

Microsoft Excel-2007

Excel: → Ms-Excel is a WINDOWS based automated spreadsheet or worksheet manager. It provides different tools for generating related information in effective-representable form.

What is Spreadsheet or worksheet → Spreadsheet or worksheet is nothing but a table or matrix of several rows and columns, which is made by group of cells.

What is Cell ⇒ Intersection of each row and column is termed as cell.

Workbook ⇒ Excel organises worksheet by workbook .A new workbook contain 3 worksheets by default (can be changeable),but we can add more and Remove also.

⇒ Each worksheet contain 1,048,576 rows (Numbered as 1 to 1,048,576) and 16384 columns(named as A to XFD).

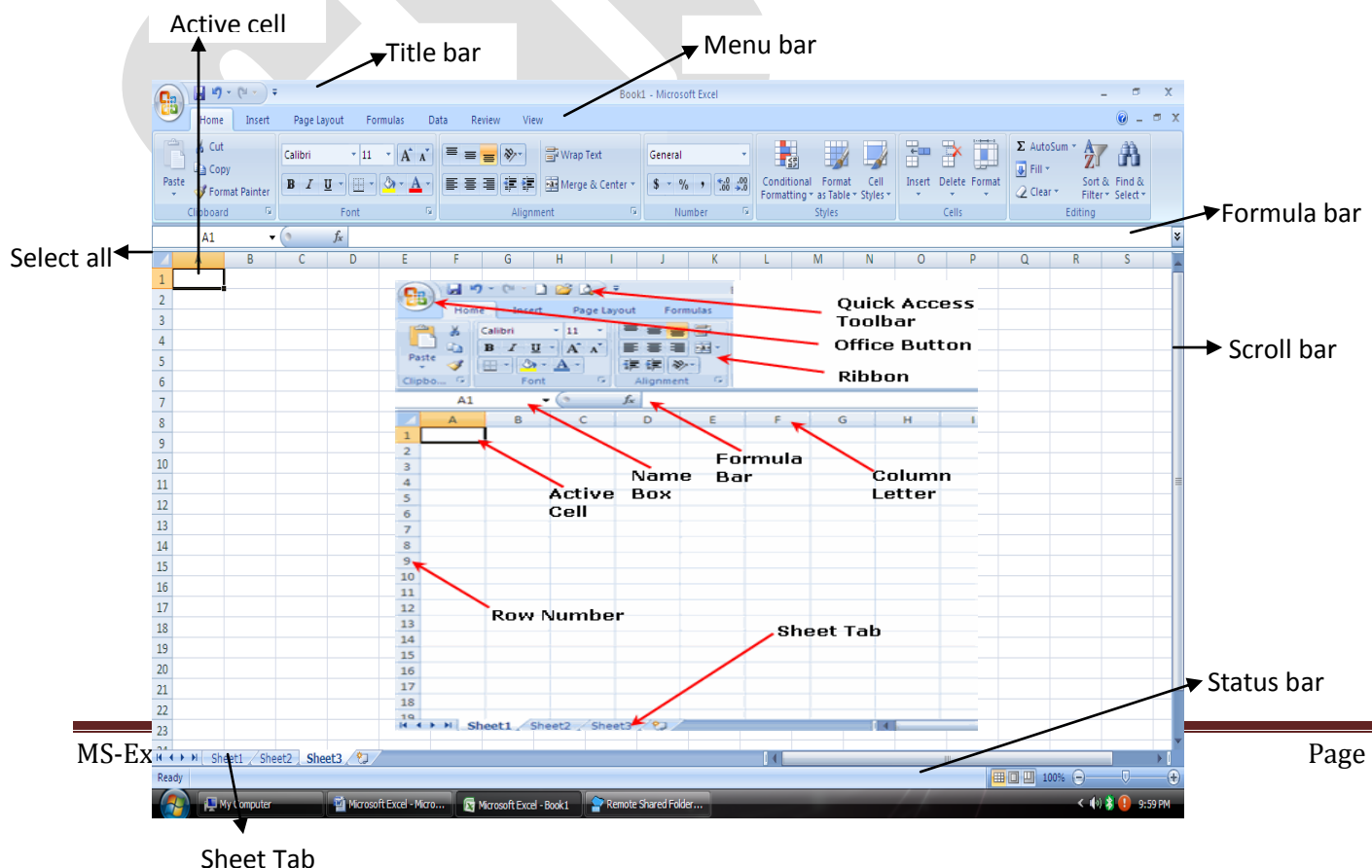
How to Starting Excel:-

Start → Programs → Ms-Office → Microsoft Excel .

OR

Start → Run → type the “ excel” → ok

Then you can see the general interfacing screen of Ms-Excel.



