RESULT MANAGEMENT SYSTEM

TOUKIR AHAMMED ABA KOWSER

User Manual

Result Management System

Course: SE505 Software Project Lab – II

Submitted by

Toukir Ahammed	Roll: 0806	2015-2016
Aba Kowser	Roll: 0825	2015-2016

Document Version 1.0

Submitted to

SPL II Coordinators



Institute of Information Technology

University of Dhaka

[31-05-2018]

TABLE OF CONTENTS

AUTHENTIC	ATION 1	Ĺ
REGISTER		Ĺ
LOGIN	3	3
LOG OFF	4	1
RECOVER	4	1
ADMIN PAN	EL ϵ	5
DEPARTM	ENTS6	5
CREATE	<i>.</i>	5
EDIT	7	7
DETAILS		7
DELETE		3
COURSES.	8	3
CREATE)
EDIT)
DETAILS)
DELETE)
STUDENTS	S11	Ĺ
CREATE	11	Ĺ
EDIT		2
DETAILS		2
DELETE		3
SEARCH	13	3
ENROLLM	ENTS	1
CREATE	14	1
EDIT		5
DETAILS		5
DELETE		5
SEARCH		5

COURSE ASSIGNMENTS	17
CREATE	17
EDIT	18
DETAILS	18
DELETE	19
PUBLISH RESULT	20
TABULATIONSHEET	20
GENERATE	20
LOGS	21
VIEW AND SEARCH	21
INSTRUCTOR PANEL	23
MYCOURSES	23
COURSE LIST	23
COURSE DETAILS	23
STUDENT LIST	23
MARK SUBMISSION	24
MANAGE SPREADSHEET	24
HOW TO ENTER DATA INTO CELLS	25
HOW TO MOVE FROM CELL TO CELL	25
HOW TO SELECT CELLS	25
HOW TO COPY CELL CONTENTS	25
HOW TO ADD AND DELETE ROWS AND COLUMNS	25
HOW TO DEFINE FORMULA IN CELL	26
CALCULATION OPERATORS	26
OPERATOR ORDER PRECEDENCE	27
HOW TO MERGE CELL	28
RELOAD	28
SAVE	28
AUTOSAVE	28
SUBMIT CONTINUOUS EVALUTION MARKS	28
SUBMIT FINAL EXAMINATION MARK	28

