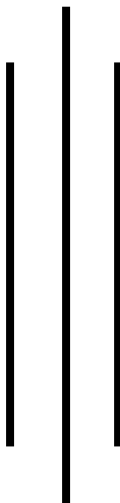


Tribhuvan University

Institute of Science & Technology

Hetauda City College, Hetauda

LAB REPORT



IIT Lab Report Submitted By:

Name: Nirajan Khatiwada

Roll No: 7 'Seven'

Submitted To:

Ashwina Pandey

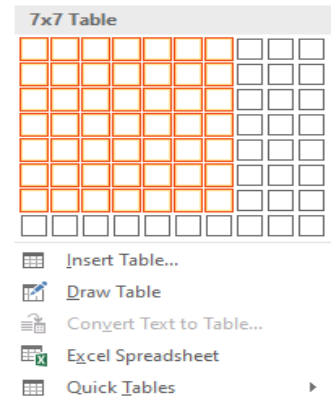
Signature

Submission Date:2080/12/22

Q2) Design a Calendar in MS Word.

=> To create a calendar in Microsoft Word, follow these steps:

1. Open Microsoft Word on your computer and create a new blank document.
2. Navigate to the insert icon in the toolbar and insert a 7x7 table.
3. Duplicate this table 12 times, once for each month of the year.
4. Label each column with the days of the week.
5. Populate each table with the respective dates for each month, customizing them as desired.
6. Highlight important details and events within the calendar.
7. Add a header at the top of the calendar, including the name of the institution and the current year and logo.
8. Differentiate weekends by changing the font color to red for Saturdays, indicating holidays.
9. At the bottom of the calendar, include a section for important notes. This section can be used to write down additional information or reminders.
10. After all of this each month should look like:



Jestha						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



Baishakh						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

Jestha						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Ashad						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Shrawan						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Bhadra						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Ashoj						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Kartik						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Mangsir						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Poush						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Magh						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Falgun						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Chaitra						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

IMPORTANT NOTES:

04/10 – First terminal Examination starts

08/12 - Second Terminal Examination starts

12/04 – Final Terminal Examination Starts

3.Design a marksheet in Ms Excel By Applying Function

i)Introduction:

This lab sheet demonstrates the creation of a marksheet using Microsoft Excel, incorporating fundamental functions like COUNT, IF condition, and SUM.

ii)Functions Used And Their Uses

COUNT: Counts the number of cells containing numerical values.

IF Condition: Evaluates specified conditions and returns specific values based on the evaluation.

SUM: Adds up values within a range of cells.

iii)PROCESS:

1. Open Microsoft Excel and create a new blank workbook.
2. Adjust cell width and merge cells according to layout requirements.
3. Add the following information at the top:
 - a. College Name: "Hetauda City College" (bold and increased font size)
 - b. Location
 - c. Telephone Number
 - d. College Logo
4. Insert additional text as needed for the marksheet.
5. Calculate the total marks using the SUM function. Example formula: =SUM(G23, H23, F23).
6. Determine remarks using the IF and AND functions. Example formula: =IF(AND(F23>=24, G23>=8, H23>=8), "Pass", "Fail"). This formula checks if theory marks are above 60, internal marks are above 8, and external marks are above 8; if true, "Pass" is displayed, otherwise "Fail".
7. Compute the grand total by summing all total marks using the SUM function. Example formula: =SUM(G23, H23, F23).
8. Calculate the percentage using the grand total and COUNT function. Example formula: =I28/COUNT(I23:I27).
9. Apply borders to relevant cells for improved organization and readability.

iv)Conclusion:

By following these steps, an efficient and well-organized marksheet can be created in Excel, utilizing basic functions to automate calculations and You can see the marksheet in the next page



HETAUDA CITY COLLEGE

Hetauda-5 Piple, Makawanpur
Tel No: 9866388755 | 9866388766

ACADEMIC MARKSHEET

1st Semester Examination 2080, Bsc Csit

Name :	Nirajan Khatiwada
Class :	Bachelor
Roll :	7 'seven'
Batch:	2080

SN	Course Code	SUBJECT	FULL MARKS	PASS MARKS	Theory	Practical Internal	Total External	Total	Remarks
1	CSC 114	IIT	60	24	57	19	19	95	Pass
2	CSC 115	C Programming	60	24	54	19	19	92	Pass
3	CSC 116	Digital Logic	60	24	57	19	19	95	Pass
4	MTH 117	Mathematics	60	24	54	19	19	92	Pass
5	PHY 118	PHYSICS	60	24	51	19	19	89	Pass
Grand Total :								463	Pass
Percentage :								92.6	

