

# ACKNOWLEDGEMENT

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# Microsoft PowerPoint

## Introduction

PowerPoint is a tailored software built by Microsoft (MS) with the sole purpose of conveying information via graphical means. It is a part of the Microsoft Office Suite and offers various features and tools to create visually appealing and engaging presentations. MS PowerPoint allows users to combine text, graphics, multimedia elements, and animations to convey information effectively.

## Features

PowerPoint is renowned to be easy to navigate around and get in to pace quickly even without any prior guidance from other skilled users. Its array of tools and functionalities enables users to bring their imagination and ideas to life. Moreover, it also helps engage their audience effectively.

From slide templates to multimedia integration, there are various features of PowerPoint which defines the PowerPoint as we know it.

Some of them are :-

- 1) Slide Templates:** PowerPoint provides a collection of pre-designed templates that make it easy to create visually appealing slides.
- 2) Slide Master:** The Slide Master feature allows users to define the overall layout, font styles, and colour scheme for the entire presentation.
- 3) Animations and transitions:** PowerPoint offers various animation effects and slide transitions to add visual interest and captivate the audience.
- 4) Multimedia integration:** Users can embed images, videos, and audio files directly into their presentations, enhancing the overall impact.
- 5) Collaboration tools:** MS PowerPoint allows multiple users to work on a presentation simultaneously, making it ideal for team projects and remote collaboration.
- 6) Presenter View:** The Presenter View feature gives presenters access to speaker notes, a timer, and a preview of upcoming slides, enabling a seamless presentation experience.

These features collectively contribute to PowerPoint's versatility and make it a powerful tool for developing engaging and impactful presentations.

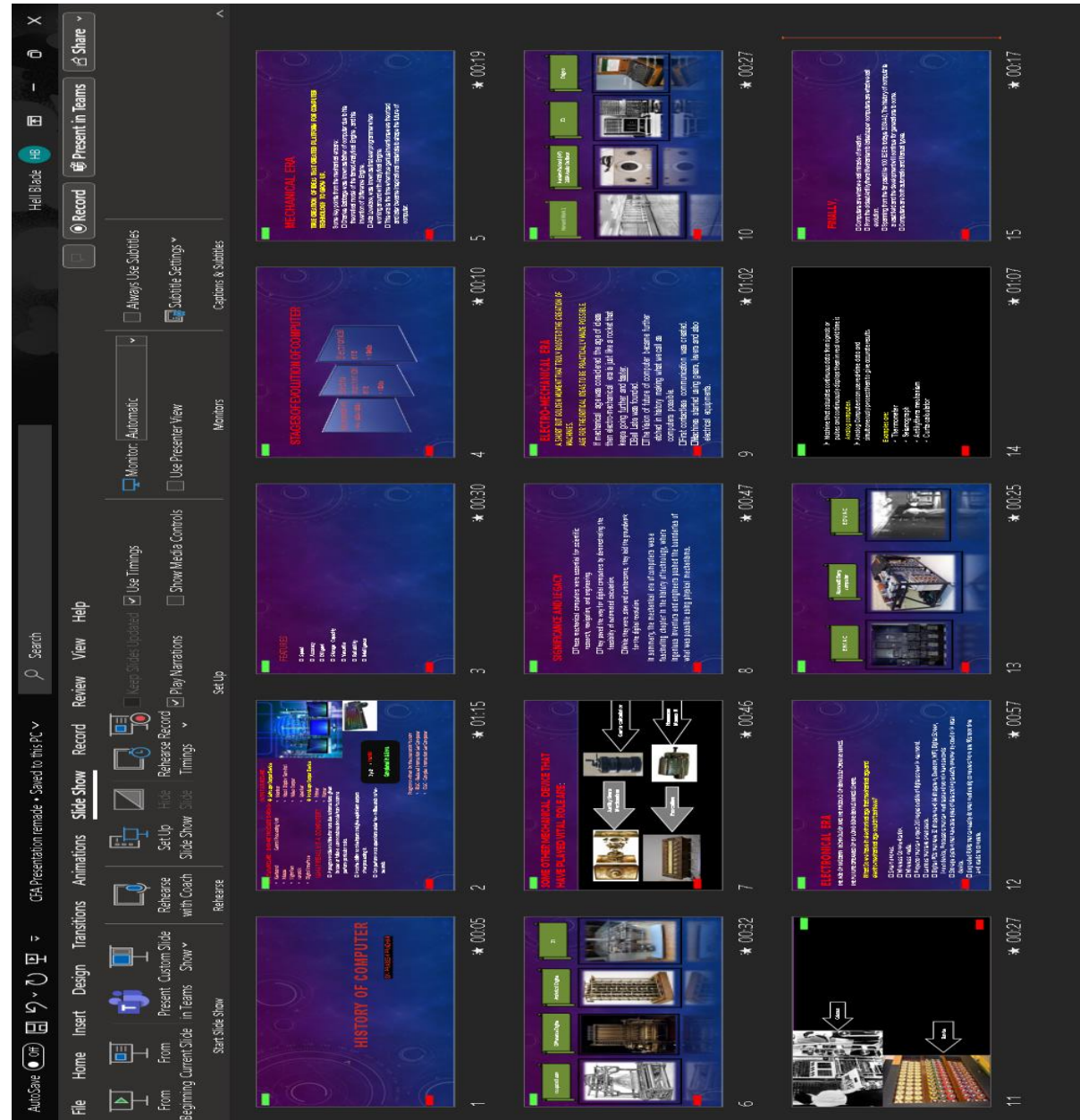
### Detailed Report

PowerPoint has following tools that make it ready to present and easy to navigate such as :-

- 1) Ribbon:** The Ribbon is located at the top of the MS PowerPoint window and consists of multiple tabs, such as Home, Insert, Design, Transitions, and more.
- 2) Slides pane:** The Slides pane is on the left side of the PowerPoint window. It displays thumbnail images of your presentation slides, allowing you to navigate and rearrange them easily. You can add, delete, duplicate, or hide slides from this pane.
- 3) Notes pane:** The Notes pane is located below the Slides pane. It provides space for adding speaker notes or additional information related to each slide.
- 4) Slide area:** The Slide area occupies the central part of the PowerPoint window. It displays the selected slide, where you can add and arrange content such as text, images, charts, and multimedia elements.
- 5) Task panes:** Task panes are additional panels on the PowerPoint window's right side. They offer various functionalities such as formatting options, slide layouts, animations, etc. Task panes can be opened or closed based on your specific needs.