STUDENT PANEL	
CHECKING RESULT	29

TABLE OF FIGURES

Figure 2: Register Link Figure 3: Register Form Figure 4: Confirm Email Message Figure 5: After confirming email Message Figure 6: Login Form Figure 7: Log off Figure 8: Forgot Password Link Figure 9: Forgot Password Form Figure 9: Forgot Password Form Figure 10: Password Reset Form Figure 11: Department Create, Edit, Details, Delete Figure 12: Department Create Form Figure 13: Department Details Figure 14: Department Details Figure 15: Department Delete Form Figure 16: Course Create, Edit, Details, Delete Figure 17: Course Create Form Figure 18: Course Create Form Figure 19: Course Details Figure 20: Course Details Figure 21: Student Create, Edit, Details, Delete, Search Figure 22: Student Create, Edit, Details, Delete, Search Figure 23: Student Bit Form Figure 24: Student Bit Form Figure 25: Student Create, Edit, Details, Delete, Search Figure 26: Student Search Figure 27: Enrollment Edit Form Figure 28: Student Delete Form Figure 29: Student Create, Edit, Details, Delete, Search Figure 29: Student Delete Form Figure 29: Enrollment Create, Edit, Details, Delete, Search Figure 30: Enrollment Delete Form Figure 30: Enrollment Delete Form Figure 30: Enrollment Edit Form Figu	Figure 1: Default Page	1
Figure 4: Confirm Email Message Figure 5: After confirming email Message Figure 6: Login Form Figure 7: Log off Figure 7: Log off Figure 7: Log off Figure 8: Forgot Password Link Figure 9: Forgot Password Form Figure 10: Password Reset Form Figure 11: Department Create, Edit, Details, Delete Figure 12: Department Create Form Figure 13: Department Edit Form Figure 14: Department Deletails Figure 15: Department Delete Form Figure 16: Course Create, Edit, Details, Delete Figure 17: Course Create, Edit, Details, Delete Figure 19: Course Edit Form Figure 19: Course Details Figure 20: Course Details Figure 20: Student Create, Edit, Details, Delete, Search Figure 21: Student Create, Edit, Details, Delete, Search Figure 22: Student Edit Form Figure 23: Student Edit Form Figure 24: Student Details Figure 25: Student Edit Form Figure 26: Student Edit Form Figure 27: Enrollment Create, Edit, Details, Delete, Search Figure 28: Enrollment Create, Edit, Details, Delete, Search Figure 29: Student Edit Form Figure 29: Student Edit Form Figure 29: Student Details Figure 29: Student Details Figure 29: Enrollment Create, Edit, Details, Delete, Search Figure 30: Enrollment Create, Edit, Details, Delete, Search Figure 31: Enrollment Create, Edit, Details, Delete, Search Figure 32: Enrollment Create, Edit, Details, Delete, Search Figure 33: Course Assignment Create, Edit, Delete, Details Figure 34: Course Assignment Details Figure 35: Course Assignment Edit Form Figure 36: Course Assignment Edit Form Figure 37: Course Assignment Delete Form Figure 38: Publish Result.	Figure 2: Register Link	2
Figure 5: After confirming email Message Figure 6: Login Form Figure 7: Log off Figure 8: Forgot Password Link Figure 9: Forgot Password Form Figure 10: Password Reset Form Figure 11: Department Create, Edit, Details, Delete Figure 12: Department Create Form Figure 13: Department Edit Form Figure 14: Department Details Figure 15: Department Details Figure 16: Course Create, Edit, Details, Delete Figure 17: Course Create, Edit, Details, Delete Figure 18: Course Edit Form Figure 19: Course Details Figure 20: Course Details Figure 20: Course Details Figure 21: Student Create, Edit, Details, Delete, Search Figure 22: Student Create, Edit, Details, Delete, Search Figure 23: Student Edit Form Figure 24: Student Details Figure 25: Student Edit Form Figure 26: Student Edit Form Figure 27: Enrollment Create, Edit, Details, Delete, Search Figure 28: Enrollment Create, Edit, Details, Delete, Search Figure 29: Enrollment Create, Edit, Details, Delete, Search Figure 29: Student Details Figure 29: Student Details Figure 29: Enrollment Create, Edit, Details, Delete, Search Figure 39: Enrollment Create, Edit, Details, Delete, Search Figure 39: Enrollment Create, Edit, Details, Delete, Search Figure 30: Enrollment Create, Edit, Details, Delete, Search Figure 30: Enrollment Create, Edit, Details, Delete, Search Figure 31: Enrollment Create, Edit, Details, Delete, Search Figure 32: Enrollment Edit Form Figure 33: Course Assignment Edit Form Figure 34: Course Assignment Edit Form Figure 35: Course Assignment Edit Form Figure 36: Course Assignment Edit Form Figure 37: Course Assignment Delete Form Figure 38: Publish Result.	Figure 3: Register Form	2
Figure 6: Login Form	Figure 4: Confirm Email Message	3
Figure 7: Log off	Figure 5: After confirming email Message	3
Figure 8: Forgot Password Link Figure 9: Forgot Password Form Figure 10: Password Reset Form Figure 11: Department Create, Edit, Details, Delete Figure 12: Department Create Form Figure 13: Department Edit Form Figure 13: Department Delete Form Figure 14: Department Delete Form Figure 15: Department Delete Form Figure 16: Course Create, Edit, Details, Delete Figure 17: Course Create Form Figure 18: Course Edit Form Figure 19: Course Details Figure 20: Course Delete Figure 20: Course Delete Figure 21: Student Create, Edit, Details, Delete, Search Figure 22: Student Edit Form Figure 23: Student Edit Form Figure 24: Student Details Figure 25: Student Delete Form Figure 26: Student Search Figure 27: Enrollment Create, Edit, Details, Delete, Search Figure 29: Enrollment Create Form Figure 29: Enrollment Create, Edit, Details, Delete, Search Figure 30: Enrollment Edit Form Figure 30: Enrollment Edit Form Figure 31: Enrollment Details Figure 32: Enrollment Create, Edit, Delete, Details Figure 33: Course Assignment Create, Edit, Delete, Details Figure 35: Course Assignment Create, Edit, Delete, Details Figure 36: Course Assignment Create, Edit, Delete, Details Figure 37: Course Assignment Delete Form Figure 38: Publish Result Figure 38: Publish Result	Figure 6: Login Form	4
Figure 9: Forgot Password Form Figure 10: Password Reset Form Figure 11: Department Create, Edit, Details, Delete Figure 12: Department Create Form Figure 13: Department Edit Form Figure 14: Department Details Figure 15: Department Delete Form Figure 16: Course Create, Edit, Details, Delete Figure 17: Course Create, Edit, Details, Delete Figure 18: Course Edit Form Figure 18: Course Details Figure 20: Course Delete Figure 21: Student Create, Edit, Details, Delete, Search Figure 22: Student Create Form Figure 23: Student Edit Form Figure 24: Student Edit Form Figure 25: Student Delete Form Figure 26: Student Delete Form Figure 27: Enrollment Create, Edit, Details, Delete, Search Figure 27: Enrollment Create, Edit, Details, Delete, Search Figure 28: Enrollment Create Form Figure 29: Enrollment Create, Edit, Details, Delete, Search Figure 29: Enrollment Edit Form Figure 29: Enrollment Create, Edit, Details, Delete, Search Figure 30: Enrollment Delete Form Figure 31: Enrollment Details Figure 32: Enrollment Details Figure 33: Course Assignment Create, Edit, Delete, Details Figure 34: Course Assignment Create, Edit, Delete, Details Figure 35: Course Assignment Create Form Figure 36: Course Assignment Delete Form Figure 37: Course Assignment Delete Form Figure 38: Publish Result.	Figure 7: Log off	4
Figure 10: Password Reset Form	Figure 8: Forgot Password Link	5
Figure 11: Department Create, Edit, Details, Delete	Figure 9: Forgot Password Form	5
Figure 12: Department Create Form Figure 13: Department Edit Form Figure 14: Department Details Figure 15: Department Delete Form Figure 16: Course Create, Edit, Details, Delete Figure 17: Course Create Form Figure 18: Course Edit Form Figure 19: Course Details Figure 20: Course Delete Figure 21: Student Create, Edit, Details, Delete, Search Figure 22: Student Create Form Figure 23: Student Edit Form Figure 24: Student Edit Form Figure 25: Student Delete Form Figure 26: Student Search Figure 27: Enrollment Create, Edit, Details, Delete, Search Figure 28: Enrollment Create Form Figure 29: Enrollment Create, Edit, Details, Delete, Search Figure 30: Enrollment Create Form Figure 31: Enrollment Create, Edit, Details, Delete, Search Figure 32: Enrollment Create, Edit, Details, Delete, Search Figure 33: Course Assignment Create, Edit, Delete, Details Figure 34: Course Assignment Create, Edit, Delete, Details Figure 35: Course Assignment Create Form Figure 36: Course Assignment Delete Form Figure 37: Course Assignment Delete Form Figure 37: Course Assignment Details Figure 37: Course Assignment Delete Form Figure 38: Publish Result	Figure 10: Password Reset Form	6
Figure 13: Department Edit Form	Figure 11: Department Create, Edit, Details, Delete	6
Figure 14: Department Details	Figure 12: Department Create Form	7
Figure 15: Department Delete Form	Figure 13: Department Edit Form	7
Figure 16: Course Create, Edit, Details, Delete	Figure 14: Department Details	8
Figure 17: Course Create Form	Figure 15: Department Delete Form	8
Figure 18: Course Edit Form 10 Figure 19: Course Details 11 Figure 20: Course Delete 1 Figure 21: Student Create, Edit, Details, Delete, Search 1 Figure 22: Student Create Form 12 Figure 23: Student Edit Form 12 Figure 24: Student Details 1 Figure 25: Student Delete Form 15 Figure 26: Student Search 12 Figure 27: Enrollment Create, Edit, Details, Delete, Search 14 Figure 28: Enrollment Create Form 15 Figure 29: Enrollment Edit Form 15 Figure 30: Enrollment Details 16 Figure 31: Enrollment Delete Form 16 Figure 32: Enrollment Search 17 Figure 33: Course Assignment Create, Edit, Delete, Details 17 Figure 34: Course Assignment Create, Edit, Delete, Details 17 Figure 35: Course Assignment Edit Form 18 Figure 36: Course Assignment Edit Form 18 Figure 37: Course Assignment Details 19 Figure 38: Publish Result 20	Figure 16: Course Create, Edit, Details, Delete	9
Figure 19: Course Details 10 Figure 20: Course Delete 11 Figure 21: Student Create, Edit, Details, Delete, Search 12 Figure 22: Student Create Form 12 Figure 23: Student Edit Form 12 Figure 24: Student Details 13 Figure 25: Student Delete Form 13 Figure 26: Student Search 14 Figure 27: Enrollment Create, Edit, Details, Delete, Search 14 Figure 28: Enrollment Create Form 15 Figure 29: Enrollment Edit Form 15 Figure 30: Enrollment Details 16 Figure 31: Enrollment Delete Form 16 Figure 32: Enrollment Search 17 Figure 33: Course Assignment Create, Edit, Delete, Details 17 Figure 34: Course Assignment Create Form 18 Figure 35: Course Assignment Edit Form 18 Figure 36: Course Assignment Details 19 Figure 37: Course Assignment Details 19 Figure 37: Course Assignment Delete form 19 Figure 38: Publish Result 20 Figure 38: Publish Result 20 Figure 38: Publish Result 20 <td>Figure 17: Course Create Form</td> <td> 9</td>	Figure 17: Course Create Form	9
Figure 20: Course Delete 1 Figure 21: Student Create, Edit, Details, Delete, Search 1 Figure 22: Student Create Form 12 Figure 23: Student Edit Form 12 Figure 24: Student Details 1 Figure 25: Student Delete Form 1 Figure 26: Student Search 1 Figure 27: Enrollment Create, Edit, Details, Delete, Search 1 Figure 28: Enrollment Create Form 15 Figure 29: Enrollment Edit Form 15 Figure 30: Enrollment Details 16 Figure 31: Enrollment Delete Form 16 Figure 32: Enrollment Search 17 Figure 33: Course Assignment Create, Edit, Delete, Details 17 Figure 34: Course Assignment Create Form 18 Figure 35: Course Assignment Edit Form 18 Figure 36: Course Assignment Details 19 Figure 37: Course Assignment Delete form 19 Figure 37: Course Assignment Delete form 19 Figure 38: Publish Result 20	Figure 18: Course Edit Form	. 10
Figure 21: Student Create, Edit, Details, Delete, Search1Figure 22: Student Create Form12Figure 23: Student Edit Form12Figure 24: Student Details13Figure 25: Student Delete Form15Figure 26: Student Search14Figure 27: Enrollment Create, Edit, Details, Delete, Search14Figure 28: Enrollment Create Form15Figure 29: Enrollment Edit Form15Figure 30: Enrollment Details16Figure 31: Enrollment Delete Form16Figure 32: Enrollment Create, Edit, Delete, Details17Figure 33: Course Assignment Create, Edit, Delete, Details17Figure 35: Course Assignment Edit Form18Figure 36: Course Assignment Details19Figure 37: Course Assignment Details19Figure 37: Course Assignment Delete form19Figure 38: Publish Result20	Figure 19: Course Details	. 10
Figure 22: Student Create Form	Figure 20: Course Delete	. 11
Figure 23: Student Edit Form	Figure 21: Student Create, Edit, Details, Delete, Search	. 11
Figure 24: Student Details	Figure 22: Student Create Form	. 12
Figure 25: Student Delete Form	Figure 23: Student Edit Form	. 12
Figure 26: Student Search	Figure 24: Student Details	. 13
Figure 27: Enrollment Create, Edit, Details, Delete, Search	Figure 25: Student Delete Form	. 13
Figure 28: Enrollment Create Form15Figure 29: Enrollment Edit Form16Figure 30: Enrollment Details16Figure 31: Enrollment Delete Form16Figure 32: Enrollment Search17Figure 33: Course Assignment Create, Edit, Delete, Details17Figure 34: Course Assignment Create Form18Figure 35: Course Assignment Edit Form18Figure 36: Course Assignment Details19Figure 37: Course Assignment Delete form19Figure 38: Publish Result20	Figure 26: Student Search	. 14
Figure 29: Enrollment Edit Form15Figure 30: Enrollment Details16Figure 31: Enrollment Delete Form16Figure 32: Enrollment Search17Figure 33: Course Assignment Create, Edit, Delete, Details17Figure 34: Course Assignment Create Form18Figure 35: Course Assignment Edit Form18Figure 36: Course Assignment Details19Figure 37: Course Assignment Delete form19Figure 38: Publish Result20	Figure 27: Enrollment Create, Edit, Details, Delete, Search	. 14
Figure 30: Enrollment Details16Figure 31: Enrollment Delete Form16Figure 32: Enrollment Search17Figure 33: Course Assignment Create, Edit, Delete, Details17Figure 34: Course Assignment Create Form18Figure 35: Course Assignment Edit Form18Figure 36: Course Assignment Details19Figure 37: Course Assignment Delete form19Figure 38: Publish Result20	Figure 28: Enrollment Create Form	. 15
Figure 30: Enrollment Details16Figure 31: Enrollment Delete Form16Figure 32: Enrollment Search17Figure 33: Course Assignment Create, Edit, Delete, Details17Figure 34: Course Assignment Create Form18Figure 35: Course Assignment Edit Form18Figure 36: Course Assignment Details19Figure 37: Course Assignment Delete form19Figure 38: Publish Result20	Figure 29: Enrollment Edit Form	. 15
Figure 32: Enrollment Search17Figure 33: Course Assignment Create, Edit, Delete, Details17Figure 34: Course Assignment Create Form18Figure 35: Course Assignment Edit Form18Figure 36: Course Assignment Details19Figure 37: Course Assignment Delete form19Figure 38: Publish Result20	Figure 30: Enrollment Details	. 16
Figure 33: Course Assignment Create, Edit, Delete, Details17Figure 34: Course Assignment Create Form18Figure 35: Course Assignment Edit Form18Figure 36: Course Assignment Details19Figure 37: Course Assignment Delete form19Figure 38: Publish Result20	Figure 31: Enrollment Delete Form	. 16
Figure 34: Course Assignment Create Form	Figure 32: Enrollment Search	. 17
Figure 35: Course Assignment Edit Form	Figure 33: Course Assignment Create, Edit, Delete, Details	. 17
Figure 36: Course Assignment Details	Figure 34: Course Assignment Create Form	. 18
Figure 37: Course Assignment Delete form	Figure 35: Course Assignment Edit Form	. 18
Figure 37: Course Assignment Delete form	Figure 36: Course Assignment Details	. 19
Figure 38: Publish Result		
Figure 39: Result Publication Form		
	Figure 39: Result Publication Form	. 20

