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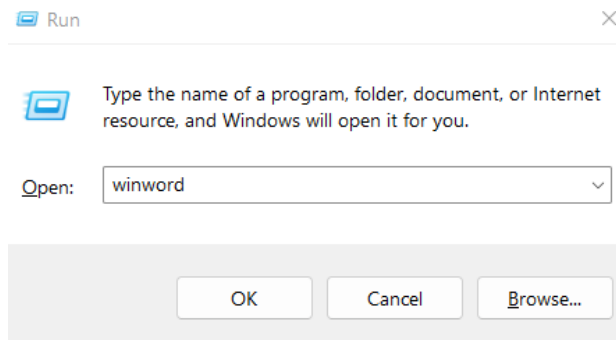
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Microsoft Word

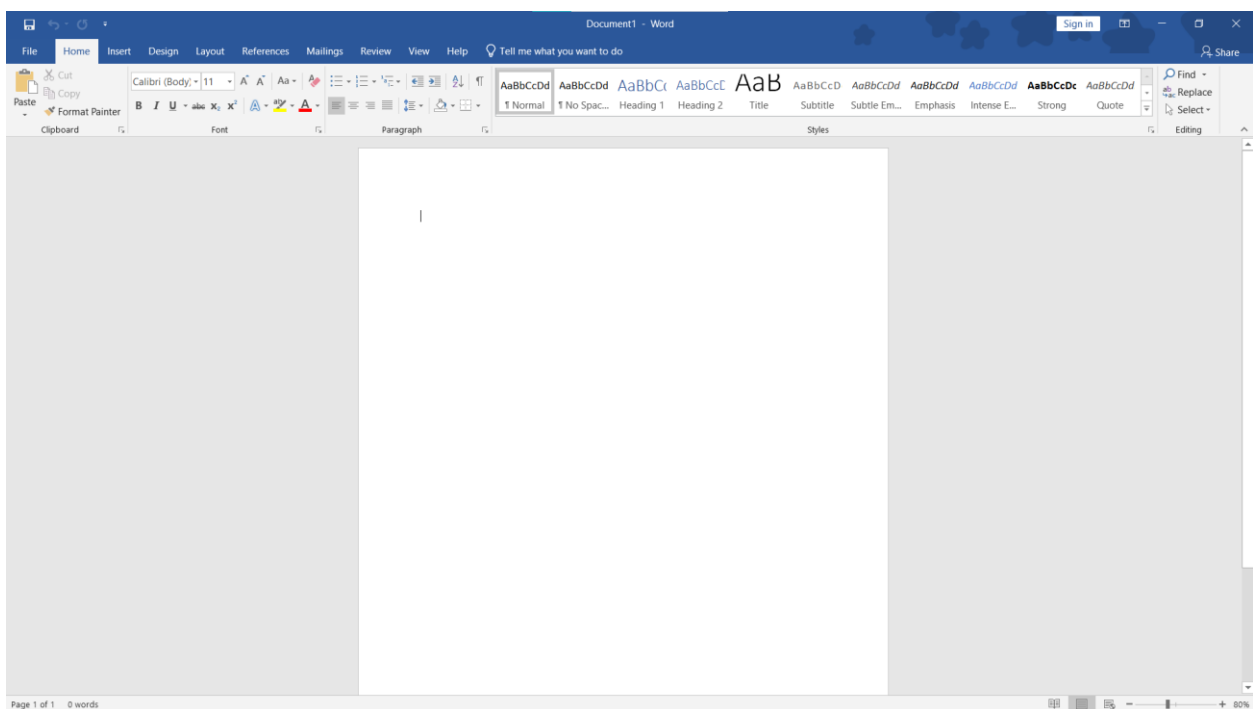
Microsoft word is a word processor software developed by Microsoft in 1983. It is the most commonly used word processor software. It is used to create professional quality document, letter, reports, resumes, etc. and also allows you to edit or modify your new or exiting documents. The files saved in MS word has .docx extension.

How to open Microsoft word (MS word): -

- 1.
2. Press window + R,
3. Type “winword”,
4. Press “Enter” or “OK” button.



Following are the basic window which you get when you start the word application: -



Prepare a design for character certificate to be issued for BCA pass out student: -

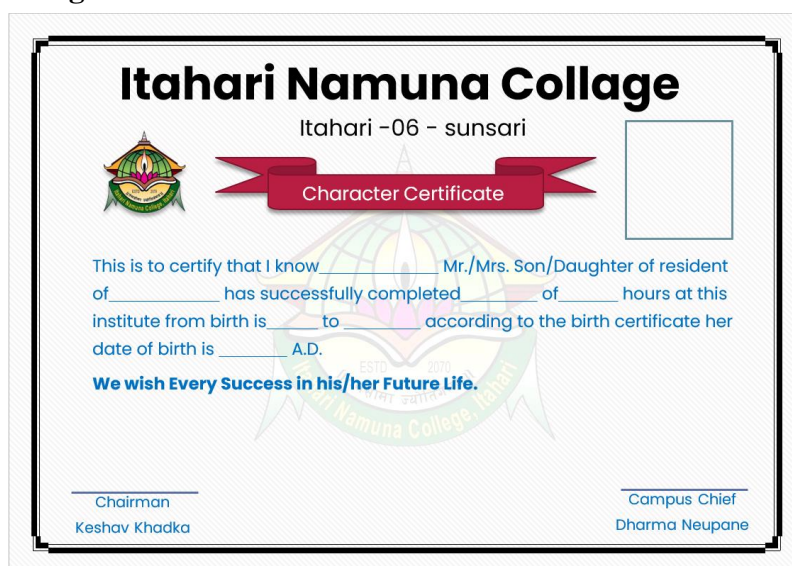
Objective: -

- To be able to a certificate for a school or an organization,
- To gain knowledge about MS-word tools,
- To check the practical knowledge that we have learned so far.

About: -

The character certificate issued by a school serves to confirm the behavior or conduct of an individual during their enrollment, regardless of whether it was positive or negative. It can be recognized by its written content.

Documents Image: -



Steps: -

- First of change the orientation of page from portrait to landscape,
- Then, choose the texture from the page color inside the design menu in navigation bar,
- Then, insert your college logo and resize,
- Then, add border and change the style to art,
- Then, add shape for character certificate and holding the center edge,
- Then, add a text box and achievement identity to document,
- At last, add textbox as well insert the shape for signature of chairman and campus chief signature.

Conclusion: -

Through about this section we have learned to design a certificate as well as familiar about different tools feature. Anyone who have qualitative information and follow the above procedure easily can make it.

