

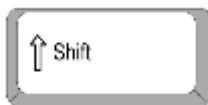
## Information of Keyboard



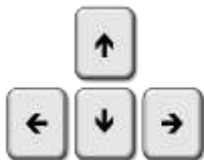
**Back Space** (Delete word or Back)



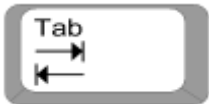
**Enter** → Ok, Yes, No, Open & Next step



**Shift** → Beginning Character Capital



Left, Right, Up and Down **Arrow**



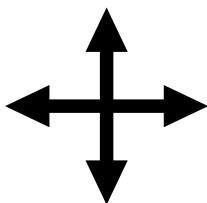
**Tab** → More the space Increase & Move Text



**Start Logo OR Windows Logo** → Open Start Button



**Right Click** → Open Options & Instruction



**Move Tool** → Object Move (Shapes, Word art & Picture)

1. Home Key → Line beginning position.
2. End Key → Line ending position.
3. Caps Lock → All character capital (Ctrl + Shift + A)
4. Num Lock → Active number
5. Print Screen → It is capture the screen.
6. Page up → Page first position.
7. Page Down → Page ending position.

### **How to find on screen keyboard?**

- Click on start button
- Click on all programs
- Click on accessories
- Click on ease of access
- Choose on screen keyboard

**OR**

- Windows logo with 'R' press in keyboard
- Type 'OSK' the enter

#### **1. Windows logo with 'D' press in keyboard.**

- Open programs minimize & Maximize

#### **2. Windows logo with 'E' press in keyboard.**

- Open my computer.

#### **3. Windows logo with L press in keyboard.**

- Switch user account **OR** another account open.

#### **4. Windows logo with 'R' press in keyboard.**

- Open 'Run' (**All programs open**)

#### **5. Windows logo with 'F' press in keyboard.**

- Research (any file & folders search)

#### **6. Ctrl + Shift + Tab → 3D effects open programs tab show.**

#### **7. Alt + Tab → Open programs normal tab show. (Jump program)**

F1 → Help (Computer software & Hardware information provide)

F2 → Rename (Any file and folders Select situation)

F<sub>3</sub> → Research (File and folders search)

Alt +F<sub>4</sub>→ All Programs close (more time press turn off computer)

F<sub>5</sub> → Refresh computer

**1. Windows logo with 'R' press in keyboard.**

- Type 'Dxdiag' (Computer system information provide)
- Click on ok or Enter.

**2. Windows log with 'R' press in keyboard.**

- Type 'prefetch/temp & %temp%' (**Show running virus**)
- Click on ok or Enter.

**3. Windows logo with 'R' press in keyboard.**

- Type 'CMD' (Command)
- Click on ok or Enter

**4. Windows logo with 'R' press in keyboard.**

- Type 'Calc' (Calculator)
- Click on ok or Enter .

**5. Windows logo with 'R' Press in keyboard.**

- Type 'charmap' (**Wingdings, Pusupti, Symbol &Preeti**)
- Click on ok or Enter.

**6. Windows logo with 'R' press in keyboard.**

- Type 'Mspaint' (Drawing)
- Click on ok or Enter.

**7. How to find Calculator and Character Map?**

- Click on start button.
- Go to all programs (programs).
- Go to accessories.
- Choose calculator and other.

**Information of Mouse**

**Right click** →Open options & Instruction

**Left click** →Select, Two time click open & Left click and drag move

**Scroll**→ Page up and page down

**Ctrl + Scroll drag up**→ zoom in

**Ctrl + Scroll drag down**→ zoom out

**Type of keyboard and mouse**

**Keyboard**

PS2

USB

Wireless

**Mouse**

PS2

USB

Wireless

Sensor

Sensor

### 1. How to Search file and Folders?

- Click on Start Button.
- Click on Search.
- Type file and folders name.
- Click on Search.
- Choose file and folders.

### 10. Write full form of CPU?

→Central Processing Unit

### 11. Write Meaning of Turn Off, Log Off, Restart, Standby & Switch user?

**Turn off Computer**→shuts down windows so that you can safely turn off the computer.

**Log off Computer**→ Closes yours programs and ends your windows session.

**Restart Computer**→Shuts down windows and then start windows again.

**Stand By computer**→puts your computer in low-power starter so that you can quickly resume your windows session.

**Switch User**→Lets another user log on while your programs and files remain open.

### 1. Write 5 Input and Output Devices.

Input Devices.	Output Devices.
i. Mouse	i. Speakers
ii. Keyboard	ii. Printer
iii. Microphone	iii. Headphone
iv. Digital Camera	iv. Plotter
v. Touch Screen	v. Projector
vi. Joystick	vi. Monitor

### 2. What is input and output device?

**Input Device:**An input device is any hardware device that sends data to a computer, allowing you to interact with and control the computer. The picture shows a Logitech trackball mouse, an example of an input device. The most commonly used or primary input devices on a computer are the keyboard and mouse

**Output Device:**An output device is any device used to send data from a computer to another device or user. Most computer data output that is meant for humans is in the form of audio or video. Thus, most output devices used by humans are in these categories. Examples include monitors, projectors, speakers, headphones and printers.

### 1. What is computer?

→Computer is an electronic device that is designed to work with Information. *The term computer is derived from the Latin term 'computare',*

this means to calculate or *programmable machine*. Computer can not do anything without a Program. It represents the decimal numbers through a string of binary digits. The Word 'Computer' usually refers to the Center Processor Unit plus Internal memory.

### **Computer Full Form**

C → Common  
O → Operating  
M → Machine  
P → Particularly

U → Used Fore  
T → Trade/ Technology  
E → Education  
R → Research

### **Basic Computer Full Form.**

B → Beginning  
A → All Popular  
S → Symbolic  
I → Instructions  
C → Code

### **3. What is software and hardware?**

→ Software is a general term for the various kinds of programs used to operate computers and related devices. Software is often divided into two categories. Systems software includes the operating system and all the utilities that enable the computer to function. Applications software includes programs that do real work for users.

**Hardware:** -computer hardware is the collections of physical parts of a computer system. This includes the computer case, monitor, keyboard and mouse. It also includes all the parts inside the computer case, such as the hard disk drive, motherboard, video card, and many others. Computer hardware is what you can physically touch.

### **4. What is different between file and folder?**

→ **File:** -A collection of data or information that has a name, called the filename. Almost all information stored in a computer must be in a file. There are many different types of files: Data files, text file, Program files, directory files, and so on.