Figure 40: Tabulation sheet Generation Form	21
Figure 41: Generated Tabulation Sheet with Print Option	21
Figure 42: View and Search Logs	22
Figure 43: Instructor Courses List	23
Figure 44: See Course Details	23
Figure 45: See Student List	24
Figure 46: Mark Submission	24
Figure 47: Checking Result	29
Figure 48: Result Checking Form	29
Figure 49: Viewing Result	30
Figure 50: Downloading and print page	30
Figure 51: Sample Downloaded Transcript	31

AUTHENTICATION

Browsing the website as an anonymous user will lead you to the following page.

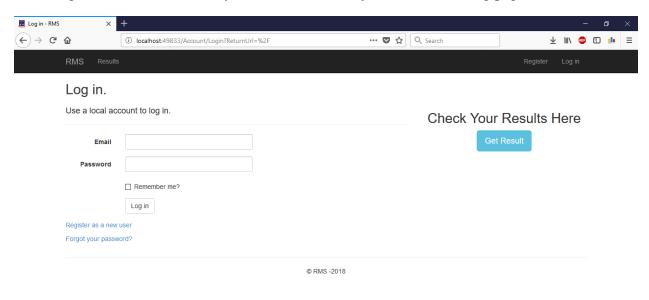


Figure 1: Default Page

REGISTER

To register as a new user, you have to click the "Register" link. You will be redirect to the register page. After providing the necessary field value you have to click the "Register" button. An email confirmation link will be sent to your email address and you will be redirect to a page saying "Check your email to confirm account". After clicking the link provided in email you will be able to login.

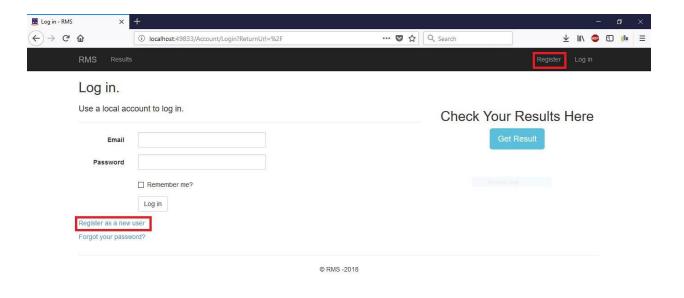


Figure 2: Register Link

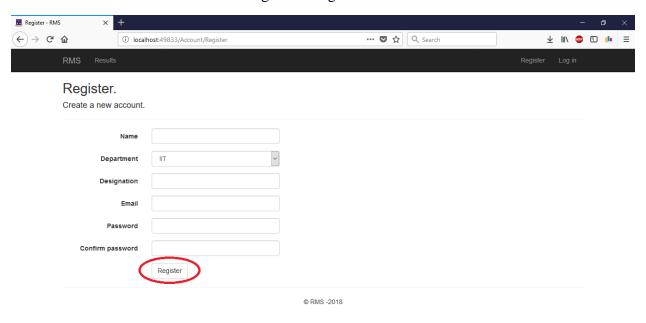


Figure 3: Register Form

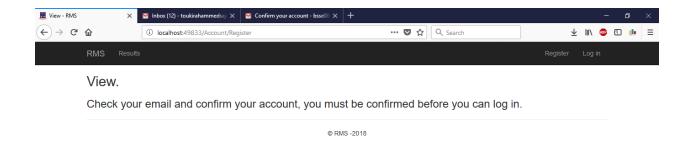


Figure 4: Confirm Email Message

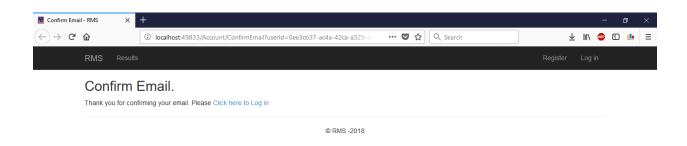


Figure 5: After confirming email Message

LOGIN

Login page is the default homepage for anonymous user. You can also find the "Login" link from navigation bar. This will redirect you to the login form. After submitting credentials, you will be logged in the system.