Prepare a design of a curriculum vitae in MS word: -

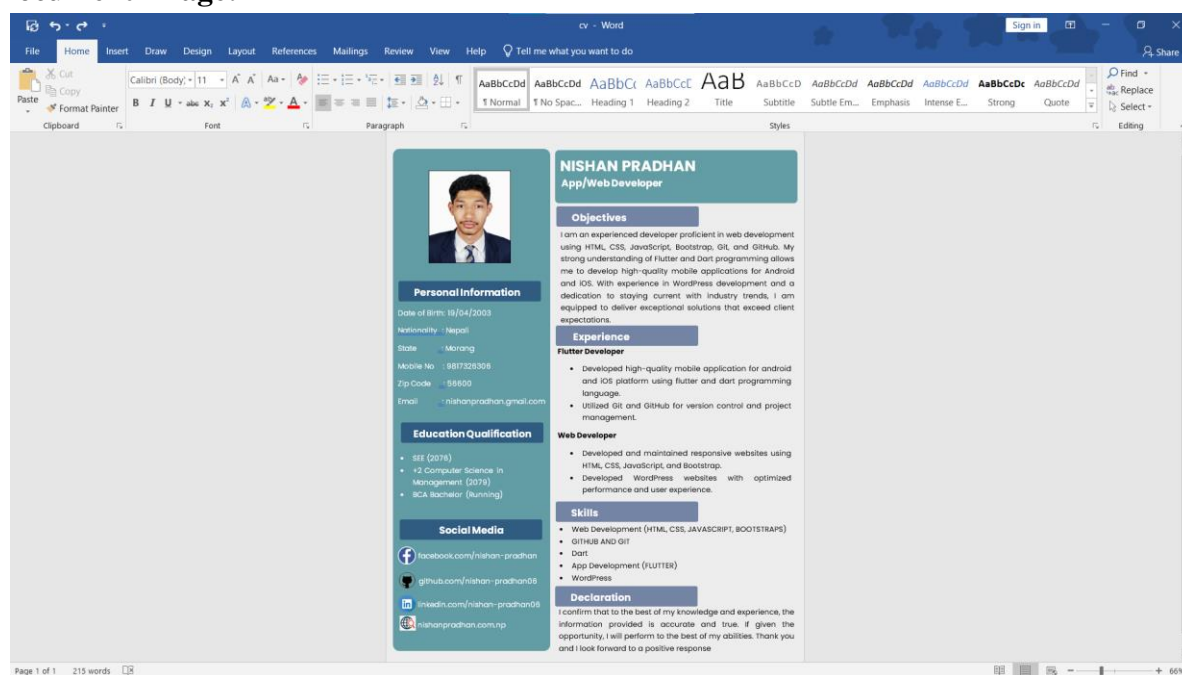
Objective: -

- To be able to a curriculum vitae (CV),
- To gain knowledge about MS-word tools,
- To check the practical knowledge that we have learned so far.

About: -

MS Word is not meant for creating certain designs, but you can still use it to show your creativity by using shapes and tools. It's just a way to see how good you are at designing.

Document Image: -



Steps: -

1. Insert a rounded corner rectangle using shape tool in insert tab,
2. Create the different sections using the same shape for clean looks and format the rectangle as desired,

3. Add a text field to write a text description,
4. Format the text fields by changing the color, font, font size, and style as desired,
5. Insert the clear photo near the CV holder's name.

Conclusion: -

Through about this section we have learned to design a CV as well as familiar about different tools feature. Anyone who have qualitative information and follow the above procedure easily can make it.

Design of cover page in MS-Word: -

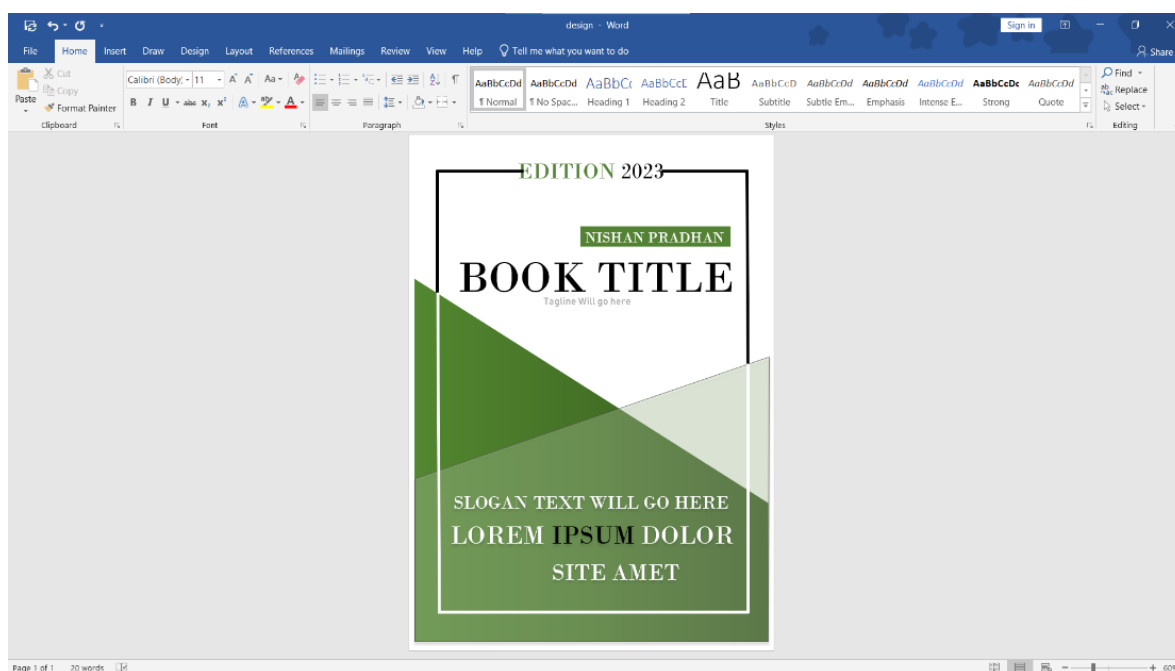
Objective: -

- To be able to a certificate for a school or an organization,
- To gain knowledge about MS-word tools,
- To check the practical knowledge that we have learned so far.

About: -

MS Word is not meant for creating certain designs, but you can still use it to show your creativity by using shapes and tools. It's just a way to see how good you are at designing.

Documents Image: -



Steps: -

1. First, insert the rectangle shape from shape tools in insert tab,
2. Add one more rectangle similarly and place the accordingly,
3. Format the rectangle as desired,
4. Add a text field to write the name of book followed by author's name,
5. Format the text accordingly.

Conclusion: -

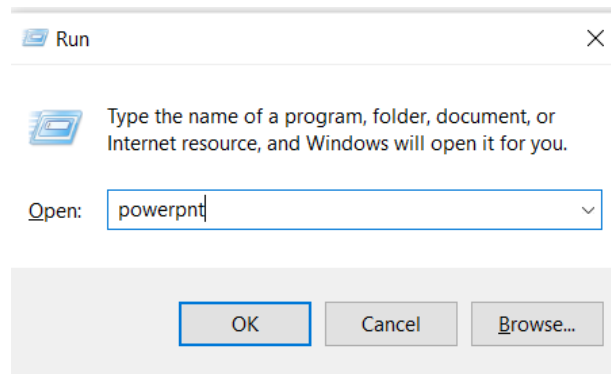
Through about this section we have learned to design a cover page as well as familiar about different tools feature. Anyone who have qualitative information and follow the above procedure easily can make it.

