

1. Introduction to MS DOS

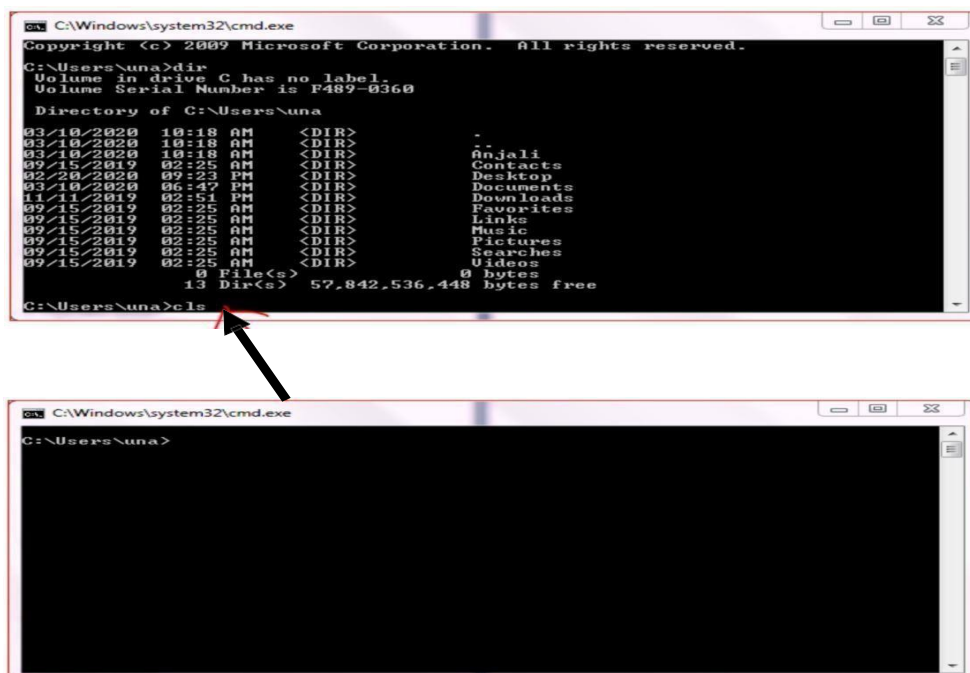
MS-DOS stands for Microsoft disk operating system. It is discontinued operating system for personal computers mostly developed by Microsoft. It is simply a system for operating the disks.

DOS Commands

In Ms-Dos there are two types of commands; internal and external. An internal command is embedded into the command.com file. However and external command is not embedded into the command.com file and therefore requires a separate file to be used There are some commands which used in Ms-Dos:

CLS Command

CLS Command is used to clear the screen



MK Dir

Mkdir command is used to create new directory

```
C:\Windows\System32\cmd.exe
E:\Lab Reports\Computer Fundamental\partials>mkdir new_folder_
```

```
C:\Windows\System32\cmd.exe
E:\Lab Reports\Computer Fundamental\partials>mkdir new_folder
E:\Lab Reports\Computer Fundamental\partials>dir
Volume in drive E has no label.
Volume Serial Number is 78EA-4676

Directory of E:\Lab Reports\Computer Fundamental\partials

07/23/2022  11:17 AM    <DIR>        .
07/23/2022  11:17 AM    <DIR>        new_folder
07/23/2022  11:17 AM    <DIR>        .
               0 File(s)              0 bytes
               3 Dir(s)  113,397,592,064 bytes free

E:\Lab Reports\Computer Fundamental\partials>
```

CD command

cd command is used to change the directory

```
C:\Windows\System32\cmd.exe
E:\Lab Reports\Computer Fundamental\partials>cd new_folder_
```

```
C:\Windows\System32\cmd.exe
E:\Lab Reports\Computer Fundamental\partials>cd new_folder
E:\Lab Reports\Computer Fundamental\partials\new_folder>
```

DIR Command

Dir command is used to list all files and folder in the current directory

```
C:\WINDOWS\system32\cmd. x + v
D:\backspace>dir
Volume in drive D has no label.
Volume Serial Number is 5856-93B6

Directory of D:\backspace

12/12/2024  03:54 PM    <DIR>          .
02/17/2025  03:26 PM    <DIR>          example-app
               0 File(s)                0 bytes
               2 Dir(s)  253,628,030,976 bytes free

D:\backspace>
```

TYPE Command

Type command is used to display the content of the file

```
C:\WINDOWS\system32\cmd. x + v
D:\backspace\project>type show.txt
doing lab_report

D:\backspace\project>
```

DEL command

Del command is used to remove files

```
C:\WINDOWS\system32\cmd. x + v
D:\backspace\project>dir
Volume in drive D has no label.
Volume Serial Number is 5856-93B6

Directory of D:\backspace\project

02/27/2025  11:29 AM    <DIR>          .
02/27/2025  11:28 AM    <DIR>          ..
02/27/2025  11:29 AM               18 show.txt
               1 File(s)                18 bytes
               2 Dir(s)  253,628,030,976 bytes free

D:\backspace\project>del show.txt

D:\backspace\project>dir
Volume in drive D has no label.
Volume Serial Number is 5856-93B6

Directory of D:\backspace\project

02/27/2025  11:30 AM    <DIR>          .
02/27/2025  11:28 AM    <DIR>          ..
               0 File(s)                0 bytes
               2 Dir(s)  253,628,030,976 bytes free

D:\backspace\project>
```

2. Introduction to MS Word

Microsoft Word is a word processor developed by Microsoft. It allows us to create, edit, format, save, print, delete, and view a multidirectional text document. It allows you to create and edit personal and business documents, such as letters, reports, invoices, emails, and books. By default, documents saved in Word 2010 are saved with the **.docx** extension.

How to open or run MS-Word

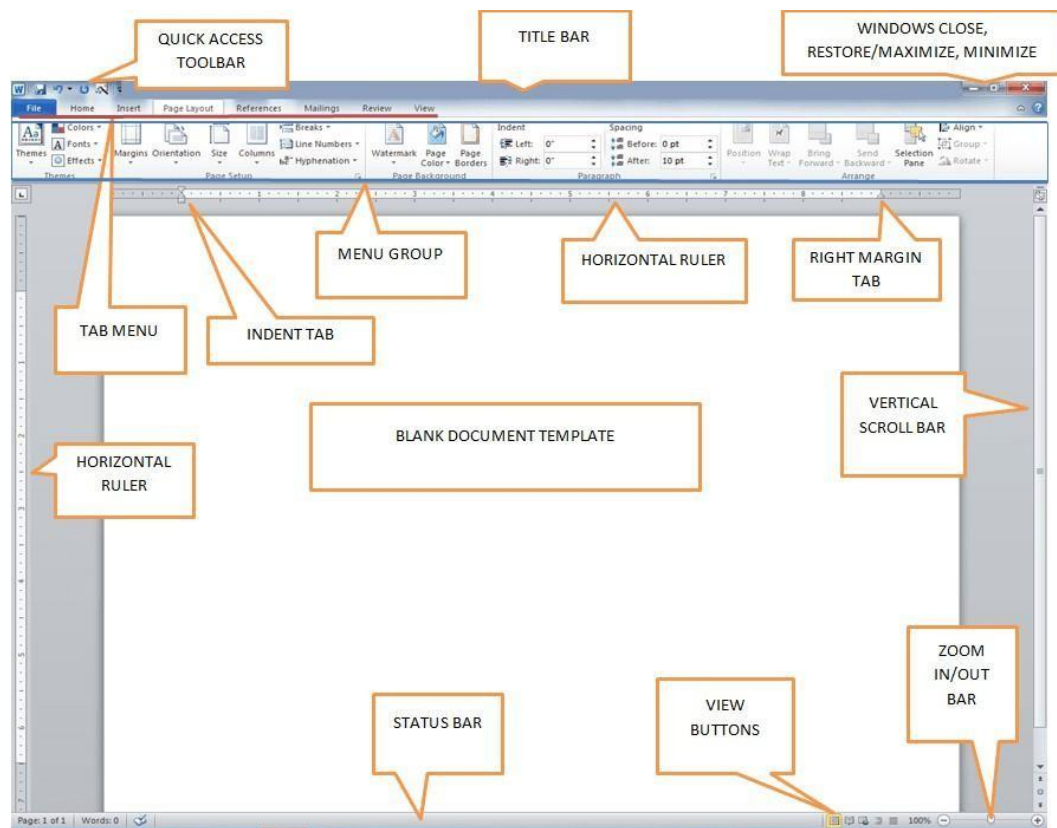
Step 1: Click the button Windows key + R. Then the run window will pop out in screen.