Understanding the MS PowerPoint interface will help you navigate the software effectively and make the most of its features. Whether you are creating slides, adding content, or applying formatting, having a good grasp of the interface ensures a smooth and productive experience.

## Presentation



## Description

My PowerPoint presentation is about the history of computer which encompasses the evolution of computer from the oldest stage i.e. Mechanical era that was purely about machines working based on gears and levers, the Electro-Mechanical era which had features of Mechanical era along with addition of some modern elements and finally the Electronic era that truly is where we are standing today with thousands of micro and mini components interconnected in a single computer.

From my presentation, I have learnt much new knowledge and gotten insights that have helped solidify what I have learned till

date about computers. Thanks to it, I am able to confidently create this report on MS PowerPoint.



# Excel (spreadsheet software)

## Introduction

Excel definition: a software program created by Microsoft that uses spreadsheets to organize numbers and data with formulas and functions. Excel analysis is ubiquitous around the world and used by businesses of all sizes to perform financial analysis.

## Applications of Excel:

Excel is majorly famous throughout the large scale and small-scale business corporations for its simplicity to maintain records. User can Create, Update and Delete as well as use formulas to simplify tedious calculations.

Features that define MS Excel are: -

### 1) M

Some Built-in Formulas in Excel are: -

#### 1) SUM

Adds numbers together.

For example,

If you want to add up the numbers in a group of cells, use:

=SUM ( ) followed by the range of cells you want to add.

#### 2) AVERAGE

Finds the average (or mean) of a group of numbers.

For instance, if you want to know the average score of a set of test scores, use =AVERAGE() followed by the range of cells containing the scores.

#### 3) MAX

Finds the largest number in a group of numbers.

If you want to find the highest score in a class, use =MAX() followed by the range of cells containing the scores.

#### 4) MIN

Finds the smallest number in a group of numbers.

If you want to find the lowest temperature recorded in a month, use =MIN() followed by the range of cells containing the temperatures.



## 5) COUNT

Counts the number of cells in a range that contain numbers.

For example,

if you want to know how many students scored above 90 in a test, use =COUNT() followed by the range of cells containing the scores.

### Errors in Excel

Here are some common types of errors:

1. **##DIV/0! (Divide by Zero Error)\*\*:** This error occurs when a formula attempts to divide a number by zero.  
- Example: `=5/0` results in #DIV/0!.
2. **##VALUE! (Value Error)\*\*:** This error occurs when a formula includes invalid data types or operands.  
- Example: `=SUM("A", 5)` results in #VALUE!.
3. **##REF! (Reference Error)\*\*:** This error occurs when a formula refers to a cell that is not valid, such as a cell that has been deleted or moved.  
- Example: `=SUM(A1:C5)` where one of the referenced cells is deleted results in #REF!.
4. **##N/A (Not Available Error)\*\*:** This error occurs when a value is not available, typically in functions like VLOOKUP when the lookup value is not found.  
- Example: `=VLOOKUP("Nonexistent", A1:B10, 2, FALSE)` results in #N/A.
5. **##NAME? (Name Error)\*\*:** This error occurs when Excel does not recognize text within a formula as a valid function or range name.  
- Example: `=AVRAGE(A1:A10)` instead of `=AVERAGE(A1:A10)` results in #NAME?.
6. **#NUM! (Number Error):** This error occurs when a numerical calculation produces a result that is too large, too small, or otherwise invalid.  
Example: =SQRT(-1) results in #NUM!.
7. **#NULL! (Null Error):** This error occurs when a space is used in a formula where it should not be.  
Example: =SUM(A1:A10 B1:B10) instead of =SUM(A1:A10,B1:B10) results in #NULL!.

### References In Excel

#### 1) Relative References:

These references adjust automatically when you copy or move formulas. They are relative to the position of the formula. For example, if you have a formula in cell B2 that references cell A1 as "=A1", copying this formula to cell B3 would adjust the reference to "=A2".

#### 2) Absolute References:

Absolute references remain constant when you copy formulas. They are denoted by adding a dollar sign (\$) before the column letter, row number, or both. For instance, if you have a formula in cell B2 referencing cell A1 as "=\$A\$1", copying this formula to another location will keep the reference to A1 constant.

### 3) Mixed References:

Mixed references combine aspects of both relative and absolute references. You can lock either the row or column while allowing the other to adjust. For example, "\$A1" locks the column but allows the row to change, and "A\$1" locks the row but allows the column to change.

## Exercise

Some Exercise via Excel formulae are given as: -

### 1) Predictive Autofill

1	1	Sunday
2	2	Monday
3	3	Tuesday
4	4	Wednesday
5	5	Thursday
6	6	Friday
7	7	Saturday
8	8	
9	9	
10	10	

### 2) CONCAT(A2,B2)

	A	B	C
1	Prabesh	Pradhan	PrabeshPradhan
2	1st	Semester	1stSemester
3	Patan	Multiple Campus	PatanMultiple Campus

### 3) LEFT(A2,2) and RIGHT(A2:3)

	A	B	C
1	Name	Left	Right
2	One	On	ne
3	Two	Tw	wo
4	Three	Th	ee

4) SUM(C2:D2:E2)

	A	B	C	D	E	F
1	Student_id	Name	Math	Physics	Chemistry	Total
2	101	Prabesh Pradhan	85	22	94	201
3	102	Saurav Kattel	92	45	60	197
4	103	Sujal Nepal	73	73	74	220
5	104	Subrat Pradhan	64	11	67	142
6	105	Sujata Basnet	88	22	35	145
7	106	Sugain Silwal	39	64	44	147
8	107	Rajendra Kunwar	44	43	24	111
9	108	Romi Kaycee	95	28	26	149
10	109	Rujal Kunwar	66	72	33	171
11	110	Umanga Koirala	50	84	61	195

Hence these are all there is to excel and the above exercise contains SUM, CONCAT and LEFT,RIGHT Concatenation formulas.