PowerPoint

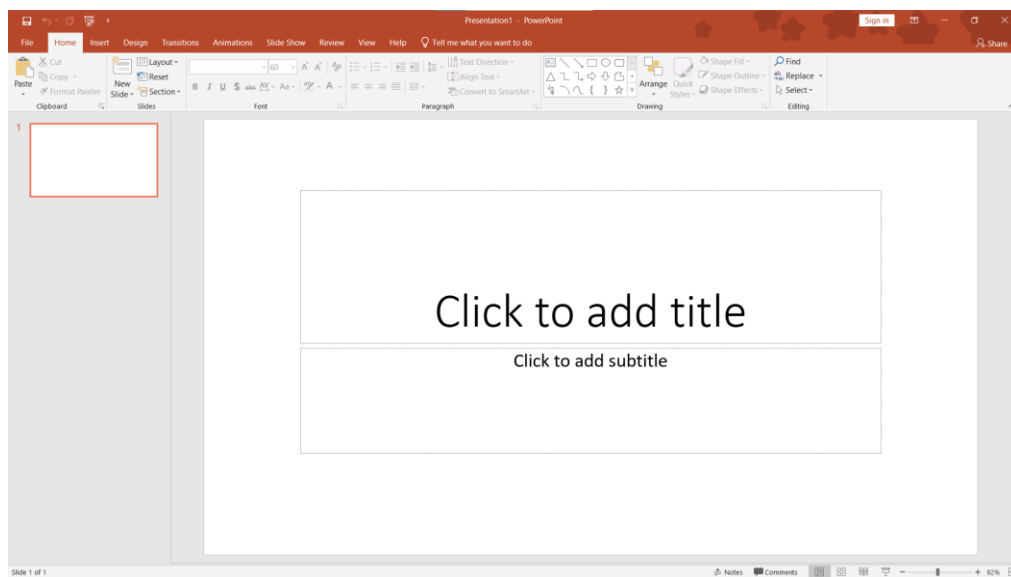
MS-PowerPoint is a software tool designed for creating presentations using a combination of different slides that display graphical and visual representations of data. Its purpose is to present information in a more engaging and dynamic way. When saving presentations using PowerPoint, they are automatically saved with the .pptx extension.

How to open MS-PowerPoint

1. Click Window + R,
2. Type “powerpnt”
3. Press “Enter” or “OK” button.



Following are the basic window which you get when you start the word application: -



Creating PowerPoint presentation

Objective: -

- To create a stunning presentation design,
- To learn about the tools available in MS-PowerPoint,
- To assess the knowledge, we've acquired up to this point.

About: -

Presentations are a way of showing information through pictures and words that helps explain what the speaker is talking about. It's a way of communicating with a group, like talking to a team, giving a speech or talking in a meeting. Presentations are becoming more popular because they help explain things better.

Some Features of Power Point: -

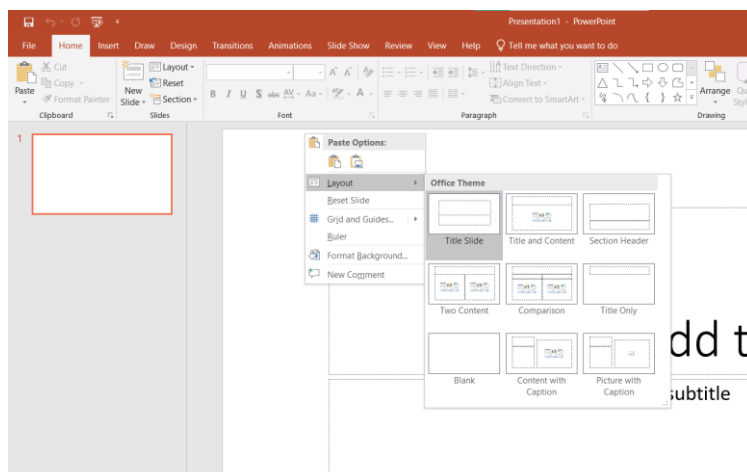
- ❖ **Slide layout:** - provides users with the ability to generate and arrange content into individual slides. A variety of content, including text, images, videos, charts, and diagrams, can be included on each slide.

To create a new slide in PowerPoint:

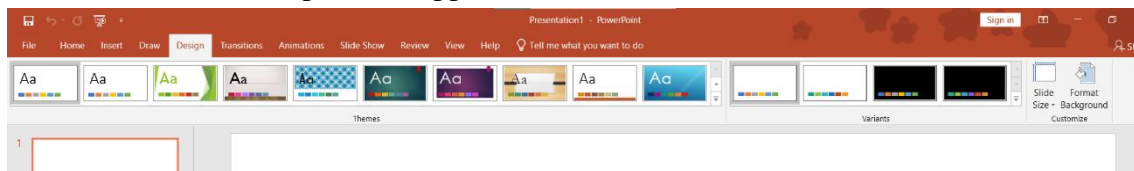
- Select "Home" from the ribbon menu,
- Select the "New Slide" button under the Slides heading,
- You can add a slide of any type, such as a title slide, a blank slide, or content.

To organized slide in PowerPoint:

- In the left-hand pane, click the "Slides" tab,
- To move slides up or down in the order, use the "Up" and "Down" arrow buttons,
- To remove a slide from the presentation, click the "Delete" button.



- ❖ **Slide Design:** -makes it simple for users to add pre-made themes and layouts to their presentations. These themes come with pre-set color schemes, fonts, and effects that can be used on all presentation slides. This ensures that the presentation as a whole has a consistent and polished appearance.



The steps to apply a design theme in Microsoft PowerPoint: -

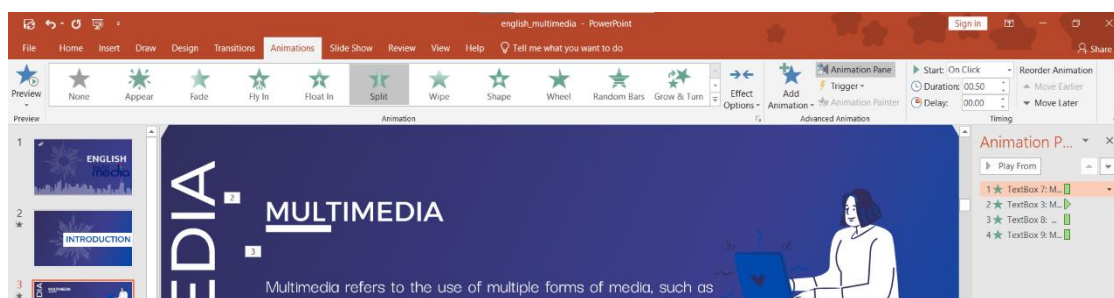
- Open the PowerPoint presentation whose design you want to modify,
 - Click on the "Design" tab that you can find at the top of the screen,
 - Various design alternatives will be visible. Choose one by scrolling through them all,
 - You can see a preview of each design in your presentation when you hover your cursor over it,
 - Click on a design you like once you've discovered it,
 - Each slide in your presentation will use the selected design theme.
- ❖ **Animation and Transitions:** - provides numerous animations and transitions that can be used on either individual slides or the entire presentation. The presentation may become more dynamic and engaging as a result of these features.