Step 2: Write winword in Open option in run window.

Step 3: Press OK button and now MS-Word file is open.



Following is the basic window which you get when you start the Word application.



Navigation

Title Bar

It is the top most part of the window. It is the place where file information is located.

Menu Bar

The Menu bar is directly below the Title bar and it displays the menu.

Quick-Access Toolbar

The Quick Access Toolbar displays a small selection of the more commonly used commands in the top left hand corner of the application window.

Ribbon

It lies below Menu bar. These tabs are divided into groups which we see below the tab and differ according to tab. The groups in MS Word 2010 are the same as the toolbars in previous versions. They are much more organized, making it easier for us to find what we need and complete the task.

Ruler

The ruler is generally found below the main toolbars. The ruler is used to change the format of your document quickly.

Document Area

Just below the toolbar, there is a large area called document area. This is the place where we type text.

Status Bar

The status bar is the area at the bottom of the Word window that indicates information about the current document. It displays information about what page you are on, as well as your line number on the page and character number on the line.

Features**i. Text Formatting**

To format a text

- a) Select the text you want to format
- b) Click the Home tab.
- c) Click the Font Dialog Box Launcher.
- d) Select the font, font style, and font size you want
- e) If you want, click the Font Color list arrow, and then click a color.
- f) If you want, select the effect you want in your text.
- g) If you want, select your underline style.
- h) You can see your formatted text in preview
- i) Click OK.

ii. Paragraph Formatting

To format a paragraph

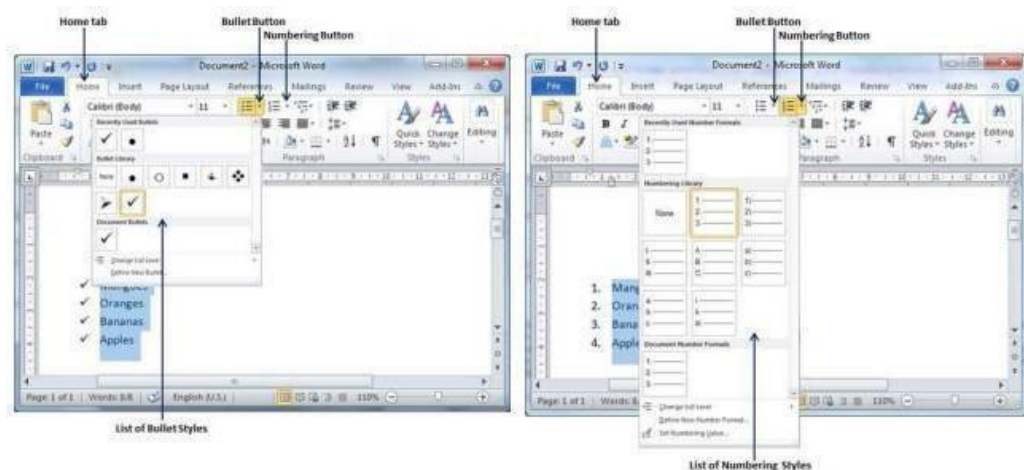
- a) Select the paragraph you want to format
- b) Click the Home tab.
- c) Click the Paragraph Dialog Box Launcher
- d) Select the alignment, indentation, and line spacing you want
- e) You can see your formatted paragraph in preview

iii. **Create a List from Existing Text**

Step 1 – Select a list of text which you want to assign bullets or numbers. You can use any of the text selection method to select the portion of text.

Step 2 – Click the Bullet Button triangle icon to display a list of bullets you want to assign to the list. You can select any of the bullet style available by simply clicking over it.

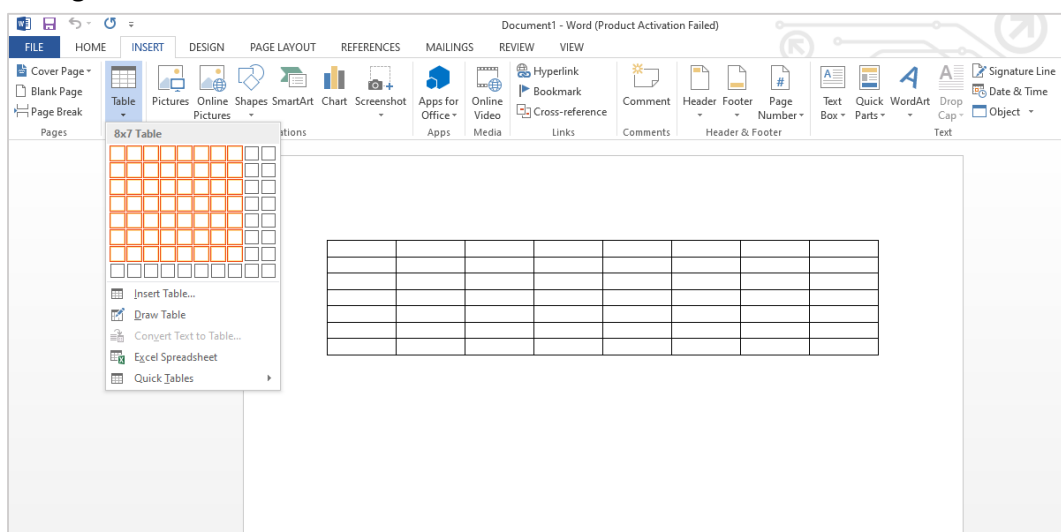
Step 3 – If you are willing to create a list of bullets you



iv. **Table**

A table is a structure of vertical columns and horizontal rows with a cell at every intersection. Each cell contain text or graphics, and you can format the table in any way you want. Usually the top row in the table is kept as a table header and can be used to put some informative instructions.

Creating a table



Step 1 – Click the **Insert** tab followed by the **Table** button. This will display a simple grid as shown below. When you move your mouse over the grid cells, it makes a table in the table

that appears in the document. You can make your table having the desired number of rows and columns.

