ST. XAVIER'S COLLEGE

MAITIGHAR, KATHMANDU, NEPAL
Phone: 01-5321365, 01-5344636
Email: ktm@sxc.edu.np

LAB/WRITTEN ASSIGNMENT NUMBER: 01

"WORD PROCESSOR"

Submitted By	Submitted To	Signature
Name: Shreyashkar Shah Roll No: 1025 Class: 11 Section: J	Mr. Jaya Sundar Shilpakar Department of Computer Science, St. Xavier's College	

Submission Date: 4th September, 2024

Table of Contents

1. MICROSOFT EXCEL

1.1   Steps for Marksheet in Microsoft Excel

a) Assign a heading to each column such as Roll no., First Name, Middle Name, Last Name, name of subjects (theory and practical both) in different columns, total marks secured by a student, percentage, GPA, Grade and Rank.

b) Add 10 random data in all the columns except for those on which functions are to be used like total, percentage, GPA, Grade and Rank.

c) Use the formula in the Total Column and apply to all the data in the column: =SUM(XX,YY) where XX refers to the location of any data from where the function and YY refers to the location of any data up to which the function is to be applied.

d) Use this function in the Percentage column: "=(XX/6)" where XX refers to the location of any data of "Total" column.

e) Use this function in the GPA column and apply to all the data in the column: "=IF(XX>=90,"A+",IF(XX>=80,"A",IF(XX>=70,"B+",IF(XX>=60,"B",IF(XX>=50,"C+",IF(XX>=40,"C","NG")))))) where "XX" refers to the location of any data of the "Percentage" column.

f) Use this function in the Rank column and apply to all the data in the column: =RANK(XX,XX:YY) where XX refers to the location of any data in percentage column and YY refers to the location of the data of the final shell up to which function is to be applied.

1.2   Output

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Roll No.	First Name	Middle N.	Last Name	Physics Theory	Physics Pract	Chemistry The	Chemistry Practi	Mathematics Th	Mathematics Pra	Computer The	Computer Prac	English Theory	English Practi	Nepali Theory	Nepali Practical	Total	Percentage (%	GPA	Grade	Rank
2	1001	John		Dhakal	66	25	60	24	55	25	50	48	45	20	68	24	510	85	3.4	A	1
3	1002	Sabdha		KC	64	23	66	24	55	20	45	49	49	21	44	20	480	80	3.2	A	4
4	1003	Rochak	Bikram	Rai	37	24	60	21	59	23	56	42	55	18	70	25	490	81.67	3.27	A	3
5	1004	Sunil		Maharjan	46	23	46	15	45	20	31	45	56	23	60	20	430	71.67	2.87	B+	7
6	1005	Hari		Lama	49	23	45	16	58	21	32	36	50	24	46	20	420	70	2.8	B+	8
7	1006	Sara		Maharjan	67	22	35	18	29	25	37	44	40	25	57	21	420	70	2.8	B+	8
8	1007	Imon		Baral	74	22	68	13	67	23	39	45	44	23	68	24	510	85	3.4	A	1
9	1008	Isha		Adhikari	73	21	32	20	62	22	41	50	57	19	30	23	450	75	3	B+	5
10	1009	Nishan		Khadka	55	20	53	23	61	19	46	41	54	21	39	18	450	75	3	B+	5
11	1010	Supreme		Baniya	29	19	56	25	51	18	41	40	68	22	34	17	420	70	2.8	B+	8

1.3   List of formula / functions used

a) Sum: =SUM(XX,YY) where XX refers to the location of any data from where the function and YY refers to the location of any data up to which the function is to be applied.

b) For calculating GPA:
"=IF(XX>=90,"A+",IF(XX>=80,"A",IF(XX>=70,"B+",IF(XX>=60,"B",IF(XX>=50,"C+",IF(XX>=40,"C","NG")))))) where "XX" refers to the location of any data of the "Percentage" column.

g) For allocating ranks: =RANK(XX,XX:YY) where XX refers to the location of any data in percentage column and YY refers to the location of the data of the final shell up to which function is to be applied.

c) For rounding off: =ROUND(XX, N) where XX refers to the location of any data in any column of which data is to be rounded off and N refers to the number of digit up to which the data is to be rounded off.

