Mechi Multiple Campus

(Tribhuvan University)
Bhadrapur, Jhapa

Lab Report of Computer Fundamentals & Applications (CACS-101)

Faculty of Humanities and Social Sciences
Tribhuvan University
Kirtipur Nepal

Submitted By

Name *Girija Prasad Bhattarai*

Roll No *15 (Fifteen)*

Submitted to

Mechi Multiple Campus
Department of Bachelor in Computer
Bhadrapur, Jhapa , Nepal

10 June , 2018

CERTIFICATE FROM THE SUPERVISOR

This is to certify that the Lab Report entitled "Computer Fundamentals and Applications" is an academic work done by "Girija Prasad Bhattarai" submitted in the partial fulfillment of the requirements for the degree of Bachelor of Computer Application at Faculty of Humanities and Social Science, Tribhuvan University under my guidance and supervision. To the best of my knowledge, the worked performed by him/her in the Lab report is his/her own creation.

Signature of the Supervisor :-

Name :-

Designation :-

Date :-

<u>Acknowledgement</u>

First of all I would like to express my thankfulness to **Krishna Prasad Acharya** sir, and whole faculty of humanities and social science who has provided me this opportunity. I am really grateful to sir **Krishna Pd. Acharya** for this kind of support in my project.

We are making these report as it is compulsory required by Mechi Multiple Campus. It is compulsory report that should be submitted to the college in order to get practical marks. For this report our Computer fundamental and application's teacher has motivated us. We are also guided by him to score good marks in practical. He has suggested how to make the report. He was the main source for us to make the report ready for MMC. In these report, we the student of BCA were engaged and I would like to express my deep thankful particularly to all of them. We are doing this report to be very helpful for coming days.

Thank You

Table of Contents

A. Word processing software

1. Write an application to apply the post of Java programmer with your bio-data.

<div align="right">

Bhadrapur -6, Jhapa
Province No. : 1
-2075/02/27

</div>

Mr, Jack Mullin
Oracle Corporation
Oracle Parkway
Redwood Shores, CA 94065

       Sub: Application for post of java programmer

Dear sir,

I wish to apply for the post of Programmer, which was advertised in New York Times.

I believe that I can give my best for your company. I am a BCA graduate with 3.90 GPA. I have also participated in numbers of Programming in the internship at Google. I am familiar with UNIX Windows Linux and MAC.

I have also attached a copy of my CV with this application.

If you feel that you are familiar with my education ans skills, you can contact me at **girijaprasadbhattarai322@gmail.com.**

Please let me know if there is any further information you require.

I look forward to hearing from you.

Yours sincerely,

Girija Pd, Bhattarai

PERSONAL DETAILS

Girija pd. Bhattarai

Nationality   : Nepali
Date of Birth   : 2000/July/19
Father's Name   : Puspa pd. Bhattarai
Mother's Name   : Kopila Bhattarai
Contact No   : +9779814976162
Marital Status   : Unmarried
Gender   : Male
Blood Group   : ***
Language Proficiency : Nepali, Hindi & English
Current Address   : Bhadrapur- 6 Jhapa, Nepal

OBJECTIVE
To hold a responsible position in a reputed organization that provide challenging & rewarding career with ample growth opportunities that will further enhance a sense of strategic thinking and an ability to work with independent insight.

EDUCATIONAL QUALIFICATION
 ➢ S.L.C. From Nepal Board. From Moti Secondary School.
 ➢ +2 from NEB board from Devi Higher Secondary School.
 ➢ Bachelor from T.U board from Mechi Multiple Campus.

COMPUTER KNOWLEDGE
 ➢ Knowledge in Computer Applications & Internet Securing
 ➢ Computer Database
 ➢ MS Office Package
 ➢ Proficient in Tally (all versions).
 ➢ Java Programming.
 ➢ C programming.
 ➢ Python Programming
 ➢ Graphic Designing
 ➢ Document scanning and printing.
 ➢ English typing

KEY STRENGTHS

Time Utilization	Effective Utilization of value of time
Good relation among the workers	Well-disciplined and sincere person
Honest & hardworking	Co-operative and friendly

DECLARATION

I hereby declare that the information given above is true to the best of knowledge and belief. If I get any opportunity in your organization I will assure you that I work sincerely to achieve your expectation.

Girija pd. Bhattarai
(**Applicant**)

2. Prepared the following form in any word processing software.

Please type your answer . Use additional of paper if necessary .	