# DOS Commands

## Introduction

Dos commands are those commands that are executed by Command line terminal at system level.

It has two types:

- 1) Internal Commands
- 2) External Commands

## Internal Commands

These commands are built-in features of DOS and are automatically loaded into memory when you start the system.

They provide core functionality for file and directory management.

Internal commands do not require additional files to operate.

Some commonly used DOS internal commands include:

- 1) Cls: Clears the display screen and redisplay the DOS prompt.
- 2) Dir: Displays a list of directories and files.
- 3) Date: Displays the current system date.
- 4) Time: Displays the current system time.
- 5) Ver: Displays the version of DOS being used.
- 6) Copy con: Creates a new file.
- 7) Type: Allows you to see the contents of a file.
- 8) Ren: Renames a file.
- 9) Del: Deletes a file.
- 10) MD: Creates a new directory.
- 11) CD: Changes the current directory.
- 12) RD: Removes a directory.
- 13) Copy: Copies files or directories.

```
C:\Users\prabe>Dir
Volume in drive C has no label.
Volume Serial Number is 9E31-FBC6

Directory of C:\Users\prabe

05/08/2024  10:17 AM    <DIR>          .
05/08/2024  10:17 AM    <DIR>          ..
05/07/2024  07:49 PM    <DIR>          (or
05/04/2024  09:09 PM    <DIR>          3D Objects
05/04/2024  09:09 PM    <DIR>          Contacts
05/04/2024  09:13 PM    <DIR>          Documents
05/08/2024  05:00 PM    <DIR>          Downloads
05/04/2024  09:09 PM    <DIR>          Favorites
05/04/2024  09:09 PM    <DIR>          Links
05/07/2024  07:49 PM    <DIR>          MKDIR)
05/04/2024  09:09 PM    <DIR>          Music
05/08/2024  05:35 PM    <DIR>          OneDrive
05/05/2024  02:11 PM    <DIR>          PycharmProjects
05/04/2024  09:09 PM    <DIR>          Saved Games
05/04/2024  09:10 PM    <DIR>          Searches
05/05/2024  07:31 PM    <DIR>          Videos
               0 File(s)              0 bytes
              16 Dir(s)  72,573,534,208 bytes free
```

```
C:\Users\prabe>copy con example.txt
This a example of copy con command.
^Z
        1 file(s) copied.

C:\Users\prabe>type example.txt
This a example of copy con command.

C:\Users\prabe>ren example.txt mode.py

C:\Users\prabe>type mode.py
This a example of copy con command.

C:\Users\prabe>del mode.py

C:\Users\prabe>type mode.py
The system cannot find the file specified.
```

```
C:\Users\prabe>Date
The current date is: Wed 05/08/2024
Enter the new date: (mm-dd-yy) ^Z
The system cannot accept the date entered.
Enter the new date: (mm-dd-yy) 05-08-2024
A required privilege is not held by the client.
```

```
C:\Users\prabe>time
The current time is: 20:41:10.90
Enter the new time: 8:41:59
A required privilege is not held by the client.
```

```
C:\Users\prabe>ver

Microsoft Windows [Version 10.0.19045.4291]
```

## External Commands

These commands are separate programs that extend the capabilities of DOS. These Commands are not stored in COMMAND.COM, a very important part of windows. So external commands have to be loaded from elsewhere with each command having its own file separately.

They require separate files to operate.

Examples of external commands include:

- 1) Fdisk: Used for disk partitioning.
- 2) Format: Formats a disk.
- 3) Edit: Opens a text editor.
- 4) Chkdsk: Checks and repairs disk errors.
- 5) Xcopy: Copies files and directories with additional options.
- 6) Ping: Sends requests to target ip address to check connection.  
Eg. Ping google.com