Important parts of Excel:-

- 1) The reference area displays the address of the active cell.
- 2) The formula bar is where we can enter or edit data & formula.
- 3) Cells are where we can enter data & formula.
- 4) Row numbers and column names let us quickly select a row or a column.
- 5) Worksheet tab let us quickly move between two worksheets or rename them.
- 6) Active cell is the cell we currently select or where we are currently entering data.

Sum Formula :-(+)

	A	B	C	D	E	F	G	H	I
1	5								
2	3								
3	4								
4									

↓
 =SUM(A1+A2+A3) ←

Auto Sum Formula ⇒

=SUM(A1:A3) ←

OR

Click the Auto sum button on the toolbar.

Subtract Formula ⇒ (-)

	A	B	C	D	E	F	G	H	I
1	5								
2	3								
3									

↓
 =(A1-A2) ←

Multiply Formula \Rightarrow (*)

	A	B	C	D	E	F	G	H	I
1	5								
2	2								
3									

\downarrow
 \leftarrow
 =(A1*A2)

Division Formula \Rightarrow (/)

	A	B	C	D	E	F	G	H	I
1	20								
2	5								
3									

\downarrow
 \leftarrow
 =(A1/A2)

Percentage Formula \Rightarrow (%)

	A	B	C	D	E	F	G	H	I
1	200								
2	15								
3									

\downarrow
 \leftarrow
 =(A1*A2%)

Formula of Maximum:-

	A	B	C	D	E	F	G	H	I
1	100								
2	120								
3	200								
4									

↓
 =MAX(A1:A3) ←

Formula of Minimum:-

	A	B	C	D	E	F	G	H	I
1	100								
2	120								
3	200								
4									

↓
 =MIN(A1:A3) ←

Formula of Average:-

	A	B	C	D	E	F	G	H	I
1	50								
2	70								
3	65								
4	80								
5	72								
6									

↓
 =AVERAGE(A1:A5) ←

Formula of Count:-

	A	B	C	D	E	F	G	H	I
1	10								
2	12								
3	20								
4									

↓
=COUNT(A1:A3) ←

Formula of Countif:-

=COUNTIF(A1:A5,"ANY TYPE OF COUNT NAME") ←

=COUNTIF(A1:A5,"2ND") ←

Exercise ⇒

	A	B	C	D	E	F
1	Product Name	Quantity	Price			
2	Book	3	52			
3	Pen	2	15			
4	Ink	1	35			
5	Ex. Book	30	25			
6	Sub Total					
7	Sales Tax 6%					
8	Total					

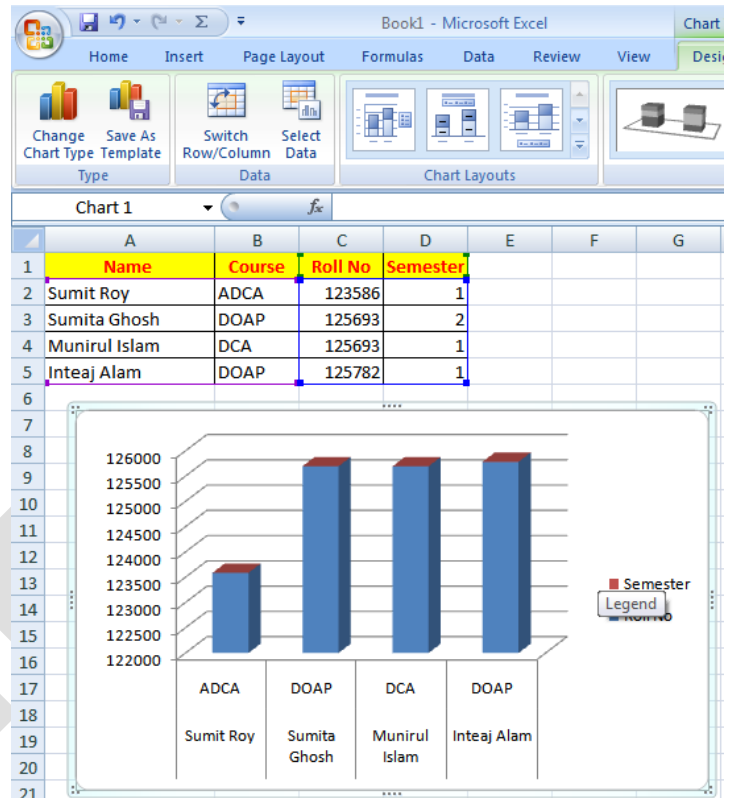
Sub Total =(B2*C2)+(B3*C3)+(B4*C4)+(B5*C5) ←

