

Institute of Science and Technology  
Tribhuvan University



Lab Report  
On  
Introduction to Information Technology (CSC114)

Submitted to:  
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Submitted by:  
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Prithivi Narayan Campus, Pokhara

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# Lab 1

## 1. Objective

- To create CV using various formatting tools in MS-Word.

## 2. Theory

In this lab we discussed the various types of formatting tools which are widely use in MS-Word to modify and enhance our document or file. To create CV here I have use different kinds of tools such as font size to increase or decrease the size of text, text box to insert text so I can move that text wherever I want, and various colors are used to enhance CV. Furthermore, 3 shapes are also inserted, one Circle to insert my JPEG photo inside that shape and remaining two's for decorative idea.

## 3. Steps:

Step 1: Open Microsoft Word and select “New Document”

Step 2: Click on “Resumes and Cover Letters” from the templates section.

Step 3: Choose the CV template that suits your needs.

Step 4: Replace the template's pre-existing text with your own information. Ensure that the font size, style, and formatting are consistent throughout the document.

Step 5: Add sections such as work experience, education, skills, and achievements, depending on your career history.

Step 6: Use bullet points to make the information clear and concise.

Step 7: Customize the color scheme, font, and formatting to make your CV visually appealing.

Step 8: Save the document in a folder on your computer or cloud storage

## 4. Conclusion:

Creating a professional CV using Microsoft Word is an essential skill for job seekers, researchers, and students. By following the step-by-step guide provided in this lab report, you can create a visually appealing and effective CV that showcases your skills, experience, and qualifications.



## CURRICULUM VITAE

# Kiran Gautam

## PROFILE

I am Kiran Gautam an ambitious IT student with a passion for technology and a strong desire to learn. Born and raised in Nepal, I have always been interested in computers and programming from a young age. After completing high school, I decided to pursue a degree in IT to further develop my skills and knowledge in this field. In addition to my academic studies, I am also actively involved in various extracurricular activities, including coding clubs and hackathons.

## CONTACT



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Nadipur-3 Pokhara

## HOBBIES



Photography



Reading



Music



Writing

## EDUCATION

### Prithvi Naryan Campus

**Bachelor of Science in Computer system and Information Technology**  
2022- Running

**Shree Amar Singh Secondary School**  
High School Level in Science major Math  
2020-2022.

Completed with excellent GPA 3.57 in grade 11 and 3.57 in 12 board exam.

**Shree Rudrepipal Secondary School**  
Secondary School level  
2007-2020

Completed SEE with perfect GPA 3.95 and BLE with 4.00

## Languages

English and Nepali

## Lab-2

### 1. Objective: To use all formatting tools.

### 2. Introduction

Font tools are software applications that enable designers, typographers, and graphic artists to create, edit, modify, and manage fonts. With font tools, users can customize the size, shape, and style of fonts to match their design needs. Font tools have become essential for creating unique typography and branding for businesses, and they are widely used in various industries, including advertising, publishing, and web design.

### 3. Theory

Font tools offer a wide range of functionalities, such as editing and modifying existing fonts, creating new fonts from scratch, and managing font collections. Designers can use these tools to adjust the spacing, kerning, and tracking of fonts, as well as to modify individual glyphs or characters to create custom typography. Font tools also allow designers to generate custom font families, which include various weights, styles, and sizes. Font Selection: Microsoft Word provides users with a wide range of font options to choose from, ranging from classic serif and sans-serif fonts to more modern and decorative options. Users can access the font selection tool by clicking on the font dropdown menu, which is located in the Home tab of the Ribbon.

- i. Font Styles: In addition to selecting a font, we can also choose from a variety of font styles, such as bold, italic, and underline, to add emphasis or hierarchy to their text. The font style tool is located next to the font selection tool in the Home tab of the Ribbon.
- ii. Font Size: The font size tool enables users to adjust the size of their text to make it more legible or to emphasize certain parts of their document. We can access this tool by clicking on the font size dropdown menu, which is located next to the font style tool in the Home tab of the Ribbon.
- iii. Font Color: The font color tool enables users to change the color of their text, making it easy to create visually appealing documents that match their brand or style. We can access this tool by clicking on the font color dropdown menu, which is located next to the font size tool in the Home tab of the Ribbon.
- iv. Text Effects: Microsoft Word also provides users with a range of text effects, such as shadow, glow, and reflection, highlighter to add visual interest and depth to their text. Users can access these effects by clicking on the Text Effects dropdown menu, which is located in the Font group of the Home tab of the Ribbon.

