C:\Program Files\Common Files\Microsoft Shared\OFFICE12\officelogo.gif

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hand Book of Microsoft Office | Microsoft Office  2007 | | | |  | |
| This is a learning Hand Book for a Specific for Office Application. This Hand Book is for students who are taking the NYTTC subject as their elective and for those who are interested in NYTTC. Upon completion of this Hand Book, you will be able to office work if you using this Hand Book, you should have learned about Advance concepts of office Application. | |  | | For Beginners & Advance Users | |
| **National Youth & Technical Training Center**  **A house of Computer Training Center** | | | | | |
|  | |  | ***Prepared by:*** *Habibur Rahman*  ***Assist by:*** *Kawsar Ahmed*  *Salma Alam* | | |

**Microsoft Word 2007**

Microsoft Word 2007; Microsoft Word Gi Latest version. Microsoft Word 2003 Gi †P‡q GKUz e¨wZµg, †hgb MS Word XP/2003 Gi A‡bK¸‡jv Menu Ges Submenu \_v‡K Avi GB Menu Ges Submenu i g‡a¨i tools ¸‡jv e¨envi K‡i KvR Ki‡Z nq| Avi Microsoft Word 2007 /10 Gi Menu bar Gi mv‡\_ (wewfbœ cÖKv‡ii tools) Dc‡iB †`Iqv Av‡Q, ïay gvÎ †Lqvj ivL‡Z n‡e †Kvb tools Gi KvR wK Ges †Kvb Menu i g‡a¨ †Kvb tools Av‡Q|

**(Notes:** **Mouse🖰 Point Mouse Point.pngToolbar Gi Dci †i‡L Mouse Gi Scroll Button Nyiv‡j me ai‡bi Tools ¸‡jv G‡Ki ci GK †`Lv hv‡e)**

**What is Microsoft word?**

Ans: Create and edit professional looking documents such as letters papers, reports, and booklets by using Microsoft Office Word. [Word processing Application]

**Ms word G mvavibZ wK ai‡bi KvR Kiv nq ?**

Ans :Ms word Gi gva¨‡g †h †Kvb ai‡bi Applications, Letter, Memo, Booklet ‰Zwi K‡i \_v‡K|

**Ms word wKfv‡e open K‡i ?**

Ans : Go to Start 🡪Program🡪Microsoft Office 2007🡪Microsoft Office word 2007 (click)

**1. Office Button**: Save, Open, Close, New, Print > Print preview,

Tools-001.jpg

undo, repeat (redo), Spelling & Grammar, Quick Print,

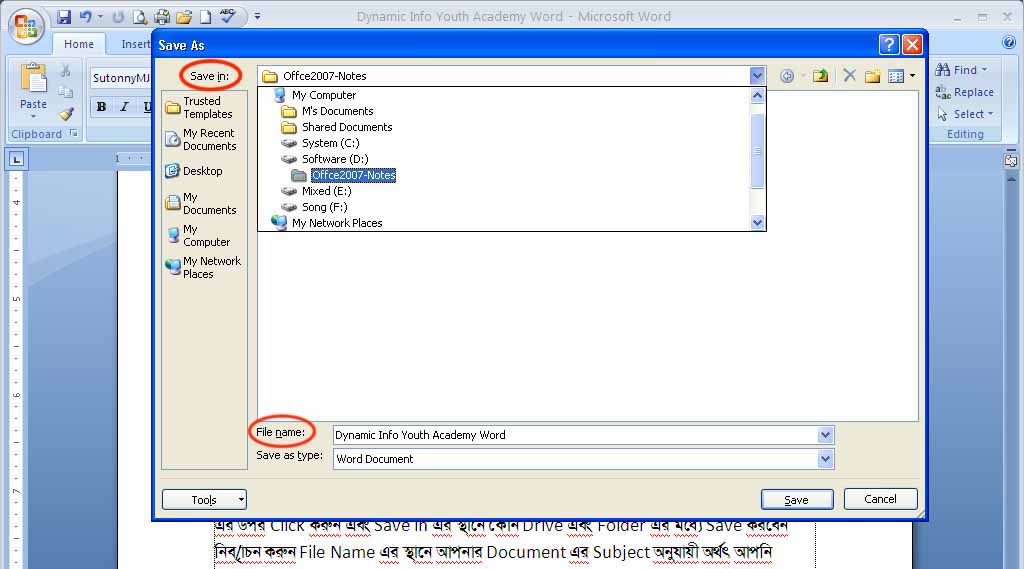
**Ms Word G wKfv‡e KvR K‡i ?**

Ans: Microsoft Word Open Kivi ci KZ¸‡jv Tools Ges Menu Bar †`Lv hvq G mKj Tools Ges Menu Bar Øviv Applications, Letter, Memo, Booklet ‰Zix K‡i \_v‡K | ZvB Aek¨B Tools m¤ú‡K© fvj avibv wb‡Z n‡e | G †¶‡Î Ms word Gi Home, Insert Ges Page Layout *Menu Bar* Gi g‡a¨ wewfbœ ai‡bi Tools †`Iqv Av‡Q †m¸‡jv‡K g‡bivL‡Z n‡e †hgb:- **Office Button** [ *Save, Close, New, Open, Print*] **Home** [*Cut, Copy, Paste, Bold, Italic, Underline, Font Color, Change Case, Grow font, Superscript, Subscript, Bullets, Numbering, Multilevel List, Shading, Border, Line spacing, Find, Replace, Undo, Repeat*] **Insert** [ *Page Break, Cover Page, Blank Page, Table, Picture, Shapes, Fill Color, Chart, Header, Footer, Text Box, Word Art, Drop Cap, Equation & Symbol*] **Page Layout** [*Margins, Orientation, Size, Columns, Watermark, Page Color, Page Borders, Text Wrapping Send to Back, Bring to Front, Spacing*] **Review** [Spelling & Grammar] **View** [Draft, Print layout]

[we:`ª: Aek¨ Kvm©i (Cursor) †hLv‡b \_vK‡e †mLvb †\_‡KB wjLvi ïi“ n‡e| Editing Ges Formatting Kv‡Ri Rb¨ Object I Text †K Aek¨B Select K‡i wb‡Z n‡e|]