Step 2 – Click the square representing the lower-right corner of your table, which will create an actual table in your document and word goes in the table design mode. The table design mode has many options to work with.

Step 3 – This is optional step that can be worked out if you want to have a fancy table. Click the Table Styles button to display a gallery of table styles. When you move your mouse over any of the styles, it shows real time preview of your actual table.

Step 4 – To select any of the styles, just click the built-in table style and you will see that the selected style has been applied on your table.

Some Lab Works

CV

FitTab_reportBhupesh.docx [Compatibility Mode] - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Clipboard Font Paragraph Styles Editing

Bhupeshraj Nepal
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Location: Kamal-6, Jhapa, Nepal

Professional Summary:
I am a dedicated web developer with experience in designing and building responsive and dynamic websites. I focus on creating user-friendly and efficient solutions using modern technologies. I also have good knowledge of Microsoft Office tools like Word, Excel, and PowerPoint, which help me manage documents and presentations effectively.

Technical Skills

- Web Development: HTML5, CSS3, Bootstrap, Tailwind CSS, JavaScript, PHP, Laravel
- Database Management: MySQL
- Microsoft Office: Word, Excel, PowerPoint others
- Responsive Design and UI/UX Design
- E-commerce Integration
- Communication and Team Collaboration

Education
+2 in Computer Science from Aastha College of Management, Damak, Jhapa.

Bachelor at Damak Technical College, running in BIM (Bachelor of Information Management), expected completion in 2028

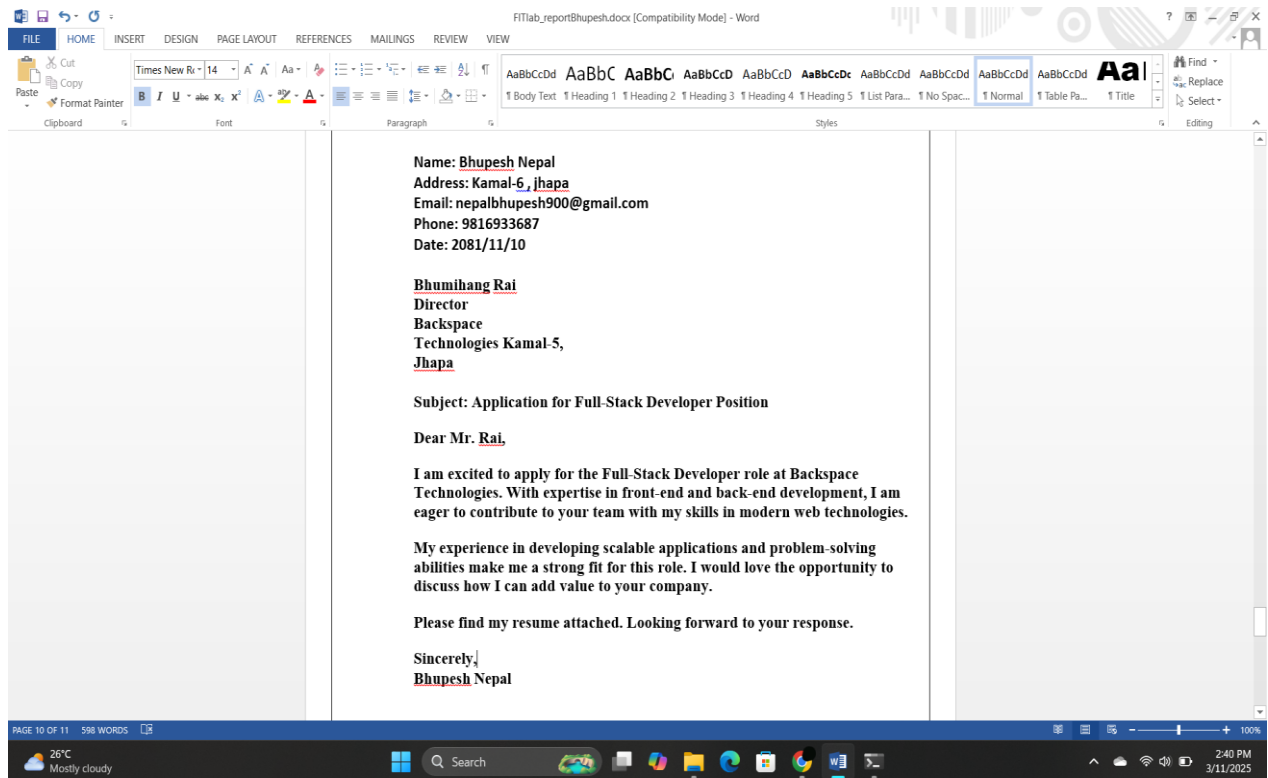
Languages
English, Nepali, Hindi

Professional Links
LinkedIn: Bhupeshraj Nepal
Github: Bhupesh500
Portfolio: bhupeshnepal.com.np

