**MONIPUR UCHCHA VIDYALAYA & COLLEGE**

**( MUBC )**



**Project**

#### Subject

**Information & Communication Technology (ICT)**

# Directed By

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Monipur Uchcha Vidyalaya & College

**MS EXCEL**

**QUESTION NO – 1**

MUBC, Class Nine-B has 25 students. It maintains the following information: Student ID, Name, Marks (Bangla, English, Math, Biology and ICT). Calculate the Total Marks & Average Marks.

Hints:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | F | G | H | I |
| 1 | ID | Name | Ban | Eng. | Math | Bio | ICT | Total | Ave |
| 2 |  |  |  |  |  |  |  | =Sum(C2:G2) | =(H2/5) |
| 3 |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| wgicy‡i-2, XvKvq Aew¯’Z gwbcyi D”P we`¨vjq I K‡jR Gi beg †kÖwY L kvLvi 25 Rb QvÎ-QvÎx‡`i Rb¨ MS Excel e¨enviK‡i Total Marks & Average Marks ‰ZixKi‡Zn‡e| |

Total Marks:

* Total Marks Gi Cell wU Select Kwi Ges =Sum(C2:G2) m~ÎwU ewm‡q Enter Pvwc| Zvn‡j C2, D2, E2, F2, G2 Cell Gi QvÎ/QvÎxi Marks Gi Dci wbf©i K‡i Total Marks cÖ`wk©Z n‡e|
* Fill & Drag c×wZ‡Z evwK‡`i Total Marks †ei Kwi|

Average Marks:

* Average Marks Gi Cell wU Select Kwi Ges =(H2/5) m~ÎwU ewm‡q Enter Pvwc| Zvn‡j H2 Cell GiQvÎ/QvÎxi Total Marks Gi Dci wbf©i K‡i Average Marks cÖ`wk©Z n‡e|
* Fill &Drag c×wZ‡Z evwK‡`i Average Marks †ei Kwi|

**QUESTION NO – 2**

Dhaka Bank Ltd. Mirpur-2, Branchhas 25 employees. It maintains the following information.

ID, Name, Position, Basic Salary, House Rent (H.R), Medical Allowance (M.A), Gross Income, Provident Fund (P.F), Net Income (N.I).

House rent is calculated as 20% of the Basic salary.Medical allowance is 10% of the Basic salary. Income Tax is 10% of the Gross salary.Calculate the Net salary of the employees.

Hints:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | F | G | H | I |
| 1 | ID | Name | Position | Basic | H.R | M.A | Gross | P.F | Net S. |
| 2 |  |  |  |  | =D2\*20% |  | =(D2+E2+F2) | =G2\*10% | =(G2-H2) |
| 3 |  |  |  |  |  |  | =SUM(D3:F3) |  |  |

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| --- |
| wgicy‡i-1, XvKvq Aew¯’Z XvKv e¨vs‡Ki 25 Rb Kg©KZ©vi Rb¨ MS Excel e¨enviK‡i Salary Sheet ‰Zix Ki‡Z n‡e| |

House Rent (H.R):

* House Rent (H.R) Gi Cell wU Select Kwi Ges =D2\*20% m~ÎwU ewm‡q Enter Pvwc| Zvn‡j B2 Cell Gi Kg©KZ©vi BasicSalary Gi Dci wbf©i K‡i House Rent Gi UvKvi cwigvb cÖ`wk©Z n‡e|
* Fill & Drag c×wZ‡Z evwK‡`i House Rent †ei Kwi|

Medical Allowance (M.A):

* Medical Allowance (M.A)GiCell wU Select Kwi Ges=D2\*10% m~ÎwU ewm‡q Enter Pvwc| Zvn‡j B2 Cell Gi Kg©KZ©vi Basic Salary Gi Dci wbf©iK‡i Medical Allowance (M.A)Gi UvKvi cwigvb cÖ`wk©Z n‡e|
* Fill &Drag c×wZ‡Z evwK‡`i Medical Allowance (M.A) †ei Kwi|

Gross Income:

* Gross Income Gi Cell wU Select Kwi Ges =(D2+E2+F2) ev =SUM(D2:F2) m~ÎwU ewm‡q Enter Pvwc| Zvn‡j B2 Cell Gi Kg©KZ©vi BasicSalary,House Rent (H.R), Medical Allowance (M.A)Gi Dci wbf©i K‡i GrossIncome Gi UvKvi cwigvb cÖ`wk©Z n‡e|
* Fill &Drag c×wZ‡Z evwK‡`i Gross Income †ei Kwi|