→ **Folder:** -A folder is a virtual location where programs, files and other folders can be located. Computer with an Apple, Microsoft Windows, or other GUI operating system have folder to help users store and organize their files and are accessed using a file Manager.

## **Information of Desktop**

### **5. How to arrange desktop icons?**

- Right click on desktop
- Click on view

- Click on sort by.
- Choose options (Name, Size, Item type..etc)

#### **6. How to hide desktop all icons?**

- Right click on desktop.
- Go to view.
- Click on show Desktop icons unmark.

#### **7. How to show desktop default icons?**

- Right click on desktop
- Click on personalize
- Click on change desktop icons
- Choose your default desktop icons
- Click on apply
- Click on ok

#### **8. How to move task bar?**

- Right click on task bar.
- Click on lock the taskbar unlock.
- Left click mouse drag. (**Top, Down, Left and Right**)
- Right click on taskbar.
- Lock the taskbar.

#### **9. How to hide task bar?**

- Right click on task bar.
- Click on properties.
- Click on auto hide the task bar option check.
- Click on apply.
- Click on ok.

#### **10. How to change mouse pointers?**

- Click on start button.
- Click on control panel. (**Setting**)
- Two times left click on mouse options.
- Click on mouse pointers.
- Click on Browse.
- Choose mouse pointers
- Click on open.
- Click on apply.
- Click on ok.

#### **OR**

- Right click on desktop.
- Click on personalize.
- Click on change mouse pointer.
- Click on browse.
- Choose mouse pointer.
- Click on open.

- Click on apply.
- Click on ok.

### **11. How to create user account?**

- Click on start button.
- Click on control panel. **(Setting)**
- Two times left click on user account.
- Click on manage other account.
- Click on create a new account.
- Type your account name ( Arjun Shrestha)
- Choose your account type. **(Standard user & Administrator)**
- Click on create account.
- Choose your account.
- Click on create password.
- Type your password. (\*\*\*\*\*)
- Re-type your password.(\*\*\*\*\*)
- Click on create password.

### **12. How to delete user account?**

- Click on start button.
- Click on control panel. **(Setting)**
- Two times left click on user account.
- Click on manage another account.
- Choose your delete account.
- Click on delete the account.
- Click on delete all file.
- Click on delete account.

### **13. How to Create, Rename, Delete & Restore folder?**

- Right click on desktop.
- Go to new.
- Click on folder then type folder name. (Song, video)
- Then two times left click desktop.

**OR**

- Ctrl + Shift + N → create a new folder

#### **Delete:**

- Choose Folder Then right click.
- Click on Delete Options Then click on Yes.

**OR**

- Choose folder Then Press Keyboard options Delete. → Then Enter.

#### **Rename**

- Choose folder then right click.
- Click on Rename options.
- Then type folder name. (Arjun, Mamita&Riya)
- Then two times click on desktop.

## OR

- Select file & folders then press keyboard options "F2".
- Then type folder Name. (Samir & Ashok)
- Click on desktop area.

### **Restores**

- Two times left click on Recycle bin.
- Choose your delete file & folders.
- Right click on file & folders.
- Click on Restores.
- Then close recycle bin.

### **14. How to make con, aux, prn & nul folders?**

- Ctrl + Shift + N → create a new folder.
- Press key board key Alt + 255.
- The type your required folders name.
- Click on desktop area.

### **15. How to change desktop wallpaper & image?**

- Right click desktop.
- Click on personalize.
- Choose Desktop background Themes & Wallpaper.

### **Image:**

- Right click on desktop.
- Click on personalize.
- Click on desktop background.
- Click on browse.
- Open my compute.
- Open (D: / E:) drives.
- Open your image folders
- Choose image.

### **16. How to Change Screen Sever?**

- Right click on Desktop.
- Click on personalize.
- Click on Screen Saver.
- Choose Screen Saver "3D text".
- Click on setting.
- Then type custom name. (**ArjunShrestha**)
- Another setting maintains.
- Then Two times "Ok".

### **17. How to hide file and folders?**

- Choose file and folders.
- Right click on file and folders.
- Click on properties.
- Click on hidden menu check.
- Click on apply.

- Click on ok.
- Right click on desktop.
- Click on refresh.

**OR**

- Choose file and folders.
- Press keyboard options 'F2'.
- Again Alt + F2 press in keyboard.
- Click on desktop area.
- Go to folder center. Then right click.
- Click on properties. → Click on customize.
- Click on change icons. → Choose hide icons.
- Click on 'ok'.
- Click on apply.
- Click on 'ok'.

**18. How to find hide file and folders?**

- Click on Start button.
- Click on Control panel. **(Setting)**
- Two times left click on folders options.
- Click on view.
- Click on show hidden file and folders menu check.
- Click on apply.
- Click on 'ok'.

**OR**

- Left corner right corner mouse drag.
- Choose hide folders.
- Right click on folders.
- Click on properties.
- Click on customize.
- Click on change icons.
- Choose show icons.
- Click on ok.
- Click on apply.
- Click on 'ok'.
- Press keyboard options 'F2'.
- Type folders Name. (Song, Video, Others)
- Click on desktop.

## **Microsoft Word 2007**

### **1. What is Microsoft word?**

Microsoft word is one processing database management program. This program is developed by Microsoft Corporation ITD in USA. So it is developed by American language. It has all kind of word processing facilities like to create, edit, format,

save and print document, to check spellings and grammar, to search for synonyms and antonyms meaning.