1	*Last Name:*	First Name, Middle Initial:
2	Mailing address: Street: City: State: Zip:	
3	Daytime Telephone Number: ( ) Email Address:	
4	Date of Birth: Month: Day: Year:	
5	Cumulative Grade Point Average(GPA) _____ (On a 4.0 Scale)	
6	Name and location of high school:	
7	A. List any academic honors, awards and membership activities while in high school . B. List your hobbies, outside interest, extracurricular activities and school related volunteer activities: C. List your non-school sponsored volunteer activities in the community:	
8	A. If you have decided to the college you will attend ,please list the school name: **B.** If not, list your top three(3) college choices:	

3. Prepared a 2-months calendar-using table

बैसाख Apr/May

Sunday आईतबार	Monday सोमबार	Tuesday मंगलबार	Wednesday बुधबार	Thursday बिहिबार	Fryday शुक्रबार	Saturday शनिबार
		१ 18	२ 19	३ 20	४ 21	५ 22
६ 23	७ 24	८ 25	९ 26	१० 27	११ 28	१२ 29
१३ 30	१४ 31	१५ 01	१६ 02	१७ 03	१८ 04	१९ 05
२० 06	२१ 07	२२ 08	२३ 09	२४ 10	२५ 11	२६ 12
२७ 13	२८ 14	२९ 15	३० 16	३१ 17		

जेष्ठ May/Jun

Sunday आईतबार	Monday सोमबार	Tuesday मंगलबार	Wednesday बुधबार	Thursday बिहिबार	Fryday शुक्रबार	Saturday शनिबार
					१ 18	२ 19
३ 20	४ 21	५ 22	६ 23	७ 24	८ 25	९ 26
१० 27	११ 28	१२ 29	१३ 30	१४ 31	१५ 01	१६ 02
१७ 03	१८ 04	१९ 05	२० 06	२१ 07	२२ 08	२३ 09
२४ 10	२५ 11	२६ 12	२७ 13	२८ 14	२९ 15	३० 16

4. Design a well-formatted Newspaper page containing text, pictures, drop cap, chart etc.

kathmandupost

Sociology is the youngest of the social science. The word sociology is derived from the Latin word 'Societus meaning 'society' and the Greek word 'logos' meaning 'study' or science. The etymological meaning of sociology is thus the science of society. Prof. Ginsberg defined it 'as the study of society that is of the wed or tissue of human interaction and interrelations. In other word sociology the study of man's behavior in group or the

human life. Sociology studies other sciences too because they are related to human life it does not study physical things except social activity. 3 psychology etc. but these science concentrates upon particular phased of human conduct specialize in studying it. History records major event of human life and event. Economics deals with matter of production, distribution, exchange and income or wealth. Anthropology studies about the past culture of man. Same ways psychology studies about the impulse and motive

Population of mechi Zone

. Before sociology, the society were studied other different social sciences like history, economics, political science, anthropology, Sociology is the science of society. It has own subject matter like human groups, social behavior, social activity or any thing that related to

at sustain mental and bodily activity. All these social sciences are interrelated and interdependent with social phenomenal. These may give a snapshot view of its comprehensive totality and picture of society. They may give a snapshot view of its comprehensive totality and utility. Sociology studies all social problem or social issues without bias or prejudice. It uses its own method like observation, interview, schedule, survey whereby it makes conclusion.

Reporter: Girija vaiii .

Published: 20-07-2018 16:34

5. Design an attractive advertisements using Photoshop.

6. Design an ID cards for your college using Photoshop.

7. Design password sized photo in pc sized with use of Photoshop
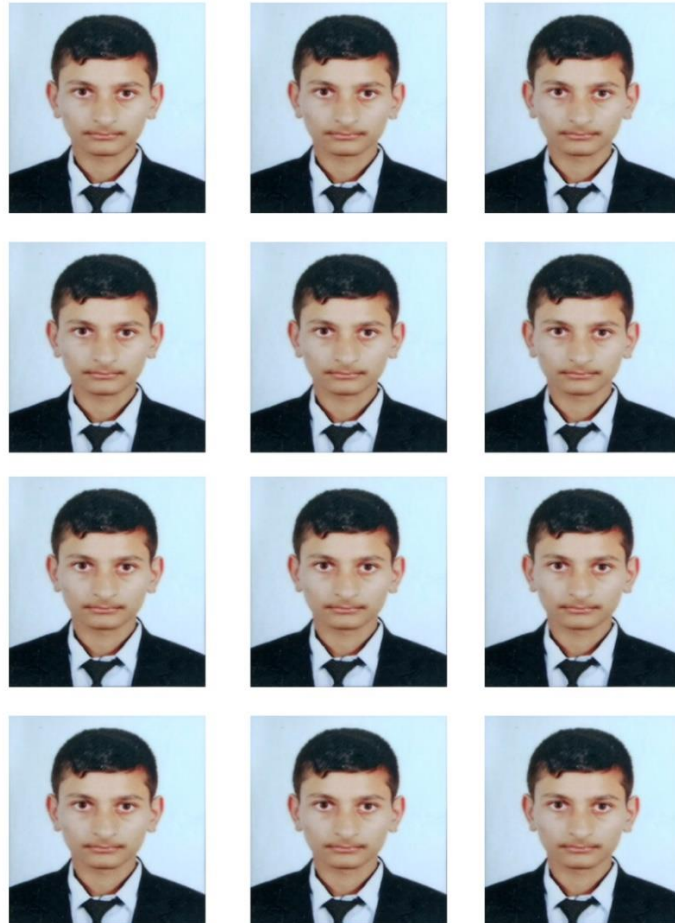
8. Prepare a birthday card for sending for your many friends from creating list of at least of 5 friends. And print individual one (use mail merge).