To Add an animation to an object in PowerPoint: -

- Choose the slide's object,
- From the ribbon menu, select the "Animations" tab,
- Pick an animation from the "Animation" category.

To Add a transition between slides in PowerPoint: -

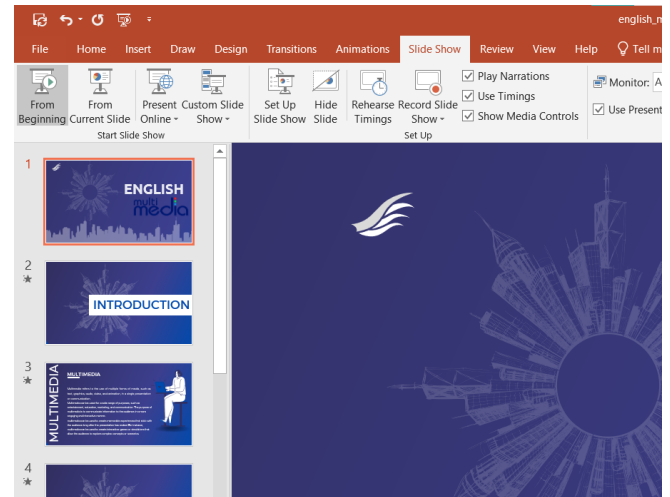
- From the ribbon menu, select the "Transitions" tab.
- Select a slide-to-slide transition from the "Transition to This Slide" group.
- Change the transition settings, such as the duration or sound effect, as desired.



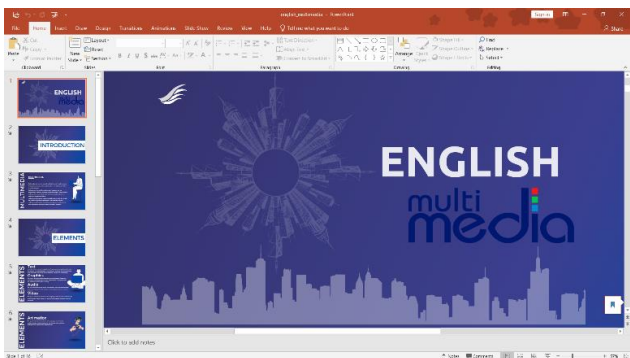
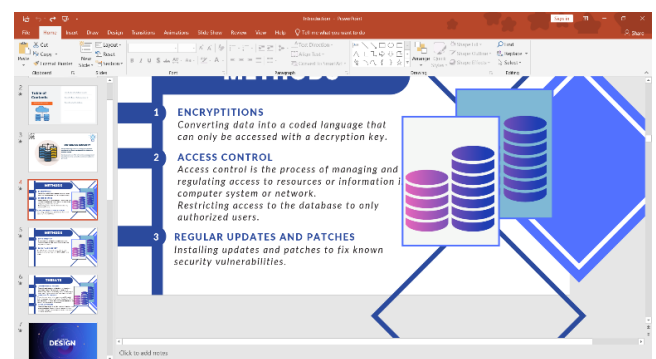
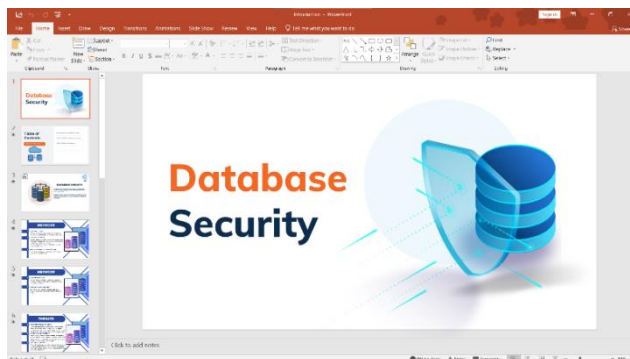
- ❖ **Slide show:** - A PowerPoint slide show is a presentation made up of several slides, each of which includes text, images, graphics, animations, and other multimedia components. Each slide in a slide show is shown individually, and you can move between them with the help of keyboard shortcuts or a clicker device.

Steps to start a slideshow in PowerPoint: -

- Open the PowerPoint presentation.
- Go to the "Slide Show" tab.
- Click "From Beginning" to start from the first slide or "From Current Slide" to start from the current slide.
- Navigate using arrow keys or clicker device.
- Use navigation tools at the bottom to jump to a specific slide or end the slideshow.
- Press "Esc" or click "End Show" to exit the slideshow.



Sample Project: -



Prepare a Business card design in PowerPoint: -

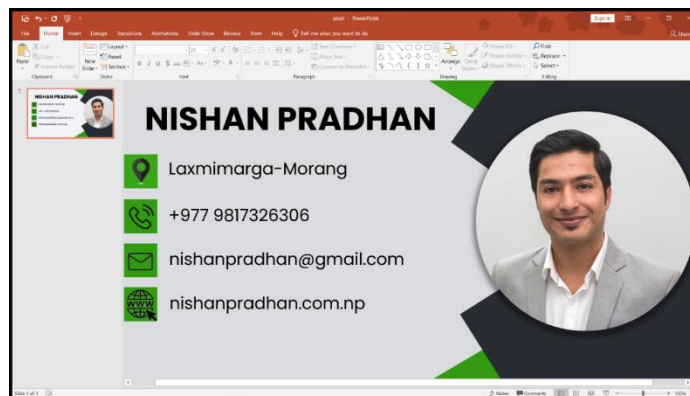
Objective:

- To create a stunning business card design,
- To learn about the tools available in MS-PowerPoint,
- To assess the knowledge, we've acquired up to this point.

About: -

The character certificate issued by a school serves to confirm the behavior or conduct of an individual during their enrollment, regardless of whether it was positive or negative. It can be recognized by its written content.

Documents Image: -



Steps: -

- Format the background and choose the color,
- Click insert and go to shapes and add square shape,
- Resize the square according to need and choose background color,
- Again, add the square and resize it then, send the square shape to backward,
- Again, insert the circle shape, resize it and then insert image in the circle,
- Again, insert icon according to need and format the size,
- At last, insert the text box and format it, then fill data and information.