Sale Tax =(C6*6%) ←

Total =(C7+C8) ←

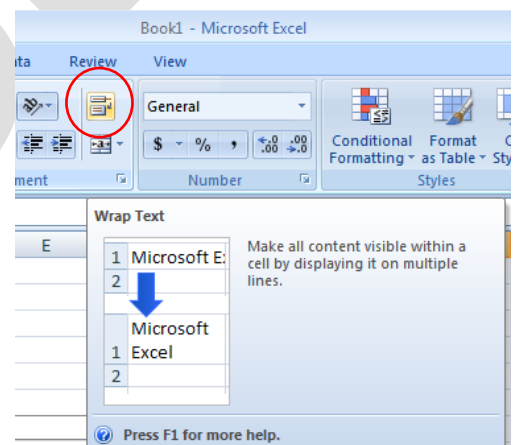
How to create the Chart Wizard ?

1. At first make the project.
2. After that select the all project & go to the **Insert** menu on the menu bar.
3. Then you select the chart type.
(You can see the chart wizard in the worksheet)



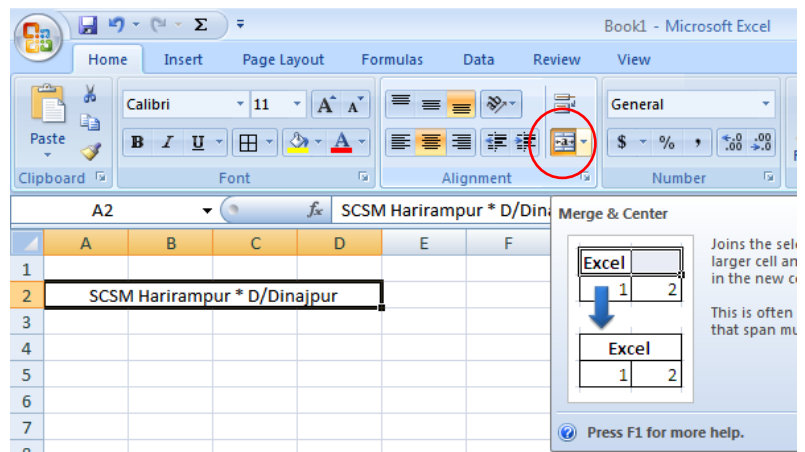
Text Alignment ⇨

1. At first select the text.
2. Then go to the **Home** menu on the menu bar.
3. Then click **Wrap text** option.



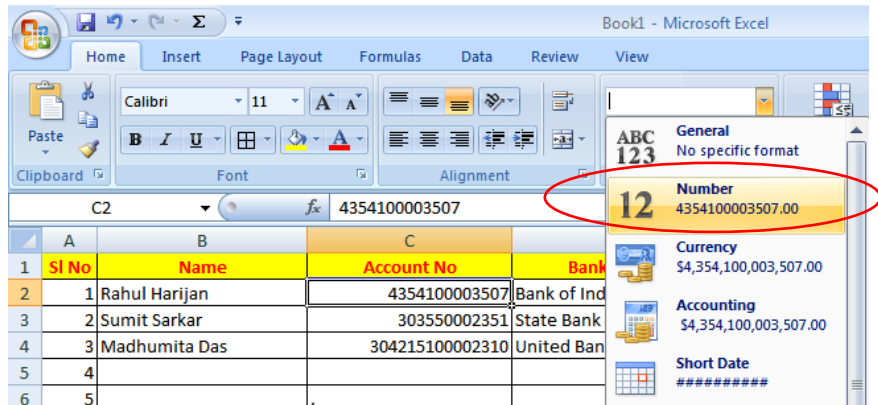
Merge & Center ⇨

1. At first select the two or three Cell.
2. Then go to the **Home** menu on the menu bar.
3. Then click **Merge & Center** option



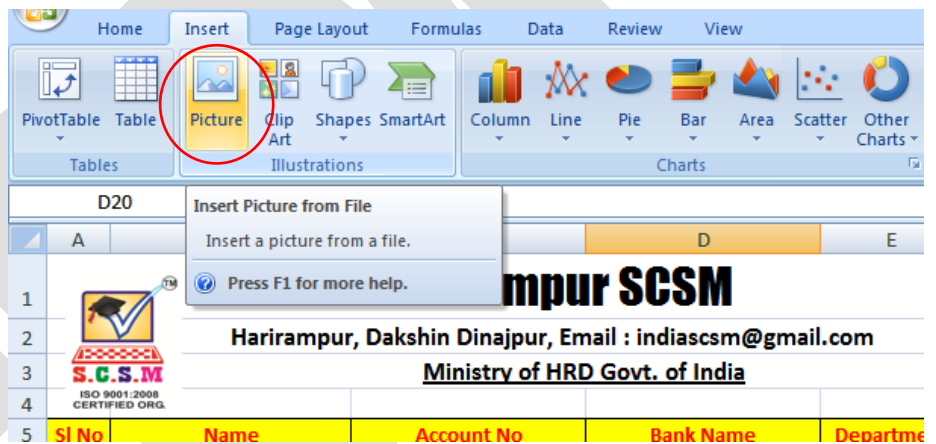
• **Numbers Format in Active Cell :**

1. At first type the number above 11 number in the **Active Cell**.
2. Then select the **Active Cell**
3. Then go to the **Home** menu & **Numbers Format** on the menu bar.
4. At Last Choose the **Number** option.