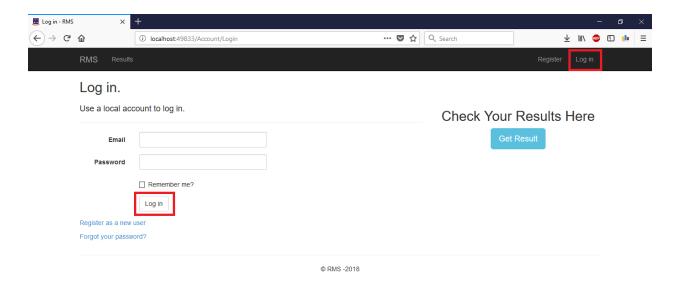


Figure 6: Login Form

LOG OFF

Any logged in user can find the "Log Off" link in the right upper corner of the navigation bar. By clicking this link, you can log off anytime.

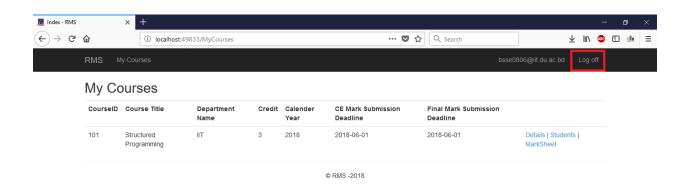


Figure 7: Log off

RECOVER

In the log in page there is a link in the lower left corner named "Forgot your password". By clicking this link, the user will be redirected to a page asking for email. After providing email a password reset link will be sent that email address. User can reset password with the provided link.