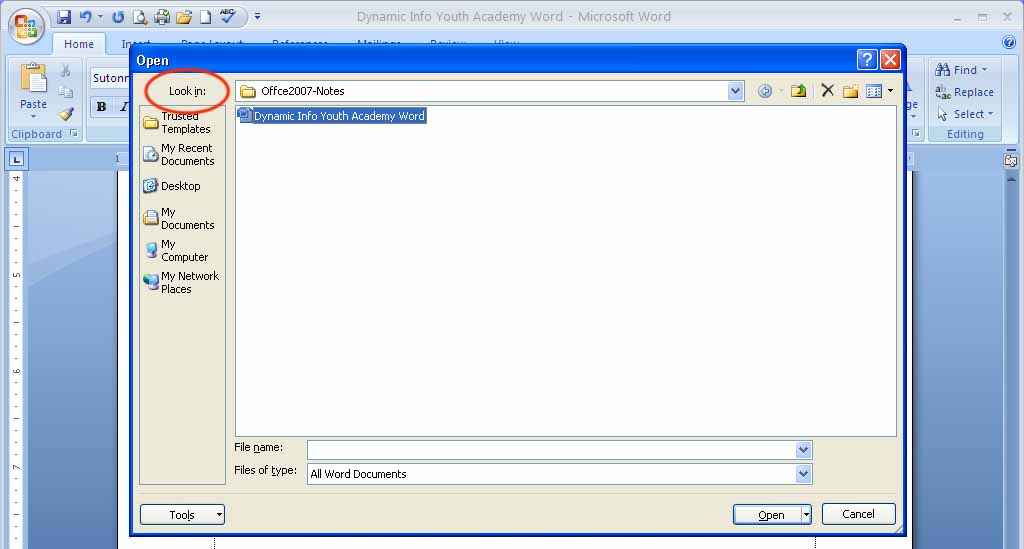
**How to Save Document in your Computer/Hard Disk?**

Ms. Word G †Kvb wKQz wjLvi ci A\_ev †Kvb Document ˆZix Kivi ci Avcwb Save Save.png Gi Dci Click Ki“b Ges Save in Gi ¯’v‡b †Kvb Drive Ges Folder Gi g‡a¨ Save Ki‡eb Zv wbe©vPb Ki“b| File Name Gi ¯’v‡b Avcbvi Document Gi Subject Abyhvqx A\_©r Avcwb Document wUi bvg †`L‡j †hb ej‡Z cv‡ib †h GB Document wUi g‡a¨ wK wjLv Av‡Q Ggb GKwU bvg w`b| Save Button Gi Dci Click Ki“b| Avcbvi Document wU Computer Gi Hard DiskG wb`„ó ¯’v‡b Document wU Save n‡e|



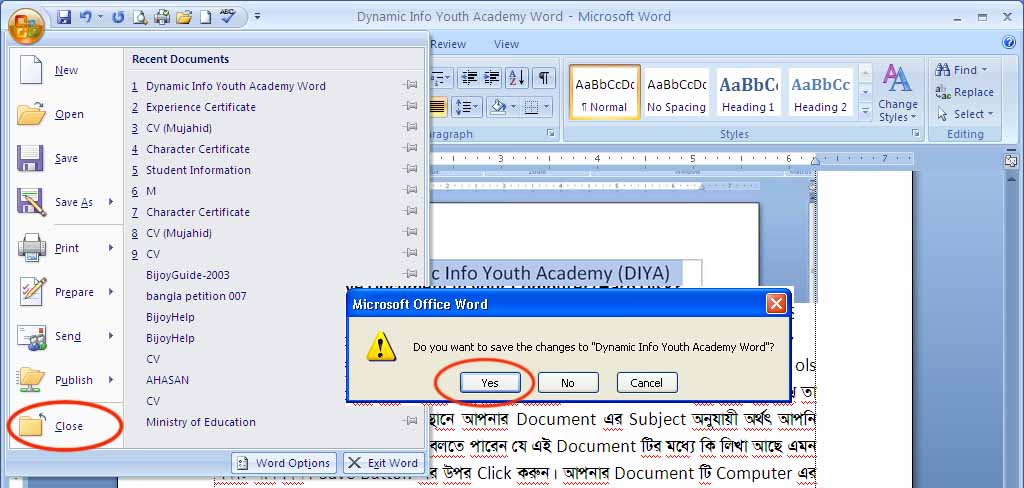
**How to Open Your Document from your Hard Disk?**

Save Kiv Document wU Open Kivi Rb¨ Office Button G Click K‡i Open Open.pngGi Dci Click Ki“b| Open Window wU Avm‡j Look in: ¯’vb †\_‡K wb`„ó Document wU wbe©vPb Ki“b Ges Open Button G Click Ki“b|