## Conclusion

# Photoshop

## Interface in phtotshop

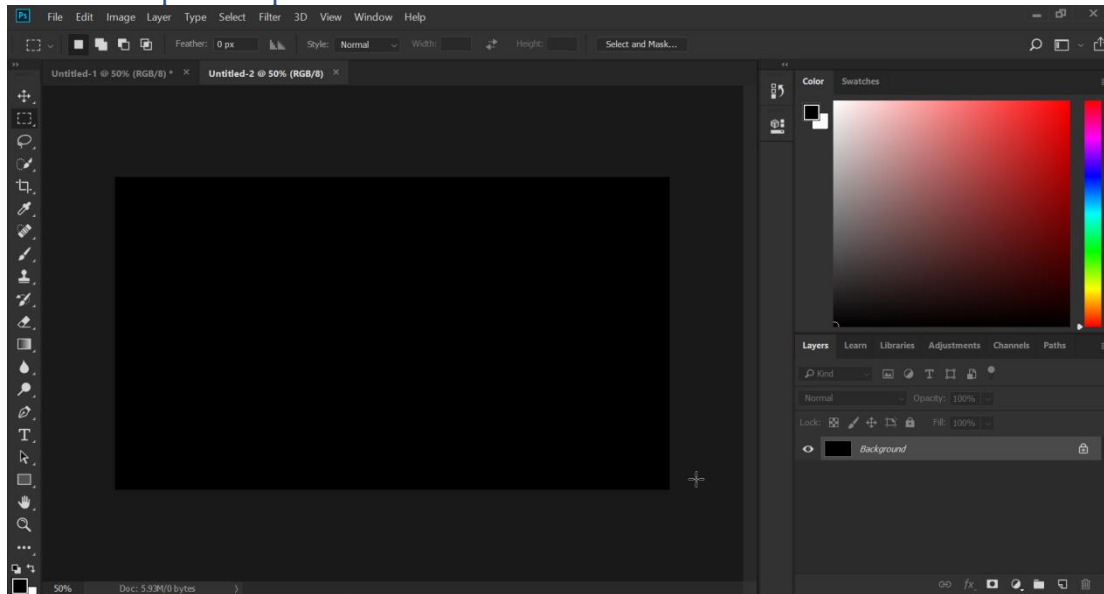


Image 1 Phtotshop interface

The Photoshop interface comprises the Menu Bar, Toolbox, Options Bar, Panels, Document Window, Rulers, Grids, Guides, and Status Bar. The Menu Bar provides dropdown menus for features. The Toolbox offers various tools for tasks like selecting and painting. The Options Bar displays settings for the selected tool. Panels provide access to additional tools and information. The Document Window is where images are edited. Rulers, Grids, and Guides assist in alignment. The Status Bar shows document details. Highly customizable, users can arrange and configure interface elements to suit their workflows.

## Photoshop Layer

Layers in Photoshop are like transparent sheets stacked on top of each other, allowing you to work on different elements of an image separately. Each layer can contain various elements, such as text, shapes, or images, and you can edit them individually without affecting other layers. Layers can be rearranged, hidden, or adjusted for opacity and blending modes to create complex compositions. They provide flexibility and non-destructive editing, enabling precise control over every aspect of your design. Understanding layers is fundamental to mastering Photoshop and creating professional-quality graphics and designs.

## Photoshop Tools

In Photoshop, tools are instruments used to perform specific actions or tasks on an image or artwork. The Toolbox contains various tools categorized for tasks such as selection, painting, retouching, and more. Some essential tools include:

### Move Tool:



Image 2 move tool image

The Move Tool is used to move selected layers, selections, or guides within the active document. You can access the Move Tool by pressing the "V" key on your keyboard or by selecting it from the Tools panel, which typically resides on the left side of the Photoshop interface. With the Move Tool selected, you can click and drag the selected element to reposition it within the document.

### Marquee Tool:

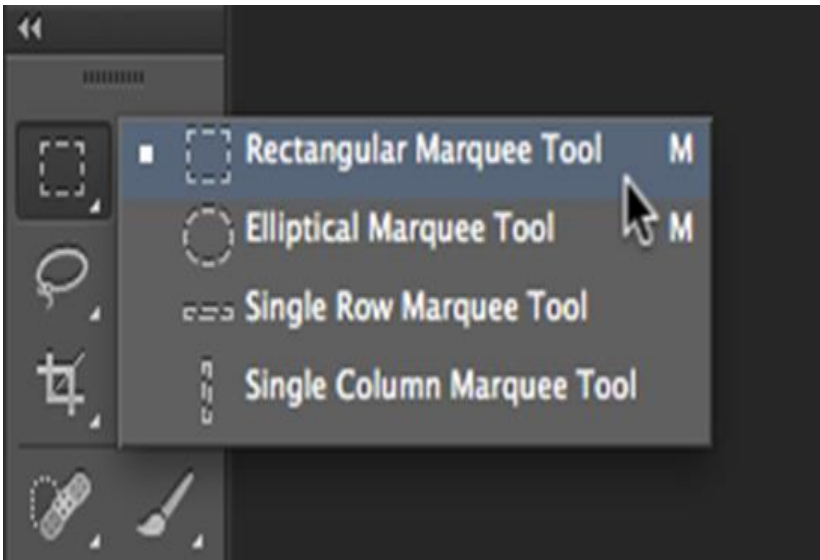
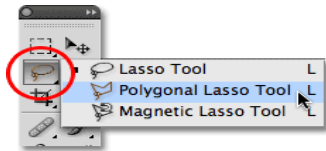


Image 3 Marquee tool image

The Marquee Tool in Adobe Photoshop is used to create selections in various shapes such as rectangles and ellipses. You can access the Marquee Tool by pressing the "M" key on your keyboard or by selecting it from the Tools panel, usually located on the left side of the Photoshop interface. Once selected, you can click and drag to create a selection in the shape of a rectangle or an ellipse, depending on which option you have chosen from the tool's settings at the top of the screen.

### Lasso Tool:





The Lasso Tool in Adobe Photoshop allows you to make freehand selections around objects or areas in your image. You can access the Lasso Tool by pressing the "L" key on your keyboard or by selecting it from the Tools panel, typically found on the left side of the Photoshop interface. Once selected, you can click and drag to draw a selection outline around the area you want to select. The Lasso Tool is great for making precise selections of irregular shapes or objects in your images.

### **Magic Wand Tool:**

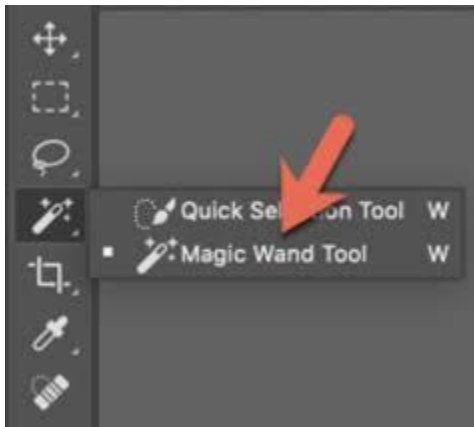


Image 4 magic wand tool

The Magic Wand Tool in Adobe Photoshop is used to select areas of similar color or tone within an image. You can access the Magic Wand Tool by pressing the "W" key on your keyboard or by selecting it from the Tools panel, which is typically located on the left side of the Photoshop interface. Once selected, you can click on a specific area in your image, and the Magic Wand Tool will automatically select contiguous pixels that are similar in color or tone to the clicked area. You can adjust the tool's tolerance to increase or decrease the range of colors selected. The Magic Wand Tool is useful for making quick selections of areas with consistent colors, such as backgrounds or solid objects.

