>Month Sold</b>	<b>Brand</b>	<b>Model</b>	<b>Quantity</b>	<b>Sales Location</b>	<b>Sales Price</b>
3	January	Samsung	Galaxy S9	4 PCS	Delhi	26,999.00 ₹
4	February	Samsung	Galaxy S8	3 PCS	Luckonw	24,999.00 ₹
5	March	Apple	IPhone 7	4 PCS	Agra	20,499.00 ₹
6	April	Apple	IPhone 8	5 PCS	Mumbai	20,000.00 ₹
7	May	Apple	IPhone XS	2 PCS	Pune	62,999.00 ₹
8	June	Samsung	Galaxy S9	5 PCS	Ajmer	26,999.00 ₹
9	July	Samsung	Galaxy S8	6 PCS	Bangalore	24,999.00 ₹
10	August	Apple	IPhone XS	3 PCS	Muzaffarnagar	62,999.00 ₹
11	September	Samsung	Galaxy S9	3 PCS	Hyderabad	26,999.00 ₹
12	October	Samsung	Galaxy S8	2 PCS	Aligarh	24,999.00 ₹
13	November	Apple	IPhone 7	6 PCS	Chandighar	20,499.00 ₹
14	December	Apple	IPhone 8	4 PCS	Meerut	20,000.00 ₹



➤ **Number (Accounting)**

DAY 5

ORIENTATION



Attendance Sheet																																			
May-21																																			
S.N	Student Name	Gender	Category	Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
					Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
1	Mohd Ali	Male	CAT 1	-	P		P	P	A	A	A	P		P	A	P	P	P	P		P	P	P	A	P	P		P	A	P	P	P	P		A
2	Ali Haider	Male	CAT 1	-	P		P	P	P	A	P	A		P	P	A	P	P	P		P	P	P	P	A	P		P	P	A	P	P	P		P
3	Mahin Alam	Male	CAT 3	-	P		P	P	P	A	P	P		P	P	P	P	P	P		A	P	P	P	P	P		P	P	P	P	P	P		P
4	Shaziya Khan	Female	CAT 4	-	P		A	P	A	P	A	A		P	A	P	A	P	P		P	P	P	A	P	P		P	A	P	A	P	P		A
5	Eshika Yadav	Female	CAT 1	-	A		A	P	P	P	A	P		P	P	A	A	P	A		P	P	P	P	A	A		P	P	A	A	P	A		P
6	Zainab Rizvi	Female	CAT 6	-	A		A	A	A	P	A	A		P	A	A	A	A	A		P	P	P	A	A	A		P	A	A	A	A	A		A
7	Amit Tyagi	Male	CAT 7	-	P		A	A	P	A	A	P		P	A	A	A	P	P		P	A	P	A	A	P		P	A	A	A	P	P		P
8	Shahid Kapoor	Male	CAT 1	-	A		P	P	A	P	A	A		P	A	P	P	P	A		A	P	P	A	P	A		P	A	P	P	P	A		A
9	Dennis Ritchie	Male	CAT 1	-	P		P	P	P	P	A	P		A	P	P	P	P	P		A	P	A	P	P	P		A	P	P	P	P	P		P
10	Nusbeeha Naqvi	Female	CAT 2	-	P		P	A	P	A	P	P		P	P	P	P	A	P		A	P	P	P	P	P		P	P	P	P	A	P		P
11	James Thomas	Male	CAT 1	-	P		P	P	P	P	A	P		P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P		P
12	Eli Christian	Female	CAT 2	-	A		A	P	A	P	P	P		P	A	P	A	P	A		P	P	P	A	P	A		P	A	P	A	P	A		A
13	Jameson	Male	CAT 1	-	P		P	A	P	P	A	P		A	A	P	P	A	P		P	P	A	A	P	P		A	A	P	P	A	P		P
14	Ravi Kumar	Male	CAT 1	-	P		A	P	P	P	A	P		A	A	P	A	P	P		A	P	A	A	P	P		A	A	P	A	P	P		P
15	Shivi Singh	Female	CAT 2	-	A		P	A	P	P	A	P		P	A	P	P	A	A		P	P	P	A	P	A		P	A	P	P	A	A		P



- Angle clockwise
- Rotate text up
- Merge , Wrap text etc.

## DAY 6

Conditional Formatting

## GREATER THAN



	A	B	C	D	E	F
1	<b>Numbers</b>					
2	160	58	19	49	49	197
3	98	45	24	65	64	23
4	54	62	190	75	54	49
5	65	110	49	95	28	54
6	47	99	97	78	97	49
7	58	19	98	65	67	42
8	95	109	67	97	91	21
9	45	14	45	54	64	35
10	21	67	90	180	78	94



- Highlight Value Greater Than = 100

## LESS THAN



	A	B	C	D	E	F
1	<b>Numbers</b>					
2	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
3	180	250	900	650	970	800
4	190	350	840	250	500	700
5	500	654	700	620	700	900
6	400	200	600	340	900	300
7	200	300	500	280	400	400
8	300	900	950	940	600	900
9	800	300	300	370	700	400
10	180	200	200	330	980	500
11	250	700	800	240	760	600



- [A] Value Less Than = 190
- [B] Value Less Than = 350
- [C] Value Less Than = 500
- [D] Value Less Than = 600
- [E] Value Less Than = 700
- [F] Value Less Than = 800

---

**BETWEEN**

---



	A	B	C
1	<b>Customer Names</b>	<b>Month</b>	<b>Total Bill</b>
2	Abbas Zaidi	Jan	15000
3	John Stephen	Feb	8000
4	Rashi Thakur	Mar	15000
5	Anchal Sharma	Mar	16000
6	Kabir Singh	Apr	10000
7	Radhe Yadav	May	19000
8	Ankit Singh	May	14000
9	Hari Singh	May	36000
10	Chhaya Yadav	June	14000
11	Praveen Kumar	June	23000
12	Sonam Ansari	June	8000
13	Falak Khan	June	15000
14	Mahin Alam	June	12000
15	Ajay Kumar	July	18000
16	Amit Kumar	Aug	13000



- Total bill values between 9000 to 15000

## DAY 7

## EQUAL



	A	B
1	<b>Players</b>	<b>Score</b>
2	Syed Abid Ali	90
3	David Warner	20
4	M.S Dhoni	65
5	Virat Kohli	90
6	Adam Zampa	95
7	Ricky Ponting	25
8	Mohd Shami	90
9	Josh Hazlewood	95
10	Adil Rashid	45
11	Jonny Bairstow	45
12	Intikhab Alam	85
13	Mohd Yusuf	90
14	Imran Tahir	65
15	David Miller	90
16	Praveen Jayawickra	90



- Score values equal = 90



## TEXT THAT CONTAINS



	A
1	<b>Fruits Names</b>
2	Apple
3	Mango
4	Litchi
5	Apple
6	Grapes
7	Guava
8	Banana
9	Blackberries
10	Apple
11	Pineapple
12	Apple
13	Watermelon



- Text that contains = Apple

## DAY 8

## DATE OCCURRING



	A	B	C	D	E	F	G	H	I	J
1	<b>Date Occurring</b>									
2	<b>Yesterday</b>	<b>Today</b>	<b>Tomorrow</b>	<b>Last 7 Days</b>	<b>Last Week</b>	<b>This Week</b>	<b>Next Week</b>	<b>Last Month</b>	<b>This Month</b>	<b>Next Month</b>
3	1-May-21	12-May-21	16-May-21	18-May-21	14-May-21	18-May-21	27-May-21	19-Apr-21	20-Jul-21	14-May-21
4	8-May-21	20-May-21	15-May-21	19-May-21	15-May-21	19-May-21	28-May-21	14-Apr-21	21-Feb-21	31-May-21
5	12-May-21	26-May-21	19-May-21	20-May-21	16-May-21	20-May-21	29-May-21	20-May-21	12-Jun-21	20-Jul-21
6	16-May-21	16-May-21	18-May-21	21-May-21	17-May-21	21-May-21	30-May-21	31-May-21	13-Jun-21	21-Feb-21
7	18-May-21	15-May-21	20-May-21	22-May-21	18-May-21	22-May-21	31-May-21	12-Jun-21	23-Jun-21	12-Jun-21
8	20-May-21	27-May-21	27-May-21	23-May-21	19-May-21	23-May-21	1-Jun-21	13-Jun-21	14-May-21	13-Jun-21
9	25-May-21	18-May-21	21-May-21	24-May-21	20-May-21	26-May-21	2-Jun-21	23-Jun-21	15-May-21	23-Jun-21



- Create the recently dates and apply same conditions
- Yesterday, Today, Tomorrow, Last 7 Days, Last Week, This Week, Next Week, Last Month, This Month & Next Month.

## DUPLICATE &amp; UNIQUE



	A	B	C
1	<b>Data</b>	<b>Duplicate</b>	<b>Unique</b>
2	700	700	700
3	500	500	500
4	600	600	600
5	1000	1000	1000
6	600	600	600
7	600	600	600
8	500	500	500
9	9000	9000	9000
10	7000	7000	7000
11	6000	6000	6000
12	4000	4000	4000
13	9000	9000	9000
14	8000	8000	8000
15	5000	5000	5000
16	12000	12000	12000



- Select duplicate & unique in the data column.

## DAY 9

## TOP/BOTTOM RULES



	A	B	C	D	E	F	G
1	Items Name	Top 10 items	Top 10 % items	Bottom 10 items	Bottom 10 % items	Above average	Below average
2	CAX	75	100	45	100	78	100
3	SSX	20	200	95	200	54	233
4	GTA	90	800	65	300	68	240
5	ASD	30	100	84	400	97	650
6	FGH	10	200	24	500	21	950
7	AZS	45	600	62	600	24	740
8	SXC	60	550	32	700	50	510
9	JLW	70	700	40	800	62	350
10	ZBC	78	900	30	900	94	690
11	NVC	45	100	56	1000	39	349
12	AFT	40	650	94	200	94	210
13	SSP	60	600	72	300	50	500
14	QYO	50	850	61	400	32	100
15	EOP	90	405	94	500	54	500
16	WWE	85	780	34	50	95	300



- Top 10 items, Top 10 % items, Bottom 10 items, Bottom 10 % items, Above average, Below average.