Insert the Logo or Picture :

1. Click the **Insert** Button on Menu Bar
2. Then Click the **Picture** Option & Choose the any logo or Picture



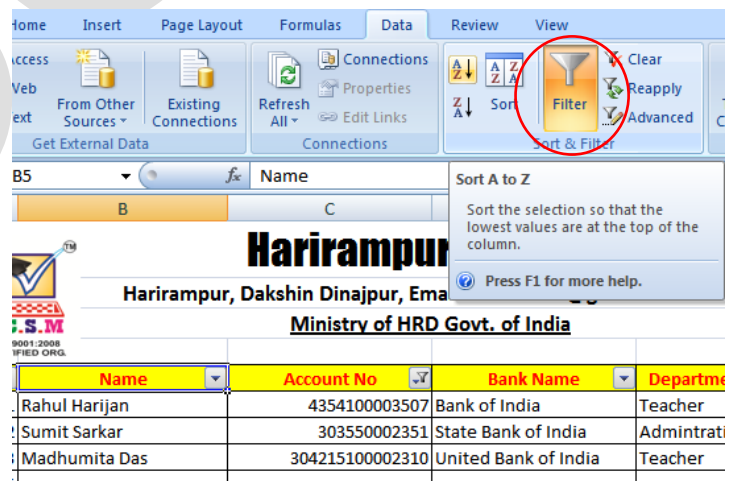
• **Short & Filter :**

- Select the Data Cell & Click the **DATA** Menu.
- Then Click the **A to Z** or **Z to A** option.

And Shorting Your Data.

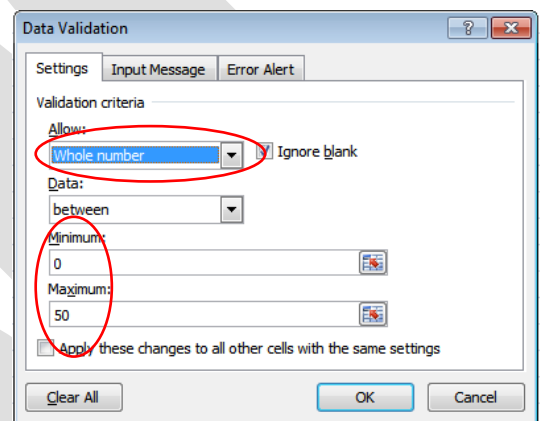
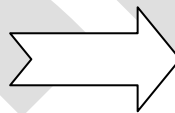
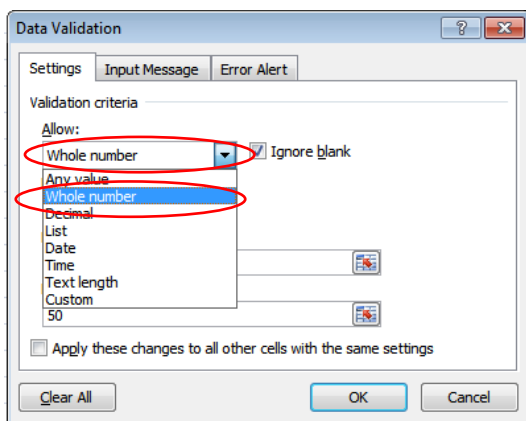
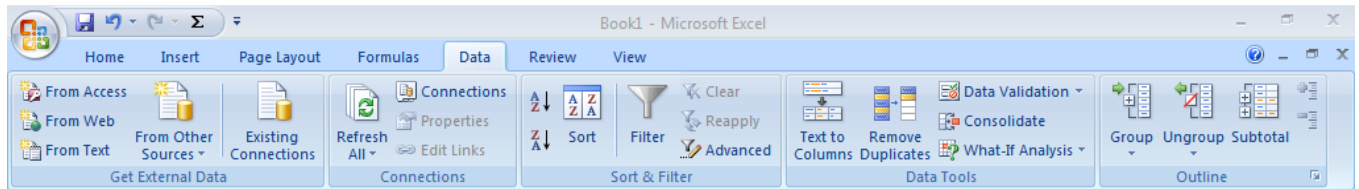
&

- Then Click the **Filter** option.
- Then Filter your Data.