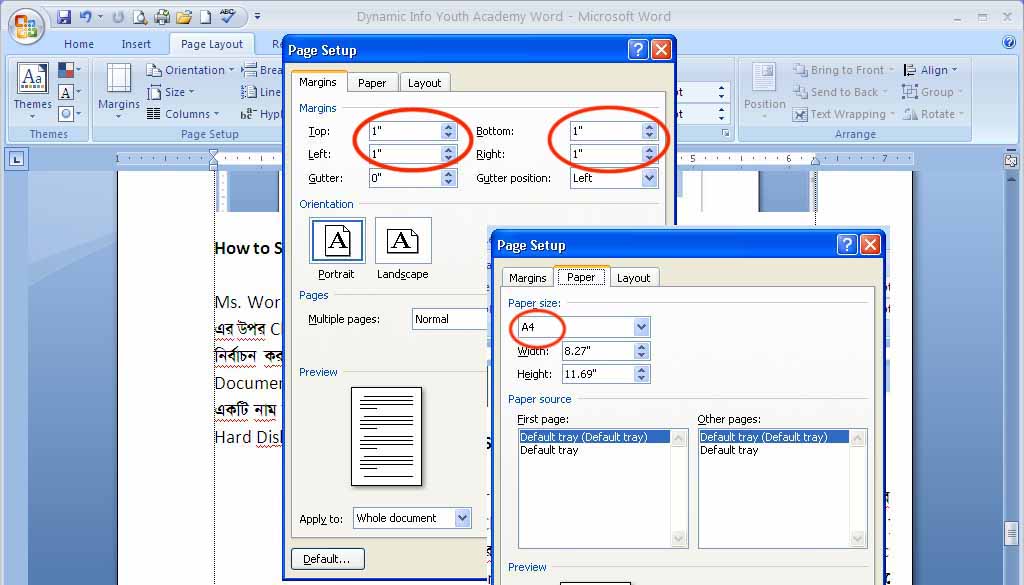
**How to Close Your Document?**

‰ZixK…Z A\_ev Edit Kiv †Kvb Document Close Ki‡Z PvB‡j Office Button G Click K‡i Close Close.pngGi Dci Click Ki‡j Document wU Close n‡e| Z‡e GLv‡b D‡j­L¨ †h Document wU Close Kivi c~‡e© Save Kiv bv \_vK‡j Computer wb‡RB GKwU Message w`‡e “Do you want to save.......” Yes, No, Cancel A\_©vr hw` Document wU Save Ki‡Z PvB‡j Yes, bv Ki‡Z PvB‡j No,Ges Command wU evwZj Ki‡Z PvB‡j Cancel Gi Dci Click Ki“b|



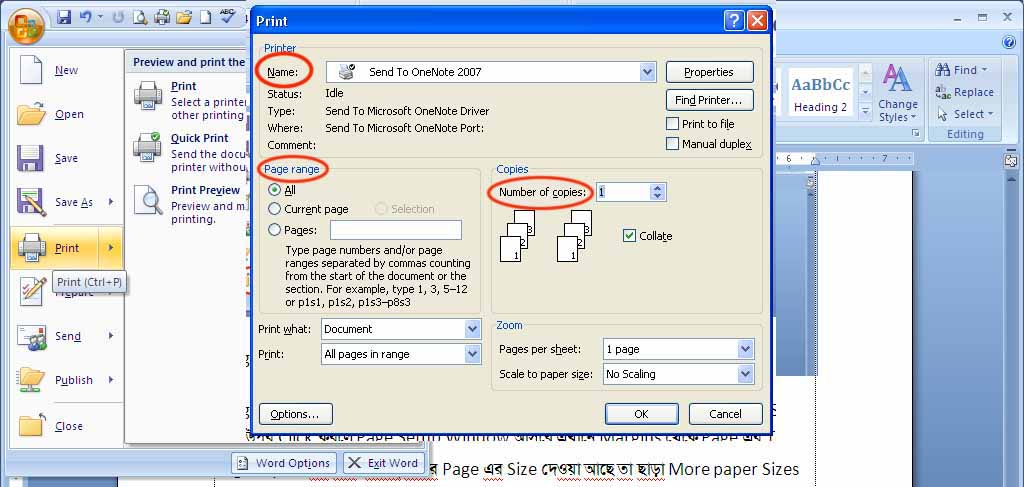
Page Setup

Page Layout Gi g‡a¨ wewfbœ cÖKvi Page Gi Size †`Iqv Av‡Q Zv Qvov More paper Sizes Gi Dci Click Ki‡j Page Setup Window Avm‡e GLv‡b Margins †\_‡K Page Gi Top, Bottom, Left, Right Gi Margin Kg-‡ewk K‡i †`Iqv hv‡e Ges Paper Tab G wM‡q Paper Size A4, Legal, Letter Size cÖ‡qvRb Abyhvqx cwieZ©b Kiv hv‡e|



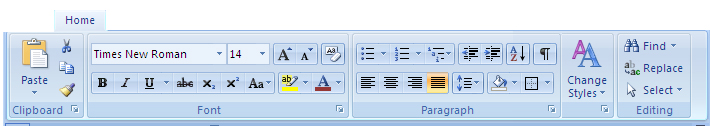
Print Print.png

‡Kvb Document Print Ki‡Z PvB‡j office Button G wM‡q Print Gi Dci Click Ki‡j Print window Avm‡e| GLv‡b Name: †\_‡K Printer Select K‡i w`‡Z n‡e| Range: †\_‡K All, Current Page A\_ev Pages Select Ki‡Z n‡e| GLv‡b All ej‡Z m¤úyb© Document Print Ki‡Z PvB‡j, Current Page ej‡Z †h Page Gi g‡a¨ Cursor i‡q‡Q ïaygvG H Page Print Ki‡Z Pvb Ges Pages ej‡Z Avcbvi Document †\_‡K wb`„ó K‡qKwU Page print Ki‡eb †hgb- 2, 5, 7-15 (A\_©vr 2bs 5bs I 7 †\_‡K 15 c„ôv ch©š—)| Number of Copies: Gi ¯’v‡b 1,2,3 A\_©vr Avcbvi Document wUi KZ Set jvM‡e Zv wbe©vPb K‡i Ok Click Ki“b |



-tMicrosoft Word Gi e¨eüZ wewfbœ Tools Gi e¨envit-

**Notes:** Editing and Formatting Gi Kv‡Ri Rb¨ †Kvb Tools e¨envi Ki‡Z PvB‡j Aek¨B Text/Object Select K‡i wb‡Z n‡e|



**Cut.pngCut (Move):** †Kvb Object/Text †K GK ¯’vb †\_‡K Ab¨ †Kvb ¯’v‡b wbevi Rb¨, Select Object 🡪 Cut 🡪 †hLv‡b wb‡q hvIqv n‡e †mLv‡b Cursor †i‡L Paste |

**Copy.pngCopy:** ‡Kvb Object GKvwaK evi PvB †m Rb¨ H Object †K Select Kivi ci 🡪 Copy, H Object †K †hLv‡b ivL‡Z PvB †mLv‡b Cursor †i‡L Paste |

**Paste.pngPaste (¯’vcb Kiv):** Cut Ges Copy Df‡qi ¶‡Î Paste e¨venvi Kiv nq|

Date: 04/15/2014

To

The Chairman

Health & Safety Department

81/D, DIT Road, West Mailbag,

Dhaka

Subject: Opening ……………………………………………………

Dear Sir,

With respect ……………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Therefore ………………………………………………………………………………………………...