Steps :

- Select the **Mailings** on the Ribbon.
- Select the **Start Mail Merge** command..
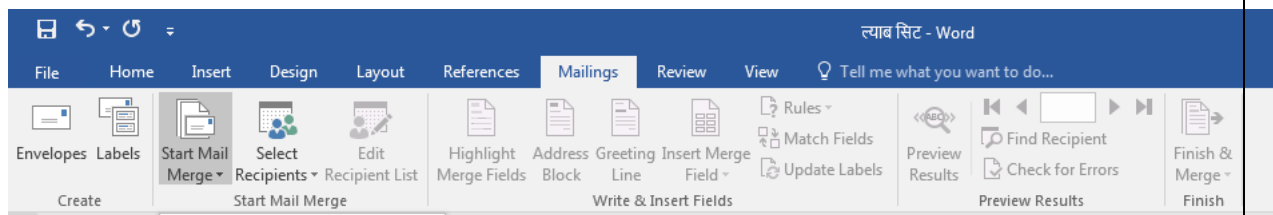
- Select **Step by Step Mail Merge Wizard**
- Choose **Letters** in the type of document.
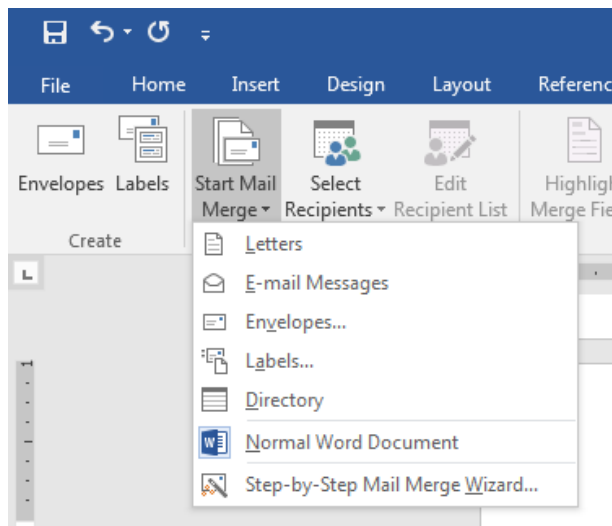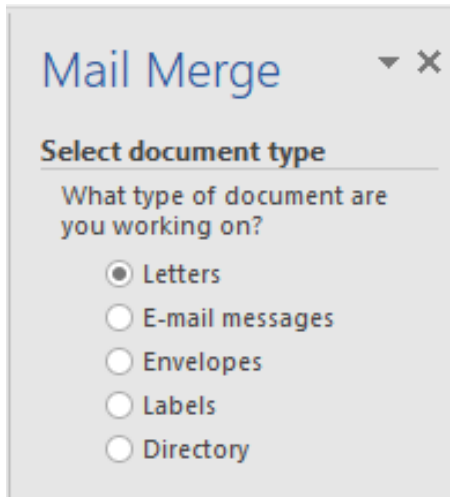
- Click **Next:Starting document**.
- Select **Use the current document**.
- Click **Next:Select recipients**.
- Select the **Type a new list** button.
- Click **Create** to create a data source. The **New Address List** dialog box appears.
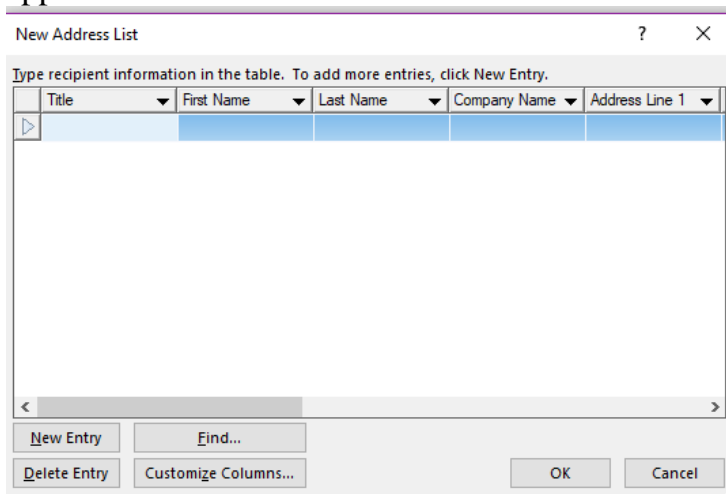
- Click **Customize** in the dialog box. The Customize Address List dialog box appears.
- Select any field you do not need, and click **Delete**.
- Click **Yes** to confirm that you want to delete the field.
- Continue to delete any unnecessary fields.
- Click **Add**. The Add Field dialog box appears.
- Enter the new field name.
- Click OK.
- Continue to add any fields necessary.