---

**DATA BARS**


---



	A	B	C	D	E	F	G
1	<b>Items Name</b>	<b>Data 1</b>	<b>Data 2</b>	<b>Data 3</b>	<b>Data 4</b>	<b>Data 5</b>	<b>Data 6</b>
2	1000 A	75	100	↓	45	🚫	100
3	1000 B	20	200	↑	95	🚫	200
4	1001 A	90	800	→	65	🚫	300
5	1001 B	30	100	↑	84	🟡	400
6	1002 A	10	200	↓	24	🟡	500
7	1002 B	45	600	→	62	🟡	600
8	1003 A	60	550	↓	32	🟡	700
9	1003 B	70	700	↓	40	🟢	800
10	1004 A	78	900	↓	30	🟢	900
11	1004 B	45	100	→	56	🟢	1000
12	1005 A	40	650	↑	94	🚫	200
13	1005 B	60	600	↑	72	🚫	300
14	1006 A	50	850	→	61	🟡	400
15	1006 B	90	405	↑	94	🟡	500
16	1007 A	85	780	↓	34	🚫	300
17							
18		Data Bars	Color Scales			Icon Sets	



- Data bars
- Color scales
- Icon sets

## DAY 10

## FILTER



	A	B	C	D	E
1	Joining Date	Employee Name	Advance Payment	Phone No	Address
2	01-Feb-21	James Thomas	12000	8954741111	Meerut
3	01-Feb-21	Eli Christian	23000	9578454156	Delhi
4	09-Feb-21	Jameson	10000	6523548954	Muzaffarnagar
5	18-Feb-21	Ravi Kumar	20000	7849541562	Delhi
6	18-Feb-21	Shivi Singh	12000	7154569520	Meerut
7	19-Feb-21	Dennis	12000	7489575965	Lucknow
8	19-Feb-21	Ravi Kumar	30000	9545454545	Delhi
9	01-Feb-21	Ram Kumar	23000	6965845950	Muzaffarnagar
10	09-Feb-21	Rakesh Singh	10000	7070708080	Delhi
11	07-Feb-21	Yadav	15000	8989897585	Aligarh
12	03-Feb-21	John Stephen	13000	8547859568	Delhi
13	18-Feb-21	Abhay Kumar	12000	5478459575	Delhi
14	01-Feb-21	Devid	23000	9585859568	Muzaffarnagar
15	09-Feb-21	Nimit Kumar	9000	7894568596	Muzaffarnagar
16	20-Feb-21	Abbas Zaidi	19000	9878789586	Delhi



- Format as table (Dark 11)
- Cells style (Note)



- Sort :- A to Z [Employee Name]



- Filter :- 12000 [Advance payment]
- Filter :- 9-Feb-21 [Joining date]



➤ Find :- Devid

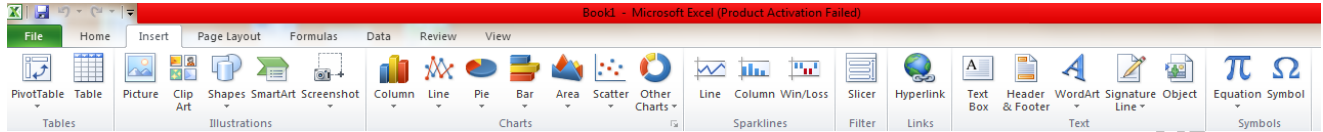


➤ Replace :- Dennis – Dennis Ritchie

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## UNIT 2 INSERT TAB

### DAY 11



#### PIVOT TABLE



	A	B	C	D
1	Row Labels	Sum of Income	Sum of Expensive	Sum of Employee Salary
2	February	50000	8000	12000
3	March	55000	10000	18000
4	April	45000	20000	18000
5	May	32000	3000	18000
6	June	23000	8000	21000
7	July	42000	9000	21000
8	August	60000	12000	22000
9	September	45000	3000	22000
10	October	35000	17000	22000
11	November	45000	13000	22000
12	December	32000	14000	22000
13	January	45000	5000	12000
14	<b>Grand Total</b>	<b>509000</b>	<b>122000</b>	<b>230000</b>



- Month Name , Income, Expensive & Employee Salary

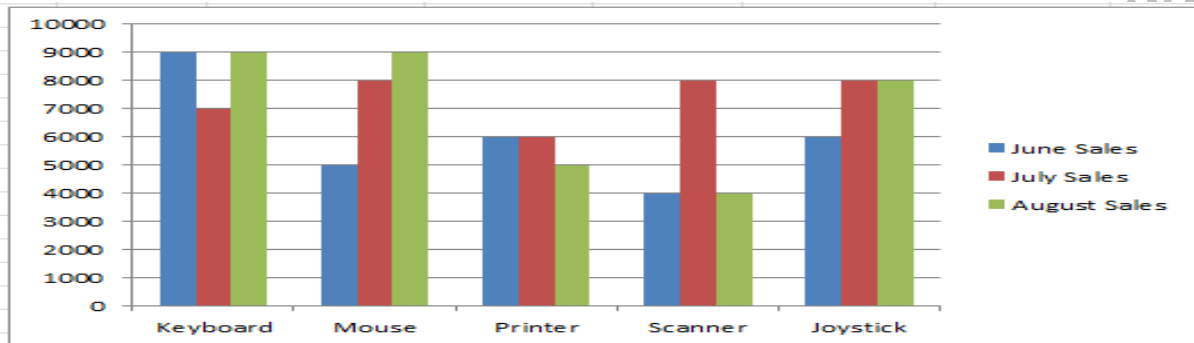


- Table
- Picture
- Clip Art
- Shapes
- Smart Art
- Screenshot



DAY 12

CHARTS



Product Name	June Sales	July Sales	August Sales
Keyboard	9000	7000	9000
Mouse	5000	8000	9000
Printer	6000	6000	5000
Scanner	4000	8000	4000
Joystick	6000	8000	8000



Name	Salary
Mohd	35000
Ali	29000
Eshika	24000



Raman	22000
Raghav	20000

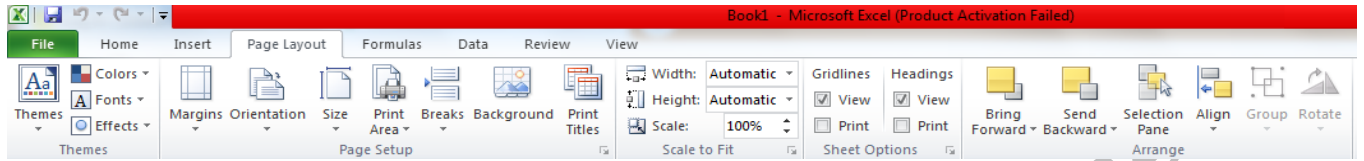


- **Hyperlink**
- **Text Box**
- **Word Art**
- **Equation**
- **Symbol**

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## UNIT 3 PAGE LAYOUT TAB

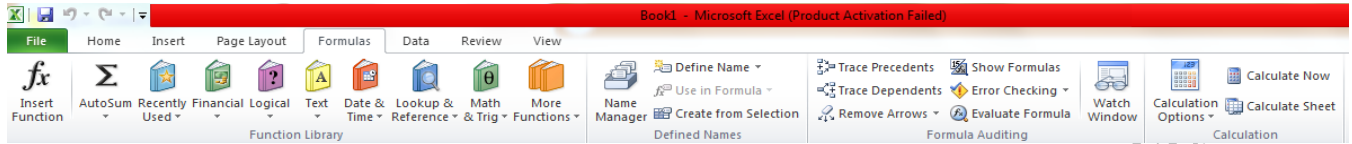
## DAY 13



- Themes, Colors, Fonts, Effects.
- Margins
- Orientation
- Size
- Print Area
- Breaks
- Background
- Print Titles
- Gridlines
- Headings

# UNIT 4 FORMULAS

## DAY 14



### 8. UPPER



	A	B	C	D	E	F	G
1	<b>Name</b>	<b>Age</b>	<b>Upper</b>		<b>Name</b>	<b>Age</b>	<b>Upper</b>
2	jOhn	19	JOHN		JOHN	19	JOHN
3	Smith	16	SMITH		SMITH	16	SMITH
4	Jackson	18	JACKSON		JACKSON	18	JACKSON
5	fiSCher	16	FISCHER		FISCHER	16	FISCHER
6	mahin Alam	12	MAHIN ALAM		MAHIN ALAM	12	MAHIN ALAM
7	emma	12	EMMA		EMMA	12	EMMA
8	aleXANder	20	ALEXANDER		ALEXANDER	20	ALEXANDER
9	Suzzane	15	SUZZANE		SUZZANE	15	SUZZANE
10	Peter	19	PETER		PETER	19	PETER
11	ColBy p Ford	20	COLBY P FORD		COLBY P FORD	20	COLBY P FORD

Pasted as values ←



- Upper
- Paste Special

## 9. LOWER



	A	B
1	<b>Text</b>	<b>Lower</b>
2	Document	document
3	INserT	insert
4	ALGORITHM	algorithm
5	Data Mining	data mining
6	FirEwall	firewall
7	Frequently	frequently
8	HACKER	hacker
9	backup	backup
10	APPLIcation	application
11	Notebook Computer	notebook computer

## 10. PROPER



	A	B
1	<b>Full Name</b>	<b>Proper</b>
2	mr. Haider Ali	Mr. Haider Ali
3	MISS. OLIVIA	Miss. Olivia
4	Ram kumar singh	Ram Kumar Singh
5	Chhaya yadav	Chhaya Yadav
6	Anita singh yadav	Anita Singh Yadav
7	skylar rubY	Skylar Ruby
8	ALICE CORA	Alice Cora
9	MAHIN aLAM	Mahin Alam
10	shaziya zaidi	Shaziya Zaidi
11	shahban Abbas	Shahban Abbas