………………………………………. listed below.

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| --- | --- | --- | --- | --- | --- |
| **Sl#** | **Name** | **Location** | **Description** | **Year** | |
| 1992 | 2014 |
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Your Truly

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nabil Rahman

26/2, Road # 2, Sector # 9

Zahirul Islam City

Aftabnagor, Dhaka-1219

|  |  |  |  |
| --- | --- | --- | --- |
| From:  Dr. Nabil Rahman  26/2, Road # 2, Sector # 9  Zahirul Islam City  Aftabnagor, Dhaka-1219 | To: The Chairman  Health & Safety Department  81/D, DIT Road, West Mailbag,  Dhaka |  |  |
| Stamp |
|  | |

In Conversation

With Dr Christine Coombe

Sunera Saba Khan

D

R Christine in Higher Education and English faculty of Dubai Men’s College, visited Dhaka in early December for a collaborative venture with Bangladesh English Language Teachers Association (BELTA). She led a team of facilitators from TESOL Arabia.

Together from time to time with like minded EL professionals and perspectives in the field. The more I travel and meet with other teachers around the world, the more I team how similar we all are. Having said that, one thing I can say which separates Bangladesh teachers.

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✂--------------------------------------------------------------

Shortcut Key

|  |  |  |  |
| --- | --- | --- | --- |
| Open | Ctrl+O | Select All | Ctrl+A |
| Save | Ctrl+S | Page Break | Ctrl+Enter |
| Close | Ctrl+W | Font Big | Ctrl+] |
| Print Preview | Ctrl+F2 | Font Small | Ctrl+[ |
| Print | Ctrl+P | Under Line | Ctrl+U |
| Undo | Ctrl+Z | Bold | Ctrl+B |
| Repeat | Ctrl+Y | Italic | Ctrl+I |
| Cut | Ctrl+X | Footnote | Ctrl+Alt+D |
| Copy | Ctrl+C | Subscript | Ctrl+(=) |
| Paste | Ctrl+V | Superscript | Ctrl+Shift (+) |
| Find | Ctrl+F | Maximize | Ctrl+F10 |
| Center | Ctrl+E | Change Case | Shift+F3 |
| Left Align | Ctrl+L | Single Line Space | Ctrl+1 |
| Right Align | Ctrl+R | Save As | F12 |
| Justify | Ctrl+J | Command ev` ‡`Iqv | Ctrl+Esc |
| Line Space | Ctrl+5 | Help | F1 |

**evsjv wjLvi cØwZt**

weRq evsjv Keyboard Layout Change Ki‡Z n‡j cª\_‡g Ctrl+Alt †P‡c a‡i 'B' Press Ki‡Z n‡e, Ges †hLv‡b [Times New Roman] wjLv Av‡Q †mLv‡b [Sutonn~MJ] (SutonnyMJ) Font Change Kivi ci J Type Ki‡j ÕKÕ A\_ev ÕLÕ Avm‡e| Keyboard Gi g‡a¨ †h A¶i ¸‡jv †bB †hgb- Av B C D E F G H J Ges ¶| GB A¶i ev eY© ¸‡jv wjL‡Z PvB‡j 'G' Press K‡i v w x y ~ „ ‡ ˆ I eY© Press Ki‡j wjLv n‡e| †hgb- Av= G + v, B= G +w| Ges ¶ A¶i wU wjL‡Z n‡j 'K' G 'l' (J+G+Shift N) evwK mKj A¶i (eY©) ¸‡jv Keyboard Gi g‡a¨ Av‡Q|

[we:`ª: cÖwZwU Button Gi g‡a¨ `yBwU A¶i \_v‡K Dc‡ii A¶iwU Shift †P‡c wjL‡Z nq, wb‡Pi A¶iwU wjL‡Z Shift Gi cª‡qvRb c‡o bv ]

hy³v¶i †hgb- Á, Ä, ô, ó , ¯^ , ¯¿, ¯’, ò, ”P, ”Q, ¾, j­, ±, þ, Ù, wjL‡Z n‡j `yBwU e‡Y©i gv‡S G Pvc‡Z n‡e | †hgb : R G T = Ä, l G Y = ò, m G \_ = ¯’

wKQy wKQy A¶i (eY©) wjL‡Z n‡j G Gi cÖ‡qvRb c‡i bv †hgb-ü`q GLv‡b ü GB A¶iwU wjL‡Z n‡j 'n' Ges '„' Pvc‡j ü wjLv ne , Î = Z Ges ª, µ = K Ges ª|

Microsoft Excel 2007

**What is Excel?**

Ans: Performs calculations analyze information manage list and visualize data in spreadsheets by using Microsoft office Excel.

**Microsoft Excel G mvavibZ wK ai‡bi KvR Kiv nq ?**

Ans : Ms Excel Gi gva¨‡g †h †Kvb ai‡bi Calculations, Data Analyze, Data List, ‰Zwi K‡i \_v‡K|

**Ms Excel wKfv‡e open K‡i?**

Ans : Go to Start 🡪Program🡪Microsoft Office 2007🡪Microsoft Office Excel 2007 (click)

**Microsoft Excel G wKfv‡e KvR K‡i ?**

Ans: Microsoft Excel Open Kivi ci Menu Bar I Tools †`Lvhvq G mKj Tools Ges Menu Bar Øviv Calculations, Data Analyze, Data List K‡i \_v‡K | ZvB Aek¨B Tools m¤ú‡K© fvj avibv wb‡Z n‡e | G †¶‡Î Ms Excel Gi Home, Insert Ges Page Layout, Formulas, Data, View *Menu Bar* Gi g‡a¨ wewfbœ ai‡bi Tools †`Iqv Av‡Q †m¸‡jv‡K g‡bivL‡Z n‡e †hgb:- **Office Button** [ *Save, Close, New, Open, Print*] **Home** [*Cut, Copy, Paste, Bold, Italic, Underline, Font Color, Fill Color, Border, Grow font, Superscript, Subscript, Find, Replace, Undo, Repeat, Merge & Center, Wrap Text, Middle Align, Increase Decimal, Percents, Coma, Insert Row, Delete Row*] **Insert** [ *Picture, Shapes, Chart, Header, Footer, Text Box, Word Art & Symbol*] **Page Layout** [*Margins, Orientation, Size, Print Area, Breaks*] **Formula** [*Sum, Maz, Min, Average, Count, Now, Product, if, Vlookup*] **Date** [*Sort, Filter, Subtotal*] **Review** [*Spelling, Comment*] **View** [ *Page Break Preview, Free panes*]