- Click **OK** to close the Customize Address List dialog box.
- Enter the necessary data in the New Address List dialog box.
  - Click **New Entry** to enter another record.
  - Click **Close** when you have entered all of your data records.
  - Enter the file name you want to save the data list as.
  - Choose the location where you want to save the file.
  - Click **Save**. The Mail Merge Recipients dialog box appears and displays all of the data records in the list.
  - Confirm that the data list is correct, and click **OK**.
  - Click **Next:Write your letter**.

  - Design the birthday card in the current Word document, or use an open existing document.

B. Spreadsheet software.

1. Create marks ledger of 5 student as per following condition.

	A	B	C	D	E	F	G	H	I	J
1	Roll.No	Namr of student	Maths	English	Computer	Nepali	Science	Total Marks	Percentage	Result
2	1	Sagar Kandel	89	85	95	95	87	=SUM(C2:G2)	=IF(J2="Fail","***",H2/500*100)	=IF(AND(C2>=20,D2>=20,E2>=20,F2>=20,G2>=20),"Pass","Fail")
3	2	Ranju Sapkota	85	61	90	55	95	=SUM(C3:G3)	=IF(J3="Fail","***",H3/500*100)	=IF(AND(C3>=20,D3>=20,E3>=20,F3>=20,G3>=20),"Pass","Fail")
4	3	Manju Adhikari	34	34	65	78	23	=SUM(C4:G4)	=IF(J4="Fail","***",H4/500*100)	=IF(AND(C4>=20,D4>=20,E4>=20,F4>=20,G4>=20),"Pass","Fail")
5	4	Milan Shrestha	23	32	24	22	20	=SUM(C5:G5)	=IF(J5="Fail","***",H5/500*100)	=IF(AND(C5>=20,D5>=20,E5>=20,F5>=20,G5>=20),"Pass","Fail")
6	5	Rama B.K	18	85	97	85	90	=SUM(C6:G6)	=IF(J6="Fail","***",H6/500*100)	=IF(AND(C6>=20,D6>=20,E6>=20,F6>=20,G6>=20),"Pass","Fail")
7										
8										

	K
1	Grade
2	=IF(J2="Fail","E",IF(I2>=91,"A+",IF(I2>=81,"A",IF(I2>=71,"B+",IF(I2>=61,"B",IF(I2>=51,"C+",IF(I2>=41,"C",IF(I2>=31,"D+",IF(I2>=21,"D",IF(I2>=0,"E")))))))))))
3	=IF(J3="Fail","E",IF(I3>=91,"A+",IF(I3>=81,"A",IF(I3>=71,"B+",IF(I3>=61,"B",IF(I3>=51,"C+",IF(I3>=41,"C",IF(I3>=31,"D+",IF(I3>=21,"D",IF(I3>=0,"E")))))))))))
4	=IF(J4="Fail","E",IF(I4>=91,"A+",IF(I4>=81,"A",IF(I4>=71,"B+",IF(I4>=61,"B",IF(I4>=51,"C+",IF(I4>=41,"C",IF(I4>=31,"D+",IF(I4>=21,"D",IF(I4>=0,"E")))))))))))
5	=IF(J5="Fail","E",IF(I5>=91,"A+",IF(I5>=81,"A",IF(I5>=71,"B+",IF(I5>=61,"B",IF(I5>=51,"C+",IF(I5>=41,"C",IF(I5>=31,"D+",IF(I5>=21,"D",IF(I5>=0,"E")))))))))))
6	=IF(J6="Fail","E",IF(I6>=91,"A+",IF(I6>=81,"A",IF(I6>=71,"B+",IF(I6>=61,"B",IF(I6>=51,"C+",IF(I6>=41,"C",IF(I6>=31,"D+",IF(I6>=21,"D",IF(I6>=0,"E")))))))))))
7	
8	

	A	B	C	D	E	F	G	H	I	J	K	L
1	Roll.No	Namr of student	Maths	English	Computer	Nepali	Science	Total Marks	Percentage	Result	Grade	
2	1	Sagar Kandel	89	85	95	95	87	451	90.2	Pass	A	
3	2	Ranju Sapkota	85	61	90	55	95	386	77.2	Pass	B+	
4	3	Manju Adhikari	34	34	65	78	23	234	46.8	Pass	C	
5	4	Milan Shrestha	23	32	24	22	20	121	24.2	Pass	D	
6	5	Rama B.K	18	85	97	85	90	375	***	Fail	E	
7												

Total mark = SUM(C2:G2)

Percentage = IF(J2="Fail","***",H2/500*100)

Result = IF(AND(C2>=20,D2>=20,E2>=20,F2>=20,G2>=20),"Pass","Fail")

Grade = IF(J2="Fail","E",IF(I2>=91,"A+",IF(I2>=81,"A",IF(I2>=71,"B+",IF(I2>=61,"B",IF(I2>=51,

"C+",IF(I2>=41, "C",IF(I2>=31,"D+",IF(I2>=21,"D",IF(I2>=0,"E"))))))))))