### **Brush Tool:**

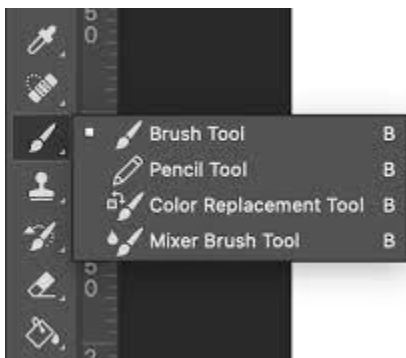


Image 5 Brush tool

The Brush Tool in Adobe Photoshop allows you to paint strokes onto your canvas using various brush presets, sizes, and opacities. You can access the Brush Tool by pressing the "B" key on your keyboard or by

selecting it from the Tools panel, typically located on the left side of the Photoshop interface. Once selected, you can choose a brush preset from the options bar at the top of the screen and adjust settings such as brush size, opacity, flow, and blending mode. You can then click and drag your mouse or stylus to paint strokes onto your canvas. The Brush Tool is essential for digital painting, retouching, and adding artistic elements to your images.

### Eraser Tool:

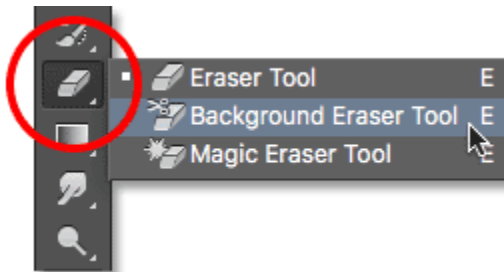


Image 6 eraser tool

The Eraser Tool in Adobe Photoshop is used to remove parts of an image or layer. You can access the Eraser Tool by pressing the "E" key on your keyboard or by selecting it from the Tools panel, typically located on the left side of the Photoshop interface. Once selected, you can adjust the size, hardness, and opacity of the eraser brush using the options bar at the top of the screen. Then, you can click and drag over areas of your image or layer to erase pixels and reveal the transparent background or layers beneath. The Eraser Tool is useful for refining selections, correcting mistakes, or creating intricate designs within your images.

### Clone Stamp Tool:

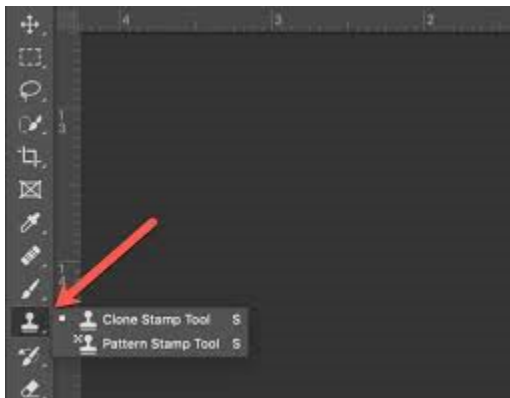


Image 7 clone stamp tool

The Clone Stamp Tool in Adobe Photoshop is used to duplicate and replicate parts of an image or texture. You can access the Clone Stamp Tool by pressing the "S" key on your keyboard or by selecting it from the Tools panel, typically found on the left side of the Photoshop interface. Once selected, you can adjust the size, hardness, and opacity of the clone stamp brush using the options bar at the top of the screen. To use the Clone Stamp Tool, hold down the Alt key (Option key on Mac) and click on an area of the image that you want to sample from. Then, release the Alt key and click or drag over the area where you want to paint the sampled pixels. The Clone Stamp Tool is useful for removing blemishes, retouching imperfections, or seamlessly blending areas of an image.

### Healing Brush Tool:

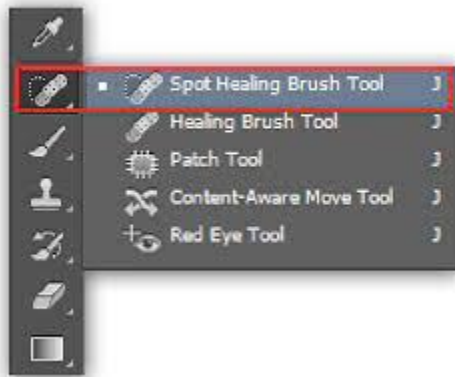


Image 8 Healing brush tool

The Healing Brush Tool in Adobe Photoshop is a powerful tool for retouching images by seamlessly blending imperfections. It's particularly useful for removing blemishes, wrinkles, or other unwanted elements while preserving the texture and tone of the surrounding area. To use the Healing Brush Tool, select it from the toolbar or press "J" on your keyboard. Then, adjust the brush size and hardness in the options bar at the top. To sample an area to use for healing, hold down the Alt key (Option key on Mac) and click on a clean area near the imperfection you want to remove. Release the Alt key and click or drag over the imperfection to apply the healing effect. The Healing Brush Tool intelligently blends the sampled area with the surrounding pixels for a natural-looking result.

#### Pen Tool:

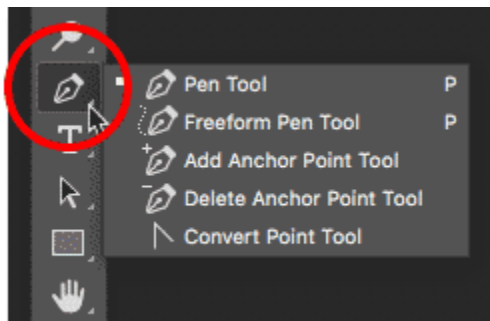


Image 9 Pen tool

The Pen Tool in Adobe Photoshop is a versatile tool used for creating precise paths and shapes. It's commonly used for tasks like creating selections, outlining objects, or drawing custom shapes. To use the Pen Tool, select it from the toolbar or press "P" on your keyboard. Then, click to create anchor points to define the shape of your path. Click and drag to create curves between anchor points, and adjust the direction handles to control the curve's shape. You can switch between straight and curved segments by clicking or dragging while holding down the mouse button. Once your path is complete, you can convert it into a selection, stroke it with a brush or pencil, or fill it with color or a gradient. The Pen Tool requires some practice to master, but it offers precise control over your paths and shapes, making it an essential tool for many design and retouching tasks.