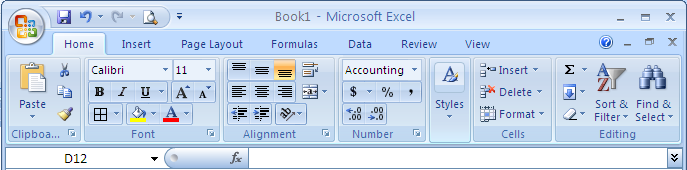
[we:`ª: Aek¨ Cell Point †hLv‡b \_vK‡e †mLvb †\_‡KB wjLv n‡e| Editing Ges Formatting Kv‡Ri Rb¨ Object I Cell †K Aek¨B Select K‡i wb‡Z n‡e|]

**Excel Sheet Gi g‡a¨ KZ¸‡jv Row, Column I Cell Av‡Q?**

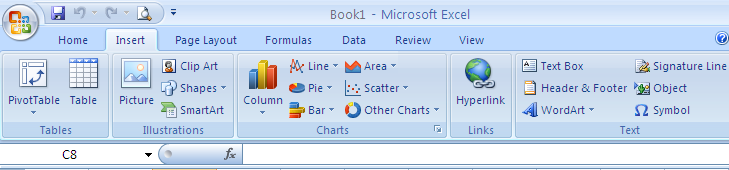
1048576 Row 16384 Column 17179869184 Cell Av‡Q|

Row Gi bvg wPý Kiv nq 1234…. Øviv Column Gi bvg wPwýZ Kiv nq ABC Øviv Ges Cell Gi bvg Row Ges Colum bv‡gi mgš^‡q †hgb A1 , B2 ,c3…. Gfv‡e|

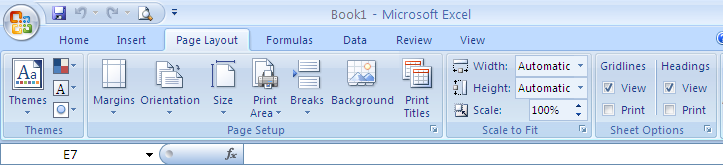
Microsoft Excel Gi g‡a¨ I word Gi gZ formatting I Edit Gi KvR Kiv nq| Zv Qvov Excel Gi Sheet Gi g‡a¨ List ˆZix Ges wewfbœ Sheet †hgb Salary sheet, Result Sheet, Overtime, Cost Estimate Sheet, Attendant Sheet, Invoice / Cash memo wewfbœ cÖKvi official form ˆZix Kiv QvovI wnmve wbKvm †hgb- †hvM Kiv, we‡hvM Kiv, ¸b-fvM, Mo, eo msL¨v, †QvU msL¨v, mZ¨ wg\_¨v, msL¨vi cv\_©K¨ Kiv hvq|



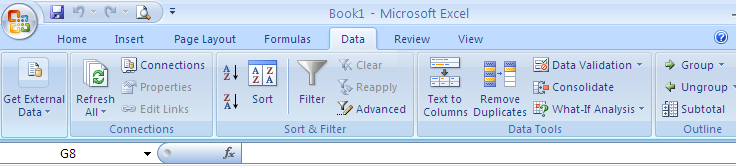
**Home** [Wrap Text, Merge & Center, Orientation Text, Increase Decimal, Percents, Coma, Insert Row/Column, Delete Row/Column, Auto Sum, Average, Max, Min, Sort]



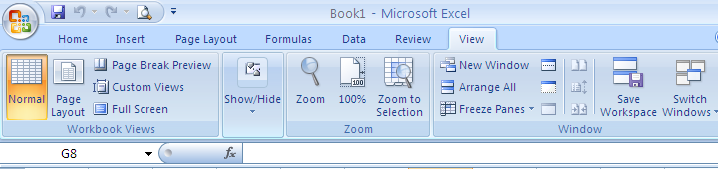
**Insert** [Pivot Table, Chart, ]



**Page Layout** [Print Area, Breaks]



**Data [**Filter, Subtotal]



**View** [Freeze Panes]

Wrap Text: GKwU Cells Gi g‡a¨ `yB/wZb jvB‡b †jLvi Rb¨, †hgb-

Merge & Center: `yB ev AwaK Cells Gi g‡a¨ wjLv Avb‡Z PvB‡j,-†hgb-

 Orientation Text: wjLv‡K Rotate K‡i wjLvi Rb¨, †hgb-

 Increase Decimal: bv¤^vi wjLvi `kwg‡Ki ci 00 e¨envi Kivi Rb¨ †hgb: 4578.00

 Percents:bv¤^vi wjLvi `kwg‡Ki ci % e¨envi Kivi Rb¨ †hgb: 45%

Coma: bv¤^vi wjLvi `kwg‡Ki ci , e¨envi Kivi Rb¨ †hgb: 15,450.00

Insert Row/Column: Row/Column Avb‡Z PvB‡j

Delete Row/Column: Row/Column †K Delete Ki‡Z PvB‡j

 Auto Sum: ‡hv‡Mi ‡¶‡Î; †hLv‡b †hvMdj n‡e †mB Cell Gi g‡a¨ Cell Point †i‡L cÖ\_g Cell †\_‡K †kl Cell ch©šÍ Range K‡i Enter Press Ki‡Z n‡e|