## DAY 15

## 11. TRIM



	A	B
1	<b>Title</b>	<b>Trim</b>
2	The Shawshank Redemption (1994)	The Shawshank Redemption (1994)
3	The Godfather (1972)	The Godfather (1972)
4	The Godfather: Part 2nd (1972)	The Godfather: Part 2nd (1972)
5	Pulp Fiction (1994)	Pulp Fiction (1994)
6	The Good, The Bad and the Ugly (1966)	The Good, The Bad and the Ugly (1966)
7	12 Angry Men (1957)	12 Angry Men (1957)
8	The Dark Knight (2008)	The Dark Knight (2008)
9	Schindler's List (2008)	Schindler's List (2008)
10	The Lord of the Rings (2003)	The Lord of the Rings (2003)
11	Fight Club (1999)	Fight Club (1999)

## 12. LEFT



	A	B
1	<b>Names</b>	<b>Left</b>
2	Syed Abid Ali	Syed
3	David Warner	David Warner
4	M.S Dhoni	M.S
5	Virat Kohli	Virat Ko
6	Adam Zampa	Adam Z
7	Ricky Ponting	Ric
8	Mohd Shami	Mohd
9	Josh Hazlewood	Josh Haz
10	Adil Rashid	Adi
11	Jonny Bairstow	Jonny Bair

## DAY 16

## 13. MID



	A	B
1	<b>Websites</b>	<b>Mid</b>
2	https://mail.google.com/mail.u	mail.google.com
3	https://www.bigrock.in/dod?gclid=	www.bigrock.in
4	https://eralamshahbaz.com	eralamshahbaz.com
5	https://web.whatsapp.com/	whatsapp.com
6	https://smallpdf.com/pdf-to-jpg	smallpdf.com

## 14. RIGHT



	A	B
1	<b>Names</b>	<b>Right</b>
2	Syed Abid Ali	Ali
3	David Warner	David Warner
4	M.S Dhoni	oni
5	Virat Kohli	at Kohli
6	Adam Zampa	Zampa
7	Ricky Ponting	Ponting
8	Mohd Shami	hami
9	Josh Hazlewood	azlewood
10	Adil Rashid	hid
11	Jonny Bairstow	y Bairstow

---

**15. LENGTH**

---



	A	B
1	<b>Names</b>	<b>Length</b>
2	Zainab Rizvi	12
3	Amit Tyagi	10
4	Shahid Kapoor	13
5	Dennis Ritchie	14
6	Nusbeeha Naqvi	14
7	James Thomas	12
8	Eli Christian	13
9	Jameson	7
10	Ravi Kumar	10
11	Shivi Singh	11



## DAY 17

## 16. CONCATENATE



	A	B	C	D
1	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Full Name (Concatenate)</b>
2	Mohd	Ali	Alam	Mohd Ali Alam
3	Eshika	Singh	Yadav	Eshika Singh Yadav
4	Amit	Kumar	Tyagi	Amit Kumar Tyagi
5	Inaya	Ansari		Inaya Ansari
6	Liyana	Zaidi		Liyana Zaidi
7	Mohd	Mahin	Alam	Mohd Mahin Alam
8	St	Dennis	Ritchie	St Dennis Ritchie
9	Miss	Aliya	Naqvi	Miss Aliya Naqvi
10	Miss	Sheeza	Ansari	Miss Sheeza Ansari
11	Naina	Bhardwaj		Naina Bhardwaj

## 17. EXACT



	A	B	C
1	<b>Data 1</b>	<b>Data 2</b>	<b>Exact</b>
2	Document	Ink	FALSE
3	Paper	Paper	TRUE
4	Pen	Pencil	FALSE
5	AC1500	AB1500	FALSE
6	Printer	Printers	FALSE
7	Scanner	Scanner	TRUE
8	158	158	TRUE
9	SMPS	Power	FALSE
10	Keyboard	Press	FALSE
11	Mouse Pad	Pad	FALSE

## DAY 18

## 18. IS NUMBER



	A	B
1	<b>Data</b>	<b>Is Number</b>
2	7849	TRUE
3	A5	FALSE
4	00GF	FALSE
5	TFT	FALSE
6	78000	TRUE
7	7415971	TRUE
8	AZXSE 123	FALSE
9	ACBV1250CAS	FALSE
10	1230	TRUE
11	ID NO	FALSE

## 19. IS TEXT



	A	B
1	<b>Data</b>	<b>Is Text</b>
2	Keyboard	TRUE
3	1485Mouse	TRUE
4	IDNO241	TRUE
5	1258	FALSE
6	TFT 11400	TRUE
7	ZXCM	TRUE
8	TOTAL 150	TRUE
9	190 MAX	TRUE
10	98700	FALSE
11	QMPZG	TRUE

## 20. IS EVEN



	A	B
1	<b>Numbers</b>	<b>Is Even</b>
2	40	TRUE
3	95	FALSE
4	24	TRUE
5	65	FALSE
6	854	TRUE
7	951	FALSE
8	354	TRUE
9	1231	FALSE
10	2100	TRUE
11	2350	TRUE

## 21. IS ODD



	A	B
1	<b>Numbers</b>	<b>Is Odd</b>
2	7	TRUE
3	55	TRUE
4	80	FALSE
5	91	TRUE
6	50	FALSE
7	456	FALSE
8	351	TRUE
9	290	FALSE
10	1800	FALSE
11	2314	FALSE

## 22. ABS



	A	B
1	<b>Numbers</b>	<b>Abs</b>
2	85	85
3	-56	56
4	-450	450
5	540	540
6	6589	6589
7	-1000	1000
8	5000	5000
9	48000	48000
10	-8950	8950
11	-1400	1400

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## DAY 19

## 23. ROUND



	A	B
1	<b>Rupees</b>	<b>Round</b>
2	₹ 25.60	26
3	₹ 75.50	76
4	₹ 80.40	80
5	₹ 90.90	91
6	₹ 100.70	101
7	₹ 1,800.00	1800
8	₹ 1,259.60	1260
9	₹ 1,999.50	2000
10	₹ 1,589.70	1590
11	₹ 1,500.80	1501

## 24. AVERAGE



	A	B	C	D	E	F	G	H	I	J
1	<b>Results</b>									
2										
3	<b>Student Names</b>	<b>Hindi</b>	<b>English</b>	<b>Computer</b>	<b>Maths</b>	<b>Science</b>	<b>Total</b>	<b>Max</b>	<b>Min</b>	<b>Average</b>
4	Zainab Rizvi	78	54	58	23	23	236	78	23	47.2
5	Amit Tyagi	89	59	94	25	22	289	94	22	57.8
6	Shahid Kapoor	78	56	54	65	32	285	78	32	57
7	Dennis Ritchie	96	84	62	45	42	329	96	42	65.8
8	Nusbeeha Naqvi	56	78	45	52	23	254	78	23	50.8
9	James Thomas	95	61	65	20	52	293	95	20	58.6
10	Eli Christian	63	59	74	55	35	286	74	35	57.2
11	Jameson	56	69	21	23	35	204	69	21	40.8
12	Ravi Kumar	65	89	23	23	62	262	89	23	52.4
13	Shivi Singh	79	45	80	34	45	283	80	34	56.6

## DAY 20

25. COUNT

	A	B	C	D	E	F	G
1	<b>Student Names</b>	<b>Roll No</b>	<b>Hindi</b>	<b>English</b>	<b>Computer</b>	<b>Maths</b>	<b>Science</b>
2	Zainab Rizvi	DI245	78	54	58	23	23
3	Amit Tyagi	DI246	89	59	94	25	22
4	Shahid Kapoor	DI247	78	56	54	65	32
5		DI248	96	84	62	45	42
6	Nusbeeha Naqvi	DI249	56	78		52	23
7	James Thomas	DI250	1	61	65	20	52
8	Eli Christian	DI251	63	59	74	55	35
9	Jameson	DI252	56	69		23	35
10	Ravi Kumar	DI253	65	89	23	23	62
11	Shivi Singh	DI254	79	45	80	34	45
12							
13	<b>S N Count</b>	<b>R N Count</b>	<b>Hindi Count</b>	<b>Eng Count</b>	<b>Computer Count</b>	<b>Maths Count</b>	<b>Science Count</b>
14	0	0	10	10	8	10	10

## 26. COUNTA



	A	B	C	D	E	F	G
1	<b>Student Names</b>	<b>Roll No</b>	<b>Hindi</b>	<b>English</b>	<b>Computer</b>	<b>Maths</b>	<b>Science</b>
2	Zainab Rizvi	DI245	78	54	58	23	23
3	Jame	DI246	89	59	94	25	22
4	Shahid Kapoor	DI247	78	56	54	65	32
5	Shivi Singh	DI248	96	84	62	45	42
6	Nusbeeha Naqvi	DI249			7	52	23
7	Abbas	DI250	1	61	65	20	52
8	Eli Christian	DI251	63	59	74	55	35
9	Jameson	DI252	56	69	7	23	35
10	Ravi Kumar	DI253	65	89	23	23	62
11	Singh	DI254	79	45	80	34	45
12	Thomas						
13	<b>S N Counta</b>	<b>R N Counta</b>	<b>Hindi Counta</b>	<b>Eng Counta</b>	<b>Computer Counta</b>	<b>Maths Counta</b>	<b>Science Counta</b>
14	10	10	9	9	10	10	10

## 27. COUNTBLANK



	A	B	C	D	E	F
1	<b>Student Names</b>	<b>Hindi</b>	<b>English</b>	<b>Computer</b>	<b>Maths</b>	<b>Science</b>
2	Zainab Rizvi	78	54	58		
3				94	25	22
4	Shahid Kapoor	78	56		65	
5		96	84	62	45	42
6	Nusbeeha Naqvi	56	78	45	52	23
7				65		52
8	Eli Christian	63	59	74	55	
9	Jameson	56		21		35
10			89	23	23	62
11	Shivi Singh	79			34	
12						
13	<b>S N C B</b>	<b>Hindi CB</b>	<b>Eng CB</b>	<b>Computer CB</b>	<b>Maths CB</b>	<b>Science CB</b>
14	4	3	4	2	3	4