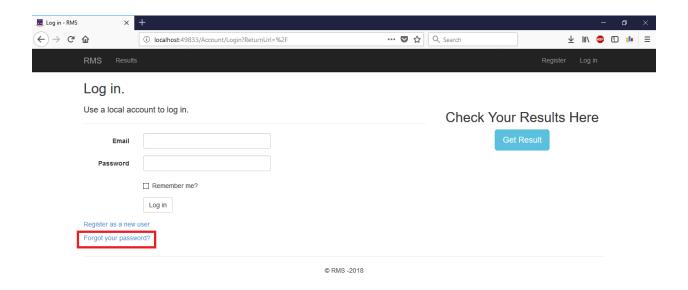


Figure 8: Forgot Password Link

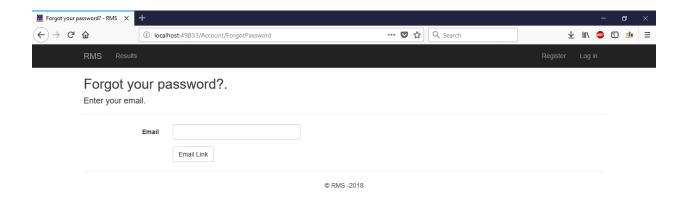


Figure 9: Forgot Password Form

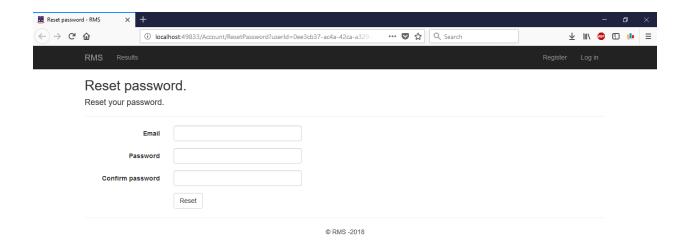


Figure 10: Password Reset Form

ADMIN PANEL

DEPARTMENTS

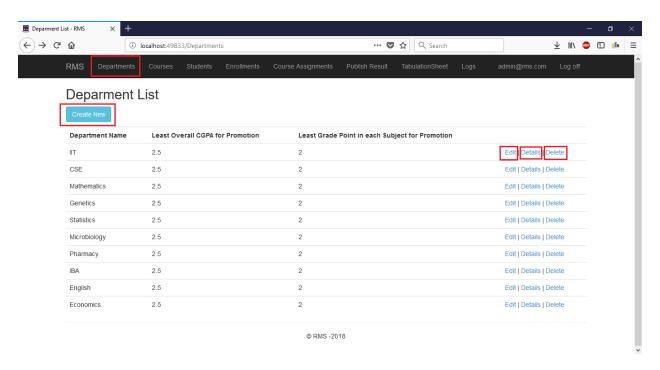


Figure 11: Department Create, Edit, Details, Delete

CREATE

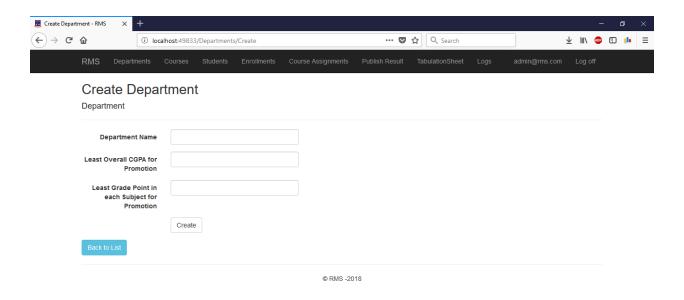


Figure 12: Department Create Form

EDIT

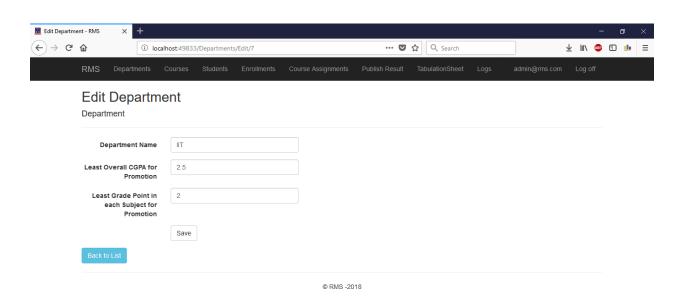


Figure 13: Department Edit Form

DETAILS

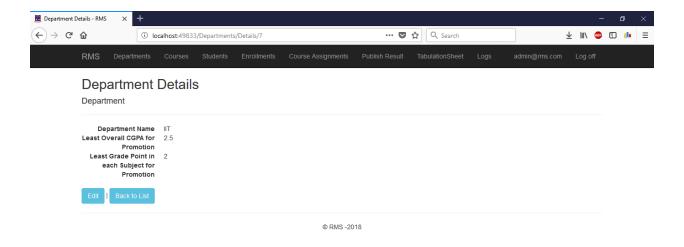


Figure 14: Department Details

DELETE

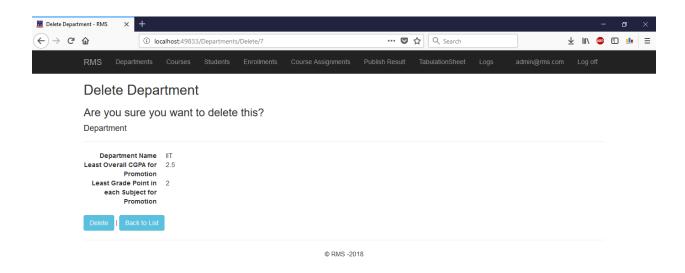


Figure 15: Department Delete Form

COURSES

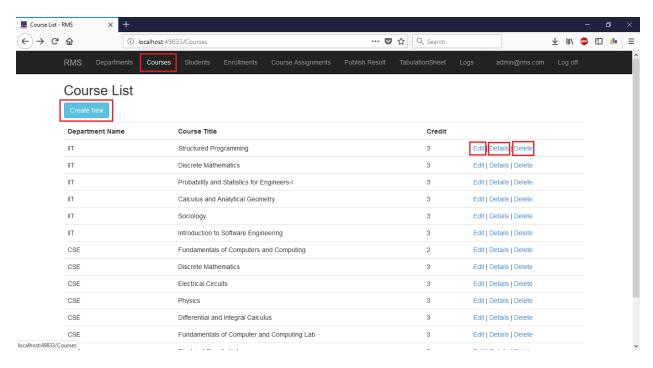


Figure 16: Course Create, Edit, Details, Delete

CREATE

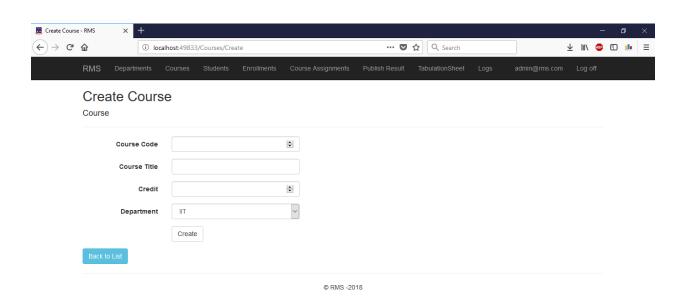


Figure 17: Course Create Form

EDIT

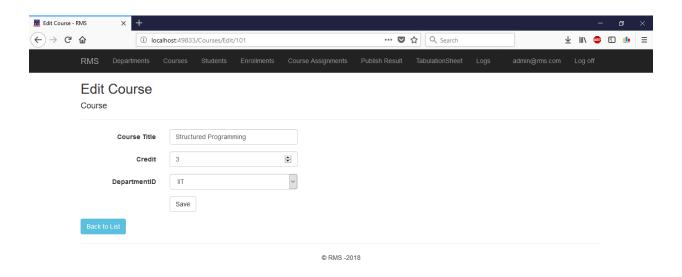


Figure 18: Course Edit Form

DETAILS

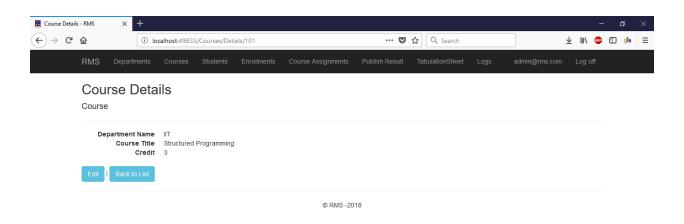


Figure 19: Course Details

DELETE

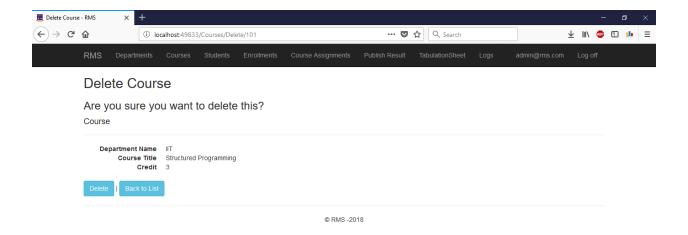


Figure 20: Course Delete

STUDENTS

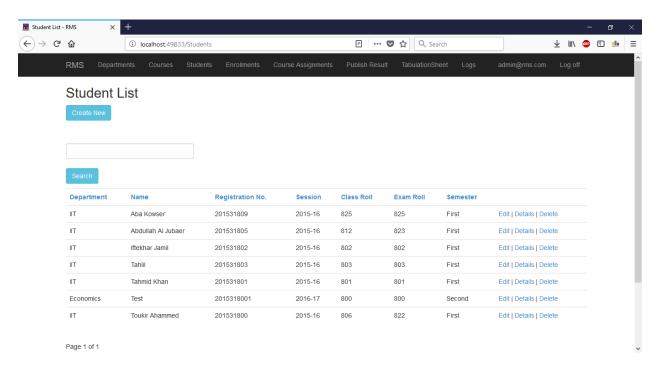


Figure 21: Student Create, Edit, Details, Delete, Search

CREATE

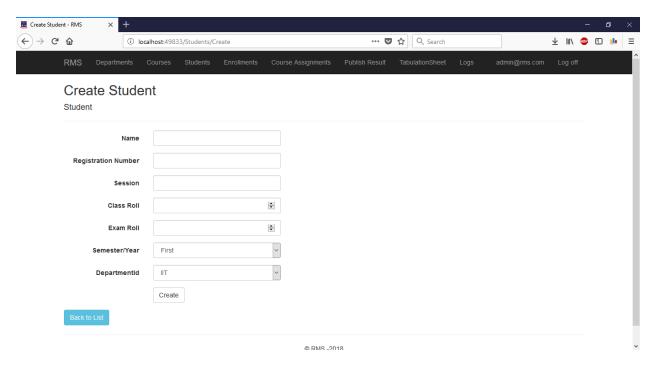


Figure 22: Student Create Form

EDIT

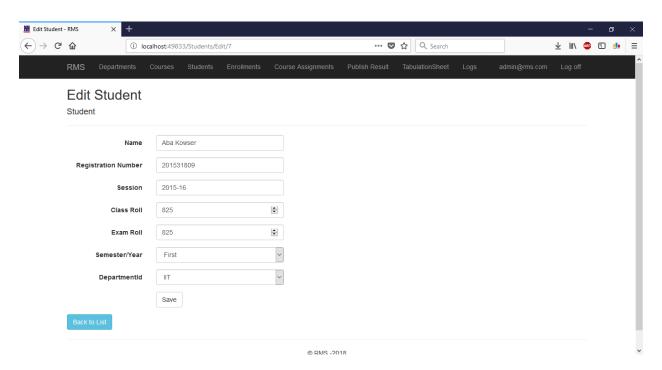


Figure 23: Student Edit Form

DETAILS

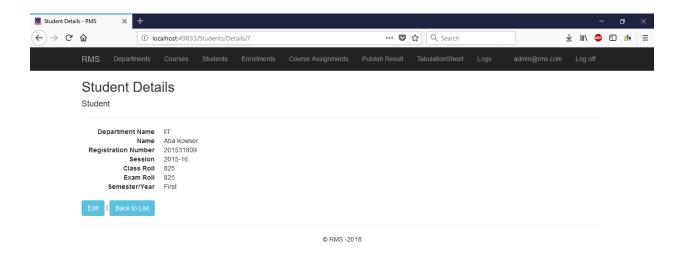


Figure 24: Student Details

DELETE

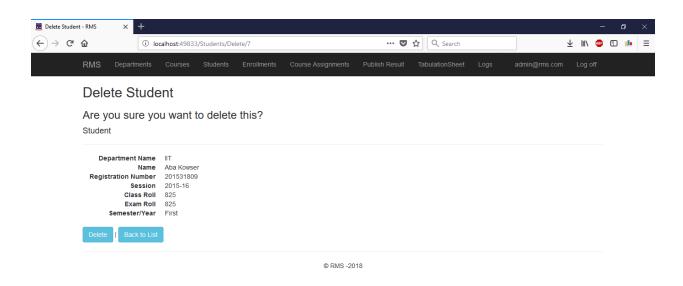


Figure 25: Student Delete Form

SEARCH

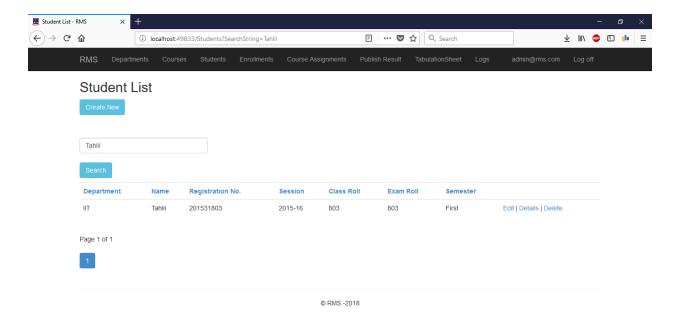


Figure 26: Student Search

ENROLLMENTS

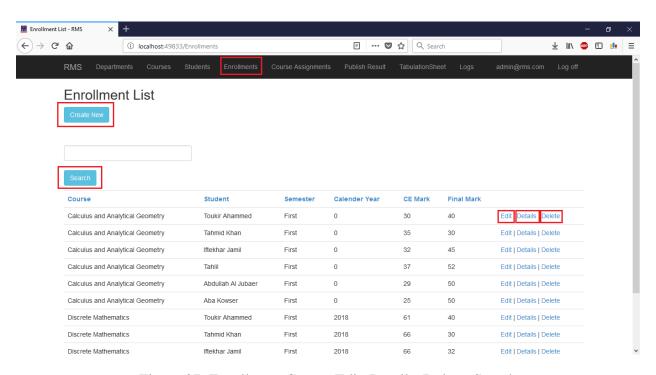