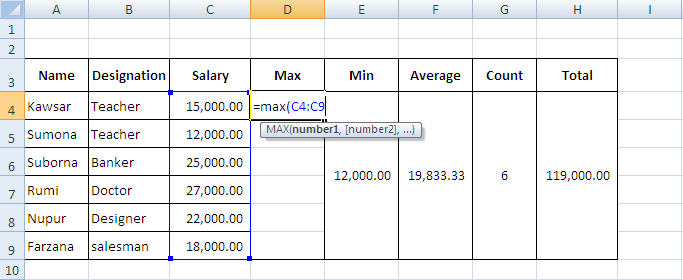
 Sort: Data Record †QvU †\_‡K eo, eo †\_‡K †QvU mvRv‡Z Sort e¨envi nq|

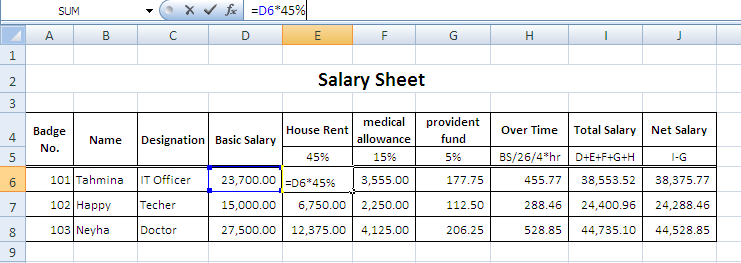
Pivot Table: Record Gi wb`„ó wKQy Field ‡K Avjv`v I GK‡Î K‡i †`Lvi Rb¨ Pivot Table e¨envi nq|

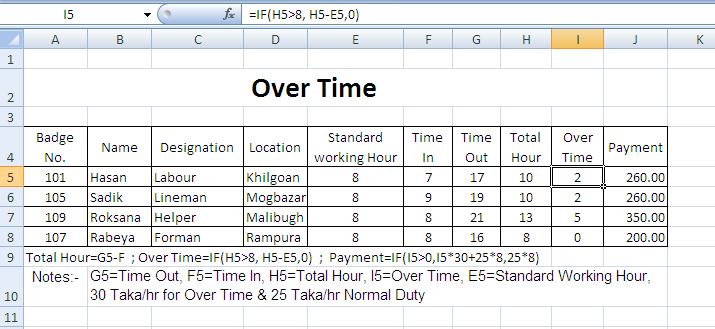
 Chart: †Kvb Data Record Gi cwimsLvb †`L‡Z PvB‡j Chart e¨envi nq|

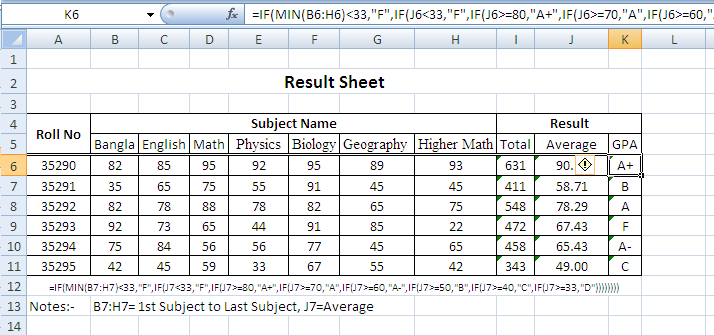
Print Area: ‡Kvb Page Gi wb`„ó †Kvb Ask‡K wcÖ›U Ki‡Z PvB‡j Print Area e¨envi nq|

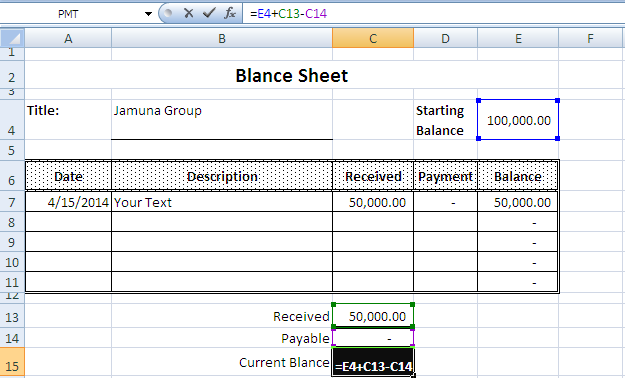
 Function: Function Gi wefbœ e¨envi wb‡P †`Lv‡bv nj





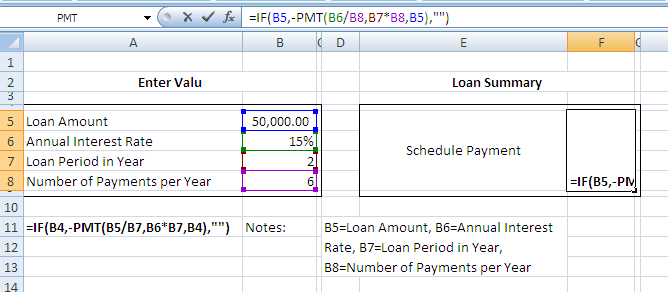


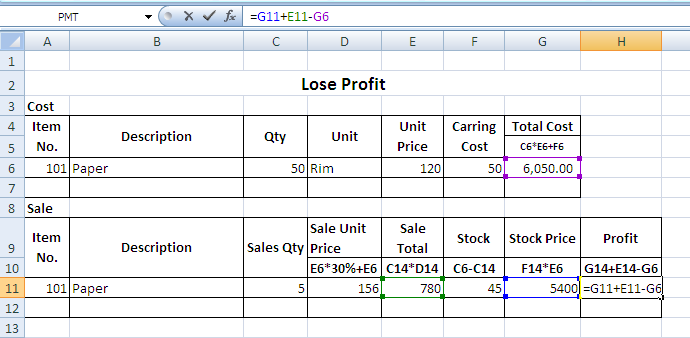




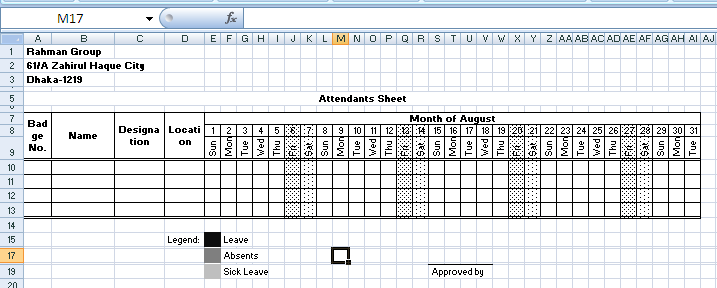
**Balance Sheet**

E4= Starting Balance, C13=Received, C14= (Payable) Payment Total





**Loss Profit**



**Attendance Sheet**

we: `ª: [evwK mKj Command ¸‡jv Class G Avjvc Av‡jvPbvi gva¨‡g †`Lv‡bv I wjwL‡q †`Iqv n‡e|]