Tu Dean Signature

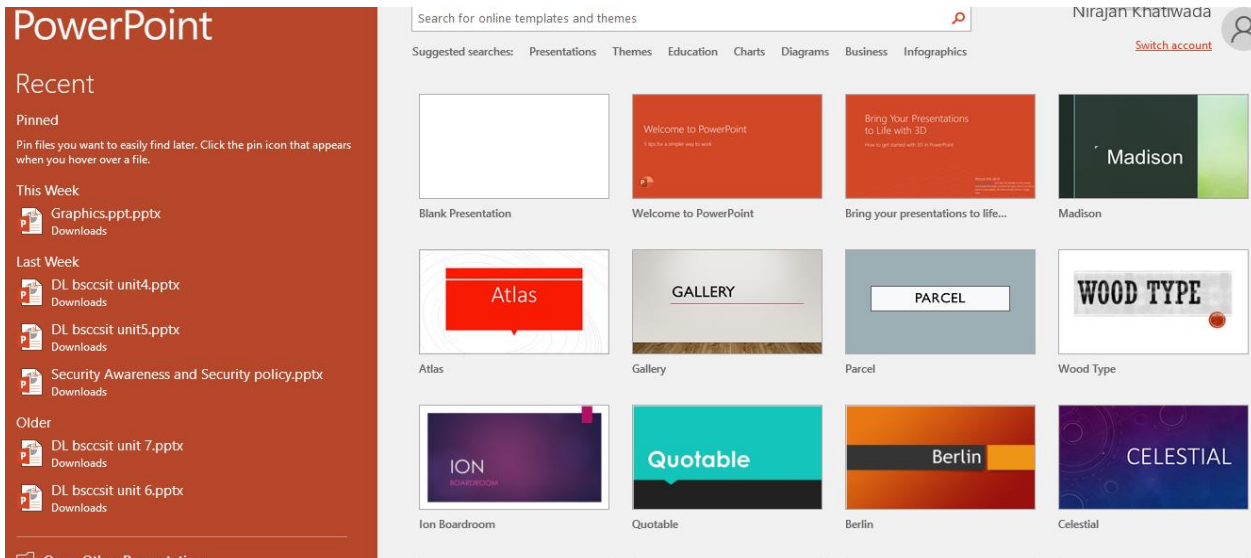
Principle Signature

HOD signature

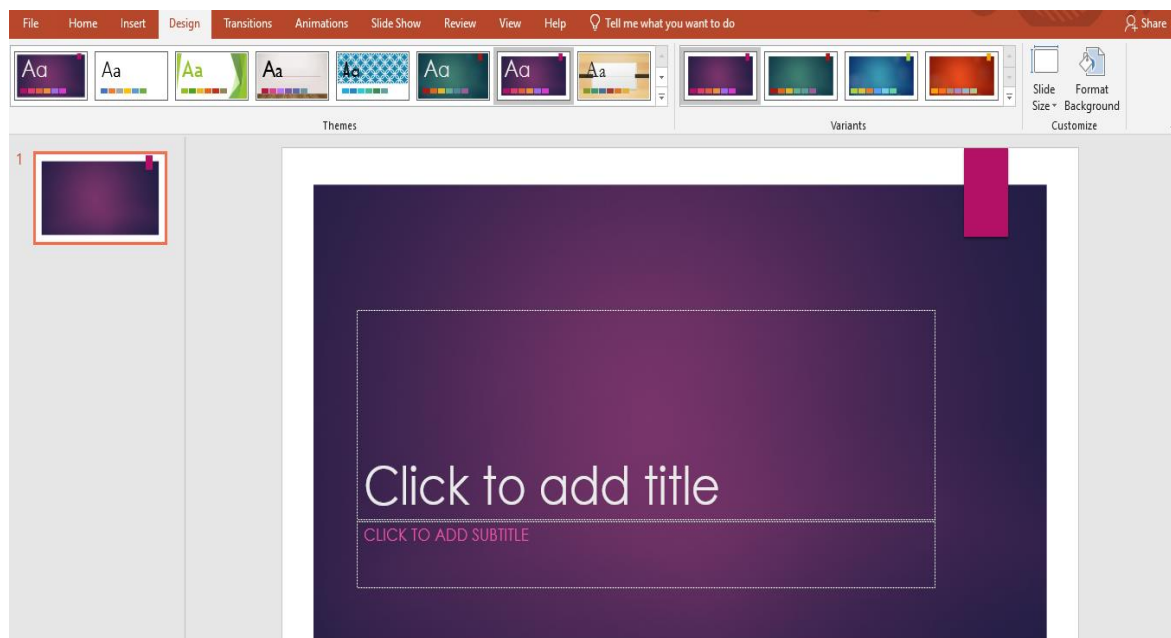
Q4) Design a slide in Powerpoint Applying Various animation and effects.