**2. How to Open Microsoft Word? Write 3 Method.**

- ❖ Windows logo with 'R' keyboard options
- ❖ Then type "WinWord" click on OK or Enter

**OR**

- ❖ Click on Start button
- ❖ Click on 'Run'
- ❖ Then type "WinWord"
- ❖ Click on OK or Enter

**OR**

- ❖ Click on Start button
- ❖ Click on all programs (programs)
- ❖ Choose Microsoft office
- ❖ Click on Microsoft office word 2007.....2010

**3. What is different between save and save as?**

Save	Save as
• One time save	• Many time save
• One location	• Different location
• One format	• Different format
• One file name	• Different file name
• No password change	• Password change

**4. What is function of File & Office button?**

- New
- Open
- Save
- Save AS
- Print (Print Preview)
- Prepare
- Send (Publish)
- Close (Word options) (Exit word)

**5. Write MS-Word short-cut Key?**

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| 1. Ctrl + A → Select all            | 8. Ctrl + H → Replace              |
| 2. Ctrl + B → Bold                  | 9. Ctrl + I → Italic               |
| 3. Ctrl + C → Copy                  | 10. Ctrl + J → Justify             |
| 4. Ctrl + D → Duplicate font        | 11. Ctrl + K → Hyperlink           |
| 5. Ctrl + E → Alignment center text | 12. Ctrl + L → Alignment left text |
| 6. Ctrl + F → Find                  | 13. Ctrl + M → Tab Indent          |
| 7. Ctrl + G → Go to Page            | 14. Ctrl + N → New word open       |

15. Ctrl + O → Open Old Document
16. Ctrl + P → Print
17. Ctrl + Q → Back indent
18. Ctrl + R → Alignment Right
19. Ctrl + S → Save
20. Ctrl + T → Create hanging indent
21. Ctrl + U → Underline
22. Ctrl + V → Paste
23. Ctrl + W → Close
24. Ctrl + X → Cut
25. Ctrl + Y → Redo
26. Ctrl + Z → Undo
27. Ctrl + ] → Increase font size
28. Ctrl + [ → Decrease font size
29. Ctrl + Shift + > → Increase font size
30. Ctrl + Shift + < → Decrease font size
31. Ctrl + Shift + P → Change the font
32. Ctrl + Shift + F → Change the font
- 33.** Ctrl + Shift + S → Apply Style
34. Ctrl + =+ → Subscript
35. Ctrl + Shift + =+ → Superscript
36. Ctrl + 5 → 1.5 Line spacing
37. Ctrl + 1 → 1.2 Line spacing
38. Shift + F7 → Thesaurus
39. Ctrl + Shift + G → Word Count
40. Alt + = → Edit Equation
41. Ctrl + F9 → Empty Field Equation
42. F9 → Update filed equation
43. Shift + F9 → Update filed equation
44. Alt + Click → Research meaning
45. Alt + Shift + N → Merge to new document
46. Ctrl + Shift + E → Track changes
47. Ctrl + Alt + S → Split document
48. Ctrl + F12 → Open
49. Alt + Ctrl + F2 → Open
50. Shift + F12 → Save
51. Alt + shift + F2 → Save
52. F12 → Save as
53. Ctrl + F2 → Print preview
54. Alt + Ctrl + I → Print preview
55. Ctrl + Shift + F12 → Print
56. Alt + F4 → Exit or Close
57. Ctrl + Shift + C → Format Copy
58. Ctrl + Shift + → Format Paste
59. Ctrl + Shift + F5 → Book mark
60. Shift + Delete → Cut
61. F4 → Redo
62. F5 → Go to
63. F6 → Active Menu bar
64. F7 → Spelling
65. Ctrl + Num + 5 → Select All
66. Alt + Backspace → Undo
67. Shift + F5 → Go back
68. Alt + Ctrl + Z → Go back
69. Ctrl + Alt + V → Special paste
70. Alt + Ctrl + N → Normal View
71. Alt + Ctrl + O → Outline View
72. Alt + Ctrl + P → Page Layout View
73. Alt + Ctrl + M → Insert comment
74. Ctrl + Shift + Enter → Column Break
75. Alt + Shift + D → Date field
76. Alt + Shift + T → Time field
77. Alt + Ctrl + D → Endnote
78. Alt + Ctrl + F → Footnote
79. Alt + Shift + → Page Number field
80. Alt + VH → Header Active
81. Alt + Ctrl + 1 → Apply Heading 1
82. Alt + Ctrl + 2 → Apply Heading 2
83. Alt + Ctrl + 3 → Apply Heading 3
84. Alt + Ctrl + T → The Trademark Symbol
85. Alt + Ctrl + C → Copyright Symbol
86. Alt + IU → Format page number

- 87. Alt + PPS → Page Setup
- 88. Ctrl + shift + B → Bold
- 89. Ctrl + Shift + W → Underline
- 90. Ctrl + Shift + U → Underline
- 91. Ctrl + Shift + D → Double Underline
- 92. Ctrl + Shift + A → Caps Lock
- 93. Shift + F3 → Chang Case
- 94. Ctrl + Home → To the beginning line
- 95. Alt + F11 → Display Microsoft Visual Basic Code
- 96. Ctrl + Shift + L → Apply the List style
- 97. Ctrl + F10 → Minimize and Maximize

## 6. What is the function of Undo/Redo, Copy/Pest?

- **Undo:** -This options is used to return to the previous Effect. (Back)
- **Redo:** -This option is used to repeat the last Action.
- **Copy and Pest:** -Highlight the text you wish to copy and right click and click copy, put your cursor where you want the text in the document and right click and click Paste.
- **Cut and Paste:**-Highlight the text you wish to copy and right click and click cut put your cursor where you where you want the txt in the document and right click and click paste.

## 7. Define meaning of B I U and X<sub>2</sub>, X<sup>2</sup>.?

- **B:-** Bold
- **I:-** Italic
- **U:**Underline
- **X<sub>2</sub>:-** Subscript
- **X<sup>2</sup>:-**Superscript

## 8. Write Function of Right/Left/Centre &Justify.?

- **Right:-**Alignment Right Text
- **Left:-**AlignmentLeft Text
- **Center:-** Alignment Center Text
- **Justify:-**Align text to both the left and right margins, adding extra space between words as necessary.

## 9. How to add& removed Line Space?

- Prepared Document click on home menu
- Select text (Choose Line spacing Decrease and Increase Space)
- Click on Line spacing Options(1.5, 2.0)

## 10.How to Increase/Decrease font size form Keyboard?

- Ctrl+Shift+>→ Increase Font Size
- Ctrl+Shift+<→ Decrease Font Size

## 11.How to Insert Number and bullets?

- Click on Home Menu.
- Click on Bullets and Numbering.
- Choose Bullets and Numbering.

## 12.How to Maintain Nepali font form Proofing?

- Click on Office button.(File)

- Click on word options.(**Options**)
- Click on proofing.
- Click on auto correct options.
- Click on auto format as you type then replace as you type.
- "Straight quotes" with "Smart quotes"
- "Options unmark"
- Then two times "Ok"

### **13.How to keep password your document?**

- Prepare your document.
- Click on office button.
- Click in save as. (F<sub>12</sub>)
- Type your file name. (Abc.Doc/ XX.doc)
- Click on tools options.
- Click on general options.
- Type your required password. (\*\*\*\*\*)
- Type your modify password. (\*\*\*)
- Re-type your password. (\*\*\*\*\*)
- Re-type your modify password. (\*\*\*)
- Click on ok or Enter
- Click on save

### **14.How to keep password your old document?**

- Open your old document.
- Click on office button. (**File**)
- Click on prepare. (**Protect document**)
- Click on encrypt document.
- Type your required password. (\*\*\*\*\*)
- Re-type your password. (\*\*\*\*\*)
- Click on ok or Enter
- Press keyboard key Ctrl + S.