Conclusion: -

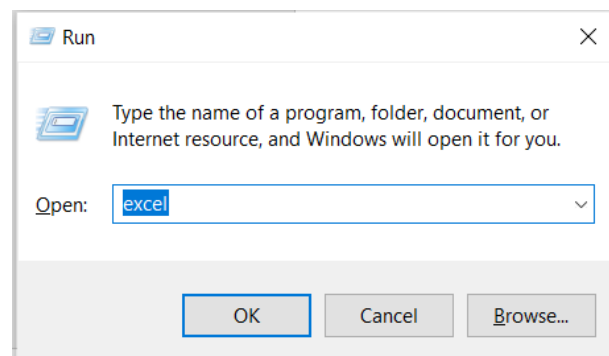
We learned how to make a logo in a part of our lesson or tutorial. But our teacher or guide might not suggest creating a business card yet. We only do it to see how much we understand from the lesson so far. It's a test to check what we learned and remember the ideas from the section.

MS-Excel

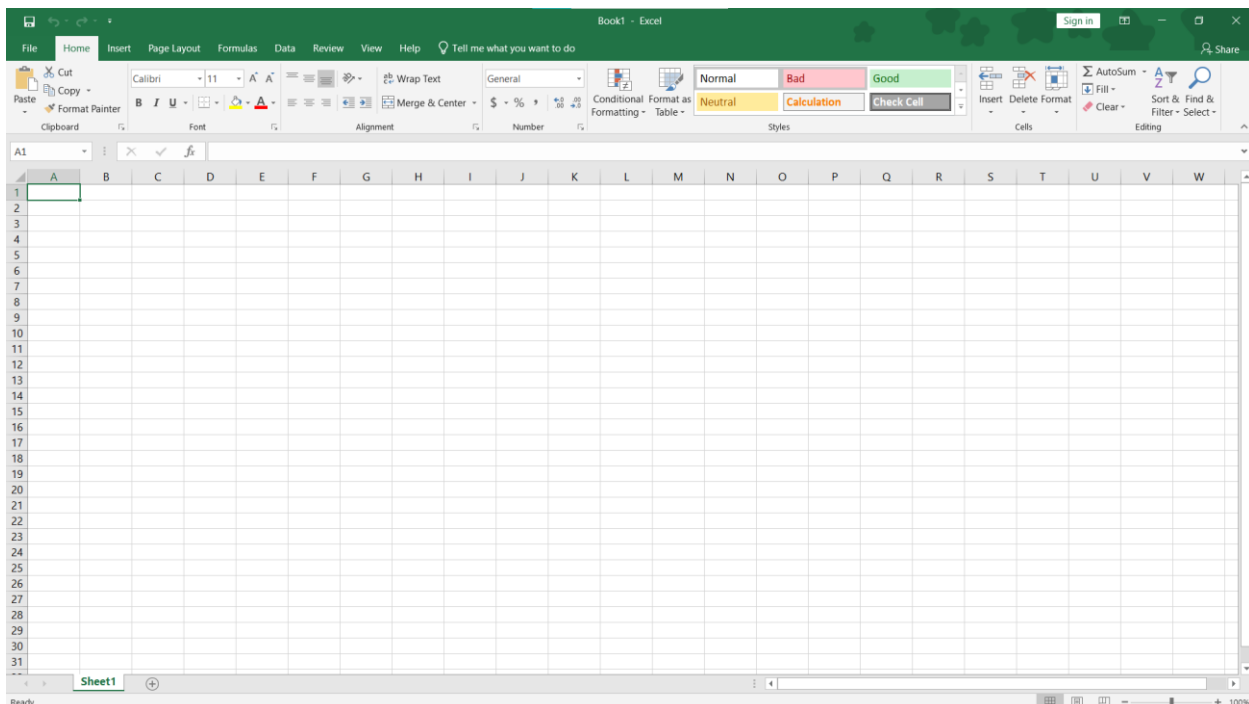
A group of columns and rows that make up a table can be thought of as an Excel spreadsheet. Numbers are typically assigned to rows, and alphabetical letters to columns. A cell is the intersection of a row and a column. The letter denoting the column and the number denoting the row together make up a cell's address.

How to open MS-PowerPoint

1. Click Window + R,
2. Type “excel”
3. Press “Enter” or “OK” button.



Following are the basic window which you get when you start the word application: -



Generates the net amount of every product that customer has to pay after discount in spreadsheet.

Objective: -

- To be able to prepare bill and hold records,
- To gain knowledge about MS-Excel tools and formulas,
- To check the knowledge what we have learned so far.

About: -

MS-Excel is one of the powerful tools to prepare bill and to hold record of expenses and transaction, it is possible because of formulas which we can insert according to the situation we are dragged in.

Documents Image: -

	A	B	C	D	E	F
	SN	Particular	QTY	Rate	discount	net amount
2	1	HDD/ 1000TB	2	4000	2	7840
3	2	SSD/ 512 GB	1	7000	3	6790
4	3	Mouse	1	1000	5	950
5	4	Keyboard	1	1000	3	970
6	5	Pendrive	1	1000	3	970
7	6	Monitor	1	10000	4	9600
8	7					
9	8					
10	Total					27120

Steps: -

- Create six columns with following heading: “SN, Particular QTY, Rate, Dis., Net Amount”,
- Enter the quantity of items purchased in the “QTY” Column,
- Respectively, Enter the Rate and Discount as well,
- Enter the cell address to calculate **Net Amount = (C2*D2) - (C2*D2*E2/100)**,
- To automatically fill all other values in their respective cells, select the cell with the Net Amount and drag it while holding the CTRL key from top to bottom.,
- To calculate the total amount, select a cell and enter the formula "**=SUM (F2:F7)**".

Conclusion: -

MS-Excel is one of the powerful tools for calculation, recording and keep tracking some data and even a financial transaction of by the help of formula section which is being inserted in it.

Generate result of BCA including Total, percent result division and rank.

Objective: -

- To be able to able to prepare bill and hold records,
- To gain knowledge about MS-Excel tools and formulas,
- To check the knowledge what we have learned so far.

About: -

MS-Excel is one of the powerful tools to prepare bill and to hold record of expenses and transaction, it is possible because of formulas which we can insert according to the situation we are dragged in.