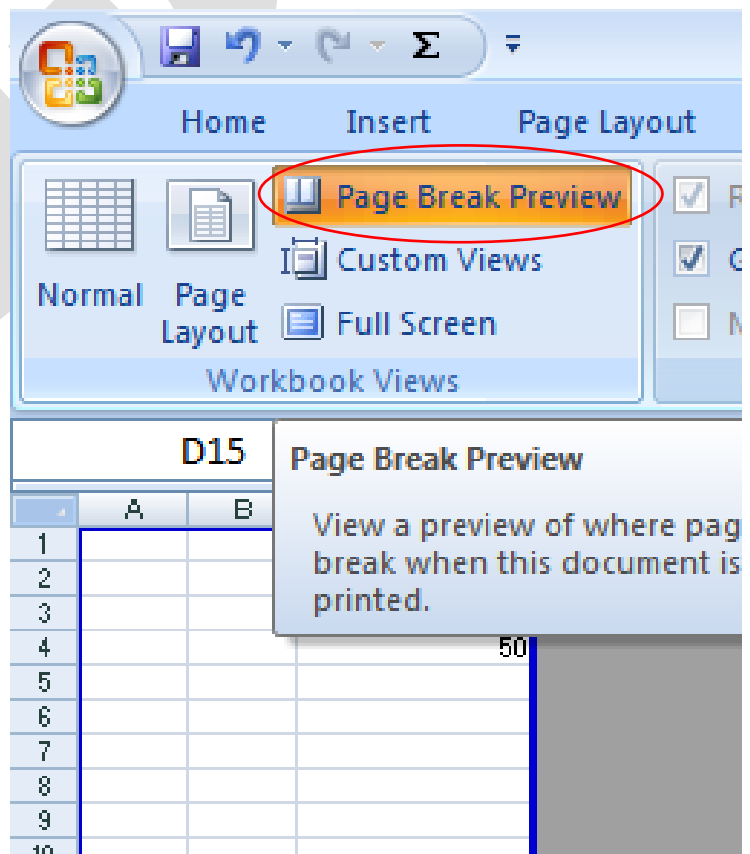
• Data Validation :

- Click the **Data** Menu & Click the **Data Validation** Option.
- Then Choose **Whole Number** & Type the **Minimum** Figer & **Maximum** Figer
- At last click the ok button.



• Page Break Preview :

- Click the **View** Menu.
- Then Choose & click the **Page Break Preview** option.



Office of the
Joyhat Gram Panchayat

Scheme wise Expenditure of MGNREGS Fund Report for the year 2013-2014

Sl. No	Name of scheme	Sceme code no.	Wage Cost	Materials cost	Skill Semi Skilled cost	Total Cost
1	Earthen road from Rajnagar Utpal Balo house to Nimai Mandal house		67542		4591	72133
2	Re-exavetion of Fakirakur Pond at Baidara		39702			39702
3	Earthen road from Pradip Barman house to Tarani Barman house		79123		6283	85406
4	Re-exavation of Katabari Bhut Pond at Jatnarattampur		60761		2319	63080
5	Earthe road from Kajaldighi to Bhuban Balo house		73418		6872	80290
6	Earthen road from Rajnagar Bhubesh Biswas house to		31662			31662
7	Earth filling at Maghiapara Football Field		23065		1714	24779
8	Earthen road with RBM Chowlihar pond to Jagdal more		9934			9934
9	Construction of Senitation		149490	455445		604935
10	Earthen road with RBM from Nijamuddin house to Manirul house		8154			8154
11	Earthen road from RBM Romesh Kutti house to Dijen Roy house		15733			15733
17	Earthen road from Battala to Banshbari		61602			61602
18	Contingency			3200		3200
	Total		620186	458645	21779	1100610

Prodhan

Joyhat Gram Panchayat

Bank Cash Book - Microsoft

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number

G13 =G12

BANK CASH BOOK MIANTANCE						
SL NO	DATE	PARTICULAR	CHAQUE NO	DEPOSIT	WITHDRAW	BALANCE
1	1/1/2016	A/c Opening		500		500
2	5/1/2016	By Cash			100	400
3						400
4						400
5						400
6						400
7						400
8						400
9						400
10						400
11						400
12	10					400
Total=						400