Ans. To design a slide in powerpoint you need to follow these steps:

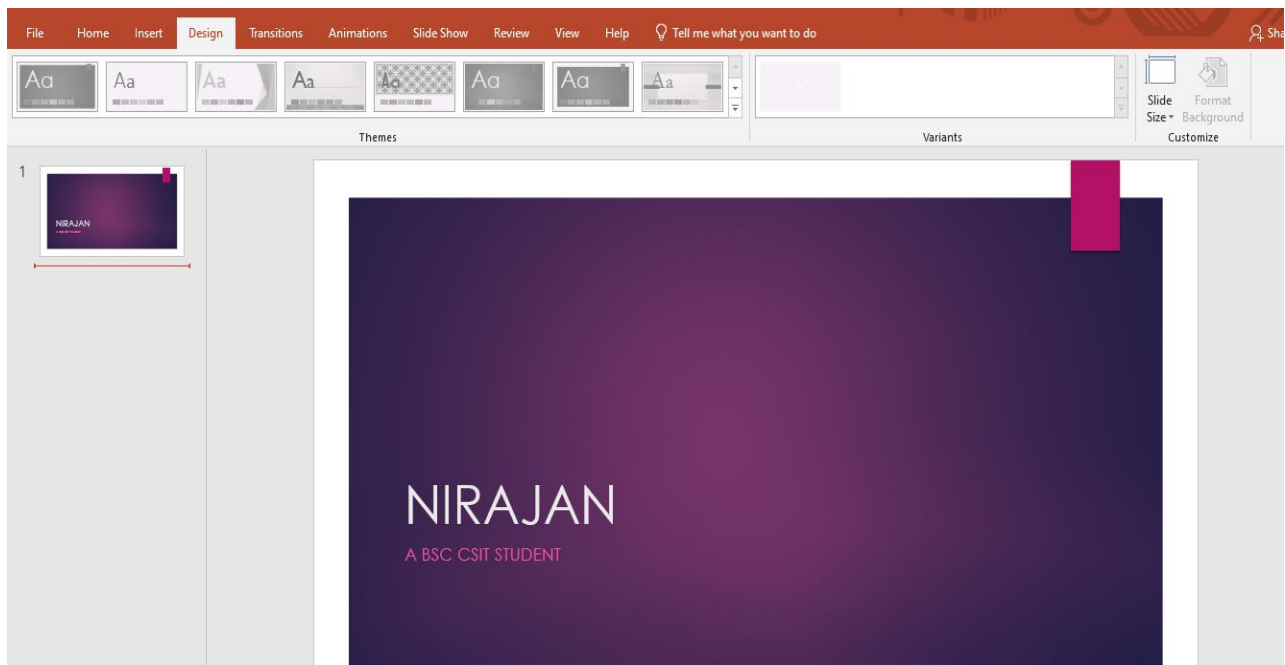
1. Launch PowerPoint on your device and initiate a new presentation.



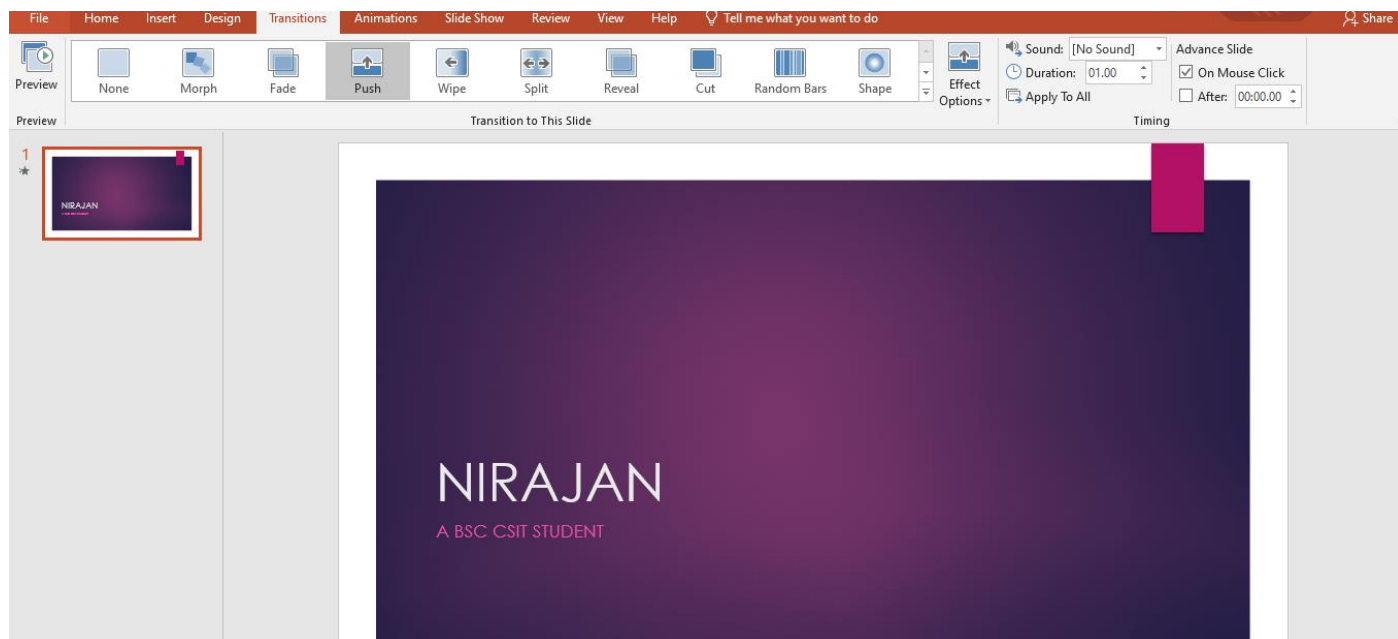
2. Choose a suitable layout from the options available from Design Menu.