#### Text Tool:

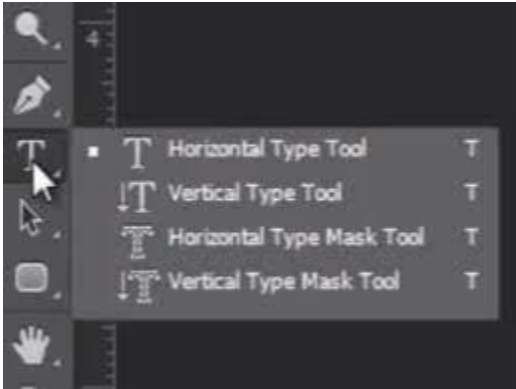


Image 10 Text tool

The Text Tool in Adobe Photoshop allows you to add and edit text layers within your images. You can access the Text Tool by selecting the "T" key on your keyboard or by clicking on the Text Tool icon in the toolbar, typically located on the left side of the Photoshop interface. Once selected, you can click anywhere on your canvas to create a text box where you can type your desired text. You can then use the options bar at the top of the screen to customize your text, including font, size, color, alignment, and more. Additionally, you can transform and manipulate text layers using Photoshop's various transformation and editing tools. The Text Tool is essential for adding titles, captions, and other textual elements to your designs and compositions in Photoshop.

#### Gradient Tool:

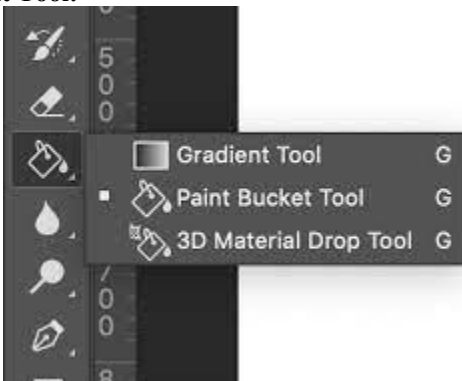


Image 11 gradient tools

The Gradient Tool in Adobe Photoshop allows you to create smooth color transitions, or gradients, within your images. You can access the Gradient Tool by selecting it from the toolbar or by pressing the "G" key on your keyboard. Once selected, you can choose a gradient preset from the options bar at the top of the screen or create your own custom gradient. Then, click and drag on your canvas to apply the gradient. The direction and length of your drag will determine the angle and scale of the gradient. You can also adjust the gradient's colors, opacity, and blending mode in the options bar. The Gradient Tool is useful for adding depth, dimension, and visual interest to your designs and compositions in Photoshop.

#### Blur Tool:

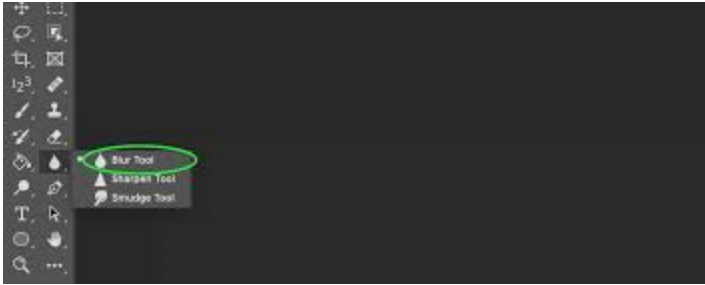


Image 12 Blur tool

The Blur Tool in Adobe Photoshop is used to soften or blur areas of an image selectively. You can access the Blur Tool by selecting it from the toolbar or by pressing the "R" key on your keyboard. Once selected, you can adjust the brush size, strength, and mode in the options bar at the top of the screen. Then, simply click and drag over the areas of your image that you want to blur. The Blur Tool is particularly useful for softening skin blemishes, reducing the appearance of wrinkles, or creating a shallow depth of field effect. It's a handy tool for retouching and enhancing images in Photoshop.

### Dodge and Burn Tools:

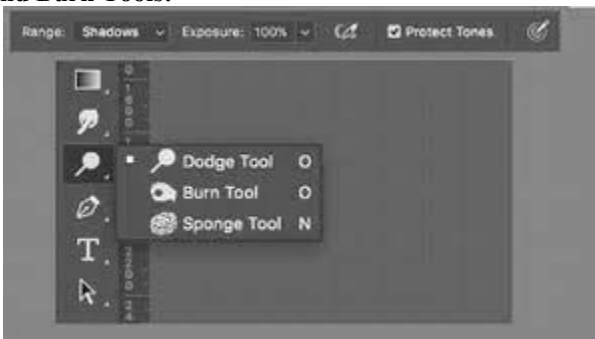


Image 13 Dodge and burn

The Dodge and Burn Tools in Adobe Photoshop are used to selectively lighten (Dodge) or darken (Burn) areas of an image. The Dodge Tool lightens pixels, while the Burn Tool darkens them. Both tools offer precise control over exposure, allowing users to enhance highlights, shadows, and overall contrast in their images.

### Crop Tool:

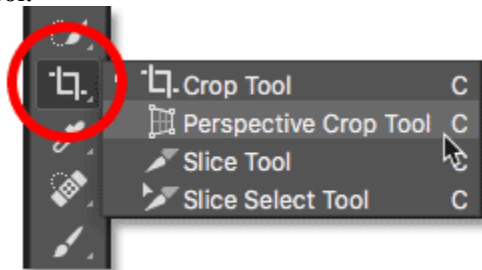


Image 14 Crop tool

The Crop Tool in Adobe Photoshop allows you to trim or remove unwanted areas from an image. You can access the Crop Tool by selecting it from the toolbar or by pressing the "C" key on your keyboard. Once selected, you can adjust the crop area by clicking and dragging the handles or by entering specific dimensions in the options bar at the top of the screen. You can also rotate or straighten the crop area as needed. When you're satisfied with the crop, you can press Enter or click the checkmark icon in the options bar to apply it. The Crop Tool is useful for refining compositions, removing distractions, and improving the overall framing of your images.