=E3
=G3-F4+E4
=G12

Book1 - Microsoft Ex

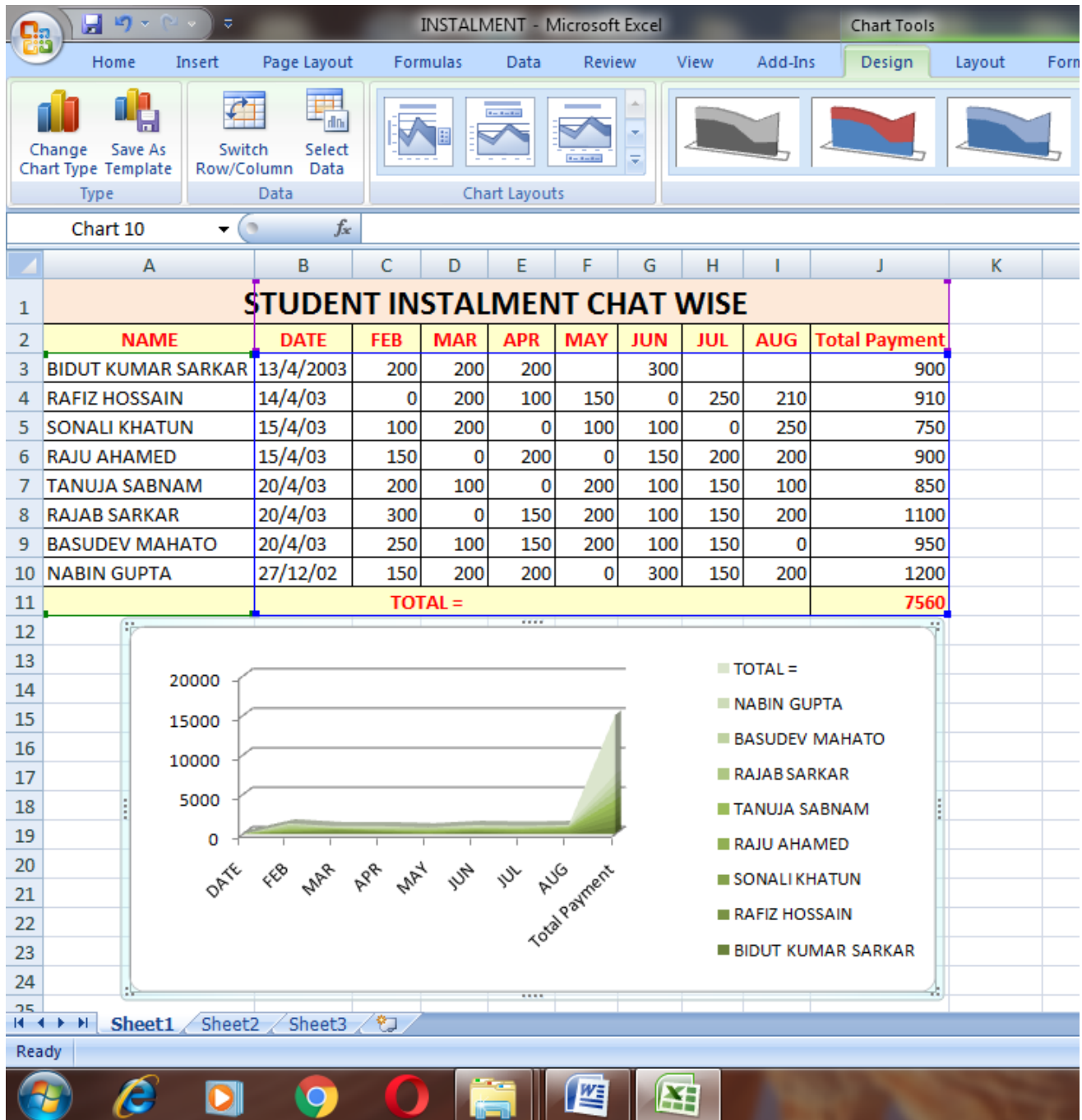
Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number

H9 =

CRICKET SCORE				
NAME	1ST OVER	2ND OVER	3RD OVER	4TH OVER
JAHIRKHAN	25	28	29	7
MR.KARTIK	12	16	6	9
IRFAN PATHAN	8	12	9	19
ANIL KUMLAY	20	12	28	5
AJIT AGARKAR	10	6	6	10
S.TENDULKAR	6	5	22	12
HARVHAJAN	9	8	9	21

Player	Series 1	Series 2	Series 3	Series 4	Series 5
JAHIRKHAN	25	28	29	7	7
MR.KARTIK	12	16	6	9	9
IRFAN PATHAN	8	12	9	19	19
ANIL KUMLAY	20	12	28	5	5
AJIT AGARKAR	10	6	6	10	10
S.TENDULKAR	6	5	22	12	12
HARVHAJAN	9	8	9	21	21



Success Computer Saksharta Mission (SCSM) | 2015

PAY BILL FOR JANUARY 2015 [Compatibility Mode] - Microsoft Excel

[See Rule 15]

BILL FOR GOVERNMENT GRANT ON ACCOUNT SALARY OF THE EMPLOYEES Durgapur Gram Panchayat.