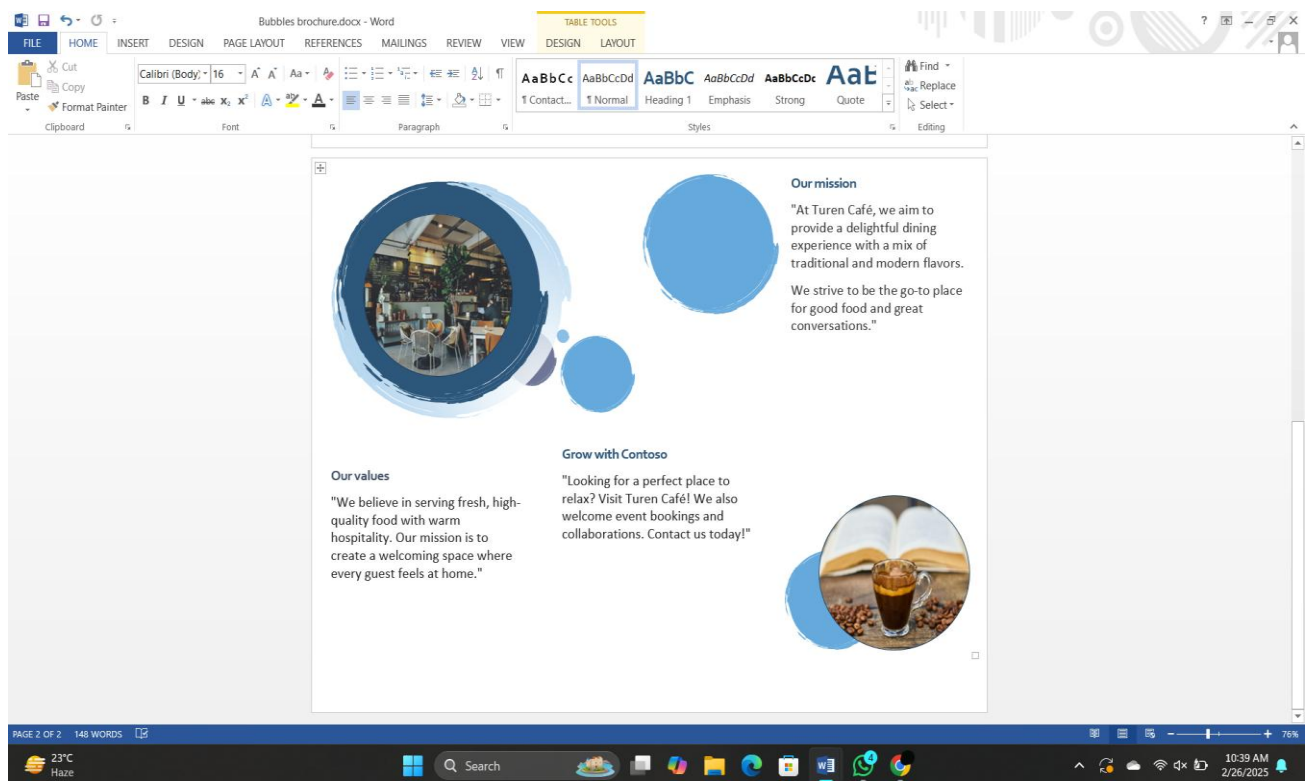
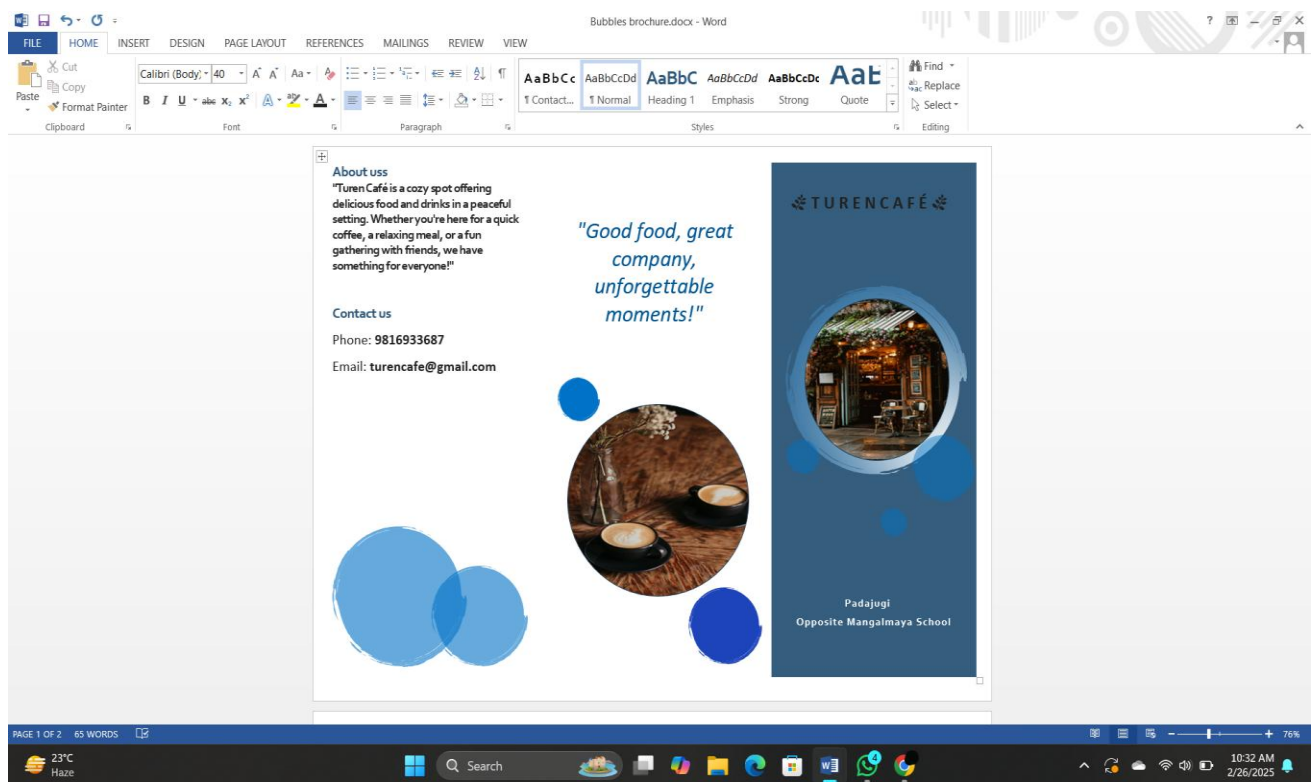
PAGE 9 OF 11 6 OF 598 WORDS

26°C Mostly cloudy 2:40 PM 3/11/2025

Letter writing



Brochure



MS-Excel

Introduction to MS-Excel

Microsoft Excel is a spreadsheet program used to record and analyze numerical and statistical data. Microsoft Excel provides multiple features to perform various operations like calculations, pivot tables, graph tools, macro programming, etc. By default, spreadsheets saved in Word 2010 are saved with the .xlsx extension.

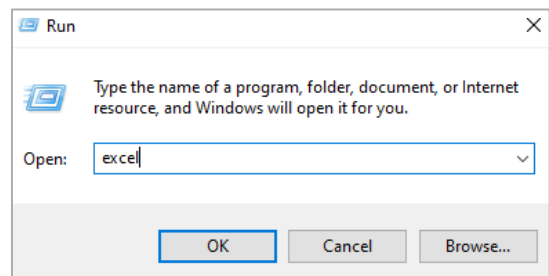
How to open or run MS-Excel in computer

Step 1 – Click the button windows + R at the same time.

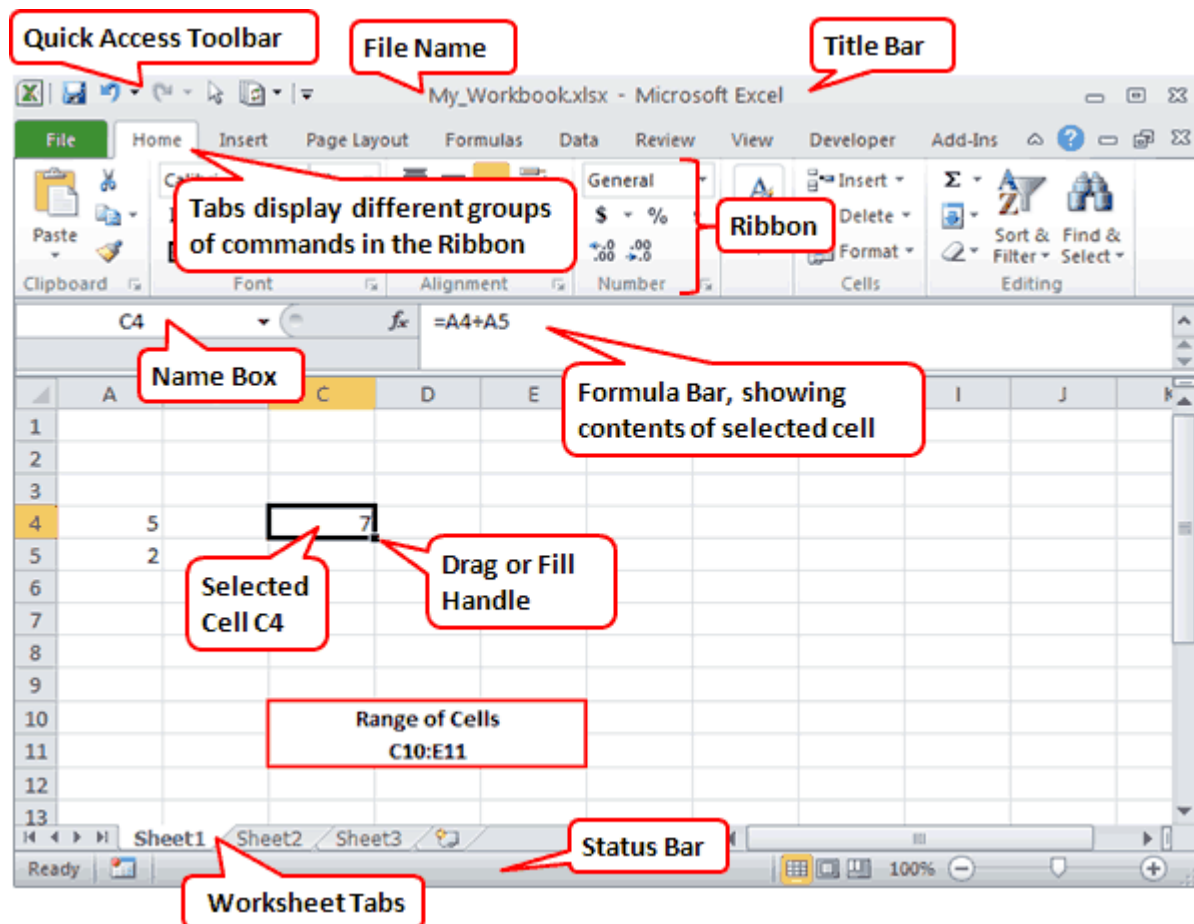
Then the run option will pop up in screen.