Figure 27: Enrollment Create, Edit, Details, Delete, Search

CREATE

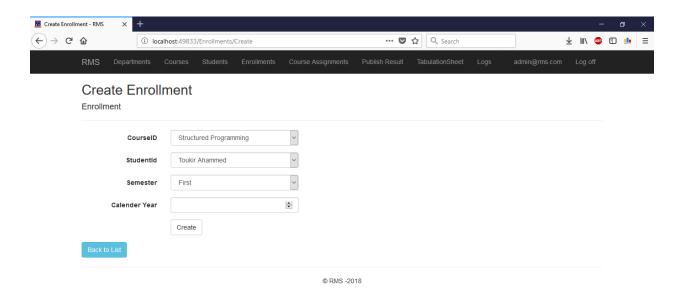


Figure 28: Enrollment Create Form

EDIT

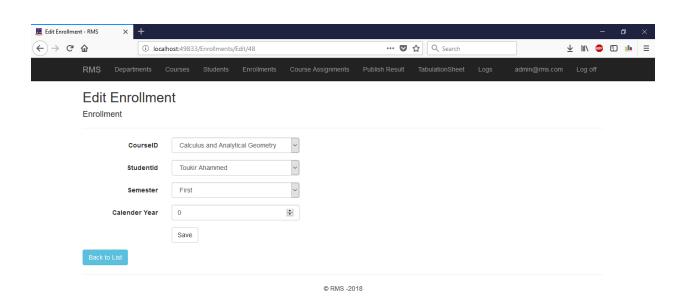


Figure 29: Enrollment Edit Form

DETAILS

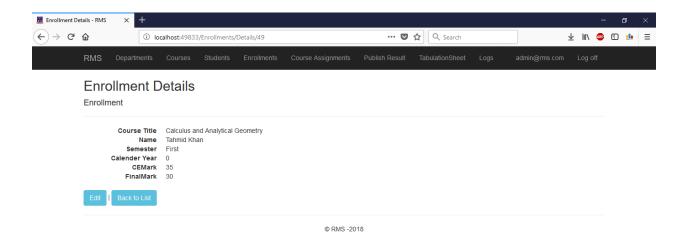


Figure 30: Enrollment Details

DELETE

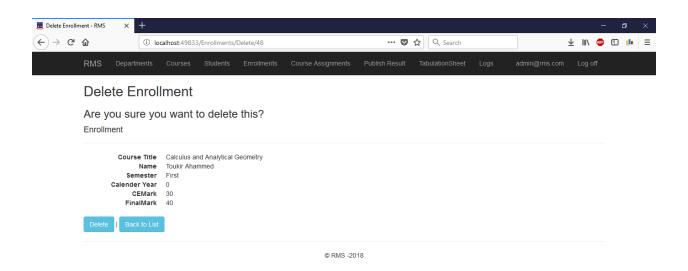


Figure 31: Enrollment Delete Form

SEARCH

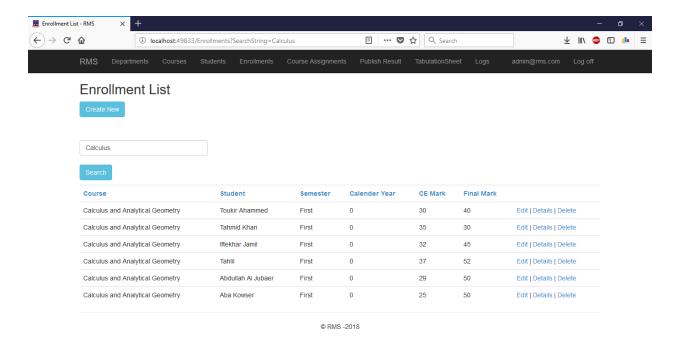


Figure 32: Enrollment Search

COURSE ASSIGNMENTS

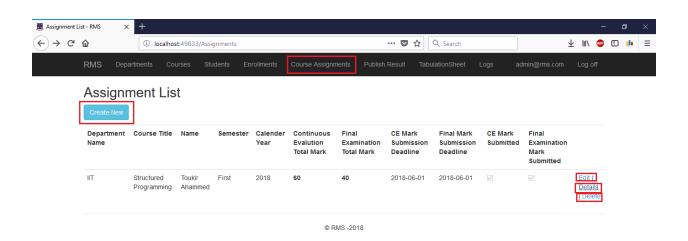


Figure 33: Course Assignment Create, Edit, Delete, Details

CREATE

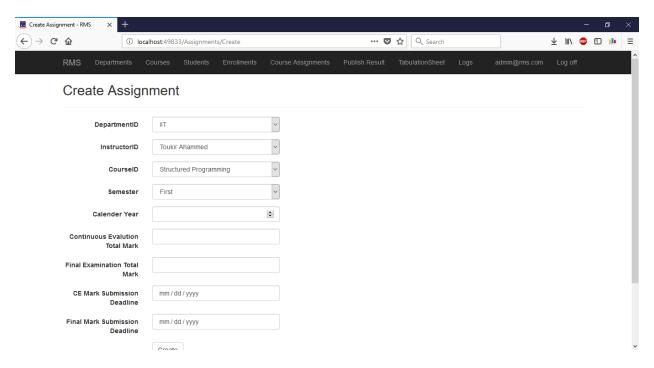


Figure 34: Course Assignment Create Form

EDIT

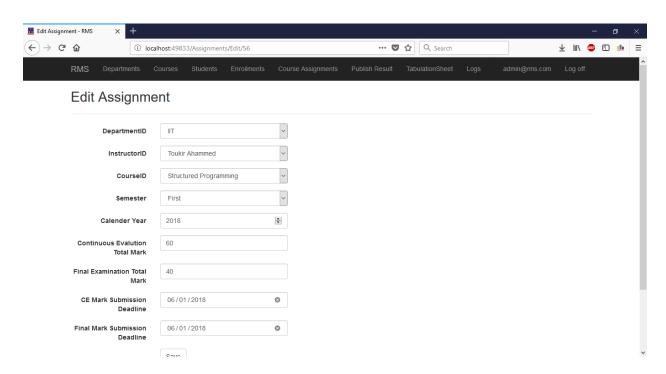


Figure 35: Course Assignment Edit Form

DETAILS

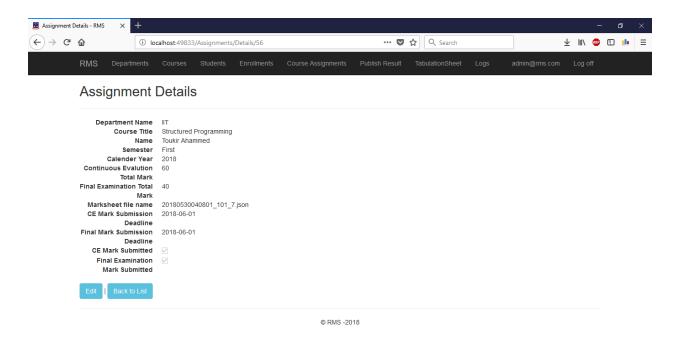


Figure 36: Course Assignment Details

DELETE

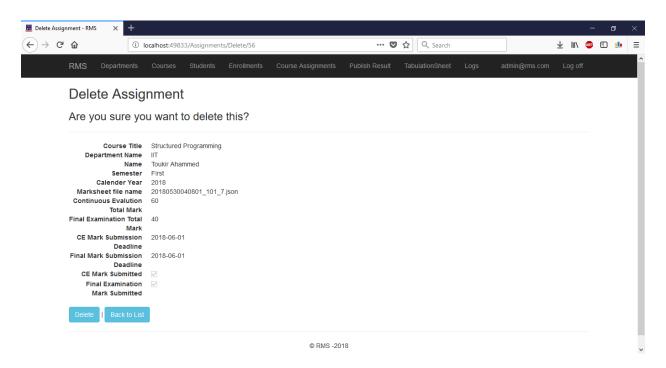


Figure 37: Course Assignment Delete form

PUBLISH RESULT

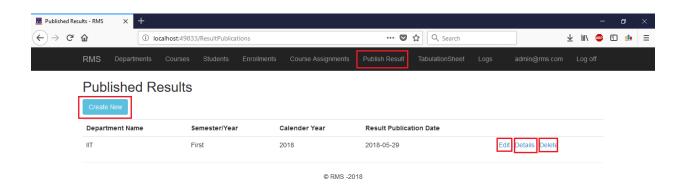


Figure 38: Publish Result

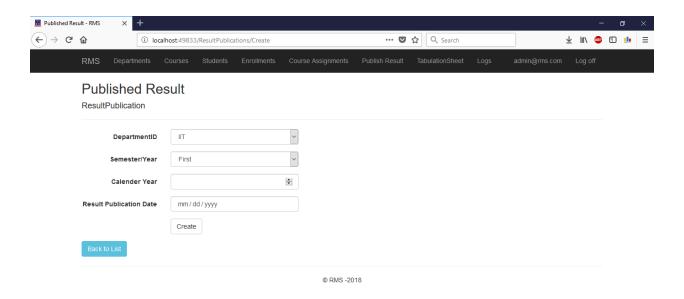


Figure 39: Result Publication Form

TABULATIONSHEET

GENERATE

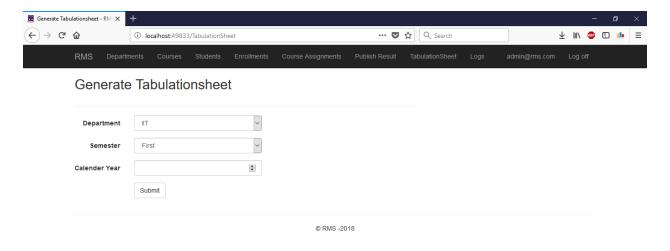


Figure 40: Tabulation sheet Generation Form

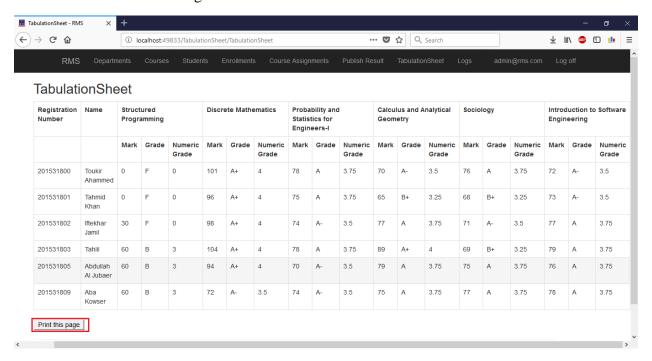


Figure 41: Generated Tabulation Sheet with Print Option

LOGS

VIEW AND SEARCH

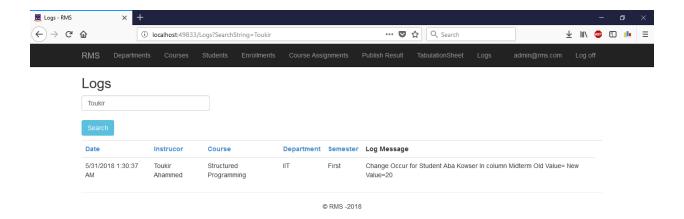


Figure 42: View and Search Logs

INSTRUCTOR PANEL

MYCOURSES

COURSE LIST

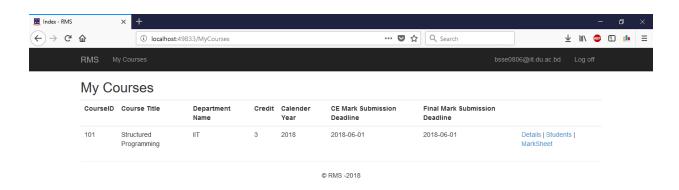


Figure 43: Instructor Courses List

COURSE DETAILS

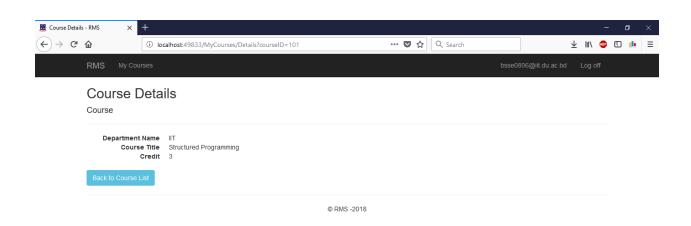


Figure 44: See Course Details

STUDENT LIST

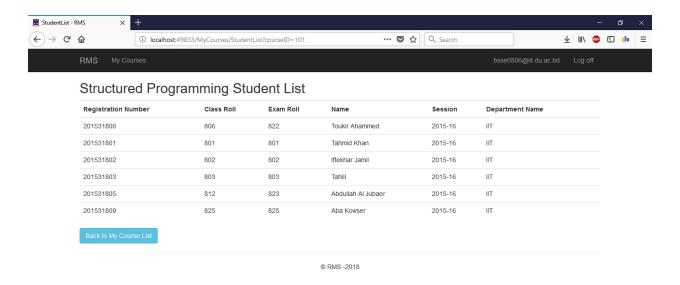