BILL FOR THE MONTH OF JANUARY 2015.

Total Amount of the bill Rs. **124429/- (Rs. One lac Twenty four thousand Four hundred Twenty Nine only.)**

Sl. No.	Name of Gram Panchayat Staff	Basic Pay	Grad Pay	Total Basic Pay	D.A.	H.R.A.	M.A.	Grant Total	Advance if any	Deduction				Total	Net Payable from Treasury	Deduction of GSL I	Net amount to be paid to incumbent	Account No.	Bank name.
										P.T.	P.F.	H.R.A	I.T ax						
1	OSMAN GONI (E.A)	16990	3600	20590	11942	3089	300	35921	0	150	6000	0	0	6150	29771	40	29731	31884968940	S.B.I Itahar.
2	Birendranath Debsharma (Secy.)	11420	2900	14320	8306	2148	300	25074	0	150	2000	0	0	2150	22924	20	22904	109000335261	RCCB Kaliyaganj.
3	Amar Roy (N.S.)	12110	4400	16510	9576	2477		28863	0	150	3000	0	0	3150	25713	80	25633	20037091486	S.B.I Karnajora.
4	Tuhin Das (Sahayak)	7770	2300	10070	5841	1511	300	17722	0	130	1000	0	0	1130	16592	20	16572	31856267880	S.B.I Karnajora.
5	Reska Hasda (P.K.)	8640	1900	10540	6113	1581	300	18534	0	130	2500	0	0	2630	15904	10	15894	31856267891	S.B.I Karnajora.
6	Kanu Ch. Barman (P.K.)	6690	1700	8390	4866	1259	300	14815	0	110	1000	0	0	1110	13705	10	13695	31853684104	S.B.I Karnajora.
Total-		63620	16800	80420	46644	12065	1800	140929	0	820	15500	0	0	16320	124609	180	124429		

(Rs. One lac Twenty four thousand Four hundred Twenty Nine only.)

Certified that the Gram Panchayat Employment whose names are included in that bill is likely to been employment for the entire of month of **JANUARY 2015** of the year and that no bill for the above mentioned incumbents (s) has been drawn before.

Signature of Custodian
Checked and found correct the bill may be

MARKSHEET													
SL NO	NAME	ROLL NO	BENG-A	BENG-B	ENG	MATH	LIFE. SC.	PH.SC.	HIST	GEO	TOTAL	DIVISION	% OF MARK
1	ANANDA SARKAR	1	40	45	42	50	60	35	30	40	342	3RD	42.75
2	RAJU KUMAR	5	30	35	35	40	40	50	45	50	325	3RD	40.625
3	BABY MAHATO	10	30	40	60	50	45	44	55	60	384	2ND	48
4	AMRITA SARKAR	15	40	50	60	40	50	35	30	30	335	3RD	41.875
5	SUMAN ROY	20	45	30	30	45	45	50	50	60	355	3RD	44.375
6	NIRUPAM SEN	30	30	30	50	40	50	60	50	40	350	3RD	43.75
7	ANKITA DAS	25	30	35	36	50	50	60	54	52	367	2ND	45.875
8	GOURANGA DAS	30	30	40	50	60	50	40	30	35	335	3RD	41.875
9	SUSMITA DUTTA	35	30	35	36	38	39	70	40	60	348	3RD	43.5
10	SUMAN PRAMANIK	17	36	47	38	39	42	41	42	50	335	3RD	41.875

Formulas shown in the spreadsheet:

- Division Formula >> `=IF(L3>580,"STAR",IF(L3>480,"1ST",IF(L3>360,"2ND",IF(L3>275,"3RD","FAIL"))))`
- % of Mark, Formula >> `=L3/8`

Success Computer Saksharta Mission (SCSM) | 2015

Details of Student Tutuin fee Instalment - Microsoft Excel

DETAILS OF STUDENT TUTIUN FEE INSTALMENT																		
SL NO	STUDENT NAME	COURSE	TOTAL COURSE FEE	TOTAL DUE	START MONTH TO END MONTH INSTALMENT OF THE COURSE												TOTAL	
					JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
1	SUSMITA SARKAR	DOAP	6000	400	1000	400	500	400	600	400	500	400	400	0	500	500	5600	
2	AMAL SARKAR	ADCA	6000	900	500	300	300	400	500	600	400	500	200	400	500	500	5100	
3	SUJAN SARKAR	DOAP	6000	6000													0	
4	BIPUL SARKAR	DCA	6000	6000													0	
5	SANGITA SAHA	DOAP	6000	6000													0	
6	MAGNA DAS	DPCTT	6000	6000													0	
7	AKASH ROY	DTP	3500	3500													0	
8	SUMAN DAS	DCTT	6000	6000													0	
9	SUBIR MAHATO	PGDCA	6000	6000													0	
10	JAYA ROY	CCOAI	2800	2800													0	
				0													0	
				0													0	
				0													0	
				0													0	
				0													0	
				0													0	
				0													0	
Total=			54300	43600	1500	700	800	800	1100	1000	900	900	600	400	1000	1000	10700	