2. MICROSOFT WORD

2.1 Steps for Marksheet in Microsoft Excel

a) Insert a rectangular shape from "Insert" covering the entire page.

b) Insert another rectangular shape at the top center of the marksheet and add necessary details like Name of college, address, email and contact no.

c) Insert another rectangular shape to the top left corner of the marksheet, and insert logo of the college.

d) Insert another rectangular shape just below the rectangular shape containing name of the college and type "First Terminal Examinations – 2024 (2081)"

e) Again, insert another rectangular shape just below the previous one and add the headings of the details like Student's name, class, section and roll no.

f) Again, add another rectangular shape just below the previous one and insert a table with 4 columns and 15 rows. Merge the first three columns of the last 2 rows.

g) Add the necessary details like S.N., Subjects, Full marks and marks obtained.

h) Again, add another rectangular box at the bottom left corner of the marksheet and add details like total marks obtained, GPA and rank.

i) Again, insert another rectangular box at the bottom right corner of the marksheet and add space for the principal's signature as shown in the output.

j) Select "Mailings" and click on "Select Recipients" and then use the existing list.

k) Locate the file and open it.

l) Click on "Insert Merge Field" and add them to their corresponding appropriate locations in the marksheet.

m) Click on "Preview Results" to check whether they are working properly or not.

2.2 Output

ST. XAVIER'S COLLEGE

Maitighar, Kathmandu, Nepal

Phone: 01-5321365, 01-5344636

Email: ktm@sxc.edu.np

FIRST TERMINAL EXAMINATION RESULTS − 2024 (2081)

Student's Name: John Dhakal

Class / Section: 11 / J

Roll No.: 1001

S.N.	Subjects	Full marks	Marks Obtained
1.	English (Theory)	75	45
2.	English (Practical)	25	20
3.	Mathematics (Theory)	75	55
4.	Mathematics (Practical)	25	25
5.	Nepali (Theory)	75	68
6.	Nepali (Practical)	25	24
7.	Physics (Theory)	75	66
8.	Physics (Practical)	25	25
9.	Chemistry (Theory)	75	60
10.	Chemistry (Practical)	25	24
11.	Computer Science (Theory)	50	50
12.	Computer Science (Practical)	50	48
	Total marks obtained		510
	Percentage (%)		85

Total Marks Obtained: 510 / 600

GPA: 3.39

Rank: 1

_____

Principal's Signature

Output 1

ST. XAVIER'S COLLEGE

Maitighar, Kathmandu, Nepal

Phone: 01-5321365, 01-5344636

Email: ktm@sxc.edu.np

FIRST TERMINAL EXAMINATION RESULTS − 2024 (2081)

Student's Name: Sabdha KC

Class / Section: 11 / J

Roll No.: 1002

S.N.	Subjects	Full marks	Marks Obtained
1.	English (Theory)	75	49
2.	English (Practical)	25	21
3.	Mathematics (Theory)	75	55
4.	Mathematics (Practical)	25	20
5.	Nepali (Theory)	75	44
6.	Nepali (Practical)	25	20
7.	Physics (Theory)	75	64
8.	Physics (Practical)	25	23
9.	Chemistry (Theory)	75	66
10.	Chemistry (Practical)	25	24
11.	Computer Science (Theory)	50	45
12.	Computer Science (Practical)	50	49
	Total marks obtained		480
	Percentage (%)		80

Total Marks Obtained: 480 / 600

GPA: 3.2

Rank: 4

_____

Principal's Signature

Output 2

ST. XAVIER'S COLLEGE

Maitighar, Kathmandu, Nepal

Phone: 01-5321365, 01-5344636

Email: ktm@sxc.edu.np

FIRST TERMINAL EXAMINATION RESULTS – 2024 (2081)

Student's Name: Rochak Bikram Rai

Class / Section: 11 / J

Roll No.: 1003

S.N.	Subjects	Full marks	Marks Obtained
1.	English (Theory)	75	55
2.	English (Practical)	25	18
3.	Mathematics (Theory)	75	59
4.	Mathematics (Practical)	25	23
5.	Nepali (Theory)	75	70
6.	Nepali (Practical)	25	25
7.	Physics (Theory)	75	37
8.	Physics (Practical)	25	24
9.	Chemistry (Theory)	75	60
10.	Chemistry (Practical)	25	21
11.	Computer Science (Theory)	50	56
12.	Computer Science (Practical)	50	42
	Total marks obtained		490
	Percentage (%)		82