Figure 45: See Student List

MARK SUBMISSION

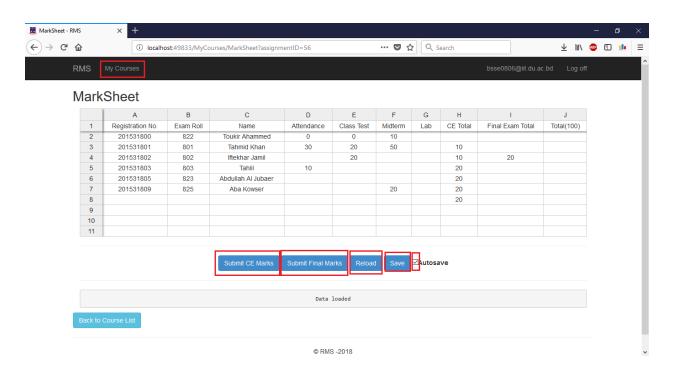


Figure 46: Mark Submission

MANAGE SPREADSHEET

A spreadsheet, is a two-dimensional grid with columns and rows. Look at the spreadsheet below. The column names are letters of the alphabet starting with A, and the rows are numbered chronologically starting with the number one. The cells in the first *row* are A1, B1, C1, and so on.

And the cells in the first *column* are A1, A2, A3, and so on. These are called cell names or cell references.

We use **cell references** when creating math formulas or functions. For example, the formula to add the contents of cells B2 and B3 together is: =B2+B3.

HOW TO ENTER DATA INTO CELLS

To enter data into a cell, just click in the cell and begin typing. Cell data can be used as cell reference.

HOW TO MOVE FROM CELL TO CELL

The arrow keys can be used to move left, right, up, and down from the current cell. Press the Enter key to move to the cell immediately below the current cell and press the Tab key to move one cell to the right.

HOW TO SELECT CELLS

There are a variety of ways to select cells in a spreadsheet:

- 1. To select one cell, click in the cell.
- 2. To select one or more rows of cells, click on the row number(s).
- 3. To select one or more columns of cells, click on the column letter(s).
- 4. To select a group of contiguous cells, click in a corner cell and, with the left mouse button depressed, drag the cursor horizontally and/or vertically until all of the cells you want selected are outlined in black.
- 5. To select multiple cells that are not contiguous, press and hold the Ctrl key while clicking in the desired cells.