## **Projects**

1. **Bio-Data**      2. **Letters**      3. **Articles**      4. **Add,.....**

### **Insert Menu**

#### **15.How to insert Table, Shapes and Picture?**

- Click on Insert menu.
- Click on Table.
- Click on insert table.
- Type number of column & row.
- Then enter.

#### **Shapes:-**

- Click on Insert menu.
- Click on Shapes then
- Choose shapes
- DrawShapes

**Picture:**

Click on Insert menu.

- Click on Picture menu
- Open my computer
- Open D:/ E: drive
- Open your picture folder
- Choose Picture
- Click on Insert

**16. How to Insert & Delete Column and Row?**

- Click on insert menu.
- Click on table.
- Click on insert table.
- Type number of Column & Row.
- Then Enter.

**Delete:**

- Click on layout.
- Click on above, below & Left, Right.

**OR**

- Selecta Row and Column then right click.
- Click on Delete.
- Choose Row and Column

**Links:**

**Hyperlink:** These options used to create connection between to Files like Web Base Menu.

- Select required Text
- Go to insert menu.
- Click on Hyperlink.
- Choose required file.
- Click On ok.

**Bookmark:** This option used to insert remainder of Paragraph.

- Create File.
- Select important paragraph.
- Go to insert menu
- Click on book Mark.
- Type Book Name. (God)
- Click on Add.
- Click On ok.

**17. How to apply Book marks?**

- Open Save file.
- Go to Insert Menu.
- Click on Book Marks.
- Choose marks your Bookmarks Text.
- Click On Go to.
- You can see bookmarks text.

**Cross-reference:** This option use to insert book marks text anther place ashighlight paragraph.

- Go to insert menu.
- Create book marks text.
- Click on cross reference.
- Choose your book marks form reference type.
- Choose your book marks text.
- Click on insert button.

#### **18. How to insert header and footer?**

- Click on insert menu.
- Click on Header and footer.
- Type your required Company Name or as you like.
- As footer you can write your office address, Phone no, and web address or Email Id.

#### **19. How to insert different type page number?**

- Create more than 6 blank page.
- Press Alt+PSP.
- Click on Apply to then choosethis point forward
- Click on Ok.
- Repeat again as you want.
- Press Alt+I+U for page number style format.
- Chose format
- Click on ok
- Double click on Footer > Go to 1 or 2 section > Modify page number press Alt+I+U >Format> chose as you like

#### **20. How to insert textbox?**

- This option used to create notice and notes.
- Click on insert menu.
- Click on Text box.
- Click on Draw text box.
- Type required text.

#### **21. Write function of text wrap, drop cap& word art?**

##### **Text wrap:**

If we our picture or shape not moves in one place to another place we can move to help of text warp and replace text Equal to Picture area.

##### **Drop cap:**

Create a large capital latter at the beginning of a Paragraph. As a Newspaper.

##### **Word art:**

From word art we can write artful text and give the different style than normal text.

#### **22. How to insert signature line?**

- Click on insert menu.
- Click on signature line.
- Click on Ok.
- Type your required word on require field.
- Click on Ok

#### **23. How to insert Equation and Symbol?**

- This option used to mathematics Equation and formula and different types Symbol
- Click on insert menu.

- Click on symbol.
- Click on more symbol.
- Type your required symbol. (**Wingding, Symbol &Preeti**)

#### **24. How to write text inside shape?**

- Then click on insert menu.
- Click on shapes.
- Choose shapes then draw shapes.
- Then right click.
- Click on add text.
- Type your required text.

### **Page Layout Menu**

#### **25. How to insert Margin?**

- Prepare your document.
- Click on page layout.
- Click on margin.
- Choose required margin (Left-1 right-1 bottom-1 top-1)

#### **26. How to insert page Size?**

- Prepare your document.
- Click on page layout.
- Size option.
- Choose required size ( A4, A3, ....custom)

#### **27. How to insert column?**

- Type required paragraph.
- Select paragraph.
- Click on page layout menu.
- Click on column.
- Chose number of column > ok

#### **28. How to insert watermarks?**

- Prepare document.
- Click on page layout or design.
- Click on watermark.
- Click on custom water marks.
- Type your required watermark text.
- Click on ok or enter.

#### **29. How to insert page Border?**

- Prepare document.
- Click on Page layout or design.
- Click on page borders
- Choose border form Style or Art.
- Choose border.
- Click on ok.

#### **30. How to insert paragraph spacing?**

Prepare paragraph > choose indent or Spacing as you want.

### **References Menu**

#### **31. How to make table of contents?**

This option used to create the table of content on your document.

- Create one blank page
- Again create new page
- You can type required heading text
- Select your heading text.
- Go to reference menu.
- Click on add text.
- Chose level 1.
- Press home key >type 1. And pace.
- Click line end position.
- Press Ctrl+enter key.
- Type required heading.
- You can create up to 4 or 5 pages.
- Press ctrl +G type 1.
- Go to table of content.
- Choose table of content.
- You can see table of contents.

### **32. How to create citations & bibliography?**

- Click on references menu.
- Click on insert citation options.
- Click on add new source.
- Choose your source.(Book, Art design and report and other)
- Type your required information.
- Click on ok.
- Go to your table of contents top or down side.
- Click on bibliography menu.
- Choose bibliography.
- You can see bibliography.

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## **Mailings Menu**

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### **33. How to create mail merge?**

- Prepare letter.
- Click on mailings menu.
- Click select recipients.
- Click on type a new list option.
- Type yours required information.
- Click on ok.
- Choose location.
- Then save yours date source.
- Choose prepare mailing document
- Click on Inset merge field option
- Chose require data as you want

Eg. Name, Address, .....title

### **34. How to view prepare mail merge?**

- Click on mailings menu (You can create envelopes)
- Click on preview results.
- Click on auto check for errors.
- Click on Ok

## RO

→ (Shift + Alt + N) merge to new Document.