Step 2 – Write excel in open option in run file.

Step 3 – Press OK button and now MS-Excel file is open.



Following is the basic window which you get when you start the Excel application.



Navigation

Title Bar

It is the top most part of the window. It is the place where file information is located.

Menu Bar

The Menu bar is directly below the Title bar and it displays the menu.

Quick-Access Toolbar

The Quick Access Toolbar displays a small selection of the more commonly used commands in the top left hand corner of the application window.

Ribbon

It lies below Menu bar. These tabs are divided into groups which we see below the tab and differ according to tab. The groups in MS Excel 2010 are the same as the toolbars in previous versions. They are much more organized, making it easier for us to find what we need and complete the task.

Sheet Area

Just below the toolbar, there is a large area called sheet area. Basically this is where you work all the tasks. It is divided into rows and columns.

Rows

Rows run horizontally. Each row is identified by row number, which runs vertically at the left side of the sheet. Row numbers ranges from 1 to 1048576.

Columns

Columns run vertically. Each column is identified by column header, which runs horizontally at the top of the sheet. Columns header ranges from **A to XFD**.

Cell

The intersection of rows and columns is called cell. The row number (1, 2, 3,) and column header (A, B, C,) provide an address, such a C10 or G21, which uniquely identifies each cell in the worksheet.

Active Cell

The cell selected in active worksheet is called active cell.

Range

A Range is a group of one or more cells. If you select more than one cell at a time, you can then perform actions on the group of them at once, such as applying, formatting or clearing the contents. A range can even be an entire worksheet. It is referred to by using the first and last cell addresses seperated by a colon. The group of cells from **A1 to A20** would be written as **A3:A20**

Formula Bar

It is located above sheet area. It displays the value of formula entered in the active cell.

Name Box

It is located to the left of formula bar. It displays the cell reference of the active cell.

Sheet Tabs

They are the tabs that display the name of the worksheet in the workbook, by default its name are sheet 1, sheet 2, sheet 3, etc.

Status Bar

The status bar in excel can be quite useful. By default, the status bar at the bottom of the window displays the average, count and sum of the selected cells.

Features

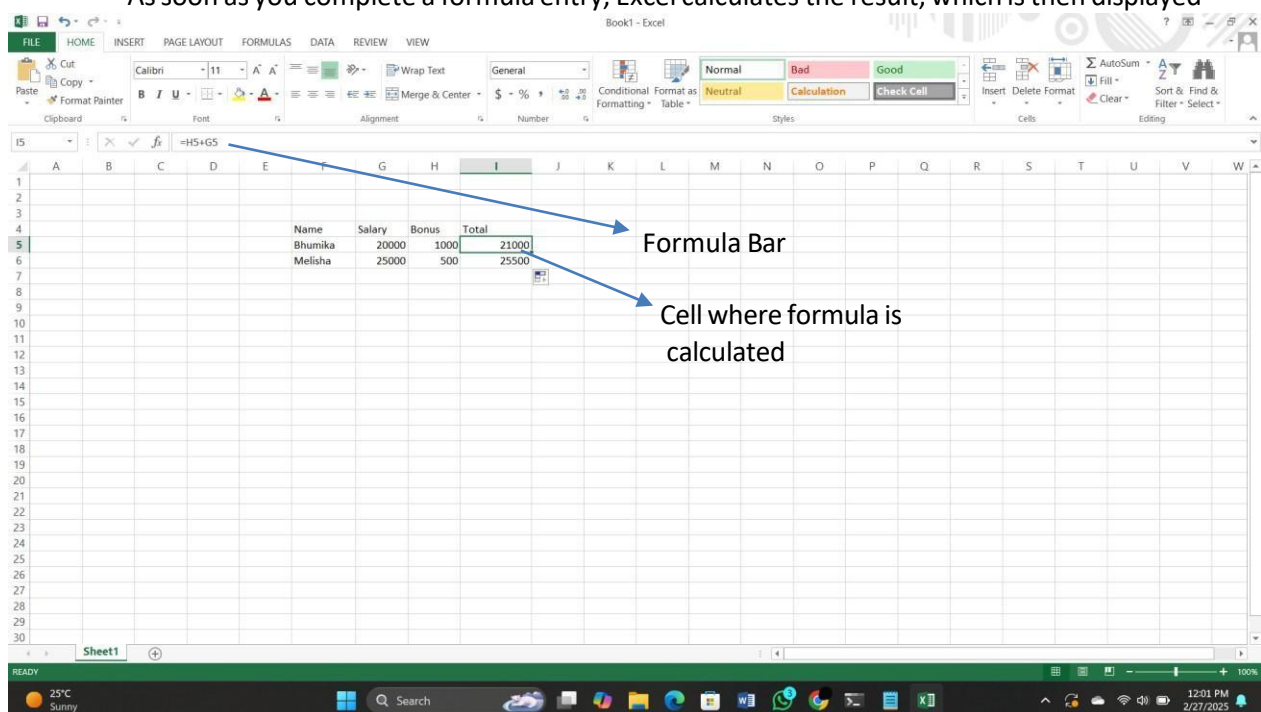
1. Formulas

Formulas are the **Bread and Butter** of worksheet. Without formula, worksheet will be just simple tabular representation of data. A formula consists of special code, which is entered into a cell. It performs some calculations and returns a result, which is displayed in the cell.

Creating Formula

For creating a formula you need to type in the formula bar. Formula begins with “=” sign. When building formulas manually, you can either type in the cell addresses or you can point to them in the worksheet. Using the Pointing method to supply the cell addresses for formulas is often easier and more powerful method of formula building. When you are using built-in functions, you click the cell or drag through the cell range that you want to use when defining the function’s arguments in the Function Arguments dialog box.