Microsoft PowerPoint 2007

**What is Microsoft PowerPoint?**

Ans: Create and edit Presentations for slide shows, Meetings by using Microsoft Office PowerPoint

**Microsoft PowerPoint G mvavibZ wK ai‡bi KvR Kiv nq ?**

Ans : Ms PowerPoint Gi gva¨‡g **mvavibZ** †Kvb Awd‡mi Meetings Gi Agenda i Dci Presentations ‰Zwi K‡i \_v‡K|

**Ms** PowerPoint **wKfv‡e open K‡i?**

Ans : Go to Start 🡪Program🡪Microsoft Office 2007🡪Microsoft Office PowerPoint 2007 (click)

**Microsoft PowerPoint G wKfv‡e KvR K‡i ?**

Ans: Microsoft PowerPoint Open Kivi ci Menu Bar I Tools †`Lv hvq G mKj Tools Ges Menu Bar Øviv slide Gi gva¨‡g Presentation ˆZix K‡i \_v‡K | ZvB Aek¨B Tools m¤ú‡K© fvj avibv wb‡Z n‡e | G †¶‡Î Ms PowerPoint Gi Home, Insert, Animations Ges Slide Show *Menu Bar* Gi g‡a¨ wewfbœ ai‡bi Tools †`Iqv Av‡Q †m¸‡jv‡K g‡bivL‡Z n‡e †hgb:- **Office Button** [ *Save, Save As, Close, New, Open, Print*] **Home** [*Cut, Copy, Paste, New Slide, Duplicate Slide, Delete Slide, Bold, Italic, Underline, Font Color, Fill Color, Grow font, Text Shadow, Undo, Repeat, , Middle Align, Bullets, Numbering, Line Spacing, Shapes, Arrange* ] **Insert** [ *Picture, Shapes, Chart, Header & Footer, Text Box, Word Art & Symbol*] **Animations** [Transition Slide, Custom Animation] **Slide Show** [Set up Slide Show, From Beginning]

[we:`ª: PowerPoint G wjL‡Z PvB‡j Aek¨B *Text Box* Gi gva¨‡g wjL‡Z n‡e| *Text Box* Qvov wjLv hv‡e bv, GLv‡b K‡qKwU Command e¨wZZ mKj wKQy Ms Word Gi mv‡\_ wgj i‡q‡Q| myZivs Ms Word fvjfv‡e wkL‡Z n‡e| Editing Ges Formatting Kv‡Ri Rb¨ Object †K Aek¨B Select K‡i wb‡Z n‡e|]

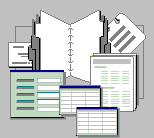
Microsoft PowerPoint Open Kivi ci Menu Bar ‡\_‡K Gi Dci Click Kivi ci 🡪 Select Blank Gi ci Text Box Gi gva¨‡g wjL‡Z n‡e|

 Transition Slide: G Command i gva¨‡g Slide †K cwie„wË (GK ¯’vb †\_‡K Ab¨ ¯’v‡b msµgb) Kivi Rb¨ e¨envi K‡i| GLv‡b wewfbœ Transition †`Iqv Av‡Q Zvi ‡h †Kvb GKwU‡K Select (Click) K‡i w`‡Z n‡e🡪 †hLv‡b wjLv Fast Av‡Q †mLvb †\_‡K Slow ev Medium K‡i w`‡Z n‡e, 🡪 On Mouse Click A\_ev Automatically After [ ✓] Click K‡i w`‡Z n‡e|

 Transition Slide Gi KvR †kl n‡j click on Custom Animation🡪 Add Effect ‡\_‡K Entrance🡪More Effect 🡪 ‡\_‡K †h †Kvb GKwU Effect Select K‡i OK 🡪 Gi ci Start: ‡\_‡K After Previous/With Previous, Proparti/Direction: ‡\_‡K From Bottom, Right, Left, Top Speed: ‡\_‡K Fast, Slow, Medium Select K‡i w`‡Z n‡e|

Set Up Show: Custom Animation Gi KvR †kl n‡j click on Set Up Show 🡪 Loop Continuously until ‘Esc’ Gi Dci [✓] Click K‡i w`‡Z n‡e| 🡪 Click on From Beginning Gi Dci Click Ki‡j Presentation wU cÖ`wk©Z n‡e|

Microsoft Access 2007



**What is Microsoft Access?**

Ans: Create Databases and programs to tracking and manage your information by using Microsoft office Access.

**Microsoft Access G mvavibZ wK ai‡bi KvR Kiv nq ?**

Ans : Ms Access Gi gva¨‡g mvavibZ Database (Data Entry) Programm ‰Zwi K‡i \_v‡K|

**Ms Access wKfv‡e open K‡i?**

Ans : Go to Start 🡪Program🡪Microsoft Office 2007 🡪Microsoft Office Access 2007 (click)

**Microsoft Access G wKfv‡e KvR K‡i ?**

Ans: Microsoft Access Ab¨vb¨ Application Gi gZ bq, MS Access GKUz wfbœ| MS Access Open Kivi ci Blank Database Gi Dci Click K‡i File Name (Ex. Student Database w`‡q) Type K‡i Create Gi Dci Click 🡪 Table Gi Dci Right Click🡪 Click Design View🡪 Type Table Name (Ex. Student Table w`‡q) 🡪 Click Ok

Gici Field Name Column Gi g‡a¨ Name, Father’s Name, Address, Date of Birth, Contact No, Monthly Income, Religion Picture/Photo wjL‡Z n‡e| 🡪 Data Type Column Gi g‡a¨ Text, Number Date/Time, OLE Object, Currency, Lookup Wizard Down drop Button Click w`‡Z n‡e|