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### Review Menu

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#### 35. How to Correction Meaning?

- Choose your wrong meaning click on review menu
- Click on spelling and grammar
- Chose suggestion meaning (F7)

#### 36. How to search meaning?

- Chose required word
- Click on research menu
- Click on go (Alt+left click)

#### 37. How to use comment?

This option used to keep notes to view detail of statement.

#### 38. How to create track change?

This option used to create link of word with paragraph. Its use to create quickly letter head and location

- Click on review menu.
- Click on track change. **(Option)**
- Click on user change.
- Click on proofing.
- Click on auto correct option.
- Replace word as you type.
- Fill Dialog Box.

#### 39. How to protect document?

- Prepare Document.
  - Click on Review Menu.
  - Click on Protect Document > restrict editing.
  - Click on restrict formatting and editing.
  - Click limit > Allow only this.
  - Click on yes, start enforcing protection.
- 

### View Menu

---

#### 40. Print layout is:

This options is used to set the document style as a print design. This layout is Default.

- Click on view menu.
- Click on print layout.

#### 41. Ruler is:

This option is used to show page ruler and maintain paragraph.

- Click on view menu.
- Go to show hide menu.
- Mark ruler options.

#### 42. Document map or navigation pen

- This option is used to show your document heading list.
- Click on view menu.
- Go to show hide menu.

- Mark document map option.
- You can see heading list left side.

#### **43. Zoom is:**

This option is used to see the document in different size.

- Click on view menu.
- Click on zoom menu.
- Choose the required percentage from current box.
- Click on ok.
- **Note:** actually size is 100%

#### **44. Arrange All:**

This option is used to arrange the all window adjust.

- Click on view menu.
- Click on arrange All.

#### **45. Macro is:**

This option is used to define (store) required text with special shortcut key for future use.

- Click on view menu.
- Click on macros.
- Click on record macro.
- You can get a box.
- Click on keyboard.
- Press any shortcut key. Example (Alt +1)
- Click on assign and close.
- Go to home menu.
- Choose font or text.
- Click on view menu.
- Click on macros.
- Click on stop recording.

## **Microsoft Excel 2007**

### **46. Microsoft excel.**

Microsoft excel is an application sheet program. Where user can solve the different types of mathematical problems between columns and rows.

Microsoft company developed this program so it is known as Microsoft excel. It is a spreadsheet program where we can insert data, process them sort them, filter them and create chart from the date etc.

The file of Ms-Excel is called workbook and its extension is XLS.

**Worksheet:** the large working area of a workbook is called worksheet. There are 65536 and columns in a worksheet.

**Cell:** The intersection between row and column is called cell. Each cell contains 32000n Characters.

### **47. How to open Excel?**

- Click on start button.
  - Click on Run the type "Excel"
  - Click on Ok.
- OR
- Windows logo whit 'R' Press in Keyboard.

- Type Excel the Enter.

#### 48. Excel Short cut key

1. Work Book → Work Sheet Store
2. Work Sheet → Data store
3. Total Work sheet Rows → 1048576
4. Total Work Sheet Column → 16384 XFD
5. Active Rows → 65536
6. Active Column → 256
7. Once Cell Write Character → 32000
8. Ctrl + Space bar → Column Select
9. Shift Space bar → Row Select
10. Ctrl + → Row and Column Insert
11. Ctrl - → Row and Column Delete
12. Ctrl + → Insert Dialog Box Active
13. Ctrl - → Delete Dialog Box Active
14. Ctrl + ; → Date
15. Ctrl + Shift + ; → Time
16. Ctrl + Shift + & → Apply the outline border
17. Ctrl + Shift + ! → Active Number
18. Ctrl + Shift + # → Active Custom options
19. Ctrl + Shift + \$ → Active currency
20. Ctrl + 9 → Hide Row
21. Ctrl + Shift + ~ → Apply the general number format
22. Ctrl + Shift + ( → Unhide Row
23. Ctrl + 0 → Hide Column
24. =Now() and Enter → Date and Time
25. =Today ( ) → Date
26. Ctrl + Down Arrow → Last Row Show
27. Ctrl + Right Arrow → Last Column
28. Ctrl + Page up → Move to the previous sheet
29. Ctrl + Page down → Move to the next sheet
30. F11 → Automatic Select Data Create Chart
31. Ctrl + 1 → Format Cell
32. F2 → Edit the active cell Formula
33. F4 → Absolute (Lock \$A\$)
34. F5 → Go to dialog box
35. Shift + F5 → Find and Replace
36. Shift + F11 → Insert a new worksheet
37. Shift + F2 → Edit a cell comment
38. Shift + F3 → Insert Functions
39. F4 → Insert a new worksheet
40. Alt + Shift + F1 → insert a new worksheet
41. Alt + WFF → Freeze Pane
42. Ctrl + F3 → Define a name
43. Ctrl + Shift + Enter → Enter a formula as an array formula
44. Ctrl + Shift + F 3 → Create name form row and column labels
45. Ctrl + Shift + O → Select all cells with comments
46. Ctrl + E → Flash Fill
47. Ctrl + Shift + → Filter

#### Menu/Tab/Ribbon Bar

- Row : - Horizontal group of cell is called row through 1 to 10,48,576.
- Column : - Vertical group of cell is called column through A to XFD.
- Range :- The selected area of sheet is called range.
- Worksheet :- The primary documents that you use in excel to store and work with data. It is also called **Spreadsheet**. A worksheet contains number of cells that are organized into columns and rows.

No of Columns = 16,384  
No of Rows = 10,48,576

#### Insert Cells, Rows and Columns

##### To insert cells, rows and columns in Excel:

- Place the cursor in the row below where you want the new row or in the column to the left of where you want the new column.
- Click the **Insert** button on the **Cells** group of the **Home** tab.
- Click the appropriate choice: **Cell, Row or Column**.

#### Delete Cells, Rows and Columns

##### To delete cells, rows and columns:

- Place the cursor in the cell, row or column that you want to delete.
- Click the **Delete** button on the **Cells** group of the **Home** tab.
- Click the appropriate choice: **Cell, Row or Column**.

### **Format Worksheet Tab**

**You can rename a worksheet or change the color of the tabs to meet your needs.**

1. Open the sheet to be renamed.
2. Click the **Format** button on the **Home** tab.
3. Click **Rename** sheet.
4. Type in a new name.
5. Press **Enter**.