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## DAY 21

## 28. VLOOKUP



	A	B	C	D	E
1	<b>ID No</b>	<b>First Name</b>	<b>Last Name</b>	<b>Division</b>	<b>Monthly Salary</b>
2	AB1234	Mohd	Haider	CEO	80000
3	BC42345	Harper	Williams	Marketing	23000
4	CD13456	Dennis	Ritchie	Accounting	26000
5	DE4567	Thomas	Smith	Sales	21000
6	EF5678	Brown	Jones	Research	30000
7	FG6789	Jackson	Davis	Accounting	26000
8	GH78910	Alam	Zaidi	CA	32000
9	HI891011	Miller	Taylor	Sales	21000
10	IJ9101112	Ankit	Singh	Research	30000
11	KL111213	Jones	Anderson	Sales	21000
12					
13	<b>Vlookup</b>				
14	<b>ID No</b>	<b>First Name</b>	<b>Last Name</b>	<b>Division</b>	<b>Monthly Salary</b>
15	HI891011	Miller	Taylor	Sales	21000
16	BC42345	Harper	Williams	Marketing	23000
17	GH78910	Alam	Zaidi	CA	32000
18	KL111213	Jones	Anderson	Sales	21000
19	EF5678	Brown	Jones	Research	30000

## DAY 22

### Conditions Formulas

#### 29. IF



	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>Results</b>											
2												
3	<b>Student Names</b>	<b>Hindi</b>	<b>English</b>	<b>Computer</b>	<b>Maths</b>	<b>Science</b>	<b>Accountancy</b>	<b>Total</b>	<b>Max</b>	<b>Min</b>	<b>Average</b>	<b>Result (IF)</b>
4	Zainab Rizvi	78	84	58	49	78	89	436	89	49	72.7	PASS
5	Amit Tyagi	71	41	45	25	22	49	253	71	22	42.2	FAIL
6	Shahid Kapoor	78	43	54	65	32	79	351	79	32	58.5	PASS
7	Dennis Ritchie	96	49	62	45	42	56	350	96	42	58.3	PASS
8	Nusbeeha Naqvi	56	65	84	89	23	58	375	89	23	62.5	PASS
9	James Thomas	51	74	56	54	28	30	293	74	28	48.8	FAIL
10	Eli Christian	63	54	74	55	35	62	343	74	35	57.2	PASS
11	Jameson	56	42	21	23	35	78	255	78	21	42.5	FAIL
12	Ravi Kumar	65	53	23	23	62	56	282	65	23	47.0	FAIL
13	Shivi Singh	79	42	80	84	78	67	430	84	42	71.7	PASS



- **PASS ..... Above 300**
- **FAIL..... Below 300**



- **Show formulas**
- **Error checking**

## DAY 23

## 30 NESTED IF



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>Results</b>												
2													
3	Student Names	Hindi	English	Computer	Maths	Science	Accountancy	Total	Max	Min	Average	Result	Grade
4	Zainab Rizvi	78	45	58	23	56	45	305	78	23	50.8	PASS	B
5	Amit Tyagi	89	42	94	25	22	49	321	94	22	53.5	PASS	B
6	Shahid Kapoor	78	43	54	65	32	79	351	79	32	58.5	PASS	B
7	Dennis Ritchie	96	49	62	45	42	56	350	96	42	58.3	PASS	B
8	Nusbeeha Naqvi	56	65	45	52	23	58	299	65	23	49.8	FAIL	C
9	James Thomas	95	61	65	20	52	68	361	95	20	60.2	PASS	B
10	Eli Christian	63	59	74	55	35	62	348	74	35	58	PASS	B
11	Jameson	56	69	21	23	35	78	282	78	21	47.0	FAIL	C
12	Ravi Kumar	65	89	23	23	62	56	318	89	23	53.0	PASS	B
13	Shivi Singh	79	45	80	34	45	67	350	80	34	58.3	PASS	B



- D..... Less than 35
- C..... 35 To 49
- B..... 50 To 74
- A..... 75 To 100



	A	B	C
1	<b>Player Name</b>	<b>Score</b>	<b>Result</b>
2	Haider Alam	360	Excellent
3	Peter Neal	199	Satisfied
4	Eshika Singh	350	Good
5	John Colin	200	Good
6	Radhe Yadav	360	Excellent
7	Mira Kapoor	250	Good
8	Shivi Singh	120	Poor
9	Bharat Kumar	230	Good
10	Shaziya Ali	151	Satisfied
11	Jitender Singh	240	Good
12			



- Poor..... 1 To 149
- Satisfied..... 150 To 199
- Good..... 200 To 359
- Excellent..... 360 Above

## DAY 24

31 OR



	A	B	C	D	E	F
	<b>Employee Name</b>	<b>Mouse Sale</b>	<b>Keyboard Sale</b>	<b>Router Sale</b>	<b>Hub Sale</b>	<b>Bonus [OR]</b>
1	Zafar Abbas	4000	5000	5000	500	45%
2	Ananaya	1000	1000	2000	6000	45%
3	Shaayla Zehra	7000	9000	8000	1000	45%
4	Candy	1000	2000	1000	1000	Not Bonus
5	Shelena	5000	2000	3000	1000	45%
6	Amit Kumar	2000	3000	1000	2000	Not Bonus
7	Praveen Kumar	6000	4000	7000	1000	45%
8	Amisha Singh	9000	2000	2000	3000	45%
9	Dennis John	1000	1000	2000	1000	Not Bonus
10	Rey Mysterio	5000	2000	1000	3000	45%
11						



- 45 % ..... Anyone sales amount greater than and equal 5000
- Not Bonus..... All sales amount less than 5000

## 32 AND



	A	B	C	D	E	F
1	<b>Employee Name</b>	<b>Application Software Sale</b>	<b>System Software Sale</b>	<b>Windows 7 Sale</b>	<b>Windows 10 Sale</b>	<b>Bonus [AND]</b>
2	Dennis John	12000	14000	20000	12000	52 %
3	Ananaya	25000	11000	22000	14000	12 %
4	Shaayla Zehra	12000	32000	10000	20000	12 %
5	Ankit Kumar	50000	20000	13000	25000	52 %
6	Shelena	11000	23000	12000	20000	12 %
7	Amit Kumar	25000	32000	20000	11000	12 %
8	Candy	15000	32000	14000	25000	52 %
9	Amisha Singh	9000	5000	4000	50000	12 %
10	Zafar Abbas	16000	12000	14000	20000	52 %
11	Rey Mysterio	8000	9000	10000	11000	12 %



- 52 % ..... All sales amount greater than and equal 12000
- 12 % ..... Anyone/all sales amount less than 12000



- Evaluate formula

## DAY 25

## FORMAT CELLS



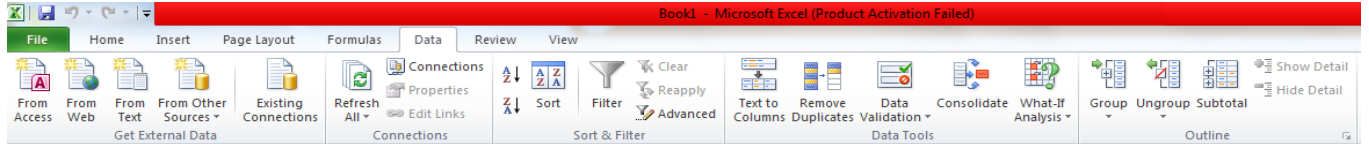
	A	B	C	D
1	<b>Item Name</b>	<b>Qty</b>	<b>Rate</b>	<b>Total</b>
2	Face Wash	40 PCS	85 RS	3400 Amt
3	Face Mask	78 PCS	15 RS	1170 Amt
4	Wet Tissue	56 PCS	32 RS	1792 Amt
5	Moisturizer	25 PCS	95 RS	2375 Amt
6	Perfume	35 PCS	228 RS	7980 Amt
7	Night Cream	55 PCS	125 RS	6875 Amt
8	Primer	15 PCS	260 RS	3900 Amt
9	Scrub	45 PCS	75 RS	3375 Amt
10	Conditioner	40 PCS	155 RS	6200 Amt
11	Hair Oil	75 PCS	125 RS	9375 Amt



- Select the row and do right click select format cells Go to Custom

## UNIT 5 DATA TAB

### DAY 26




---

#### REMOVE DUPLICATES

---



	A
1	<b>Data</b>
2	Word
3	Good
4	Pages
5	AD1470
6	ADI4784
7	Good
8	Haider Ali
9	Document
10	78800
11	Word
12	Pages
13	AD1470
14	Insert
15	Word
16	Pages
17	Document
18	78800
19	AD1470
20	Pages
21	Word



## Data Validation

## DROP DOWN LIST



	A	B	C
1	<b>Voter Name</b>	<b>Gender</b>	<b>Age</b>
2	Haider Ali	Male	18
3	Pari Alam	Female	18
4	Mahin Alam	Male	18
5	Anaya Siddiqui	Female	24
6	Sakshi Khurana	Female	21
7	Aman Singh	Male	21
8	Rakesh Singh	Male	30
9	Ankit Kumar	Male	30
10	Vineet Kumar	Female	32
11	Goyal Singh	Male	24

## TEXT LENGTH



	A	B	C
1	<b>Candidate Names</b>	<b>Aadhaar Card No</b>	<b>Contact No</b>
2	Zafar Abbas	598745896584	8478459520
3	Ananaya	514524958745	9147842415
4	Shaayla Zehra	784987475964	6478495812
5	Candy	547545865210	6365414444
6	Shelena	120145603249	9998898989
7	Amit Kumar	145144464445	6957547514
8	Praveen Kumar	748451026952	7848489674
9	Amisha Singh	130545716302	7847474747
10	Dennis John	784145415896	8899954747
11	Rey Mysterio	521426584246	7399444497



- Aadhaar Card No .....Text Length.... 12 Equal to
- Contact No ..... Text Length .... 10 Equal to