Data i A‡bK aib Av‡Q †hgb- Text, Memo, Number Date/Time, OLE object, Currency, Lookup Wizard,

wb‡P GKwU Database Program ˆZixi †Uwej †`Lv‡bv n‡jv:

|  |  |  |
| --- | --- | --- |
| **Field Name** | **Data Type** | **Format/Field Size** |
| RegNo | Number | N/A |
| Name | Text | Field Size: 30 |
| FatherName | Text | Field Size: 30 |
| MotherName | Text | Field Size: 30 |
| Address | Text | Field Size: 50 |
| DateofBirth | Date/Time | Medium Date |
| ContactNo | Text | Field Size: 11 |
| Religion | Text (Lookup Wizard) | Field Size: 15 |
| Nationality | Text | Field Size: 15 |
| BloodGroup | Text (Lookup Wizard) | Field Size: 6 |
| AdmissiononCourse | Text (Lookup Wizard) | Field Size: 50 |
| AdmissionDate | Date/Time | Medium Date |
| AdmissionFee | Currency | Tk #,##0.00 |
| DurationofCourse | Text | Field Size: 15 |
| EducationalQualification | Text | Field Size: 20 |
| StartingDate | Date/Time | Medium Date |
| CompletionDate | Date/Time | Medium Date |
| Photo | OLE Object | N/A |

Table Gi KvR †kl n‡j †h Data Field BDwbK \_v‡K †mB Field Gi g‡a¨ Primary Key ewm‡q Click [X] 🡪 Save

❖ Data Field G hw` Name \_v‡K Zvn‡j Data Type n‡e Text [†h mKj Field Gi g‡a¨ Name, Address ev †Kvb ai‡bi mswgwkªZ †jLv †hgb- H4/15#2@1M?!ID143, 01716846489 †m †¶‡Î Text n‡e]

❖ Data Field G hw` ID, Roll No,( ïyay gvÎ Number eyRvq) \_v‡K Zvn‡j Data Type n‡e Number †hgb- 21445

❖ Data Field G hw` Date/Time \_v‡K Zvn‡j Data Type n‡e Date/Time †hgb- 09/01/2014

❖ Data Field G hw` Picture/Photo \_v‡K Zvn‡j Data Type n‡e OLE Object †hgb-

❖ Data Field G hw` Taka/Dollar \_v‡K Zvn‡j Data Type n‡e Currency †hgb- TK 45,520.00

❖ Data Field G hw` Religion \_v‡K Zvn‡j Data Type n‡e Lookup Wizard †hgb- Islam; Hindu;

**Lookup wizard Kivi wbqg:** Data Type ‡\_‡K Lookup Wizard Click Kivi ci • I will type in the Values that I want 🡪Next 🡪 Col1 Gi N‡i Data wj‡L 🡪Next 🡪 Filesh

**Primary Key Kx Ges wK KvR K‡i ?**

Ans: Primary Key Kx ej‡Z Define Key eySvq| Data Record Gi g‡a¨ †h Data Field BDwbK \_v‡K †mB Field Gi g‡a¨ Primary Key emv‡Z nq, KviY GKvB Record cyb Entry n‡j Kw¤úDUvi Duplicate Record ‡`Lv‡e|

(we:`ª: *Table ‡Zix Kivi ci Data Field Gi g‡a¨ Data input K‡i ‡`L‡Z n‡e for Data type Test Validation. GLv‡b Picture input Kivi cª‡qvRb †bB KviY Picture GLv‡b †`Lv hvq bv*|)

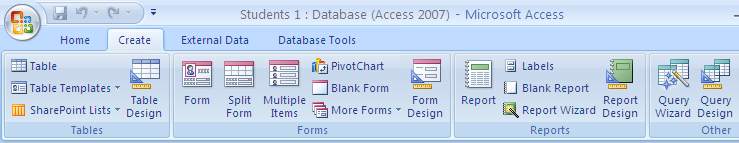


Table Gi KvR †kl n‡j Create Gi Dci Click K‡i 🡪 Click Query Wizard🡪 Simple Query Wizard🡪 Ok🡪Click On >> 🡪Next🡪Next🡪Next🡪 Query Gi bvg w`‡q Click On **Finish**

Query Gi KvR †kl n‡j More Form Gi Dci Click K‡i 🡪Form Wizard🡪 Click On >> 🡪 Next🡪 Columnar🡪 Next🡪 Flow🡪 Next🡪 Form Gi bvg w`‡q Click On **Finish**

dig ˆZix i c‡i Data inputKi‡Z nq| GLv‡b Picture †`Lv hv‡e| **Picture inputKivi wbqg:** Right Click On Picture Field🡪 insert Object 🡪 Create from File 🡪 Click Brows 🡪 Select Picture/Photo ( †hLv‡b d‡Uv ivLv Av‡Q †mLv‡b wM‡q d‡Uv wm‡jKU Ki‡Z n‡e|) 🡪 Ok 🡪Enter GLv‡b g‡bivL‡Z n‡e JPEG File Format Picture Input Ki‡j Picture †`Lv hv‡e bv, GLv‡b BMP File Format Gi Picture n‡Z n‡e|**** **JPEG File Formate BMP File Format Kivi wbqg:** Right Click on JPEG File Format Pic 🡪 Open With Paint 🡪 File Menu 🡪 Save As 🡪 Type File Name (†h bv‡g Save Ki‡Z PvB) 🡪 Save as type 🡪 Select [24-bit Bitmap] 🡪 Save

Form Gi KvR †kl n‡j Report Wizard Gi Dci Click 🡪 Click On >> 🡪 Next🡪 Next🡪 Columnar/Tabular🡪 Next🡪 Next 🡪Next 🡪 Report Gi bvg w`‡q Click On **Finish**

[we:`ª: dig Form I wi‡cvU Report ˆZixi ci hw` Picture m¤c~Y© †`Lv bv hvq Zv n‡j Right Click on Form 🡪 Design View 🡪 Select Picture Field 🡪Right Click on Picture Field 🡪 Properties 🡪 Click on All 🡪 Size Mode 🡪  Stretch 🡪 Click [X] Close 🡪 Save]