HOW TO COPY CELL CONTENTS

You can copy the contents of a cell as described above but paste and fill multiple adjacent cells. Just highlight the block of cells you want to paste in: click and hold the left mouse button in one corner of the cell range. Still holding the mouse button down, swipe the cursor over to the opposite corner until just the cells you want filled are highlighted.

HOW TO ADD AND DELETE ROWS AND COLUMNS

To insert a new row in a spreadsheet, right-click on a row number or any cell and click Insert row above or insert row below and to insert a new column in a spreadsheet, right-click on a column number or any cell and click Insert column left or insert column right.

HOW TO DEFINE FORMULA IN CELL

Rows run horizontally and columns run vertically. To remember which is which, think of a column holding up a roof – columns go up-down and thus rows go left-right. Columns are labeled by letters; rows by numbers. The first cell in the spreadsheet is A1 meaning column A, row 1. The columns are labeled A-Z. When the alphabet runs outs, Excel places another letter in front: AA, AB, AC... AZ, BA, BC, BC, etc.

You use functions by typing them directly in or using the function wizard. The function wizard opens when you either pick a function from the "Formulas" menu from the "Function Library." Otherwise, you can type = in a cell and a handy drop-down menu will allow you to pick a function

The wizard tells you what arguments you need to provide for each function. It also provides a link to online instructions if you need help understanding what the function does and how to use it. For example, if you type =sum into a cell, the in-line wizard shows you what arguments are required for the SUM function.

#NAME? indicates that there is some kind of error. It could be any number of things including:

- bad cell reference
- using letters in math functions
- omitting required arguments
- spelling function name wrong
- illegal math operations like division by 0

The easiest way to select the arguments in a calculation is to use the mouse. You can add to or remove from the list of arguments to the function by enlarging or making smaller the box that Spreadsheet draws when you move the mouse or click in another cell.

We have clicked on the top of the square drawn by Excel to take "airline tickets" out of the budget. You can see the crosshair symbol that you can draw to make the selected range larger or smaller.

CALCULATION OPERATORS

There are two types of operators: math and comparison.

Math Operator	Definition
+	addition
_	subtraction, or negation, e.g., 6 * -1 = -6

*	multiplication
/	division
%	percent
٨	exponent, e.g. $2^4 = 2 \land 4 = 2 * 2 * 2 * 2 = 16$

There are other operators not related to mathematics like "&" which means concatenate (join end-to-end) two strings.

OPERATOR ORDER PRECEDENCE

Order precedence is an idea from mathematics. Excel has to follow the same rules as mathematics. This topic is more complicated, so take a breath and let's dive in.

Order precedence means the order in which the computer calculates the answer.

So you have to understand the order precedence when you write a formula.

Generally, you can say this:

- 1. Spreadsheet first evaluates items in parentheses working inside out.
- 2. It then uses the order precedence rules of mathematics.
- 3. When two items have the same precedence, Excel works left to right.

The precedence of math operators is shown below, in descending order.

(and)	When parentheses are used, they override the normal rules of precedence. This means that Excel will do this calculation first. We explain this further below.
_	Negation, e.g., -1. This is the same as multiplying a number by -1 $4 = 4 * (-1)$
%	Percent, means multiply by 100. E.g., 0.003 = 0.3%.
٨	Exponent, e.g., 10 ^ 2 = 100

* and /	Multiply and divide. How can two operators have the same precedence? It just means that if a formula has two more operators with the same precedence, then the calculation is done left to right.
+ and –	Addition and subtraction.

There are other precedence rules related to strings and reference operators.

HOW TO MERGE CELL

Merging cells is often used when a title is to be centered over a particular section of a spreadsheet. When a group of cells is merged, only the text in the upper-leftmost box is preserved.

To merge a group of cells:

- 1. Highlight or select a range of cells.
- 2. Right-click on the highlighted cells and select Merge Cells

RELOAD

Click "Reload" button to reload data. It is mandatory to reload data before submitting

SAVE

Click "Save" button to save the data.

AUTOSAVE

Check the autosave checkbox to automatically save changed data.

SUBMIT CONTINUOUS EVALUTION MARKS

Click "Submit CE Marks" to submit continuous evaluation marks.

SUBMIT FINAL EXAMINATION MARK

Click "Submit Final Marks" to submit final examination marks.

STUDENT PANEL

CHECKING RESULT

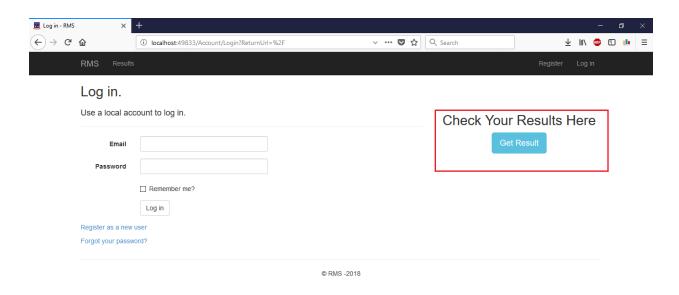


Figure 47: Checking Result

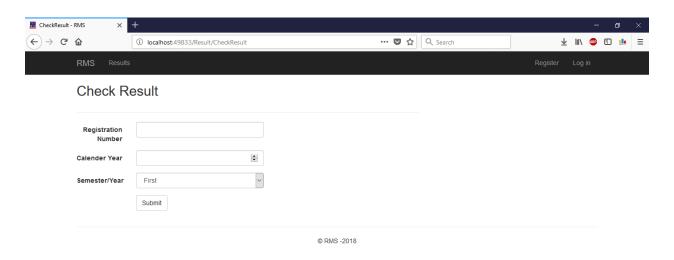


Figure 48: Result Checking Form

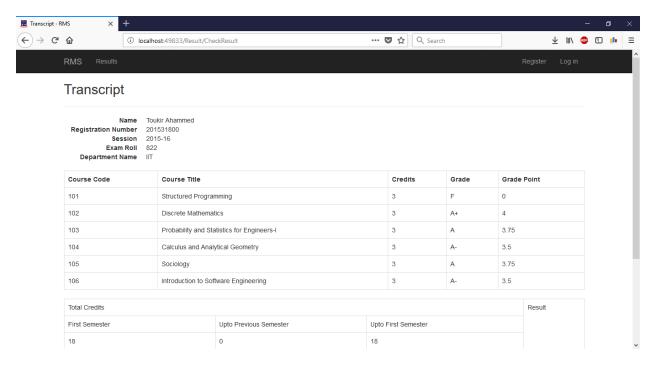


Figure 49: Viewing Result

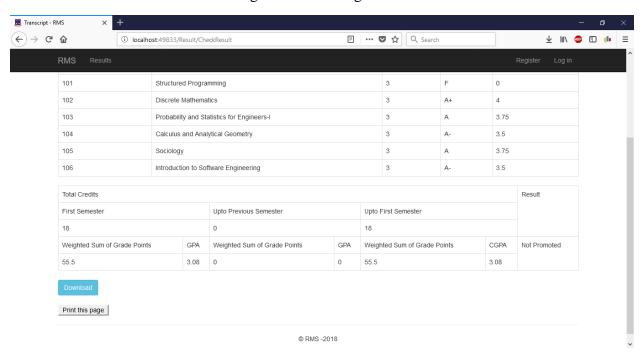


Figure 50: Downloading and print page

TRANSCRIPT

Name: Toukir Ahammed Registration No.: 201531800 Sesssion: 2015-16 Exam Roll: 822

Department: IIT Semester: First

Course Code	Course Title	Credits	Grade	Grade Point
102	Discrete Mathematics	3	A+	4
103	Probability and Statistics for Engineers-I	3	A	3.75
104	Calculus and Analytical Geometry	3	A-	3.5
105	Sociology	3	A	3.75
106	Introduction to Software Engineering	3	A -	3.5

Generated By: Result Management System Generation Date: 5/31/2018 8:43:47 AM

Figure 51: Sample Downloaded Transcript