## UNIT 6 REVIEW TAB

### DAY 26

#### 5 Review Tab



#### COMMENT



	A	B	C	D	E
1	<b>ID No</b>	<b>First Name</b>	<b>Last Name</b>	<b>Division</b>	<b>Monthly Salary</b>
2	AB1234	Mohd	Haider	CEO	
3	BC42345	Harper	Williams	Marketing	
4	CD13456	Dennis	Ritchie	Accounting	
5	DE4567	Thomas	Smith	Sales	21000
6	EF5678	Brown	Jones	Research	30000
7	FG6789	Jackson	Davis	Accounting	26000
8	GH78910	Alam	Zaidi	CA	32000
9	HI891011	Miller	Taylor	Sales	21000
10	IJ9101112	Ankit	Singh	Research	30000
11	KL111213	Jones	Anderson	Sales	21000

CEO in  
Muzaffarna  
gar branch

UNIT 7 VIEW TAB

---

**WORKBOOK VIEWS**

SHOW

ZOOM

WINDOW

---

FORMULAS SOLUTIONS**8. Upper**

	A	B	C
1	<b>Name</b>	<b>Age</b>	<b>Upper</b>
2	John	19	=UPPER(A2)
3	Smith	16	=UPPER(A3)
4	Jackson	18	=UPPER(A4)
5	fisCHer	16	=UPPER(A5)
6	mahin Alam	12	=UPPER(A6)
7	emma	12	=UPPER(A7)
8	aleXANder	20	=UPPER(A8)
9	Suzzane	15	=UPPER(A9)
10	Peter	19	=UPPER(A10)
11	ColBy p Ford	20	=UPPER(A11)

## 9. Lower

	A	B
1	<b>Text</b>	<b>Lower</b>
2	Document	=LOWER(A2)
3	INserT	=LOWER(A3)
4	ALGORITHM	=LOWER(A4)
5	Data Mining	=LOWER(A5)
6	FirEwall	=LOWER(A6)
7	Frequently	=LOWER(A7)
8	HACKER	=LOWER(A8)
9	backup	=LOWER(A9)
10	APPLIcation	=LOWER(A10)
11	Notebook Computer	=LOWER(A11)

## 10. Proper

	A	B
1	<b>Full Name</b>	<b>Proper</b>
2	mr. Haider Ali	=PROPER(A2)
3	MISS. OLIVIA	=PROPER(A3)
4	Ram kumar singh	=PROPER(A4)
5	Chhaya yadav	=PROPER(A5)
6	Anita singh yadav	=PROPER(A6)
7	skylar rubY	=PROPER(A7)
8	ALICE CORA	=PROPER(A8)
9	MAhIN aLAM	=PROPER(A9)
10	shaziya zaidi	=PROPER(A10)
11	shahban Abbas	=PROPER(A11)

## 11. Trim

	A	B
1	<b>Title</b>	<b>Trim</b>
2	The Shawshank Redemption (1994)	=TRIM(A2)
3	The Godfather (1972)	=TRIM(A3)
4	The Godfather: Part 2nd (1972)	=TRIM(A4)
5	Pulp Fiction (1994)	=TRIM(A5)
6	The Good, The Bad and the Ugly (1966)	=TRIM(A6)
7	12 Angry Men (1957)	=TRIM(A7)
8	The Dark Knight (2008)	=TRIM(A8)
9	Schindler's List (2008)	=TRIM(A9)
10	The Lord of the Rings (2003)	=TRIM(A10)
11	Fight Club (1999)	=TRIM(A11)

## 12. Left

	A	B
1	<b>Names</b>	<b>Left</b>
2	Syed Abid Ali	=LEFT(A2,4)
3	David Warner	=LEFT(A3,12)
4	M.S Dhoni	=LEFT(A4,3)
5	Virat Kohli	=LEFT(A5,8)
6	Adam Zampa	=LEFT(A6,6)
7	Ricky Ponting	=LEFT(A7,3)
8	Mohd Shami	=LEFT(A8,4)
9	Josh Hazlewood	=LEFT(A9,8)
10	Adil Rashid	=LEFT(A10,3)
11	Jonny Bairstow	=LEFT(A11,10)

### 13. Mid

	A	B
1	<b>Websites</b>	<b>Mid</b>
2	https://mail.google.com/mail.u	=MID(A2,9,15)
3	https://www.bigrock.in/dod?gclid=	=MID(A3,9,14)
4	https://eralamshahbaz.com	=MID(A4,9,17)
5	https://web.whatsapp.com/	=MID(A5,13,12)
6	https://smallpdf.com/pdf-to-jpg	=MID(A6,9,12)

### 14. Right

	A	B
1	<b>Names</b>	<b>Right</b>
2	Syed Abid Ali	=RIGHT(A2,4)
3	David Warner	=RIGHT(A3,12)
4	M.S Dhoni	=RIGHT(A4,3)
5	Virat Kohli	=RIGHT(A5,8)
6	Adam Zampa	=RIGHT(A6,6)
7	Ricky Ponting	=RIGHT(A7,7)
8	Mohd Shami	=RIGHT(A8,4)
9	Josh Hazlewood	=RIGHT(A9,8)
10	Adil Rashid	=RIGHT(A10,3)
11	Jonny Bairstow	=RIGHT(A11,10)

## 15. Length

	A	B
1	<b>Names</b>	<b>Length</b>
2	Zainab Rizvi	=LEN(A2)
3	Amit Tyagi	=LEN(A3)
4	Shahid Kapoor	=LEN(A4)
5	Dennis Ritchie	=LEN(A5)
6	Nusbeeha Naqvi	=LEN(A6)
7	James Thomas	=LEN(A7)
8	Eli Christian	=LEN(A8)
9	Jameson	=LEN(A9)
10	Ravi Kumar	=LEN(A10)
11	Shivi Singh	=LEN(A11)

## 16. Concatenate

	A	B	C	D
1	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Full Name (Concatenate)</b>
2	Mohd	Ali	Alam	=CONCATENATE(A2,B2,C2)
3	Eshika	Singh	Yadav	=CONCATENATE(A3,B3," ",C3)
4	Amit	Kumar	Tyagi	=CONCATENATE(A4,B4,C4)
5	Inaya	Ansari		=CONCATENATE(A5," ",B5,C5)
6	Liyana	Zaidi		=CONCATENATE(A6,B6,C6)
7	Mohd	Mahin	Alam	=CONCATENATE(A7,B7,C7)
8	St	Dennis	Ritchie	=CONCATENATE(A8," ",B8,C8)
9	Miss	Aliya	Naqvi	=CONCATENATE(A9,B9,C9)
10	Miss	Sheeza	Ansari	=CONCATENATE(A10,B10," ",C10)
11	Naina	Bhardwaj		=CONCATENATE(A11,B11,C11)

## 17. Exact

	A	B	C
1	<b>Data 1</b>	<b>Data 2</b>	<b>Exact</b>
2	Document	Ink	=EXACT(A2,B2)
3	Paper	Paper	=EXACT(A3,B3)
4	Pen	Pencil	=EXACT(A4,B4)
5	AC1500	AB1500	=EXACT(A5,B5)
6	Printer	Printers	=EXACT(A6,B6)
7	Scanner	Scanner	=EXACT(A7,B7)
8	158	158	=EXACT(A8,B8)
9	SMPS	Power	=EXACT(A9,B9)
10	Keyboard	Press	=EXACT(A10,B10)
11	Mouse Pad	Pad	=EXACT(A11,B11)

## 18. Is Number

	A	B
1	<b>Data</b>	<b>Is Number</b>
2	7849	=ISNUMBER(A2)
3	A5	=ISNUMBER(A3)
4	00GF	=ISNUMBER(A4)
5	TFT	=ISNUMBER(A5)
6	78000	=ISNUMBER(A6)
7	7415971	=ISNUMBER(A7)
8	AZXSE 123	=ISNUMBER(A8)
9	ACBV1250CAS	=ISNUMBER(A9)
10	1230	=ISNUMBER(A10)
11	ID NO	=ISNUMBER(A11)



## 19. Is Text

	A	B
1	<b>Data</b>	<b>Is Text</b>
2	Keyboard	=ISTEXT(A2)
3	1485Mouse	=ISTEXT(A3)
4	IDNO241	=ISTEXT(A4)
5	1258	=ISTEXT(A5)
6	TFT 11400	=ISTEXT(A6)
7	ZXCM	=ISTEXT(A7)
8	TOTAL 150	=ISTEXT(A8)
9	190 MAX	=ISTEXT(A9)
10	98700	=ISTEXT(A10)
11	QMPZG	=ISTEXT(A11)

## 20. Is Even

	A	B
1	<b>Numbers</b>	<b>Is Even</b>
2	40	=ISEVEN(A2)
3	95	=ISEVEN(A3)
4	24	=ISEVEN(A4)
5	65	=ISEVEN(A5)
6	854	=ISEVEN(A6)
7	951	=ISEVEN(A7)
8	354	=ISEVEN(A8)
9	1231	=ISEVEN(A9)
10	2100	=ISEVEN(A10)
11	2350	=ISEVEN(A11)

## 21. Is Odd

	A	B
1	<b>Numbers</b>	<b>Is Odd</b>
2	7	=ISODD(A2)
3	55	=ISODD(A3)
4	80	=ISODD(A4)
5	91	=ISODD(A5)
6	50	=ISODD(A6)
7	456	=ISODD(A7)
8	351	=ISODD(A8)
9	290	=ISODD(A9)
10	1800	=ISODD(A10)
11	2314	=ISODD(A11)

## 22. Abs

	A	B
1	<b>Numbers</b>	<b>Abs</b>
2	85	=ABS(A2)
3	-56	=ABS(A3)
4	-450	=ABS(A4)
5	540	=ABS(A5)
6	6589	=ABS(A6)
7	-1000	=ABS(A7)
8	5000	=ABS(A8)
9	48000	=ABS(A9)
10	-8950	=ABS(A10)
11	-1400	=ABS(A11)

## 23. Round

	A	B
1	<b>Rupees</b>	<b>Round</b>
2	25.6	=ROUND(A2,0)
3	75.5	=ROUND(A3,0)
4	80.4	=ROUND(A4,0)
5	90.9	=ROUND(A5,0)
6	100.7	=ROUND(A6,0)
7	1800	=ROUND(A7,0)
8	1259.6	=ROUND(A8,0)
9	1999.5	=ROUND(A9,0)
10	1589.7	=ROUND(A10,0)
11	1500.8	=ROUND(A11,0)