### 4. Implementation

#### INTRODUCTION:

Prithvi Narayan Campus or P.N. Campus, (Nepali: पृथ्वीनारायण क्याम्पस) is a public co-educational institution located in the northern part of the Pokhara city and is one of the largest campuses affiliated to the TU. The institution offers undergraduate (Bachelors) and graduate (Masters& Doctorate) programs. It is named after the great king; Prithvi Narayan Shah. The present chief campus is Dr. Saroj Koirala. There are altogether around 20 thousands students studying in different fields. It has almost covered 37 hectares of land at Bhimkali Patan, Bagar at Pokhara.

## HISTORY:

पि. एन. कलेज

*P.N Campus was built on 1<sup>st</sup> September 1960 as the first community college of Kaski District for post-secondary education by local efforts and was started with 13 students and 2 teachers for post-secondary education and was run by local community. The campus is spread over 35 hectares along on the banks of the Seti River. However, the campus buildings occupy only a small part of its total area; most of the land is open and covered with grass and trees. The science program started with a proficiency certificate level in Science (I. Sc.) in 1968 in the subjects: Physics, Chemistry, Biology,*

*and Mathematics. The two year Bachelor's level in Science (B. Sc.) was started 1987 on the subjects Physics, Chemistry, Mathematics, Zoology, Botany and Statistics. The bachelor's level was transformed into 3 years program in 1998 and as of 2010 the I. Sc. program has been discontinued in accordance with the TU guidelines. George John was the first principal, and Naryan Bahadur Karki and Arjun Bikram Rana were the first administrative staff of the college. The first batch were admitted to Bachelors of Arts on 4 Bhadra 2020 B.S. which receives its accreditation from Tribhuvan University. In the same year, under the Peace Corps Volunteering Projects, Douglas Wingham, Peter Facro, and Dorothy Mierow started working as a volunteers to teach English and other subjects in the college. With, the introduction of New Education System Plan on 1<sup>st</sup> Shrawan 2030 BS, the college was formally incorporated with TU as one of its constituent campuses, changing form "college" to "campus".*

## PRESENT:

**The PN Campus is state-run higher education institution under Tribhuvan University and has been the major center for higher education in western region.**

**The campus is now spread over 36 hectares along the banks of seti river.**

**PN campus has 29 departments under 4 faculties and 1 institute with 34 programs and 500 courses are offered with the help of 122 administrative staff, 642 faculty members in order to provide higher education to more than 10 thousands students.**



## COURSES OFFERED:

- BSC. Computer science and information technology(B.SC.CSIT)
- MA Nepali
- MA Geography
- Bachelor of Arts (BA)
- Bachelor of Law (LLB)
- BALLB
- MA Political Science
- MA in Sociology
- BSC Science
- M.SC. Physics
- BBS
- BBA
- MBS
- B.Ed
- BPA
- MPA
- BCA



Figure 1 map of PNC

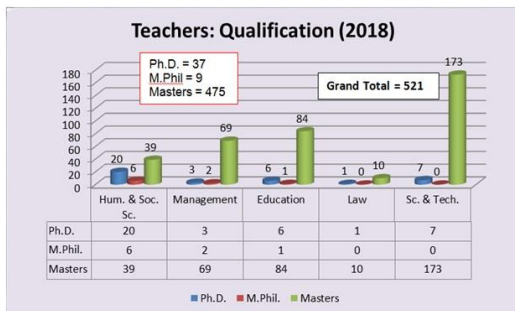


Figure 2 Teachers qualification as per 2018



Figure 3 Entrance Gate



Figure 4 Newly Constructed BSC.CSIT Building

**SAILENT FEATURES:**

- ✓ WESTERN REGIONAL LIBRARY
- ✓ ANNAPURNA MUSEUM
- ✓ SPORTS AND SUFFICIENT GROUND, COURT.
- ✓ FREE STUDENTS UNION
- ✓ HOSTEL

**5. Conclusion**

Overall, after doing this lab report now we can use font formatting tools effectively. Microsoft Word's font tools provide users with a range of options to customize their text, making it easy to create professional-looking documents with ease. Whether you're creating a report, presentation, or any other type of document, Microsoft Word's font tools can help you create engaging and visually appealing content.