2. Prepare the following bill according to given conditions .

	A	B	C	D	E
1			**ABC Computer Traders**		
2			Lions Chowk Narayanghat		
3			Salse-Bill		
4			**Name:..**		
5					
6	**S.N**	**Particular**	**Quantity**	**Rate**	**Total**
7	1	Mouse	100	225	=C7*D7
8	2	Keyboard	100	250	=C8*D8
9	3	DVD	500	15	=C9*D9
10	4	DVD Drive	10	2500	=C10*D10
11	5	RAM	15	12	=C11*D11
12				Net Total	=SUM(E7:E11)
13				Discount:	=IF(E12>=2000,10%*E12,7%*E12)
14				Tax:	=13%*E12-E13
15				Grand Total:	=E12-E13+E14
16					

	A	B	C	D	E	F
1			**ABC Computer Traders**			
2			Lions Chowk Narayanghat			
3			Salse-Bill			
4			**Name:..**			
5						
6	**S.N**	**Particular**	**Quantity**	**Rate**	**Total**	
7		1 Mouse	100	225	22500	
8		2 Keyboard	100	250	25000	
9		3 DVD	500	15	7500	
10		4 DVD Drive	10	2500	25000	
11		5 RAM	15	12	180	
12				Net Total	80180	
13				Discount:	8018	
14				Tax:	2405.4	
15				Grand Total:	74567.4	
16						

Total	=c7*d7
Net Total	=SUM(E7:E11)
Discount	=IF(E12>=2000,10%*E12,7%*E12)
Tax	=13%*E12-E13
Grand total	=E12-E13+E14

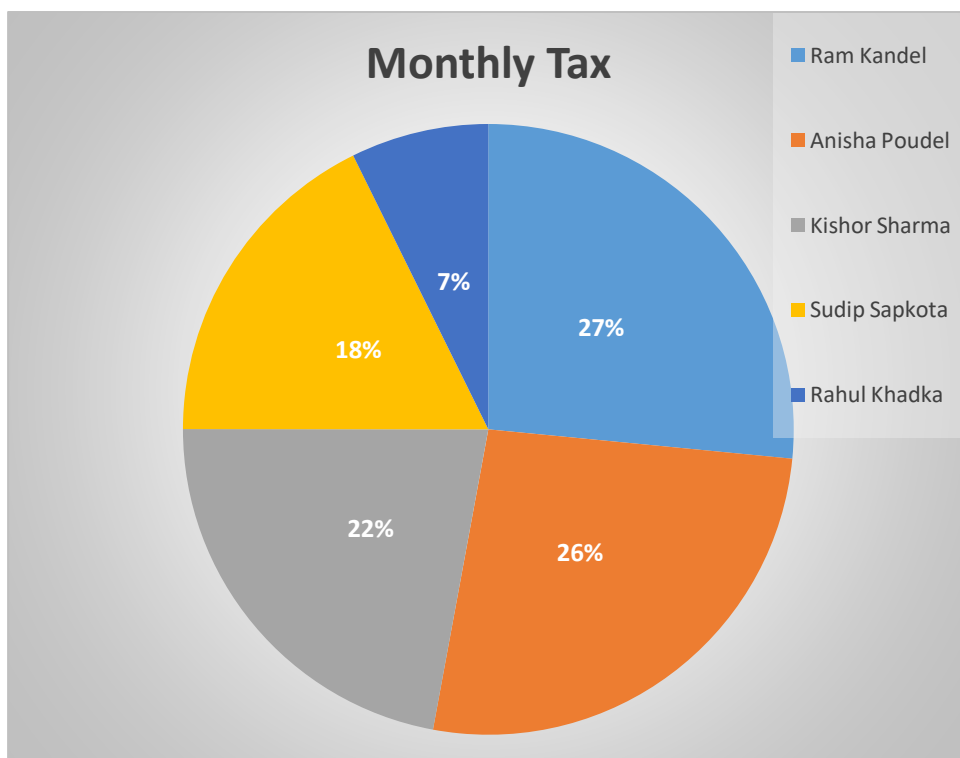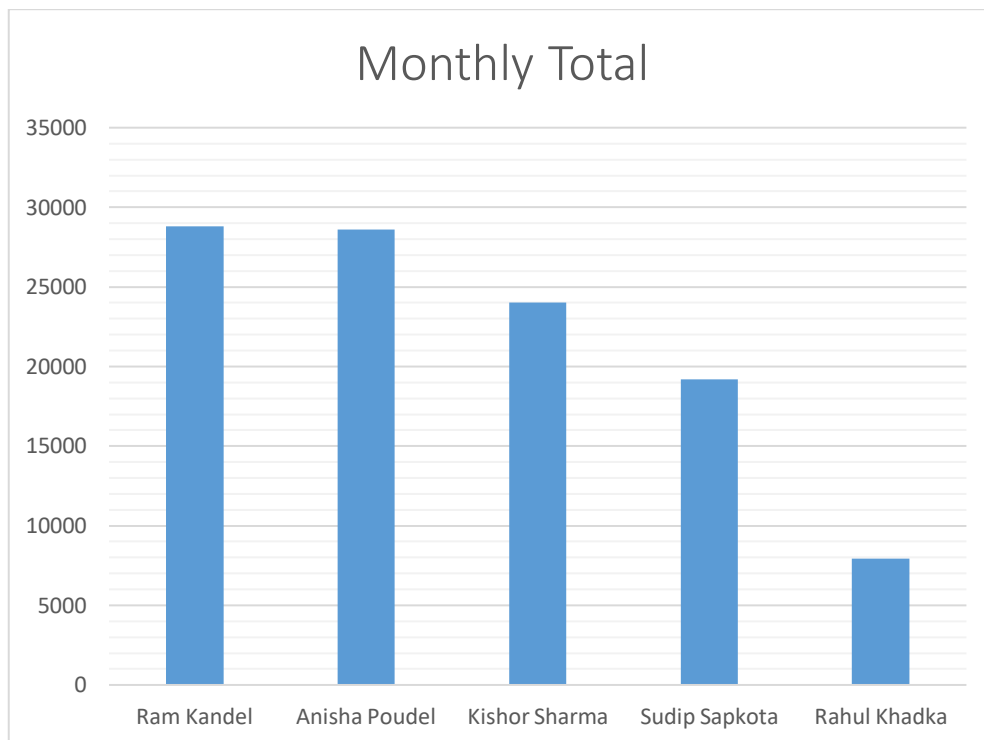3. Calculate the salary sheet as the condition given below.