As soon as you complete a formula entry, Excel calculates the result, which is then displayed



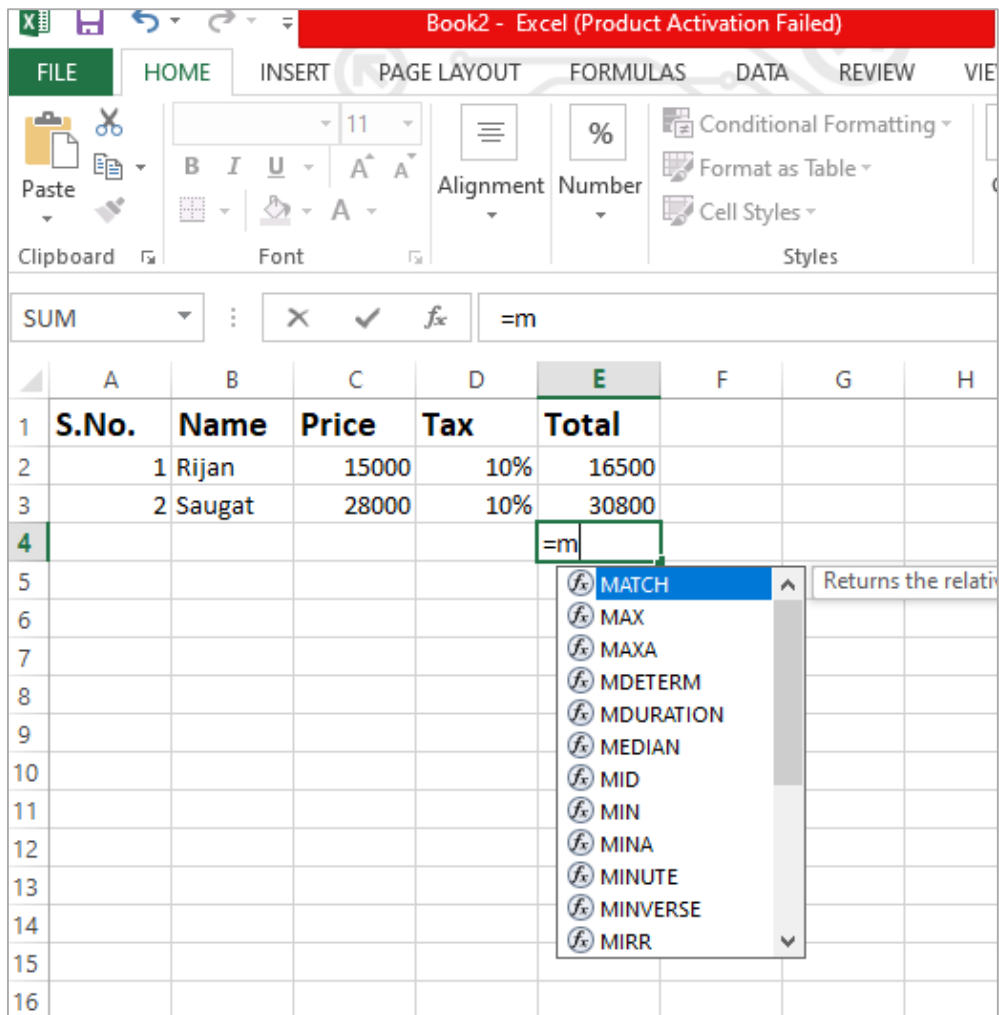
inside the cell within the worksheet (the contents of the formula, however, continue to be visible on the formula bar anytime the cell is active). If you make an error in the formula that prevents Excel from being able to calculate the formula at all, Excel displays an Alert dialog box suggesting how to fix the problem.

2. Function in Formula

Many formulas you create use available worksheet functions. These functions enable you to greatly enhance the power of your formulas and perform calculations that are difficult if you use only the operators. For example, you can use the LOG or SIN function to calculate the Logarithm or Sin ratio. You can't do this complicated calculation by using the mathematical operators alone.

Using Functions

When you type = sign and then type any alphabet you will see the searched functions as below.



Some Lab Works

Result Management System

SN	Name	English	Math	Business	FIT	Total	Percentage	Result
1	Bhumika	50	40	40	20	150	37.5	pass
2	Melisha	2	80	50	50	182	45.5	pass
3	Rnjita	40	40	70	40	190	47.5	pass
4	Samikshya	20	20	15	20	75	18.75	fail
5	Kritika	70	10	90	55	225	56.25	pass

Personal Budget Planner

Category	Income	Expected cost	Actual cost
salary	10000		
shopping		5000	5000
Rent		2000	2000
Travel		1000	1000
Saving		2000	2000
Total			10000

Book3 - Excel

FILEHOMEINSERTPAGE LAYOUTFORMULASDATA REVIEWVIEW

CutCopyFormat PainterClipboard

Calibri11Font

Alignment

GeneralNumber

Conditional FormattingFormat as Table

F4=E4*D4

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3			Item Name	Quantity	Unit price	Total Price					
4			Pen	10	10	100					
5			Notebook	20	90	1800					
6			Book	30	500	15000					
7			Badminton	40	800	32000					
8			TT	50	600	30000					
9											
10											
11											
12											
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28											
29											
30											

Sheet1

READY23°C Mostly cloudySearch

PowerPoint

Introduction to MS-Powerpoint

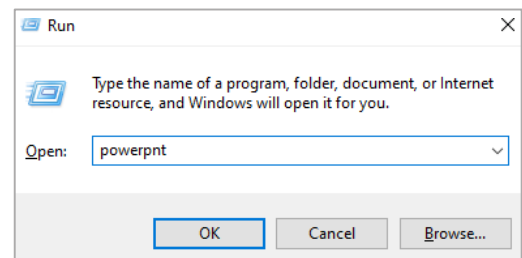
MS-Powerpoint is a presentation software that helps us to create combination of various slides depicting a graphical and visual interpretation of data, to present information in a more creative and interactive manner. By default, presentations saved in a powerpoint 2010 are saved with the .pptx extension.