Ready

9:17 PM 4/12/2016

STUDENT RESULT SHEET GRADATION WISE

SL NO	STUDENT NAME	BATCH NO	SUBJECT					TOTAL	% OF MARK	GRADE
			FUNDAMENTAL	MS-WORD	MS-EXCEL	MS-POWER POINT	PRACTICLE			
1	SUSMITA SARKAR	A001	50	50	50	50	90	290	58	P
2	AMIT GHOSH	A002	80	67	67	80	80	374	74.8	C
3	NAYAN DAS	A003	90	80	87	89	87	433	86.6	B
4	PRITAM GHOSH	A004	15	20	15	30	87	167	33.4	F
5	SHIULI SARKAR	A005	25	50	25	45	89	234	46.8	F
6	SUMANTA DUTTA	A006	90	90	97	90	87	454	90.8	A
7	MANOJ RABIDAS	A007	36	18	15	25	79	173	34.6	F
8	SOPAN SARKAR	A008	50	40	20	25	78	213	42.6	F
9	SUSMA ROY	A009	78	78	89	89	86	420	84	B
10	SANGITA PRAMANIK	A010	30	25	50	26	92	223	44.6	F

NOTE : 89% Above= A Grade * 79% Above=B Grade * 69% Above C Grade * 49% Above P Grade * Other Fail

GRADE FORMULA >> =IF(H4>89,"A",IF(H4>79,"B",IF(H4>69,"C",IF(H4>59,"D","F"))))



Success Computer Saksharta Mission

A National Educational Programme of Computer Literacy & Development of Information Technology

Registered under the C.R. Act Ministry of HRD Govt. of India. & An ISO 9001 : 2008 Certified Organisation.

Sl No	Cntr Code	Center Name	DISTRIC	Director Name	MOBILE NO	E-MAIL ID
1	WB-001	HARIRAMPUR SCSM	D/DINAJPUR			-
2	WB-002	RCTC CHANCHAL	MALDA			-
3	WB-003	CHEKPOST BAIDARA SCSM	U/ DINAJPUR			-
4	WB-004					
5	WB-005	DANGRAM SCSM	D/DINAJPUR			
6	WB-006	HILI SCSM	D/DINAJPUR			
7	WB-007					
8	WB-008					
9	WB-009	FATEPUR SCSM	U/ DINAJPUR			
10	WB-010					

Date : 15/04/2015

Signature of Director



Success Computer Saksharta Mission

A National Educational Programme of Computer Literacy & Development of Information Technology
An Autonomous Institution Registered Under the Public Trust Act, & Ministry of HRD Govt. of India.

MARKSHEET / CERTIFICATE REQUISITION FORM

NAME OF STUDY CENTER:					DIRECTOR NAME :			
CENTRE ADDRESS:					STUDY CENTRE CODE :			
Sl No	Regd. No	Student Name	Father's Name	Course	Course Start	Course Complete	M. Sheet	Certificate
1	WB023/SEP16/D00109				JAN-15	DEC-16		
2					JAN-15	DEC-16		
3					JAN-15	DEC-16		
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Date :

Signature of Director with Seal

Receipt Payment Account for MGNREGS Fund for the year : 2013-2014
Harirampur Block, Dakshin Dinajpur

RECEIPT			PAYMENT				
1. Opening Balance as on 01/04/2014 Rs.		40557	Month	Wage	Materials (Semi-Skilled / Skilled	Contingency	Total
2. Total fund received during 2013-14 Rs.		1299849	13-Apr	69450	0	0	69450
			13-May	110618	0	3200	113818
Memo No.	Date	District	13-Jun	95584	14741	0	110325
	4/10/2013	1900	13-Jul	0	0	0	0
	29/01/14	700000	13-Aug	27814	0	0	27814
	31/03/2014	576000	13-Sep	1083	0	0	1083
			13-Oct	47659	0	0	47659
			13-Nov	0	7038	0	7038
			13-Dec	0	154445	0	154445
Total Fund Received during 2013-14 Rs.		1277900	14-Jan	217290	0	0	217290
Interest Received Rs.		21949	14-Feb	510370	0	0	510370
Refund Amount from Scheme : NIL		0	13-Mar	0	0	0	0
Grand Total Rs.		1299849	Total	1079868	176224	3200	1259292

*Prodhan
Joyhat G.P.*