Dream Tech Nepal
Bharatpur 10 Chitwan
Salary Sheet for the Month of Kartik

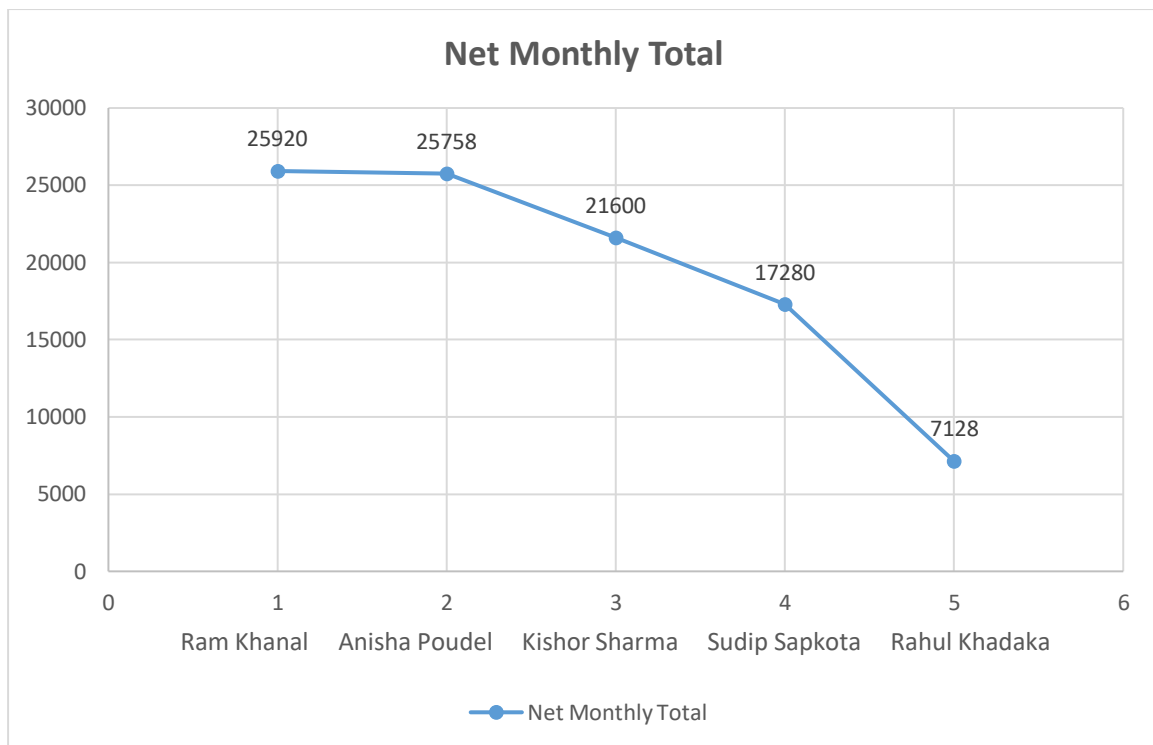| S.N	Name	Position	Basic Salary	Service Year	M.A	D.A	P.F	Monthly Total	Yearly Total	Yearly Tax
1	Ram Kandel	Manager	30000	7	=IF(D7>=20000,5%*D7,7%*D7)	=IF(D7>=10000,1%*D7,2%*D7)	=IF(E7>1,10%*D7,0)	=(D7+F7+G7-H7)	=I7*12	=10%*J7
2	Anisha Poudel	Programmer	27000	1	=IF(D8>=20000,5%*D8,7%*D8)	=IF(D8>=10000,1%*D8,2%*D8)	=IF(E8>1,10%*D8,0)	=(D8+F8+G8-H8)	=I8*12	=10%*J8
3	Kishor Sharma	Programmer	25000	3	=IF(D9>=20000,5%*D9,7%*D9)	=IF(D9>=10000,1%*D9,2%*D9)	=IF(E9>1,10%*D9,0)	=(D9+F9+G9-H9)	=I9*12	=10%*J9
4	Sudip Sapkota	Accountant	20000	6	=IF(D10>=20000,5%*D10,7%*D10)	=IF(D10>=10000,1%*D10,2%*D10)	=IF(E10>1,10%*D10,0)	=(D10+F10+G10-H10)	=I10*12	=10%*J10
5	Rahul Khadka	Support Staff	8000	2	=IF(D11>=20000,5%*D11,7%*D11)	=IF(D11>=10000,1%*D11,2%*D11)	=IF(E11>1,10%*D11,0)	=(D11+F11+G11-H11)	=I11*12	=10%*J11