Documents Image: -

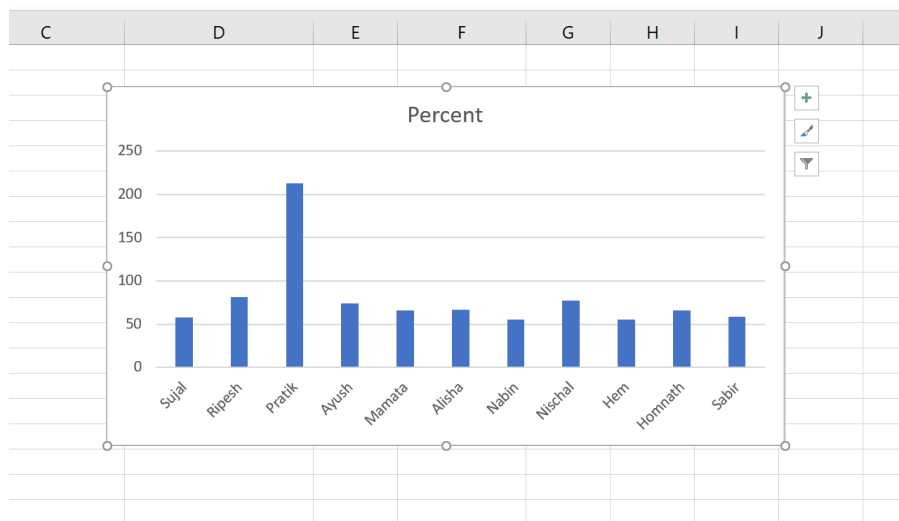
Itahari Namuna College											
Result Publication											
S.N	Name	Digital Logic	Society & technology	Math	Fundamental	English i	Total	Percent	Result	Division	Rank
1	Sujal	55	76	45	78	34	288	57.6	Failed	***	-
2	Ripesh	65	76	87	89	92	409	81.8	Passed	Second	2
3	Pratik	97	96	76	695	99	1063	212.6	Passed	First	1
4	Ayush	87	86	98	45	56	372	74.4	Passed	Third	4
5	Mamata	45	65	65	78	76	329	65.8	Passed	Third	6
6	Alisha	63	65	67	64	76	335	67	Passed	Third	5
7	Nabin	34	56	76	45	65	276	55.2	Failed	***	-
8	Nischal	98	67	98	67	56	386	77.2	Passed	Third	3
9	Hem	56	67	54	34	65	276	55.2	Failed	***	-
10	Homnath	87	45	45	87	65	329	65.8	Passed	Third	7
11	Sabir	98	54	55	43	44	294	58.8	Passed	Fourth	8

Steps: -

- List all the required heading like subject, name, total, percent result, division and rank,
- Fill all the data Name, Marks in field,
- Now the formula uses to find **Total, Percent, Result, Division and rank.**

- To calculate total obtained marks and select the cell and enter the formula and cell address “=sum (C4:F4)”,
- To calculate **percent=total/ obtained mark/ =H4/500*100**
- Result =IF (COUNTIF (C4:G4,">=40") =5,"Passed", "Failed")
- Division = IF (J4="Passed", IF(I4>=90,"First", IF(I4>=80,"Second", IF(I4>=60, "Third", "Fourth"))), "***")
- Rank =

Chart Image: -



For the chart: -

- Select the cell containing the data you want to show in chart,
- From insert tab in menu select recommend chart and choose the char to display data.

Conclusion: -

MS-Excel is one of the powerful tools for calculation, recording and keep tracking some data and even a financial transaction of by the help of formula section which is being inserted in it.

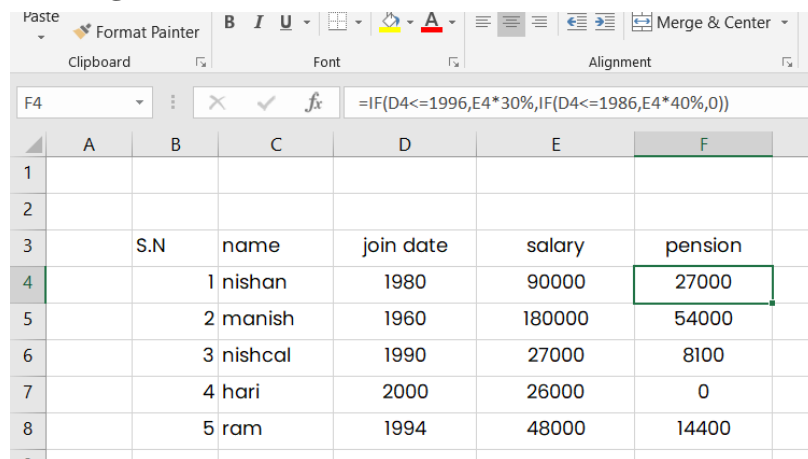
Calculating the pension for employee

Objective: -

- To be able to able to prepare bill and hold records,
- To gain knowledge about MS-Excel tools and formulas,
- To check the knowledge what we have learned so far.

About: -

MS-Excel is one of the powerful tools to prepare bill and to hold record of expenses and transaction, it is possible because of formulas which we can insert according to the situation we are dragged in.

Document Image: -


	A	B	C	D	E	F	G
1							
2							
3		S.N	name	join date	salary	pension	
4		1	nishan	1980	90000	27000	
5		2	manish	1960	180000	54000	
6		3	nishcal	1990	27000	8100	
7		4	hari	2000	26000	0	
8		5	ram	1994	48000	14400	

Steps: -

- List all the required heading name, previous unit, current unit, total unit, and Amount.
- Fill all the required all in cell,
- Now the formula uses to find **Total Unit and Amount**,
- To calculate total unit, select the cell and apply formula “= C4-B4”,
- To calculate Amount Conditions is given,

conditions
if join date of employee before 1996 they should receive 10%
pension of amount and if join date of employee before 1986
they received 40% pension of amount. Other wise the join
date after 1996 no pension they should received.

- To find pension amount apply formula pension=**IF (D4<=1996, E4*30%, IF (D4<=1986, E4*40%,0))**

Conclusion: -

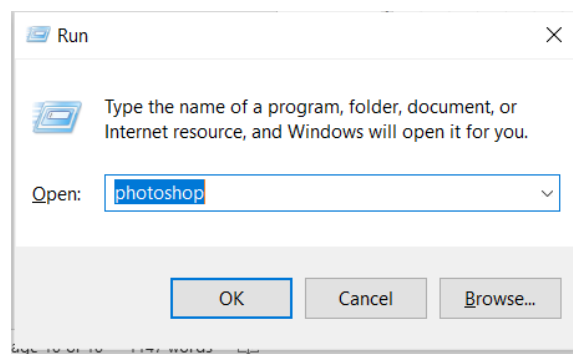
MS-Excel is one of the powerful tools for calculation, recording and keep tracking some data and even a financial transaction of by the help of formula section which is being inserted in it.