## 24. Average

	A	B	C	D	E	F	G	H	I	J
1	<b>Results</b>									
2										
3	<b>Student Names</b>	<b>Hindi</b>	<b>English</b>	<b>Computer</b>	<b>Maths</b>	<b>Science</b>	<b>Total</b>	<b>Max</b>	<b>Min</b>	<b>Average</b>
4	Zainab Rizvi	78	54	58	23	23	=SUM(B4:F4)	=MAX(B4:F4)	=MIN(B4:F4)	=AVERAGE(B4:F4)
5	Amit Tyagi	89	59	94	25	22	=SUM(B5:F5)	=MAX(B5:F5)	=MIN(B5:F5)	=AVERAGE(B5:F5)
6	Shahid Kapoor	78	56	54	65	32	=SUM(B6:F6)	=MAX(B6:F6)	=MIN(B6:F6)	=AVERAGE(B6:F6)
7	Dennis Ritchie	96	84	62	45	42	=SUM(B7:F7)	=MAX(B7:F7)	=MIN(B7:F7)	=AVERAGE(B7:F7)
8	Nusbeeha Naqvi	56	78	45	52	23	=SUM(B8:F8)	=MAX(B8:F8)	=MIN(B8:F8)	=AVERAGE(B8:F8)
9	James Thomas	95	61	65	20	52	=SUM(B9:F9)	=MAX(B9:F9)	=MIN(B9:F9)	=AVERAGE(B9:F9)
10	Eli Christian	63	59	74	55	35	=SUM(B10:F10)	=MAX(B10:F10)	=MIN(B10:F10)	=AVERAGE(B10:F10)
11	Jameson	56	69	21	23	35	=SUM(B11:F11)	=MAX(B11:F11)	=MIN(B11:F11)	=AVERAGE(B11:F11)
12	Ravi Kumar	65	89	23	23	62	=SUM(B12:F12)	=MAX(B12:F12)	=MIN(B12:F12)	=AVERAGE(B12:F12)
13	Shivi Singh	79	45	80	34	45	=SUM(B13:F13)	=MAX(B13:F13)	=MIN(B13:F13)	=AVERAGE(B13:F13)

## 25. Count

	A	B	C	D	E	F	G
1	<b>Student Names</b>	<b>Roll No</b>	<b>Hindi</b>	<b>English</b>	<b>Computer</b>	<b>Maths</b>	<b>Science</b>
2	Zainab Rizvi	DI245	78	54	58	23	23
3	Amit Tyagi	DI246	89	59	94	25	22
4	Shahid Kapoor	DI247	78	56	54	65	32
5		DI248	96	84	62	45	42
6	Nusbeeha Naqvi	DI249	56	78		52	23
7	James Thomas	DI250	1	61	65	20	52
8	Eli Christian	DI251	63	59	74	55	35
9	Jameson	DI252	56	69		23	35
10	Ravi Kumar	DI253	65	89	23	23	62
11	Shivi Singh	DI254	79	45	80	34	45
12							
13	<b>S N Count</b>	<b>R N Count</b>	<b>Hindi Count</b>	<b>Eng Count</b>	<b>Computer Count</b>	<b>Maths Count</b>	<b>Science Count</b>
14	=COUNT(A2:A11)	=COUNT(B2:B11)	=COUNT(C2:C11)	=COUNT(D2:D11)	=COUNT(E2:E11)	=COUNT(F2:F11)	=COUNT(G2:G11)

## 26. Counta

	A	B	C	D	E	F	G
1	<b>Student Names</b>	<b>Roll No</b>	<b>Hindi</b>	<b>English</b>	<b>Computer</b>	<b>Maths</b>	<b>Science</b>
2	Zainab Rizvi	DI245	78	54	58	23	23
3	Amit Tyagi	DI246	89	59	94	25	22
4	Shahid Kapoor	DI247	78	56	54	65	32
5		DI248	96	84	62	45	42
6	Nusbeeha Naqvi	DI249	56	78		52	23
7	James Thomas	DI250	1	61	65	20	52
8	Eli Christian	DI251	63	59	74	55	35
9	Jameson	DI252	56	69		23	35
10	Ravi Kumar	DI253	65	89	23	23	62
11	Shivi Singh	DI254	79	45	80	34	45
12							
13	<b>S N Count</b>	<b>R N Count</b>	<b>Hindi Count</b>	<b>Eng Count</b>	<b>Computer Count</b>	<b>Maths Count</b>	<b>Science Count</b>
14	=COUNT(A2:A11)	=COUNT(B2:B11)	=COUNT(C2:C11)	=COUNT(D2:D11)	=COUNT(E2:E11)	=COUNT(F2:F11)	=COUNT(G2:G11)

## 27. Countblank

	A	B	C	D	E	F
1	<b>Student Names</b>	<b>Hindi</b>	<b>English</b>	<b>Computer</b>	<b>Maths</b>	<b>Science</b>
2	Zainab Rizvi	78	54	58		
3				94	25	22
4	Shahid Kapoor	78	56		65	
5		96	84	62	45	42
6	Nusbeeha Naqvi	56	78	45	52	23
7				65		52
8	Eli Christian	63	59	74	55	
9	Jameson	56		21		35
10			89	23	23	62
11	Shivi Singh	79			34	
12						
13	<b>S N CB</b>	<b>Hindi CB</b>	<b>Eng CB</b>	<b>Computer CB</b>	<b>Maths CB</b>	<b>Science CB</b>
14	=COUNTBLANK(A2:A11)	=COUNTBLANK(B2:B11)	=COUNTBLANK(C2:C11)	=COUNTBLANK(D2:D11)	=COUNTBLANK(E2:E11)	=COUNTBLANK(F2:F11)

## 28. Vlookup

	A	B	C	D	E
1	<b>ID No</b>	<b>First Name</b>	<b>Last Name</b>	<b>Division</b>	<b>Monthly Salary</b>
2	AB1234	Mohd	Haider	CEO	80000
3	BC42345	Harper	Williams	Marketing	23000
4	CD13456	Dennis	Ritchie	Accounting	26000
5	DE4567	Thomas	Smith	Sales	21000
6	EF5678	Brown	Jones	Research	30000
7	FG6789	Jackson	Davis	Accounting	26000
8	GH78910	Alam	Zaidi	CA	32000
9	HI891011	Miller	Taylor	Sales	21000
10	IJ9101112	Ankit	Singh	Research	30000
11	KL111213	Jones	Anderson	Sales	21000
12					
13	<b>Vlookup</b>				
14	<b>ID No</b>	<b>First Name</b>	<b>Last Name</b>	<b>Division</b>	<b>Monthly Salary</b>
15	HI891011	=VLOOKUP(A15,A1:E11,2,0)	=VLOOKUP(A15,A1:E11,3,0)	=VLOOKUP(A15,A1:E11,4,0)	=VLOOKUP(A15,A1:E11,5,0)
16	BC42345	=VLOOKUP(A16,A1:E11,2,0)	=VLOOKUP(A16,A1:E11,3,0)	=VLOOKUP(A16,A1:E11,4,0)	=VLOOKUP(A16,A1:E11,5,0)
17	GH78910	=VLOOKUP(A17,A1:E11,2,0)	=VLOOKUP(A17,A1:E11,3,0)	=VLOOKUP(A17,A1:E11,4,0)	=VLOOKUP(A17,A1:E11,5,0)
18	KL111213	=VLOOKUP(A18,A1:E11,2,0)	=VLOOKUP(A18,A1:E11,3,0)	=VLOOKUP(A18,A1:E11,4,0)	=VLOOKUP(A18,A1:E11,5,0)
19	EF5678	=VLOOKUP(A19,A1:E11,2,0)	=VLOOKUP(A19,A1:E11,3,0)	=VLOOKUP(A19,A1:E11,4,0)	=VLOOKUP(A19,A1:E11,5,0)

## 29. IF

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>Results</b>											
2												
3	Student Names	Hindi	English	Computer	Maths	Science	Accountancy	Total	Max	Min	Average	Result (IF)
4	Zainab Rizvi	78	84	58	49	78	89	=SUM(B4:G4)	=MAX(B4:G4)	=MIN(B4:G4)	=AVERAGE(B4:G4)	=IF(H4>=300,"PASS","FAIL")
5	Amit Tyagi	71	41	45	25	22	49	=SUM(B5:G5)	=MAX(B5:G5)	=MIN(B5:G5)	=AVERAGE(B5:G5)	=IF(H5>=300,"PASS","FAIL")
6	Shahid Kapoor	78	43	54	65	32	79	=SUM(B6:G6)	=MAX(B6:G6)	=MIN(B6:G6)	=AVERAGE(B6:G6)	=IF(H6>=300,"PASS","FAIL")
7	Dennis Ritchie	96	49	62	45	42	56	=SUM(B7:G7)	=MAX(B7:G7)	=MIN(B7:G7)	=AVERAGE(B7:G7)	=IF(H7>=300,"PASS","FAIL")
8	Nusbeeha Naqvi	56	65	84	89	23	58	=SUM(B8:G8)	=MAX(B8:G8)	=MIN(B8:G8)	=AVERAGE(B8:G8)	=IF(H8>=300,"PASS","FAIL")
9	James Thomas	51	74	56	54	28	30	=SUM(B9:G9)	=MAX(B9:G9)	=MIN(B9:G9)	=AVERAGE(B9:G9)	=IF(H9>=300,"PASS","FAIL")
10	Eli Christian	63	54	74	55	35	62	=SUM(B10:G10)	=MAX(B10:G10)	=MIN(B10:G10)	=AVERAGE(B10:G10)	=IF(H10>=300,"PASS","FAIL")
11	Jameson	56	42	21	23	35	78	=SUM(B11:G11)	=MAX(B11:G11)	=MIN(B11:G11)	=AVERAGE(B11:G11)	=IF(H11>=300,"PASS","FAIL")
12	Ravi Kumar	65	53	23	23	62	56	=SUM(B12:G12)	=MAX(B12:G12)	=MIN(B12:G12)	=AVERAGE(B12:G12)	=IF(H12>=300,"PASS","FAIL")
13	Shivi Singh	79	42	80	84	78	67	=SUM(B13:G13)	=MAX(B13:G13)	=MIN(B13:G13)	=AVERAGE(B13:G13)	=IF(H13>=300,"PASS","FAIL")