## Eyedropper Tool:

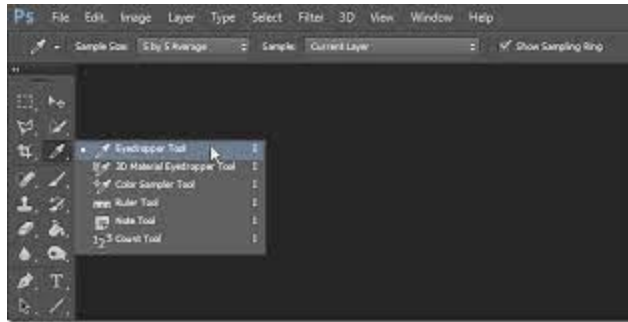


Image 15 Eye Dropper tool

The Eyedropper Tool in Adobe Photoshop is used to sample colors from an image. You can access the Eyedropper Tool by selecting it from the toolbar or by pressing the "I" key on your keyboard. Once selected, you can click anywhere on your image to sample the color of that pixel. The sampled color is then set as the foreground color in the color picker, allowing you to use it for painting, filling, or other color-related tasks. Additionally, you can hold down the Alt key (Option key on Mac) while using the Eyedropper Tool to sample colors from outside of Photoshop, such as from other applications or your desktop. The Eyedropper Tool is useful for precisely matching colors, creating color palettes, or ensuring consistency in your designs.

## Exercises

**Note:** Before proceeding to the Photoshop exercise, I would like to clarify that as a Linux user, I did not have access to Photoshop software personally. Additionally, due to some reasons, I couldn't find my projects on the laptop provided by the campus. Therefore, some of the images below were sourced from the internet, while others were made from Canva (online photo editing tool).

## pp size photo

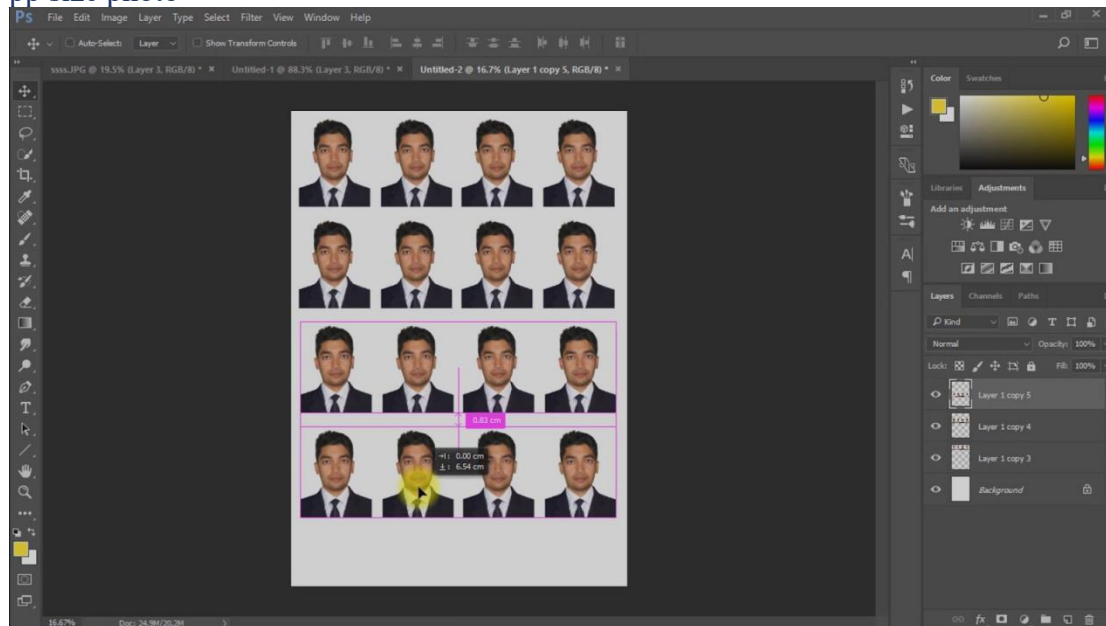


Image 16 pp size photo creation

## steps for creating a pp size photo

1. **Open Photoshop:** Launch Adobe Photoshop on your computer.

2. . **Create a New Document:** Go to File, New to create a new document. Set the dimensions to match the passport photo requirements. Common dimensions for passport photos are 2x2 inches (or 51x51 mm) with a resolution of 300 pixels per inch (ppi).
3. **Set Background:** Choose a white background color for the document.
4. **Import Photo:** Import the photo you want to use for the passport. Drag and drop the photo onto the new document or use the "Place Embedded" option from the File menu.
5. **Resize and Position Photo:** Use the Move tool (V) to resize and position the photo within the document. Ensure the face is centered and the required dimensions are met.
6. **Crop:** If necessary, use the Crop tool (C) to crop the photo to the required size. Adjust the crop boundaries to include only the necessary portion of the photo.
7. **Adjust Brightness and Contrast (Optional):** Use adjustment layers like Brightness/Contrast or Levels to adjust the brightness and contrast of the photo if needed.
8. **Finalize:** Once satisfied with the positioning and adjustments, save the document. Go to File > Save As and choose an appropriate file format (e.g., JPEG) for the passport photo.
9. **Print:** Print the photo using a high-quality printer on photo paper. Make sure to set the print settings to match the dimensions and resolution of the document.
10. **Check Requirements:** Before printing, double-check the passport photo requirements of your country or institution to ensure compliance with size, background color, and other specifications.

## Id card

**Note:** There were lots of steps taken while creating this id card, so we will not be including the steps that we went through while creating this id card.