**To change the color of a worksheet tab:**

1. Open the sheet to be change the tab color.
2. Click the **Format** button on the **Home** tab.
3. Click **Tab** Color.
4. Select the color.

### **Insert and Delete Worksheets**

a) To insert a worksheet

- Open the workbook.
- Click the **Insert** button on the **Cells** group of the **Home** tab.
- Click **Insert Sheet**.

b) To delete a worksheet

- Open the workbook.
- Click the **Delete** button on the **Cells** group of the **Home** tab.
- Click **Delete Sheet**.

### **To Edit Custom Lists**

1. Click on the Microsoft Office button.
2. From the bottom right, choose the Excel options.
3. From the popular tab, click on Edit Custom Lists.
4. Type your desired text as Baisakh, Jestha, Ashad.....uptoChaitra in the list entries box.
5. Click on Add, then OK buttons.

### **To merge or split the cells**

1. Click on the Home tab.
2. From the alignment group, click on the drop-down arrow of merge & center.
3. Click on the appropriate choice..

### **To change the number format**

1. Click on the Home tab.
2. From the Number group, click on the drop-down arrow of Number Format.
3. Chose the option Number Format from the bottom of the pop-up menu that displays.
4. From the dialog box of Format cells, choose Number tab.
5. Select Custom from the category box.
6. Type your desired text as "Rs." # in the General type box.
7. Click on Ok button.

---

### **Using constants in formulas**

If you use constant values in the formula instead of references to the cells (for example, =30+70+110), the result changes only if you modify the formula yourself.

## Using calculation operators in formulas

Operators specify the type of calculation that you want to perform on the elements of a formula. There is a default order in which calculations occur, but you can change this order by using parentheses.

Calculation order

Formulas calculate values in a specific order. A formula in Excel always begins with an equal sign (=).

Order of Calculation follows

**PEDMAS** rule where the symbols have their usual meanings:

P=Parentheses ()

E=Exponentiation ^

D=Divide /

M=Multiply \*

A=Add +

S=Subtract -

### Operator

It is a sign or symbol which is use to perform an operation on two or more than one operands.

For eg:  $2 + 3 = 5$

Where '+' is an operator,

2 and 3 are operands

$2 + 3$  is an argument/expression.

Types of operators

**There are four different types of calculation operators:-**

1. Arithmetic operators
2. Comparison operators
3. Text concatenation operators
4. Reference operators

ORDER OF CALCULATION



### 1. Arithmetic operators

To perform basic mathematical operations such as addition, subtraction or multiplication; combine numbers and produce numeric results using the following arithmetic operators:

Arithmetic operator	Meaning	Example
+ (plus sign)	Addition	3+3
- (minus sign)	Subtraction Negation	3-1 -1
* (asterisk)	Multiplication	3*3
/ (forward slash)	Division	3/3
% (percent sign)	Percent	20%
^ (caret)	Exponentiation	3^2

### 2. Comparison operators

You can compare two values with the following operators. When two values are compared by using these operators, the result is a logical value either TRUE or FALSE.

Comparison operator	Meaning	Example
= (equal sign)	Equal to	A1=B1
> (greater than sign)	Greater than	A1>B1
< (less than sign)	Less than	A1<B1

>= (greater than or equal to sign)	Greater than or equal to	A1>=B1
<= (less than or equal to sign)	Less than or equal to	A1<=B1
<> (not equal to sign)	Not equal to	A1<>B1

### 3. Text concatenation operator

Use the ampersand (&) to join or concatenate one or more text strings to produce a single piece of text.

Text operator	Meaning	Example
& (ampersand)	Connect two values to produce one continuous text value	"North"&"Wind"

### 4. Reference operators

Combine ranges of cells for calculations with the following operators.

Reference operator	Meaning	Example
: (colon)	Range operator, which produces one reference to all the cells between two references, including the two references	B5:B15

### Using functions and nested functions in formulas

Functions are predefined formulas that perform calculations by using specific values called arguments, in a particular order or structure. Functions can be used to perform simple or complex calculations.

#### Nesting functions

In certain cases, you may need to use a function as one of the arguments of another function. For example, the following formula uses a nested IF function as

```
=IF(D5="Manager",7%*F5,
IF(D5="SuperVisor",6%*F5, IF(D5="Marketing Officer", 5%*F5,
IF (D5="Secretary", 4%*F5, 2%*F5))))
```

### LIST OF FUNCTIONS

**FUNCTIONS** - Functions are pre-formed formulas that perform calculation by using specific values in a particular order or structure. Functions can be used to perform simple or complex calculation. The structure of a function begins with an equal sign (=) followed by the function name (sum) an opening parenthesis '(' the arguments (2, N3) for the function separated by commas & a closing parenthesis ')'

**FORMULA:-** Formula are equation that perform calculation on values in your worksheet. A formula starts with an equal sign (=). For example:- the following formula multiples 2 by 3 & then adds 5 to the results = 5+2\*3

**FORMULA BAR:-**A bar at the bottom of the ribbon that you use to enter or edit values is termed as formula bar.

Following are the functions:

#### A) Math & Trig function:

1) **ABS:-** returns the absolute value of a number, a number without its sign.

Syntax:- = Abs (number)

Eg: =Abs (-2) gives absolute value 2.

**2) SUM:-** Adds all the numbers in a range of cells.

Syntax:- =SUM(number1, number 2)

**(3) Multiplication:-** Multiplies all the numbers given on arguments and return the products

Syntax:- =product(number1, number 2)

**4) Cos:-** Returns the cosine of given angle.

Syntax:- = cos(number)

Eg: = cos(60) returns value 1.047 (60 number is the angle in radian for which you want the cosine.)

**5) Degrees:-** Converts radian into degree.

Syntax:- = degrees (angle)

**Angle is the angle in radians that you want to convert.**

**6) Power :-**Returns the result of a number raised to power.

Syntax:- =power(number, power)

Eg: = power (5,2) → 25 or

=5^2 → 25

**7) SQRT:-** Returns a positive square root.

Syntax:- =SQRT(number)

Number is the number for which you want the square root.

Eg: =SQRT(16) → 4

**8) Max:-** Returns maximum number from the cells.

Syntax:-=Max(number1, number2)

**9) Min:-** Returns minimum number from the selected cells.

Syntax:- =Min(number1, number2)

**10) Count:-** Counts number in cells.

Syntax:=count (number1,number 2)

**11) Average:-** Returns average of number.

Syntax=average(number1,number2)

**B) Date and Time Function:**

**1) Date:-** Returns the number that represent the date in ms-excel date time code.

Syntax:- =date (YY, MM, DD)

Eg: =date (1930, 2, 23) =2 / 23 / 1930

**2) Now:-** This function returns the current date and time.

Syntax:- =now()

=Today() returns date only.