## Lab-3

### 1. Objective:

- To use various function and formula of MS-EXCEL

### 2. Introduction

The purpose of this lab report is to demonstrate how to use Microsoft Excel to calculate the marks of students in five different subjects, calculate their total marks, percentage, and division. This lab report will provide a step-by-step guide on how to input and calculate the data, as well as a discussion on the different formulas and functions used in Excel.

### 3. Theory

Microsoft Excel is a powerful tool for managing and analyzing data. It is widely used in various fields, including finance, accounting, and education, to manage and analyze data. In this lab report, we will be using Excel to calculate the marks of students in five different subjects, calculate their total marks, percentage, and division. The following formulas and functions will be used:

- SUM function:** The SUM function is used to add up the marks of the five subjects for each student.
- Nested IF function:** The Nested IF function is used to calculate the division of each student based on their percentage.
- IF function:** The IF function is used to determine whether a student has passed or failed based on their percentage.

### 4. Implementation

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1				Physics		Math		Digital Logic		C programming		IIT						
2	S.N	Name		Theory	Practical	Theory	Practical	Theory	Practical	Theory	Practical	Theory	Practical	Total		Percentage	Result	Division
3	1	Kiran Gautam		59	38	52	31	52	31	30	31	50	35	409		81.8	Pass	Distinction
4	2	Asish Gautam		56	31	53	32	53	31	30	32	50	35	403		80.6	Pass	Distinction
5	3	Asish Paudel		45	32	54	33	54	31	30	33	50	35	397		79.4	Pass	First Division
6	4	Sandesh Subedi		58	33	55	34	55	31	30	34	51	35	416		83.2	Pass	Distinction
7	5	Shital Subedi		45	34	56	35	56	31	30	35	51	35	408		81.6	Pass	Distinction
8	6	Kushal Acharya		59	35	57	36	57	31	30	36	51	35	427		85.4	Pass	Distinction
9	7	Karan Ksheti		57	36	58	37	58	31	30	36	51	35	429		85.8	Pass	Distinction
10	8	Sabin Pandey		54	37	59	38	59	31	30	35	51	39	433		86.6	Pass	Distinction
11																		

### 5. Discussion

- Step 1: Input the necessary data

In the second column, we will input the names of the students, from third column to 12<sup>th</sup> column, we will input the marks of students in theory and practical obtained by the students.

- Step 2: Calculate Total Marks
  - To calculate the total marks of each students, we will use the SUM function: Total = =SUM(D3:M3)
  - In the 13<sup>th</sup> column, we will use the formula =SUM (D3:M3) to calculate the total marks of the first student. We will then drag the formula down to the rest of the rows to calculate the total marks of all students.
- Step 3: Calculate Percentage
  - To calculate the percentage of each student, we will use the formula: Percentage = =Total/5, where 5 is total number of subject.

- In the 14<sup>th</sup> column, we will use the formula =N3/5 to calculate the percentage of the first student. We will then drag the formula down to the rest of the rows to calculate the percentage of all students.
- Step 4: Calculate Result
  - To calculate the result of each student, we will use the formula: Result = =IF(Percentage>=40, "Pass", "Fail").
  - In the 15<sup>th</sup> column, we will use the formula = =IF(P3>=40, "Pass", "Fail") to calculate the result of the first student. We will then drag the formula down to the rest of the rows to calculate the result of all students.
- Step 5: Calculate Division
  - To calculate the division of each student, we will use the formula: Result = = IF(Percentage>=80,"Distinction",IF(Percentage>60,"First Division",IF(Percentage >50,"Second Divison",IF(Percentage >30,"Third Division")))) .
  - In the 16<sup>th</sup> column, we will use the formula = = =IF(P3>=80,"Distinction",IF(P3>60,"First Division",IF(P3>50,"Second Divison",IF(P3>30,"Third Division")))) to calculate the division of the first student. We will then drag the formula down to the rest of the rows to calculate the division of all students.

