

1. Send the given letter to different branch and their address.

Date: Chaitra 29, 2078

To

[Branch Name]

[Branch Address]

We have decided to increase interest of saving account at all of our branches, new interest rate will be 8.5%. It will be implemented by the 1st of Baishakh, 2079. We think our customers will be happy by the decision.

Admin

Ram

Make People Rich Bank
Head Office, Kathmandu

Recipients:

Patan branch, Pokhara branch, Biratnagar branch, Jhapa branch, Butwal branch.

2. Perform the following operation with given data in excel:

S.N	Name of subject	Full Mark	Pass Marks	Obtain Mark
1.	English	80	40	60
2.	Nepali	100	35	78
3.	Math	100	35	89
Total:				
Percentage:				
Grading number:				
Result:				
Letter Grade:				

Grading Number will be given as followings:

4.0 For those, who have made 90 and above percentage.

3.6 For those who have made more than 60 and less than 90 of percentage.

2.8 For those who have made percentage between 35 and 60.

2 For those who have made percentage less than 35

Letter Grade: if grading number is equals to 4 Letter Grade will be "A", if grading number is equals to 3.6 Grade is "B", if grading number is 2.8 letter grading will be "C" otherwise "D".

3. Create a Database with specified field name DeptId, DeptName, DeptFunction, Number of staff. Perform the following operation.

- Use primary key of DeptID field.
- Fill at least three record.
- Create a query to arrange your data in proper order to DeptName

4. Prepare a Presentation with three slide about Public Service Commission.

- First slide having title and second should be title and content.
- Use animation to only second slide.

5. Create a webpage having heading "Neuro Hospital" and have different bed option which you can choose.

Bed Option: ☒ Normal ☐ Single bed ☐ Double bed ☐ Luxurious bed