**3) Time:-**Returns the number into time.

Syntax:- =Time(HH,MM,SS)

**C) Logical Function:**

**1) IF:-** This function checks whether a condition is met, returns one value if true and another value if false.

Syntax:-

= IF (logical test, "value if true", "value if false")

Example:-

=IF (A1>32, "Pass", "Fail")

**2) AND:-** This function checks whether all arguments are true and returns true, returns false if any of argument is false.

SYNTAX:-

=AND (logical1,logical2...)

Example:-

=IF(AND(C2>=32, D2>=32...) , "Pass", "Fail")

**3) OR:-** This function checks whether any of the argument are true and returns true, returns false only if all arguments are false.

SYNTAX:-

=OR(logical1, logical2)

Example:-

=IF (OR (C2<32, D2<32), "Fail", "Pass")

**4) RANK:** - Returns the rank of a number from the list of number.

Syntax:-

=RANK (number, reference)

Eg: =RANK (G3, G\$3: G\$10)

---

## CONDITIONAL FORMATTING

**Conditional Formatting:** - This is used to apply format to selected cells that meet specific criteria (condition) based on formula you specify.

- **Select the cell range** which is to be formatted.
- Select the home tab.
- Click on **conditional formatting** from styles group.
- Click on **New rule**.
- Click on **Format only cells that contain** from New Formatting Rule dialog box.
- Select the required formatting.
- Click on ok, ok.

**Data validation:** Data Validation is used to **prevent invalid data** from being entered into a cell.

- 1) **Select the range of cells** that you wish to validate.
- 2) Click **Data Tools group > Data Tab > Data Validation**.
- 3) Click the **Settings** tab in the **Data Validation** dialog box and specify the type of validation.
- 4) Optionally, arrange for an input message when the cell is clicked.
- 5) Specify Excel's response to the invalid data.
- 6) Click on Ok.

### Subtotal

Returns a subtotal in a list or database. It is generally easier to create a list with subtotals by using the Subtotal command in the Outline group on the Data tab. Once the subtotal list is created, you can modify it by editing the SUBTOTAL function.

#### Steps:

- 1) Select the cell range that you want to sub-total.
- 2) Click on the Sub-Total from the Outline group of the Data tab.
- 3) Choose the appropriate choice that you want to Sub-Total.
- 4) Click on Ok button.

### Auto filter

The quickest way to select only those items you want to display in a list.

1. Select the data.
2. From data ribbon click on filter.
3. Click on drop down arrow and select the field name from the list which you want to display.

### Removing Auto Filter

From data ribbon, click on filter.

---

## Chart

Charts allow you to present information contained in the worksheet in a graphic format. Excel offers many types of charts including: Column, Line, Pie, Bar, Area, Scatter and more. To view the charts available click the Insert Tab on the Ribbon.

### Create a Chart

- Select the cells that contain the data you want to use in the chart.
- Click the Insert tab on the Ribbon.
- Click the type of Chart you want to create.

### Modify a Chart

#### To modify the labels and titles:

- Click the Chart.
- On the Layout tab, click the Chart Title or the Data Labels button.
- Change the Title and press Enter.

#### To Change The Data Included In The Chart:

- Click the Chart.
- Click the Select Data button on the Design tab.

#### To move the chart:

- Click the Chart and Drag it another location on the same worksheet.  
OR
  - Click the Move Chart button on the Design tab.
  - Choose the desired location (either a new sheet or a current sheet in the workbook)
- 

## Goal Seek

This submenu adjusts the value in a specified cell until a formula that is dependent on that cell reaches a target value. It can also be define as Excel has a built-in tool called **Goal Seek**, which is use to find the coefficient to the power law function.

#### Steps:-

- Select a cell containing formula.
- Click **Data** ribbon.
- Click on **what if analysis**.
- Click on **Goal Seek**.
- A goal seek dialog box will appear.
- Set cell which is to be changed,
- set target value have to be in changed mode and
- give cell address which is used to be changed.
- Click on OK.

## Scenario Manager

Excel's Scenario Manager is a tool that can be used to determine different projected outcomes of data by changing different cells within a Worksheet model.

#### Steps:-

- From the top of Excel, click the Data ribbon.
- On the Data menu, locate the Data Tools panel.
- Click on the What if Analysis item and select Scenario Manager from the menu.
- When you click Scenario Manager, a scenario manager dialog box will appear.
- Click the **Add** button. You'll then get another dialog box popping up.
- **Specify the name** of the scenario and **changing cell range**.
- Then scenario values dialog box will appear.
- Specify the values.
- Click on ok.

- Repeat the process up to your requirement.
  - Then click the Summary to verify the report.
- Click on ok.

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## **PowerPoint 2007/2010**

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### **49. Microsoft PowerPoint?**

Microsoft PowerPoint or just PowerPoint is a presentation program by Microsoft Corporation ITD. It is part of the Microsoft office. Microsoft PowerPoint is a program used to create successfully presentations. The document designed in PowerPoint can be printed or displayed with a video or a slide projector. The software allows users to create anything from basic slide shows to complex presentations. PowerPoint is often used to create business presentations, but can also be used for educational or informal purpose.

### **50. How to open Powerpoint?**

- Click on start button.
  - Click on 'Run' then type "Powerpnt"
  - Click on 'Ok'
- OR
- Windows logo with 'R' Press in keyboard.
  - TypePowerpnt then enter.

### **51. How to add custom animation and transition?**

- Prepare slide.
- Click on animations menu.
- Click on transition options.
- Choose transition.
- Then choose object OR yours Text.
- Click on custom animations.
- Click on add effects
- Click on entrance.
- Click on more effects.
- Choose effects.

### **52. How to insert PowerPoint song?**

- Prepare slide.
- Go to insert menu
- Click on sound options.
- Choose song then click open.
- Click on automatically options.
- Click on sound options.
- Click on play sound.
- Choose play to across slide.

### **53. How to insert PowerPoint video?**

- Prepare slide.
- Go to insert menu
- Click on video options.
- Choose video then click open.

- Click on automatically options.
- Click on movie options.
- Rewind movie after playing menu check.
- Play full screen menu check.