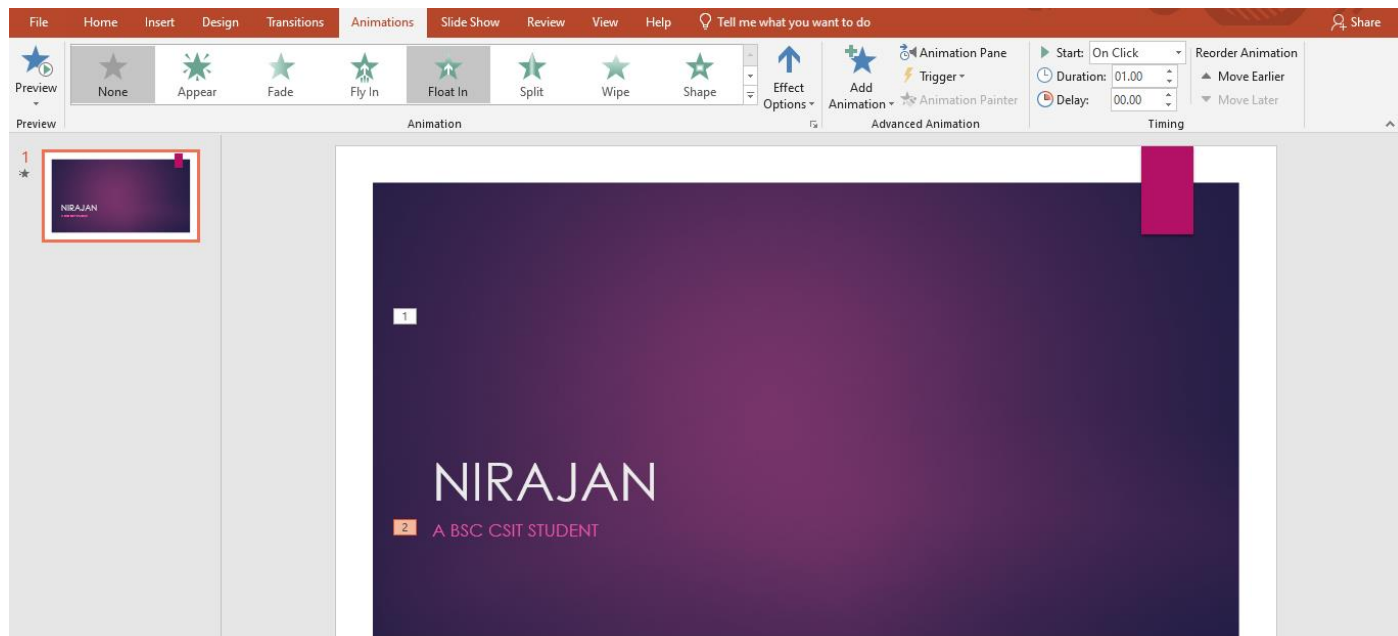
3. Now add the text you want into the text boxes . Here I Have Added Text "Nirajan" and "A Bsc csit student"



4. Click on the transition tab and apply the transition you like.



5. Click on the animation tab and apply the transition you like



7.We can also change font family,weight,size align etc from the home tab as shown in figure below