Provident Fund (P.F):

* Provident Fund (P.F) Gi CellwU Select Kwi Ges =G2\*10% m~ÎwU ewm‡q Enter Pvwc| Zvn‡j G2 Cell Gi Kg©KZ©vi Gross Income Gi Dci wbf©i K‡i Provident Fund (P.F)Gi UvKvi cwigvb cÖ`wk©Z n‡e|
* Fill &Drag c×wZ‡Z evwK‡`i Provident Fund (P.F) †ei Kwi|

Net Income (N.I):

* Net Income (N.I)Gi Cell wU Select Kwi Ges =(G2-H2)m~ÎwUewm‡qEnterPvwc| Zvn‡j G2Cell Gi Kg©KZ©vi Net Income Gi UvKvi cwigvb cÖ`wk©Z n‡e|
* Fill &Drag c×wZ‡Z evwK‡`i Net Income (N.I) †ei Kwi|

**QUESTION NO – 3**

MUBC, Class Nine-B has 25 students. It maintains the following information: Student ID, Name, Marks, Grade, Grade Point. Grade for a course is evaluated as follows

|  |  |  |
| --- | --- | --- |
| Range of Marks | Grade | Grade Point (G.P) |
| 80 and above | A+ | 5.00 |
| 70 to less than 80 | A | 4.00 |
| 60 to less than 70 | A- | 3.50 |
| 50 to less than 60 | B | 3.00 |
| 40 to less than 50 | C | 2.00 |
| 33 to less than 40 | D | 1.00 |
| < 33 | F | 0.00 |

FORMULA: =IF(C2>=80,"A+",IF(C2>=70,"A",IF(C2>=60,"A-",IF(C2>=50,"B",IF(C2>=40,"C",IF(C2>=33,"D",IF(C2<33,"F")))))))

|  |
| --- |
| wgicy‡i-2, XvKvq Aew¯’Z gwbcyi D”P we`¨vjq I K‡jR Gi beg †kÖwY L kvLvi 25 Rb QvÎ-QvÎx‡`i Rb¨ MS Excel e¨enviK‡i Result Sheet ‰Zix Ki‡Z n‡e| |

Grade:

* Grade Gi Cell wU Select Kwi Ges =IF(C2>=80,"A+",IF(C2>=70,"A",IF(C2>=60,"A-",IF(C2>=50,"B",IF(C2>=40,"C",IF(C2>=33,"D",IF(C2<33,"F"))))))) m~ÎwU ewm‡q Enter Pvwc| Zvn‡j C2 Cell Gi QvÎ/QvÎxi MarksGi Dci wbf©i K‡i Grade cÖ`wk©Z n‡e|
* Fill &Drag c×wZ‡Z evwK‡`i Grade †ei Kwi|

Grade Point (G.P):

* Grade Point (G.P) Gi Cell wU Select Kwi Ges =IF(C2>=80,"5.00",IF(C2>=70,"4.00",IF(C2>=60,"3.50",IF(C2>=50,"3.00",IF(C2>=40,"2.00",IF(C2>=33,"1.00",IF(C2<33,"0.00"))))))) m~ÎwU ewm‡q Enter Pvwc| Zvn‡j C2 Cell Gi QvÎ/QvÎxi Marks Gi Dci wbf©i K‡i Grade Point (G.P) cÖ`wk©Z n‡e|
* Fill &Drag c×wZ‡Z evwK‡`i Grade Point (G.P) †ei Kwi|

**MS WORD**

**QUESTION NO – 1**

MUBC, Class Nine-B has 25 students. It maintains the following Student information:

SL, Student ID/ Roll No, Name, Fathers Name, Mothers Name, Address.

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| --- |
| wgicy‡i-2, XvKvq Aew¯’Z gwbcyi D”P we`¨vjq I K‡jRGi beg †kÖwY L kvLvi 25 Rb QvÎ-QvÎx‡`i Rb¨ MS Word e¨enviK‡i Student information ‰Zix Ki‡Z n‡e| |

* cÖ\_‡g MSWord Pvj yKwi|
* MS Word Pvjy nIqvi ci Insert G Click Kwi|
* Gici Table Ribon G Click Kwi|
* GLvb †\_‡K wbw`©ó msL¨vKColumn Ges Row wb‡q GKwU Table cÖ¯‘Z Kwi|
* Gici Table G Data Input Kwi|