How to open MS-Powerpoint

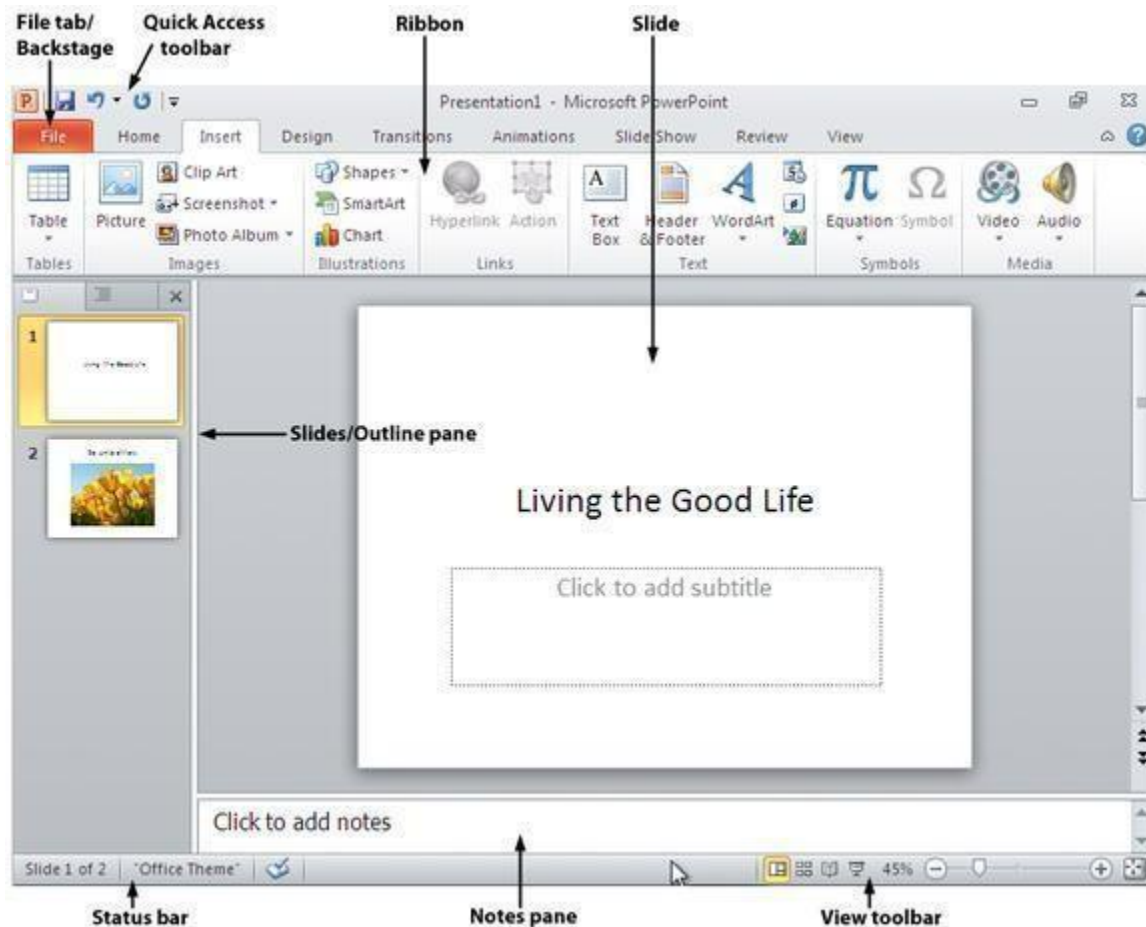
Step 1 – Click the button windows + R at the same time.

Step 2 – Write powerpnt in open option in run file.

Step 3 – Press OK button and now MS-Powerpoint file is open



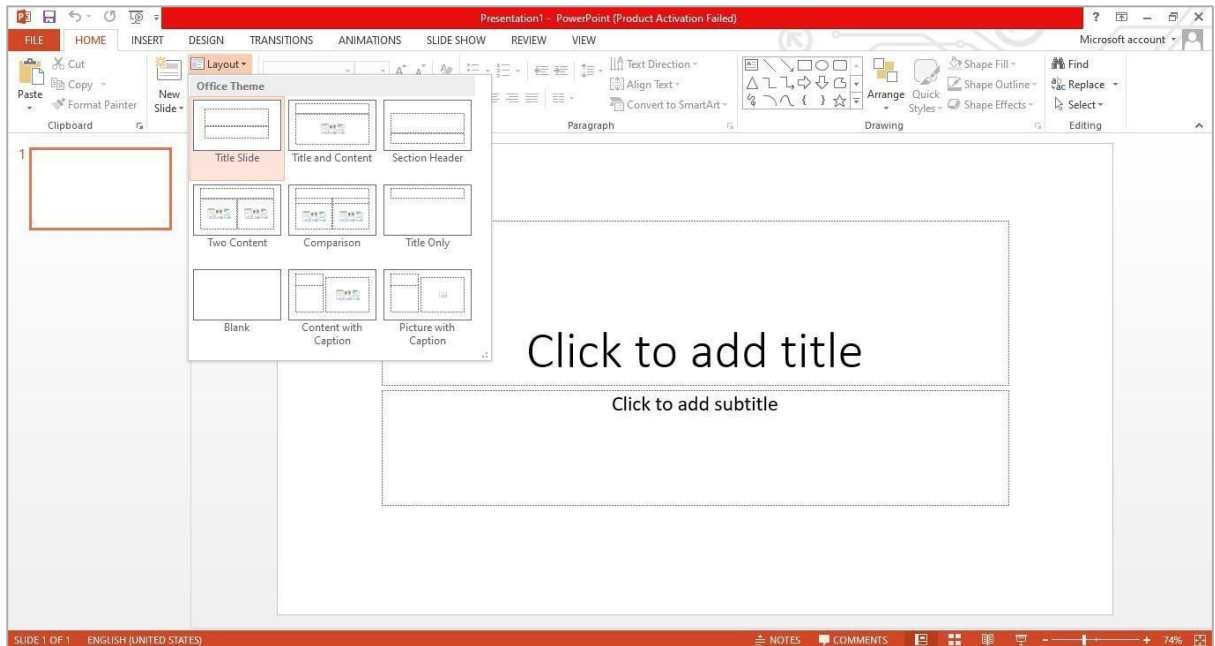
Following is the basic window which you get when you start the Powerpoint application.



Features of Powerpoint

1. Slide Layout

Multiple options and layouts are available based on which a presentation can be created.



This option is available under the “Home” section and one can select from the multiple layout options provided.

2. Slide Design

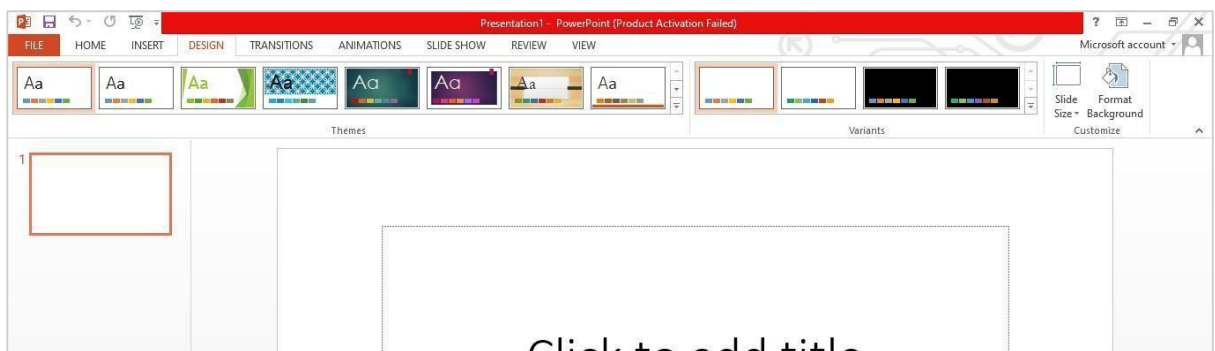
MS-Powerpoint has various themes using which background color and designs or textures can be added to a slide. This makes the presentation more colorful and attracts the attention of the people looking at it.

Given below are the steps to apply theme in PowerPoint:

Step 1: Click the **Design** ribbon .

Step 2: Select one of the theme that suits your requirements.

Step 3: To edit the theme for a specific slide, right-click on the desired theme and select.