## 30. Nested IF

	H	I	J	K	L	M
	<b>Results</b>					
Total	Max	Min	Average	Result	Grade	
=SUM(B4:G4)	=MAX(B4:G4)	=MIN(B4:G4)	=AVERAGE(B4:G4)	=IF(H4>=300,"PASS","FAIL")	=IF(K4<35,"D",IF(K4<50,"C",IF(K4<75,"B",IF(K4<100,"A"))))	
=SUM(B5:G5)	=MAX(B5:G5)	=MIN(B5:G5)	=AVERAGE(B5:G5)	=IF(H5>=300,"PASS","FAIL")	=IF(K5<35,"D",IF(K5<50,"C",IF(K5<75,"B",IF(K5<100,"A"))))	
=SUM(B6:G6)	=MAX(B6:G6)	=MIN(B6:G6)	=AVERAGE(B6:G6)	=IF(H6>=300,"PASS","FAIL")	=IF(K6<35,"D",IF(K6<50,"C",IF(K6<75,"B",IF(K6<100,"A"))))	
=SUM(B7:G7)	=MAX(B7:G7)	=MIN(B7:G7)	=AVERAGE(B7:G7)	=IF(H7>=300,"PASS","FAIL")	=IF(K7<35,"D",IF(K7<50,"C",IF(K7<75,"B",IF(K7<100,"A"))))	
=SUM(B8:G8)	=MAX(B8:G8)	=MIN(B8:G8)	=AVERAGE(B8:G8)	=IF(H8>=300,"PASS","FAIL")	=IF(K8<35,"D",IF(K8<50,"C",IF(K8<75,"B",IF(K8<100,"A"))))	
=SUM(B9:G9)	=MAX(B9:G9)	=MIN(B9:G9)	=AVERAGE(B9:G9)	=IF(H9>=300,"PASS","FAIL")	=IF(K9<35,"D",IF(K9<50,"C",IF(K9<75,"B",IF(K9<100,"A"))))	
=SUM(B10:G10)	=MAX(B10:G10)	=MIN(B10:G10)	=AVERAGE(B10:G10)	=IF(H10>=300,"PASS","FAIL")	=IF(K10<35,"D",IF(K10<50,"C",IF(K10<75,"B",IF(K10<100,"A"))))	
=SUM(B11:G11)	=MAX(B11:G11)	=MIN(B11:G11)	=AVERAGE(B11:G11)	=IF(H11>=300,"PASS","FAIL")	=IF(K11<35,"D",IF(K11<50,"C",IF(K11<75,"B",IF(K11<100,"A"))))	
=SUM(B12:G12)	=MAX(B12:G12)	=MIN(B12:G12)	=AVERAGE(B12:G12)	=IF(H12>=300,"PASS","FAIL")	=IF(K12<35,"D",IF(K12<50,"C",IF(K12<75,"B",IF(K12<100,"A"))))	
=SUM(B13:G13)	=MAX(B13:G13)	=MIN(B13:G13)	=AVERAGE(B13:G13)	=IF(H13>=300,"PASS","FAIL")	=IF(K13<35,"D",IF(K13<50,"C",IF(K13<75,"B",IF(K13<100,"A"))))	

	A	B	C
1	<b>Player Name</b>	<b>Score</b>	<b>Result</b>
2	Haider Alam	360	=IF(B2>359,"Excellent",IF(B2>199,"Good",IF(B2>149,"Satisfied","Poor")))
3	Peter Neal	199	=IF(B3>359,"Excellent",IF(B3>199,"Good",IF(B3>149,"Satisfied","Poor")))
4	Eshika Singh	350	=IF(B4>359,"Excellent",IF(B4>199,"Good",IF(B4>149,"Satisfied","Poor")))
5	John Colin	200	=IF(B5>359,"Excellent",IF(B5>199,"Good",IF(B5>149,"Satisfied","Poor")))
6	Radhe Yadav	360	=IF(B6>359,"Excellent",IF(B6>199,"Good",IF(B6>149,"Satisfied","Poor")))
7	Mira Kapoor	250	=IF(B7>359,"Excellent",IF(B7>199,"Good",IF(B7>149,"Satisfied","Poor")))
8	Shivi Singh	120	=IF(B8>359,"Excellent",IF(B8>199,"Good",IF(B8>149,"Satisfied","Poor")))
9	Bharat Kumar	230	=IF(B9>359,"Excellent",IF(B9>199,"Good",IF(B9>149,"Satisfied","Poor")))
10	Shaziya Ali	151	=IF(B10>359,"Excellent",IF(B10>199,"Good",IF(B10>149,"Satisfied","Poor")))
11	Jitender Singh	240	=IF(B11>359,"Excellent",IF(B11>199,"Good",IF(B11>149,"Satisfied","Poor")))

## 31 OR

	A	B	C	D	E	F
1	<b>Employee Name</b>	<b>Mouse Sale</b>	<b>Keyboard Sale</b>	<b>Router Sale</b>	<b>Hub Sale</b>	<b>Bonus [OR]</b>
2	Zafar Abbas	4000	5000	5000	500	=IF(OR(B2>=5000,C2>=5000,D2>=5000,E2>=5000),"45%","Not Bonus")
3	Ananaya	1000	1000	2000	6000	=IF(OR(B3>=5000,C3>=5000,D3>=5000,E3>=5000),"45%","Not Bonus")
4	Shaayla Zehra	7000	9000	8000	1000	=IF(OR(B4>=5000,C4>=5000,D4>=5000,E4>=5000),"45%","Not Bonus")
5	Candy	1000	2000	1000	1000	=IF(OR(B5>=5000,C5>=5000,D5>=5000,E5>=5000),"45%","Not Bonus")
6	Shelena	5000	2000	3000	1000	=IF(OR(B6>=5000,C6>=5000,D6>=5000,E6>=5000),"45%","Not Bonus")
7	Amit Kumar	2000	3000	1000	2000	=IF(OR(B7>=5000,C7>=5000,D7>=5000,E7>=5000),"45%","Not Bonus")
8	Praveen Kumar	6000	4000	7000	1000	=IF(OR(B8>=5000,C8>=5000,D8>=5000,E8>=5000),"45%","Not Bonus")
9	Amisha Singh	9000	2000	2000	3000	=IF(OR(B9>=5000,C9>=5000,D9>=5000,E9>=5000),"45%","Not Bonus")
10	Dennis John	1000	1000	2000	1000	=IF(OR(B10>=5000,C10>=5000,D10>=5000,E10>=5000),"45%","Not Bonus")
11	Rey Mysterio	5000	2000	1000	3000	=IF(OR(B11>=5000,C11>=5000,D11>=5000,E11>=5000),"45%","Not Bonus")

## 32 AND

	A	B	C	D	E	F
1	<b>Employee Name</b>	<b>Application Software Sale</b>	<b>System Software Sale</b>	<b>Windows 7 Sale</b>	<b>Windows 10 Sale</b>	<b>Bonus [AND]</b>
2	Dennis John	12000	14000	20000	12000	=IF(AND(B2>=12000,C2>=12000,D2>=12000,E2>=12000),"52%","12%")
3	Ananaya	25000	11000	22000	14000	=IF(AND(B3>=12000,C3>=12000,D3>=12000,E3>=12000),"52%","12%")
4	Shaayla Zehra	12000	32000	10000	20000	=IF(AND(B4>=12000,C4>=12000,D4>=12000,E4>=12000),"52%","12%")
5	Ankit Kumar	50000	20000	13000	25000	=IF(AND(B5>=12000,C5>=12000,D5>=12000,E5>=12000),"52%","12%")
6	Shelena	11000	23000	12000	20000	=IF(AND(B6>=12000,C6>=12000,D6>=12000,E6>=12000),"52%","12%")
7	Amit Kumar	25000	32000	20000	11000	=IF(AND(B7>=12000,C7>=12000,D7>=12000,E7>=12000),"52%","12%")
8	Candy	15000	32000	14000	25000	=IF(AND(B8>=12000,C8>=12000,D8>=12000,E8>=12000),"52%","12%")
9	Amisha Singh	9000	5000	4000	50000	=IF(AND(B9>=12000,C9>=12000,D9>=12000,E9>=12000),"52%","12%")
10	Zafar Abbas	16000	12000	14000	20000	=IF(AND(B10>=12000,C10>=12000,D10>=12000,E10>=12000),"52%","12%")
11	Rey Mysterio	8000	9000	10000	11000	=IF(AND(B11>=12000,C11>=12000,D11>=12000,E11>=12000),"52%","12%")

## MS POWERPOINT

## DEFINITION OF MS POWERPOINT

Microsoft PowerPoint is a presentation Software. The software allows users to create anything from basic slide shows to complex presentations. PowerPoint is often used to create business presentations, but can also be used for educational or informal purposes.