Photoshop

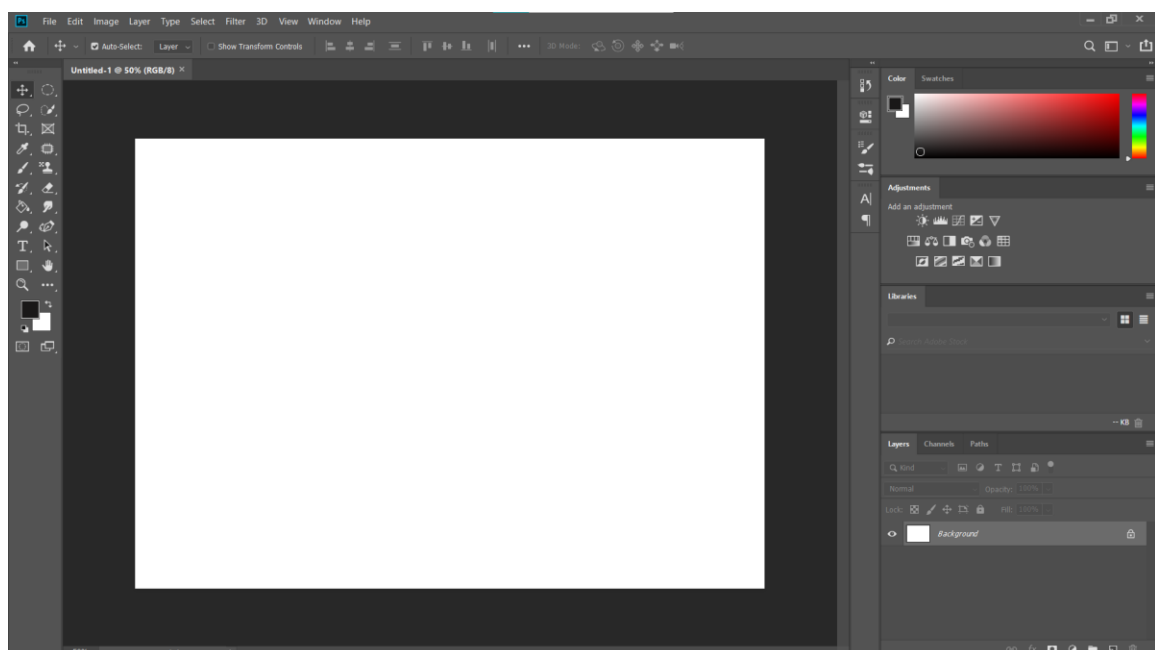
Adobe Photoshop is a powerful image editing software that allows users to create and manipulate digital images. It is widely used in a variety of industries, including graphic design, web design, photography, and advertising. With its extensive set of tools and features, Photoshop can be used to perform a wide range of tasks, such as retouching photos, creating logos, designing websites, and creating digital art. Some of its most popular tools include layers, masks, filters, and various selection tools. Photoshop is considered the industry standard for image editing and is a must-have tool for any professional in the creative field.

How to open Adobe Photoshop:

1. Firstly, adobe photoshop should be installed in computer,
2. Then, Click Window + R,
3. Type “photoshop”
4. Press “Enter” or “OK” button.



Following are the basic window which you get when you start the word application: -



Design an identity card for BCA student in Adobe Photoshop

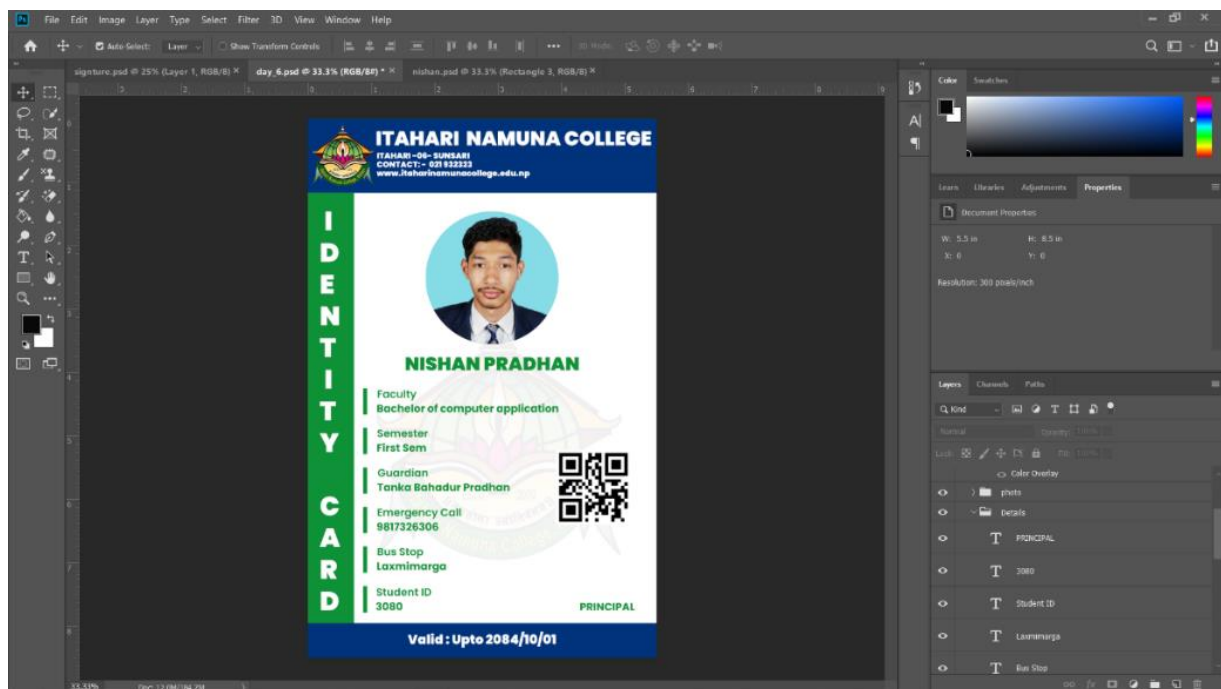
Objectives: -

- To demonstrate the knowledge of resolution,
- To demonstrate the knowledge of designing information,
- To check the knowledge what we have learned so far.

About: -

An ID card is a holding card which illustrate the information of the holder about his school or organization and identification of the person.

Document Image: -



Steps: -

- Open Adobe Photoshop from above steps,
- Create new document with size width 1650, height 2550 and resolution 300,
- Press “U” and select the shape and draw rectangle in top, left side and bottom,
- Press “T” to select text tool and fill the college name address and other so on,
- Import the logo image and adjust the size pressing “CTRL + T” to transform,
- Press “U” and select the circle shape and draw,
- Import the image and in the layer’s re-position the image to the just top of the circle,

- Select the image and then click right bottom and choose the create clipping mask to insert the photo inside circle,
- Import the logo image and decrease the opacity to looks like as watermark,
- Write student information by pressing “T” text tool.

Conclusion: -

Photoshop is one of the most advanced and unrevealed software even though most of the graphics designer doesn't know overall tool of the Photoshop.