Monthly Tax	Net Monthly Total
=K7/12	=I7-L7
=K8/12	=I8-L8
=K9/12	=I9-L9
=K10/12	=I10-L10
=K11/12	=I11-L11

Dream Tech Nepal
Bharatpur 10 Chitwan
Salary Sheet for the Month of Kartik

S.N	Name	Position	Basic Salary	Servic	M.A	D.A	P.F	Monthly Total	Yearly Total	Yearly Tax	Monthly Tax	Net Monthly Total
1	Ram Kandel	Manager	30000	7	1500	300	3000	28800	345600	34560	2880	25920
2	Anisha Poudel	Programmer	27000	1	1350	270	0	28620	343440	34344	2862	25758
3	Kishor Sharma	Programmer	25000	3	1250	250	2500	24000	288000	28800	2400	21600
4	Sudip Sapkota	Accountant	20000	6	1000	200	2000	19200	230400	23040	1920	17280
5	Rahul Khadka	Support Staff	8000	2	560	160	800	7920	95040	9504	792	7128

M.A (medical Allowance) =IF(D7>=20000,5%*D7,7%*D7)
D.A (Daily Allowance) =IF(D7>=10000,1%*D7,2%*D7)
P.F (Provident Fund) =IF(E7>1,10%*D7,0)
Monthly Total =(D7+F7+G7-H7)
Yearly Total =I7*12
Yearly tax =10%*J7
Monthly Tax =K7/12
Net Monthly salary =I7-L7

Charts.

Monthly Total

Name	Value
Ram Kandel	~29000
Anisha Poudel	~28500
Kishor Sharma	~24000
Sudip Sapkota	~19000
Rahul Khadka	~8000

Monthly Tax

Name	Percentage
Ram Kandel	27%
Anisha Poudel	26%
Kishor Sharma	22%
Sudip Sapkota	18%
Rahul Khadka	7%

Net Monthly Total

Name	Net Monthly Total
Ram Khanal	25920
Anisha Poudel	25758
Kishor Sharma	21600
Sudip Sapkota	17280
Rahul Khadaka	7128

Net Monthly Total

4. Calculate the following Tele-Communication sheet

Tele-Communication Sheet

Name	Total Calls	Rental Charge	Extra Charge	Total Charge	Vat 13%	Govt. Tax 10%	Net Charge
Binay	65	150	=IF(B4<=100,0,(B4-100)*2)	=C4+D4	=13%*E4	=10%*E4	=E4+F4+G4
Arun	300	150	=IF(B5<=100,0,(B5-100)*2)	=C5+D5	=13%*E5	=10%*E5	=E5+F5+G5
Anil	90	150	=IF(B6<=100,0,(B6-100)*2)	=C6+D6	=13%*E6	=10%*E6	=E6+F6+G6
Tarun	65	150	=IF(B7<=100,0,(B7-100)*2)	=C7+D7	=13%*E7	=10%*E7	=E7+F7+G7
Ravi	100	150	=IF(B8<=100,0,(B8-100)*2)	=C8+D8	=13%*E8	=10%*E8	=E8+F8+G8
Rita	250	150	=IF(B9<=100,0,(B9-100)*2)	=C9+D9	=13%*E9	=10%*E9	=E9+F9+G9

Tele-Communication Sheet

Name	Total Calls	Rental Charge	Extra Charge	Total C	Vat 13%	Govt. Tax 10%	Net Charge
Binay	65	150	0	150	19.5	15	184.5
Arun	300	150	400	550	71.5	55	676.5
Anil	90	150	0	150	19.5	15	184.5
Tarun	65	150	0	150	19.5	15	184.5
Ravi	100	150	0	150	19.5	15	184.5
Rita	250	150	300	450	58.5	45	553.5

Extra Charge   =IF(B4<=100,0,(B4-100)*2)
Total Charge   =C4+D4
Vat 13 %   =13%*E4
Govt. tax 10%   =10%*E4
Net Charge   =E4+F4+G4

22

Values

❑ **Introduction of values :**
   - In society, our concern is with social value,
   - The term 'value' represents constituent parts of social structure,
   - values may be defined as measure of goodness or desirability,
   - Values are standards of social behavior .