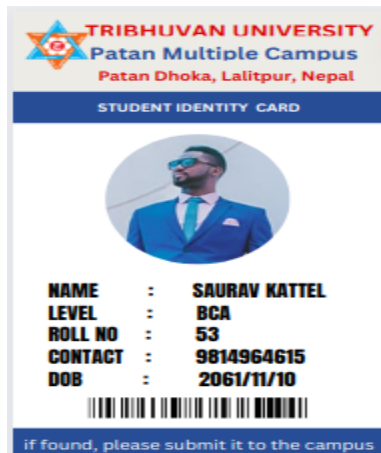


Image 17 id card

Banner



Image 18 Banner Image



## Image masking

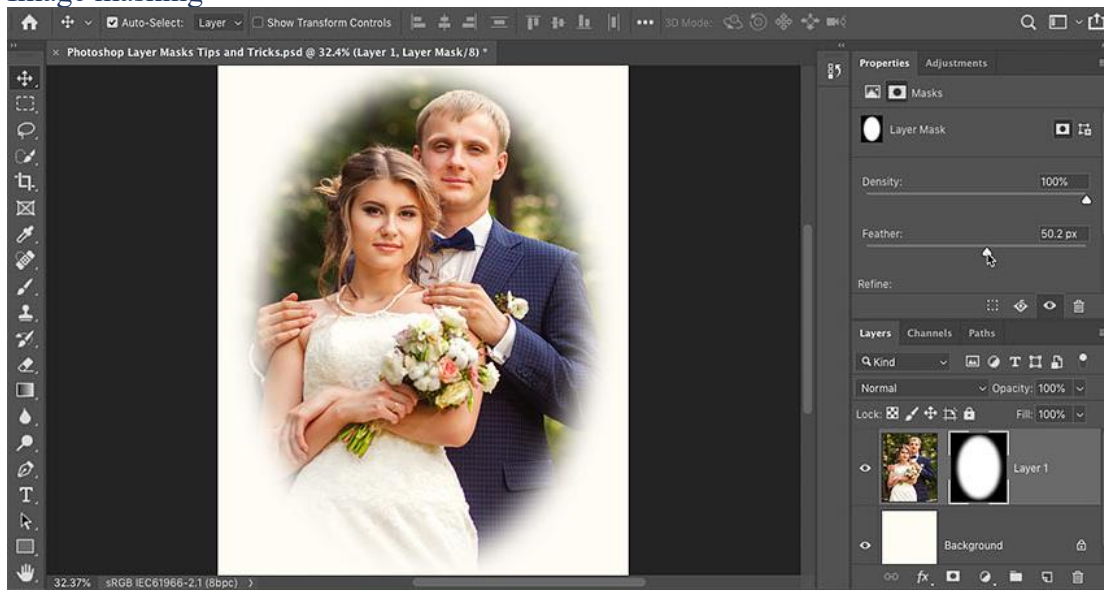


Image 19 image masking 1

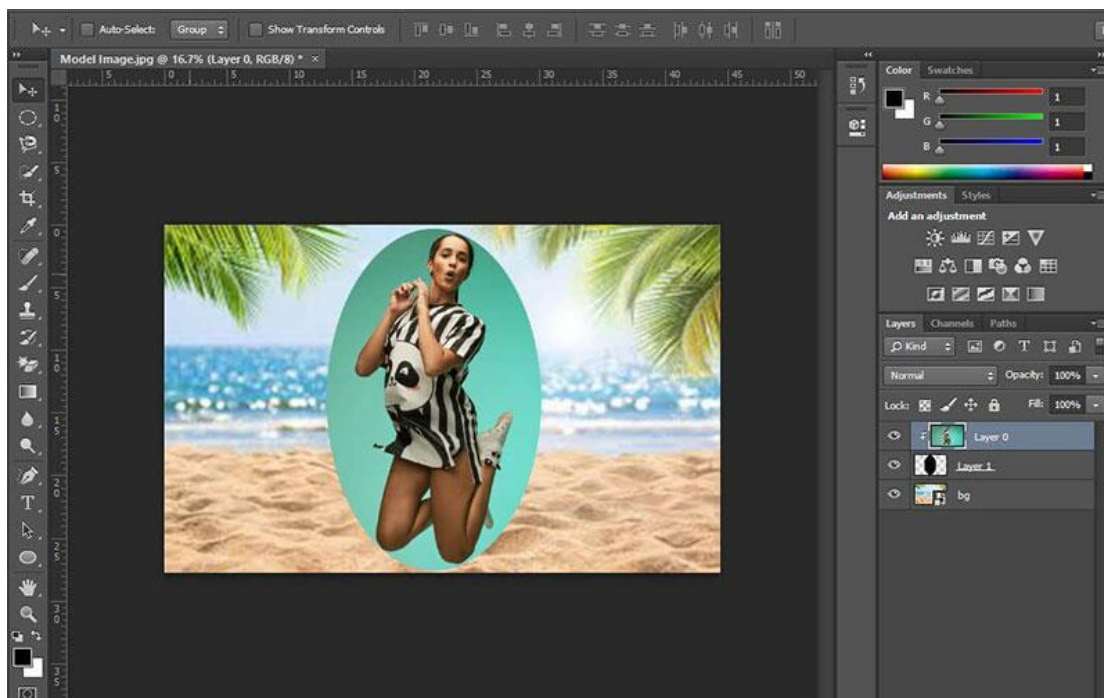


Image 20 image masking 2



# Conclusion

Concluding the report, I had very much fun while writing this project. I gained many insights into different aspects of ms word, power-point, excel and especially CLI commands. Writing about the things that i had real word experience bought me lots of joy and insights. I would like to thank our respected teacher and advisor, **Sapana Pokhrel** ma'am, for providing crucial help without hindering my creativity and my ideas. Huge thanks to those who supported me while writing this report. especially **Mr. Prabhat Ghimire** who helped me in my research. The research were mainly done with the help of *internet* and *chat gpt*.