Design an advertisement for admission open in Adobe Photoshop

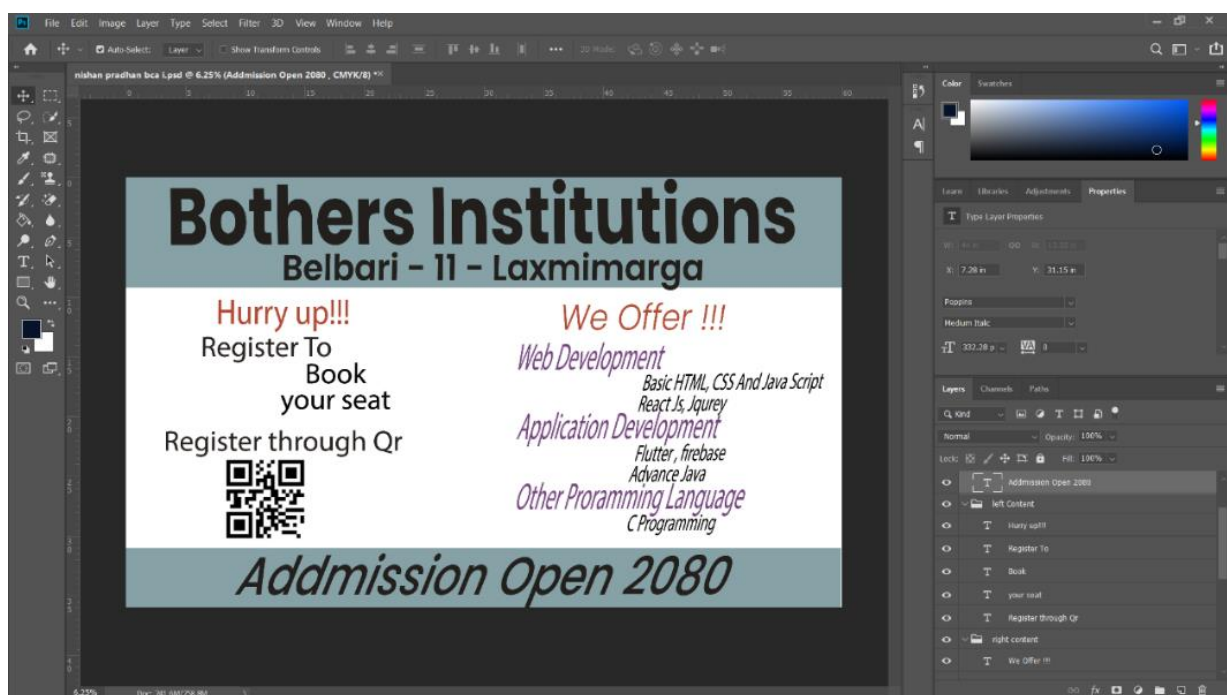
Objectives: -

- To demonstrate the knowledge of resolution,
- To demonstrate the knowledge of designing information,
- To check the knowledge what we have learned so far.

About: -

An ID card is a holding card which illustrate the information of the holder about his school or organization and identification of the person.

Document Image: -



Steps: -

- Open Adobe Photoshop from above steps,
- Create new document with size width 150CM, height 90Cm and resolution 300,
- Press “U” and select the shape and draw rectangle in top, left side and bottom,
- Click on layer of shape and clicking right button click on blending option,
- Then, click on color overlay and color the shape,
- Press “T” to select text tool and, add the required text content,
- Import the QR code image and adjust the size pressing “CTRL + T” to transform.

Conclusion: -

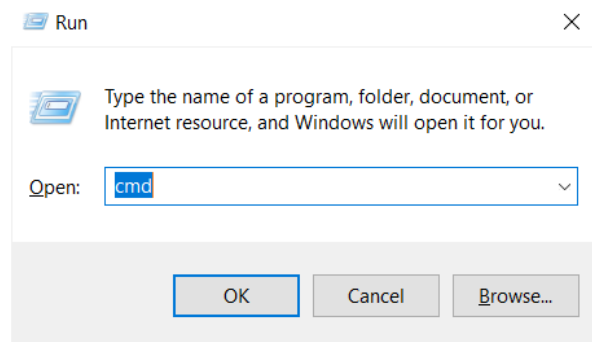
Photoshop is one of the most advanced and unrevealed software even though most of the graphics designer doesn't know overall tool of the Photoshop.

MS-DOS

MS-DOS is a disk operating system. It was developed IBM PC compactable during 1980s and the early 1990s. Then it was mainly considered an operating system. After 1990s the use of it was decreased drastically because of GUI system are introduced but the development if GUI system we can still see this DOS called as CMD.

How to open MS-DOS:

1. Click window + R,
2. Type “cmd”
3. Press “Enter” or “OK” button.



Some Command of MS-DOS: -


Command	Function	Command	Function
DIR	List the contents of a directory	TREE	Display the directory structure in a tree format
CD	Change the current directory	FC	Compare two files and show the differences
MD	Create a new directory	ATTRIB	Change file attributes like read-only, hidden, and archive
RD	Remove a directory	XCOPY	Copy files and directories, including subdirectories and their contents
COPY	Copy one or more files	CHKDSK	Check the disk for errors and repair them
REN	Rename a file or directory	FORMAT	Format a disk

MOVE	Move a file or directory to a new location	NET	Manage network resources like file sharing and user accounts
DEL	Delete one or more files	TASKLIST	Display a list of currently running processes
TYPE	Display the contents of a text file	TASKKILL	Terminate a running process
COPY CON	Create a new file and enter text directly into the command prompt	CIPHER	Displays or changes the encryption of files or directories.
DATE	Display or set the system date	COLOR	Changes the foreground and background colours of the console.
TIME	Display or set the system time	HELP	Provides help and information about MS-DOS commands.

Format the drive from Command Prompt (CMD) on window: -

Steps: -

1. Open Command Prompt administrator,
2. Type **diskpart**, and hit Enter,

 Administrator: Command Prompt - diskpart

```
C:\WINDOWS\system32>diskpart

Microsoft DiskPart version 10.0.19041.964

Copyright (C) Microsoft Corporation.
On computer: NITRO

DISKPART> _
```

3. Type “**list disk**” and identify the disk you want to format,
4. Type “**select disk 1**”, in your case there may be different number,

```
DISKPART> list disk

Disk ###  Status       Size      Free      Dyn  Gpt
-----  -
Disk 0    Online      476 GB    1024 KB
Disk 1    Online      7680 MB   0 B

DISKPART> select disk 1

Disk 1 is now the selected disk.

DISKPART> _
```

5. Type “**clean**”, then “**create partition primary**”, and hit enter after each command,
6. Type “**format fs=ntfs quick**” and hit enter to format the disk
7. Wait for the format to complete.

```
DISKPART> clean

DiskPart succeeded in cleaning the disk.

DISKPART> create partition primary

DiskPart succeeded in creating the specified partition.

DISKPART> format fs=ntfs quick

    100 percent completed

DiskPart successfully formatted the volume.

DISKPART>
```

Managing the files and directories from cmd.

Steps: -

- Open Command Prompt,
- Type **D:** to select the drive and hit enter,
- Type **md (Folder Name)** to create the folder and hit enter,
- Type **cd (Folder Name)** to navigate that folder,
- Type **copy con File Name.txt** for text file,
- Type **(move filename. extension)** to move files,
- Type **(del file name. extension)** to delete the file.

Command Prompt

```
Microsoft Windows [Version 10.0.19045.2965]
(c) Microsoft Corporation. All rights reserved.

C:\Users\nisha>d:

D:\>md bachelor

D:\>cd bachelor

D:\bachelor>copy con bca.txt
bca^Z
    1 file(s) copied.

D:\bachelor>move bca.txt D:\bca1
    1 file(s) moved.

D:\bachelor>cd..
```

```
D:\>d:

D:\>cd bca

D:\BCA>del nepal.txt

D:\BCA>
```