Total Marks Obtained: 490 / 600

GPA: 3.27

Rank: 3

_____

Principal's Signature

Output 3

ST. XAVIER'S COLLEGE

Maitighar, Kathmandu, Nepal

Phone: 01-5321365, 01-5344636

Email: ktm@sxc.edu.np

FIRST TERMINAL EXAMINATION RESULTS – 2024 (2081)

Student's Name: Sunil Maharjan

Class / Section: 11 / J

Roll No.: 1004

S.N.	Subjects	Full marks	Marks Obtained
1.	English (Theory)	75	56
2.	English (Practical)	25	23
3.	Mathematics (Theory)	75	45
4.	Mathematics (Practical)	25	20
5.	Nepali (Theory)	75	60
6.	Nepali (Practical)	25	20
7.	Physics (Theory)	75	46
8.	Physics (Practical)	25	23
9.	Chemistry (Theory)	75	46
10.	Chemistry (Practical)	25	15
11.	Computer Science (Theory)	50	31
12.	Computer Science (Practical)	50	45
Total marks obtained			430
Percentage (%)			72

Total Marks Obtained: 430 / 600

GPA: 2.81

Rank: 7

_____

Principal's Signature

Output 4

ST. XAVIER'S COLLEGE

Maitighar, Kathmandu, Nepal

Phone: 01-5321365, 01-5344636

Email: ktm@sxc.edu.np

FIRST TERMINAL EXAMINATION RESULTS − 2024 (2081)

Student's Name: Hari Lama

Class / Section: 11 / J

Roll No.: 1005

S.N.	Subjects	Full marks	Marks Obtained
1.	English (Theory)	75	50
2.	English (Practical)	25	24
3.	Mathematics (Theory)	75	58
4.	Mathematics (Practical)	25	21
5.	Nepali (Theory)	75	46
6.	Nepali (Practical)	25	20
7.	Physics (Theory)	75	49
8.	Physics (Practical)	25	23
9.	Chemistry (Theory)	75	45
10.	Chemistry (Practical)	25	16
11.	Computer Science (Theory)	50	32
12.	Computer Science (Practical)	50	36
Total marks obtained			420
Percentage (%)			70

Total Marks Obtained: 420 / 600

GPA: 2.78

Rank: 8

_____

Principal's Signature

Output 5

2.3   Mail Merge Output

ST. XAVIER'S COLLEGE

Maitighar, Kathmandu, Nepal

Phone: 01-5321365, 01-5344636

Email: ktm@sxc.edu.np

FIRST TERMINAL EXAMINATION RESULTS − 2024 (2081)

Student's Name: «First_Name» «Middle_Name» «Last_Name»

Class / Section: 11 / J

Roll No.: «Roll__No»

S.N.	Subjects	Full marks	Marks Obtained
1.	English (Theory)	75	«English Theory 75»
2.	English (Practical)	25	«English Practical 25»
3.	Mathematics (Theory)	75	«Mathematics Theory 75»
4.	Mathematics (Practical)	25	«Mathematics Practical 25»
5.	Nepali (Theory)	75	«Nepali Theory 75»
6.	Nepali (Practical)	25	«Nepali Practical 25»
7.	Physics (Theory)	75	«Physics Theory 75»
8.	Physics (Practical)	25	«Physics Practical 25»
9.	Chemistry (Theory)	75	«Chemistry Theory 75»
10.	Chemistry (Practical)	25	«Chemistry Practical 25»
11.	Computer Science (Theory)	50	«Computer Theory 50»
12.	Computer Science (Practical)	50	«Computer Practical 50»
Total marks obtained			«Total»
Percentage (%)			«Rounded off percentage »

Total Marks Obtained: «Total» / 600

GPA: «GPA1»

Rank: «Rank»

_____

Principal's Signature

3. CONCLUSION

In conclusion, we extend our sincere gratitude for the support provided in preparing the marksheet and utilizing various features of MS Excel. The assistance was instrumental in navigating the complexities of the software and completing the project effectively. This experience has significantly enhanced our understanding of MS Excel, and the knowledge gained will be invaluable for future tasks. Thank you for the exceptional guidance and support throughout this process.