## 6. Conclusion

To sum up, after this lab report now we can create result of students including their marks, percentage, pass fail, division and soon with the help of different functions such as SUM function, IF function, nested IF function.

## Lab-4

### 1. Objective:

- To use various functions of MS-EXCEL.

### 2. Introduction

In this lab report, we will discuss how to calculate service, income, total and net salary using Microsoft Excel. Microsoft Excel is a powerful tool that enables users to perform complex calculations and data analysis with ease.

### 3. Theory

Microsoft Excel is a powerful tool for managing and analyzing data. It is widely used in various fields, including finance, accounting, and education, to manage and analyze data. In this lab report, we will be using Excel to calculate the marks of students in five different subjects, calculate their total marks, percentage, and division. The following formulas and functions will be used:

- SUM function: The SUM function is used to add service tax and income tax to give total tax.
- Nested IF function: The Nested IF function is used to calculate income tax based on given condition and salary of the employee.
- IF function: The IF function is used to determine service tax based on monthly salary.

### 4. Implementation

	A	B	C	D	E	F	G	H	I
1	XYZ COMPANY KATHMANDU								
2									
3	S.N	Name	Salary	Tax			Net Salary		
4				Service	Income	Total			
5	1	Bishnu KC	10000	100	1000	1100	9000		
6	2	Ram Gurung	20000	1000	3000	4000	17000		
7	3	Nikita Nepali	35000	1750	5250	7000	29750		
8	4	Gita Karki	40000	2000	6000	8000	34000		
9									
10									

### 5. Discussion

Here given condition is like this:

- Service tax will be 5% for the employee who has got yearly salary more than 150000 otherwise 1%.
- Income tax will be 0% for the employee who has got yearly salary up to 100000, 10% for the employee who has got early salary less than 200000 otherwise 15%.
- Total is calculated as sum of service tax and income tax. Net salary is difference of Salary and Income tax.

Steps to solve given condition

- Step 1: Input the necessary data

In the second column, we will input the names of employees. In the third column, we will input the salary of each employee.

- Step 2: Calculate Service Tax

- To calculate the service tax of each employee, we will use the formula: Service Tax =  $\text{=IF}(\text{Salary} \times 12 > 150000, \text{Salary} \times (5/100), \text{Salary} \times (1/100))$
  - In the fourth column, we will use the formula  $\text{=IF}(C5 \times 12 > 150000, C5 \times (5/100), C5 \times (1/100))$  to calculate the service tax of the first employee. We will then drag the formula down to the rest of the rows to calculate the service tax of all employees.
- Step 3: Calculate Income Tax
  - To calculate the income tax of each employee, we will use the formula: Income Tax =  $\text{=IF}(\text{Salary} \times 12 \leq 100000, \text{Salary} \times (0/100), \text{IF}(\text{Salary} \times 12 < 200000, \text{Salary} \times (10/100), \text{Salary} \times (15/100)))$
  - In the fifth column, we will use the formula  $\text{=IF}(C5 \times 12 \leq 100000, C5 \times (0/100), \text{IF}(C5 \times 12 < 200000, C5 \times (10/100), C5 \times (15/100)))$  to calculate the income tax of the first employee. We will then drag the formula down to the rest of the rows to calculate the income tax of all employees.
- Step 4: Calculate Total Tax
  - To calculate the total tax of each employee, we will use the formula: Total Tax = Service Tax + Income Tax.
  - In the sixth column, we will use the formula  $\text{=D5+E5}$  to calculate the total tax of the first employee. We will then drag the formula down to the rest of the rows to calculate the total tax of all employees.
- Step 5: Calculate Net Salary
  - To calculate the net salary of each employee, we will use the formula: Net Salary = Salary - Income Tax.
  - In the seventh column, we will use the formula  $\text{=C5-E5}$  to calculate the net salary of the first employee. We will then drag the formula down to the rest of the rows to calculate the net salary of all employees.

## 6. Conclusion:

In conclusion, Microsoft Excel is an effective tool for calculating complex financial data such as service, income, total, and net salary. By following the steps outlined in this lab report, we have successfully calculated the necessary data and created a spreadsheet that can be easily updated and modified in the future. We have also taken into account the service and income tax applicable on the salary of an employee based on the given criteria.