## HOW TO OPEN MS POWERPOINT

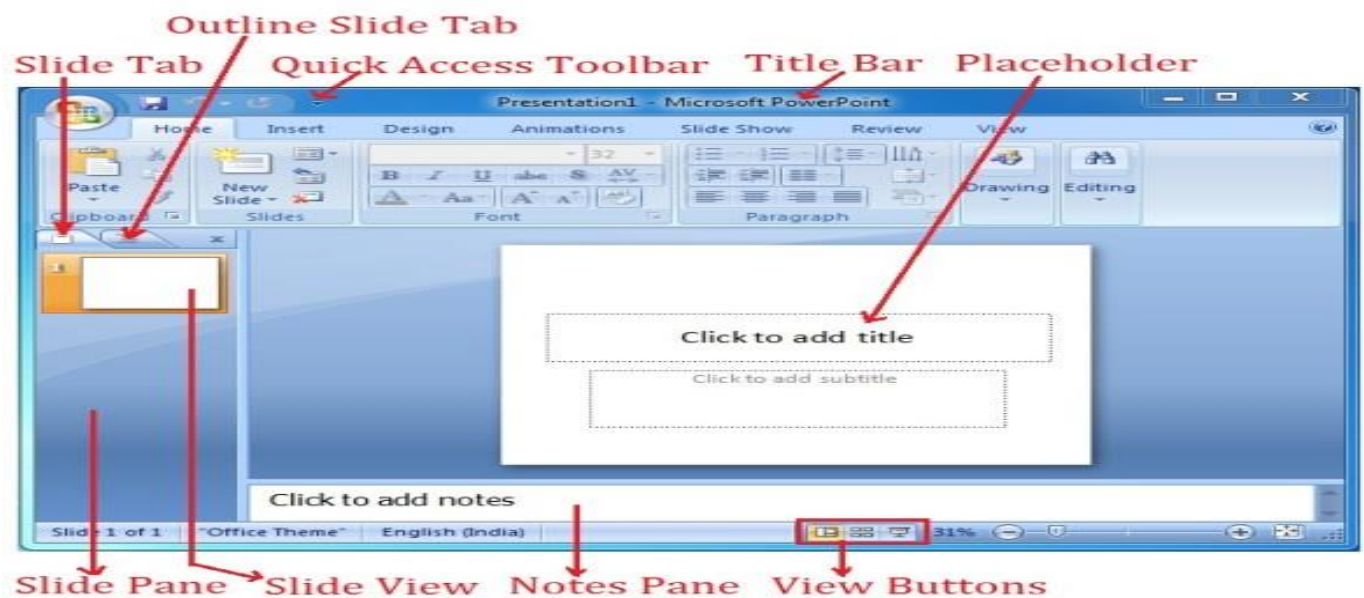
Step1- Left click on Windows Button

Step2 - Left click on All Programs

Step3 - Left click on Microsoft Office

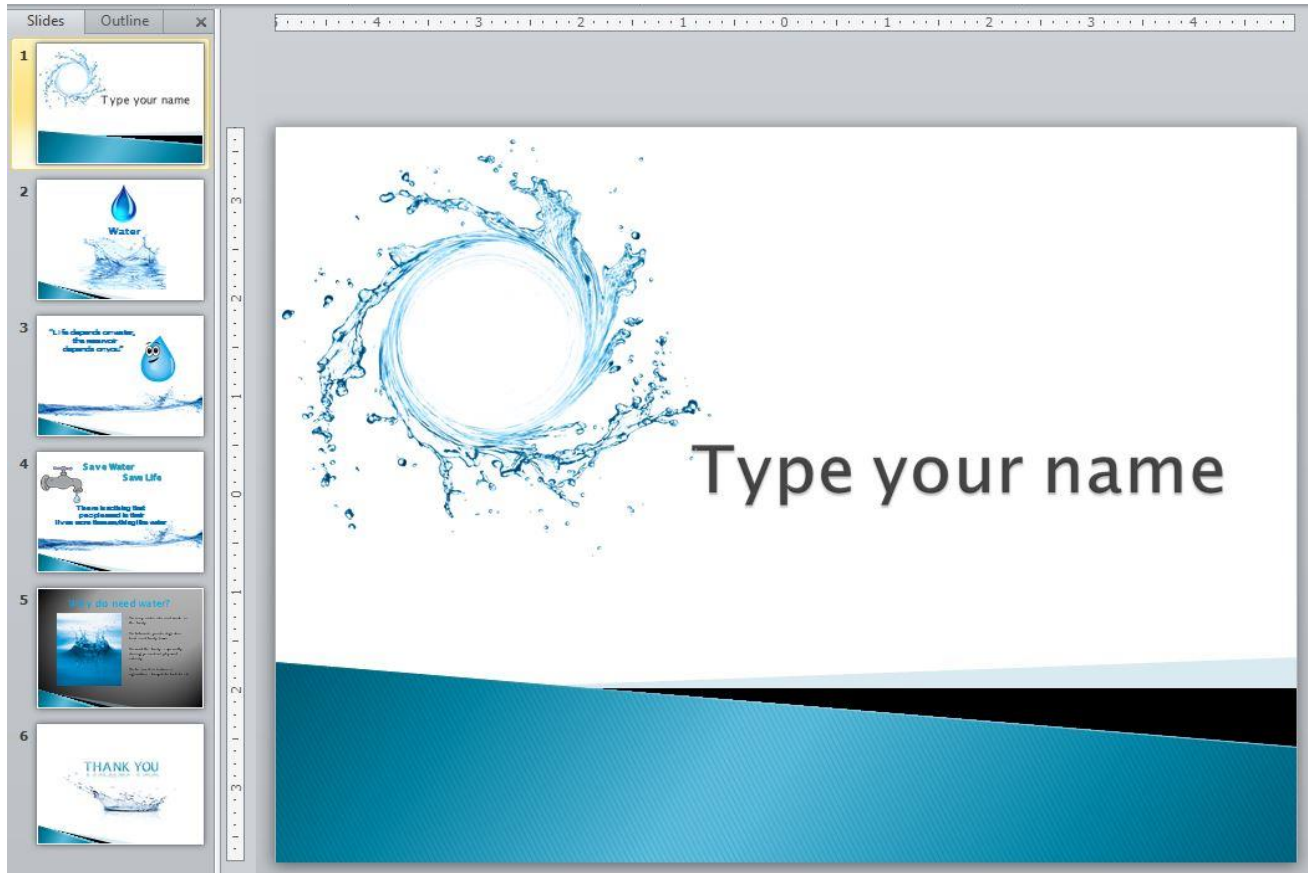
Step4 - Left click on Microsoft PowerPoint 2010

## WINDOW INTRODUCTION OF MS POWERPOINT





# PREPARE PRESENTATION ON WATER



Super Success

SLIDE 1

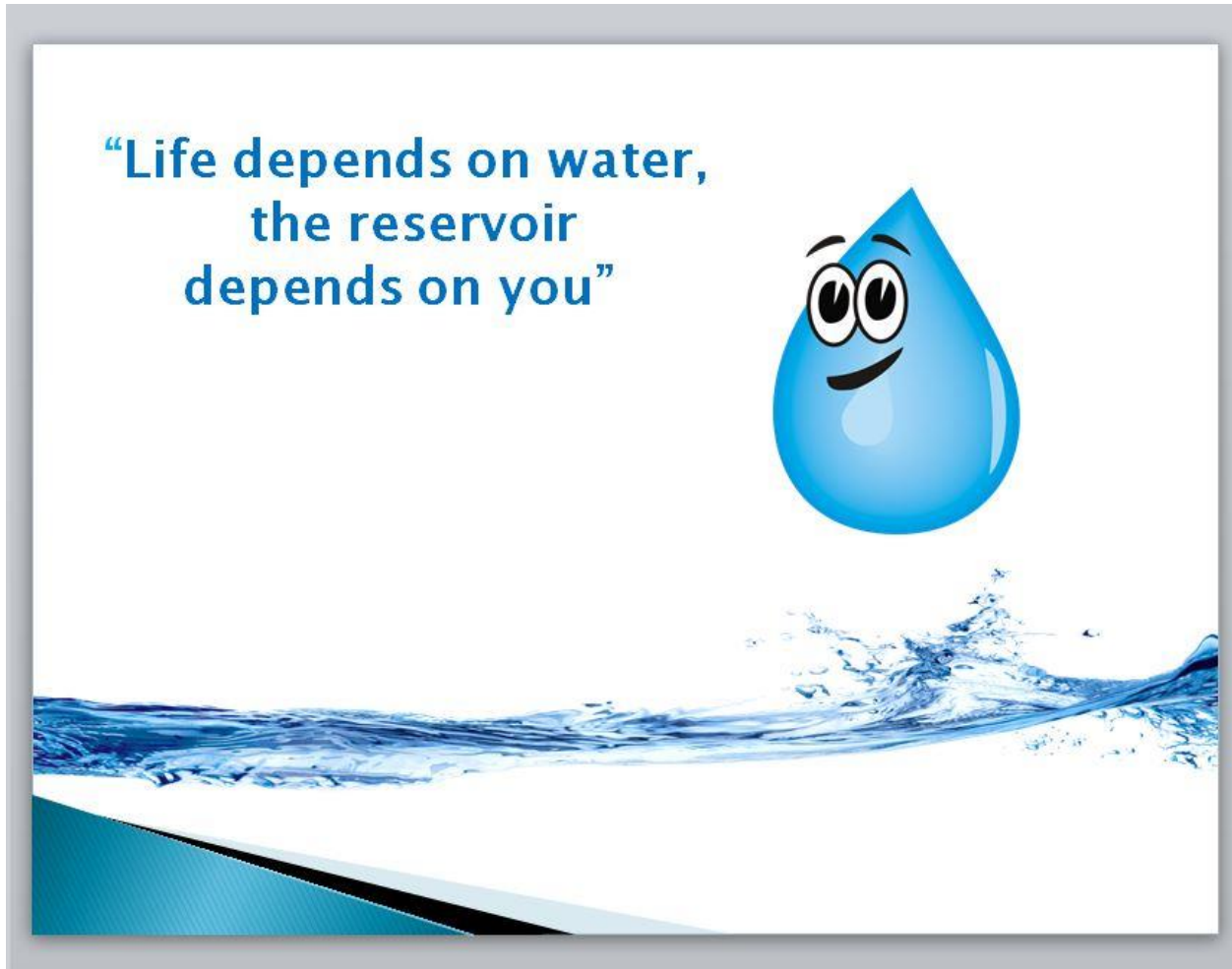


SLIDE 2



Super Study

SLIDE 3



SLIDE 4



Super Su

SLIDE 5



## Why do need water?



- ▶ To carry nutrients and waste in the body
- ▶ To lubricate joints, digestive tract and body tissue.
- ▶ To cool the body, especially during periods of physical activity.
- ▶ To be used in factories, agriculture, hospitals, hotels, etc.

Super Study

SLIDE 6



- New Slide
- Font Style & Size
- Design
- Clip Art
- Word Art.