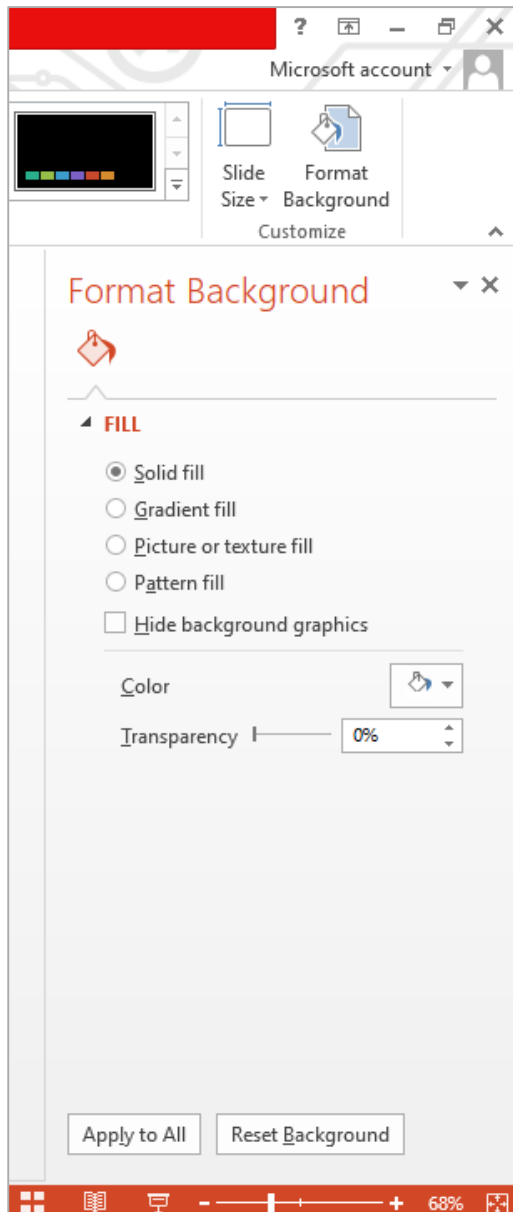
3. Slide Background

As PowerPoint is a design-based program, backgrounds are effective ways of improving the aesthetics and readability of the slides. The **Themes** in PowerPoint help to select the background by default, so every time you change the theme, the default background is set automatically. Theme includes more than just backgrounds, so you can retain other aspects of the theme while changing the default background.

Given below are the steps to apply backgrounds in PowerPoint.

Step 1 – Click on **Design** tab

Step 2 – Click on **Format Background** at the Right Corner of window.



Step 3 – Set the designed background following the options as shown on above image.

4. Animation

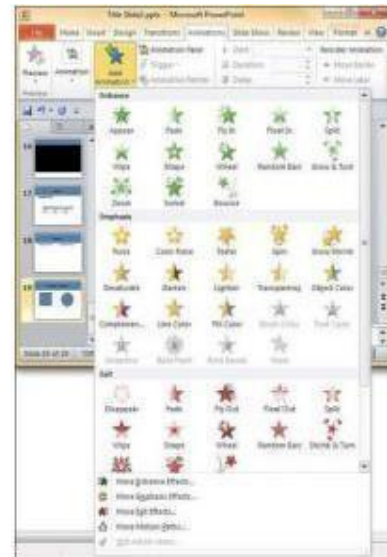
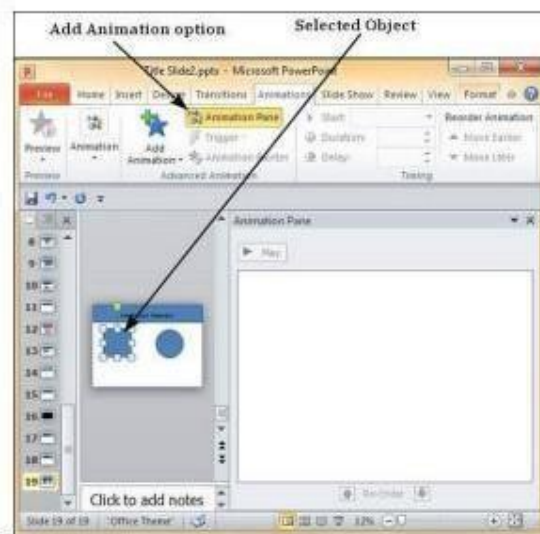
Powerpoint offers animation support which can be used effectively to add some motion in a monotonous presentation and make it more interesting. Animation can be applied to any object on the slide and the motions can be automated, timed or triggered.

The following steps will help you add and preview animations in the slide.

Step 1 – Go to the Animation ribbon and click on the Animation Pane to display the animation sidebar.

Step 2 – Select one of the objects in the slide and click on Add Animation menu option.

Step 3 – Choose one of the Animation options.



Step 4 – Once you add the animation for an object, it will show up in the animation pane.

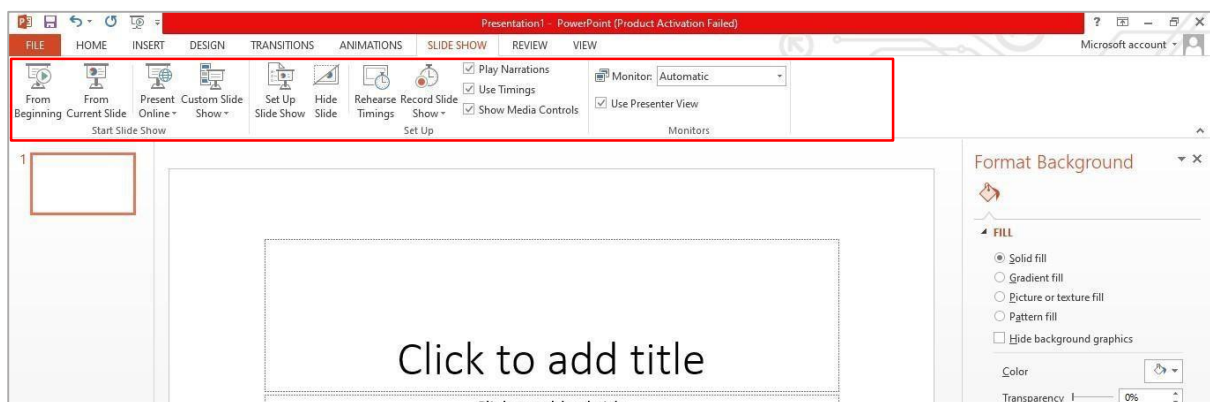
Step 5 – By default, all the animations are initiated by a click, but you can change this.

Step 6 – From the timing section, you can also manipulate the animation timings.

Step 7 – To preview the animation settings, just click **Play** on animation pane.

Slide Show in PowerPoint

Most PowerPoint presentations are created to be run as a slideshow. Given all the advanced features available in PowerPoint 2010, it is no surprise that there are many features related to running the slideshow that have been included in this program too. Most of these features are really to help you create a good slideshow without having to go through the entire presentation over and over again after every minor change. Features related to running the slideshow are grouped under the slideshow ribbon.



Convert PowerPoint Slide to a Video

- Step 1 : Click on the file tab to show file options.
- Step 2 : Scroll down and select Export and navigate to create a video.
- Step 3 : Select your video settings preferences.
- Step 4 : Click on create a video.
- Step 5 : Choose a filename, saving a location and video type.