Definition of values given by different sociologist :

❖ "Values are group conceptions of the relative desirability of things".   -G.R. Leslie, R.F. Larson, H.L. Gorman

❖ "Values are general standards and may be regarded as higher order norms".

      - H.M. Johnson

❖ "Values provide the general guidelines for the behavior of the people."   – C.N. Shakar Ram

❖ "A value is a belief that something is good and worthwhile. It defines what is worth having and worth striving".

      - Michael Haralambos

Types of values.

Values can be classified into two broad categories:

(1) Individual values:

(2) Collective values:

Values can also be' categorized from the point of view their hierarchical arrangement:
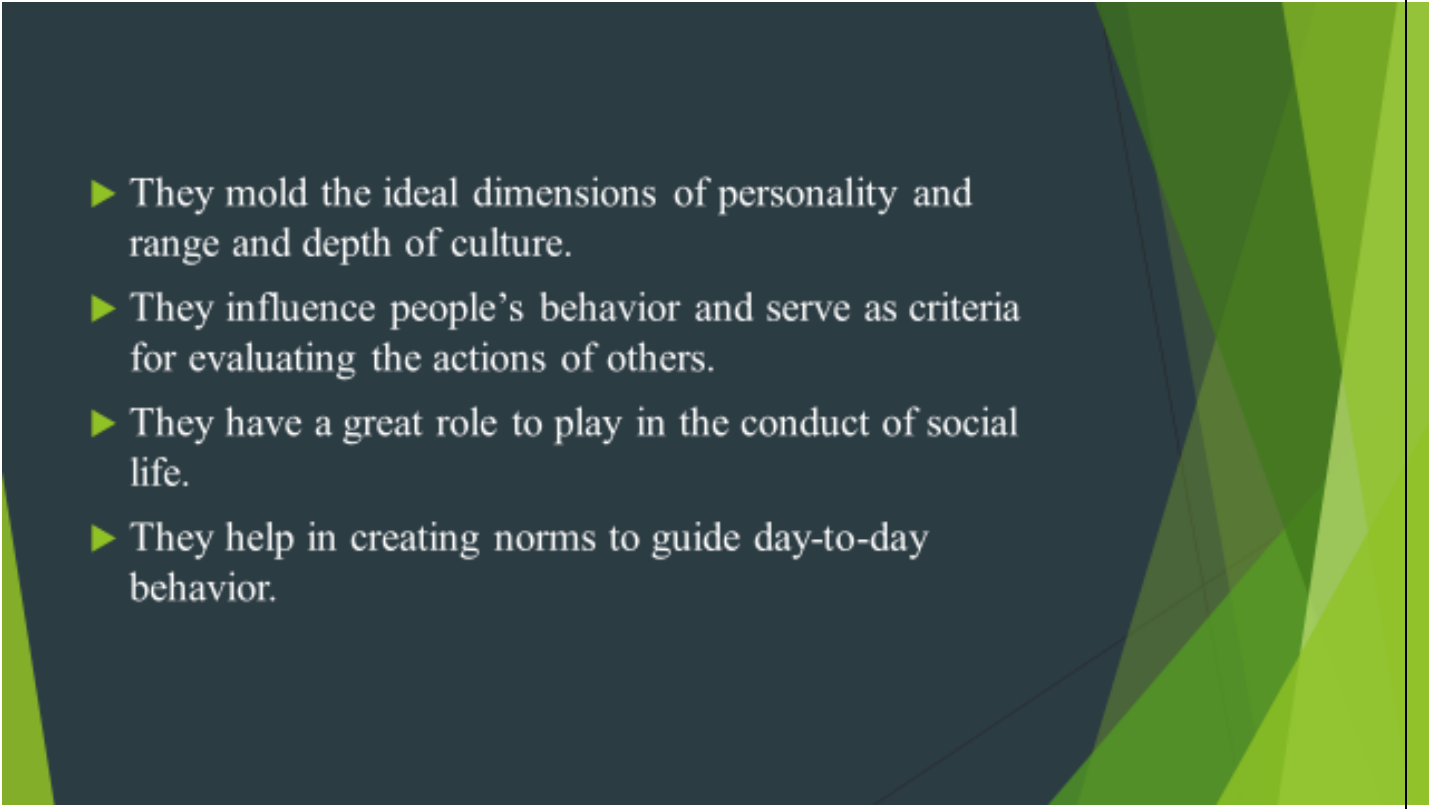
(1) Intrinsic values:

(2) Instrumental values:

❑Characteristic of values .

- Values are social in nature.
- Social values are collective
- Social values are universal.
- Values may conflict with each other.
- Social values are abstract.

Function of values

▶ Values play an important role in the integration and fulfillment of man's basic impulses and desires in a stable and consistent manner appropriate for his living.

▶ They are generic experiences in social action made up of both individual and social responses and attitudes.

▶ They build up societies, integrate social relations.

- They mold the ideal dimensions of personality and range and depth of culture.

- They influence people's behavior and serve as criteria for evaluating the actions of others.

- They have a great role to play in the conduct of social life.

- They help in creating norms to guide day-to-day behavior.