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## **Email-Internet**

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### **54. What is internet?**

The internet is a world wide public network of computers in which people can join and use multiple service such as sharing of information. The World Wide Web (WWW) is one of the major service of the internet who hosted information of almost about anything one might like to search.

### **55. Internet browse name?**

- Google chrome
- Mozilla Firefox
- Opera mini
- Internet Explore

### **56. How to download Image?**

- Open internet browser.
- Click on new tab.
- Type image name.
- Choose image then click on view image.
- Go to image center then right click on image.
- Click on save as image.
- Choose location (Desktop, My computer D:\ E :\)
- Click on save.

### **57. How to download video?**

- Open internet browse.
- Click on new tab.
- Type [www.youtube.com](http://www.youtube.com)
- Type required video name.
- Choose video. Go to video link options.
- Then some text delete ( <https://www.>) Keep remaining part as it is.
- Instead of <https://www.> Type (ss) then enter.
- Click on download.

### **58. How to convert date?**

- Open internet browser.
- Click on new Tab
- Type [www.rajana.com](http://www.rajana.com)
- Click on date convert.
- Choose English or Nepali date.
- Type your date of birth.
- Click on date convert.

### **59. How to create Gmail ID?**

- Open internet browse.
- Click on new tab.

- Type www.Gmail.com
- Click on create account.
- Then type required text.
- Click on next options.
- Go to I agree.
- Click on continue options.
- Type verification cod.
- Click on continue
- Click on continue to gmail.
- Then for time next options click

#### **60. How to send mail with attach document?**

- Open gmail ID.
- Click on compose.
- To: Keep gmail ID (arjunshrestha2054@gmail.com)
- Subject: Company file, Citizenship and Others
- Some type sms (please find the attach file or thank you.)
- Click on attach file
- Choose yours document location.
- Choose yours document.
- Click on open or some time wait.
- Click on Send.

#### **61. How to use Gmail free storage space (15 G.B)?**

- Open gmail ID.
- Click on google apps.
- Click on Photo.
- Click on upload.
- Choose your document Location.
- Choose document.
- Click on open. Wait for some minute
- Click on Ok

---

### **Scanning/Printing/Photocopy**

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#### **62. How to scan Photo and other file?**

- Click on start button.
- Click on device and printers
- Choose printer.
- Click on start scan.
- Choose Resolution. **(300)**
- Click on scan.

**OR**

- Open Photoshop.
- Click on file.
- Go to import the choose printer name. Example. (Samsung SCX-4521G, Brother DCP-300)
- Click on scan then some time waits.
- Arrange yours document.

### **63. How to printing file and document?**

- Open file.
- Go to office button.(Ctrl +P)
- Click on print options.
- Choose yours print page
- Choose yours copies.
- Click on ok.

### **64. How to photocopy your document?**

- Maintain your printer.
- Put your copy file.
- Put your number of copy.
- Then press start button.

---

### **Project Work**

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1. Cover page.
2. Bio-data -2
3. Prepare company letter head.
4. Prepare form.
5. Progress report
6. Official letter and personal letter-1
7. Article like newspaper.-1
8. Menu of cafe and restaurant-1
9. Shapes and logo.
10. Life cycle animals
11. Company register letter.
12. Shapes chart of organization.
13. Certificate and passage-1
14. Normal bill, vat bill, pan bills, receipt bill -4
15. Id card/ normal visiting card-2
16. Self-prepare official document-4
17. Prepare brochure

**(Project should be self-Prepare with Soft copy. Does not accept copy /pest and similar type's projects.)**

# Performance Statement



Name of Students :

.....

Course : .....

Shift : .....LAB : .....

Join Date : 2076/\_\_\_\_/\_\_\_\_ End Date: 2076/\_\_\_\_/\_\_\_\_

Teacher : .....

SN	Level	Exam Date	Full Marks	Pass Mark	Obtain Marks	Result Pass/Fail	Signature of Teacher
1	Level – 1	2076/...../.....					
2	Level – 2	2076/...../.....					
3	Level – 3	2076/...../.....					
4	Level – 4	2076/...../.....					
5	Level – 5	2076/...../.....					
6	Level – 6	2076/...../.....					
7	Level – 7	2076/...../.....					
8	Level – 8	2076/...../.....					
9	Level – 9	2076/...../.....					

## Key Note

- प्रत्येक शुक्रवार निःशुल्क परिक्षा सञ्चालन हुने छ । अनिर्वाय रुपमा परिक्षामा सामेल हुने पर्ने छ । कारणबस परिक्षामा सामेल हुन नसकेमा रु.१००/- को रसिद काटी आईतवार परिक्षामा सामेल हुन सक्ने छ । यस उपरको कुनै गुनासो तथा सुनवाई हुने छैन ।
- परिक्षा दिए पछि आफुले प्राप्त गरेको अंकमाथिको चार्टमाभराई आ-आफ्नो शिक्षकलाई हस्ताक्षर गराई प्रमाणित गर्नु पर्ने छ ।
- एउटा Level पास नभई अर्को Level को कोर्ष Join गर्न पाईने छैन । बल जफतिवा हेलचेक्राई गरी माथिको निर्देशिका पालन नभएको कारण शिक्षण सिकाई प्रक्रिया प्रभावित भएमा व्यवस्थापन जिम्मेवार हुने छैन ।
- व्यवहारिक जटिलताको अवस्थामा व्यवस्थापन वा शिक्षकलाई जानकारी गराई अधिकतम १५ दिन सम्म विदा लिन सकिने छ ।
- Class छाडेर Class Re-join गर्दा १५ दिन देखि १ महिना सम्म हाजिर नभएमा निर्धारित शुल्कको ५०% थप रकमको भर्पाई काटी कक्षा सुचारु गर्न सकिने छ । ४५ दिनवा सो भन्दा बढि भएमा पुर्ण शुल्क तिरि कक्षा सुचारु गर्न सकिने छ ।
- कक्षा कोठामा मोवाईल तथा अन्य उपकरण चलाउने पाईने छैन । मर्यादित र अनुशासित भई पठन पाठन मा सहभागि हुनु पर्ने छ ।
- प्रमाण पत्रलिनेको लागि कोर्ष सकिए पछि Performance Statement सहित अनिर्वाय रुपमा Project पेश गर्नु पर्ने छ ।
- भुक्तानी भै सकेको रकम फिर्ता हुने छैन । यस विषय उपर कुनै गुनासो तथा सुनवाई हुने छैन ।
- कुनै समस्या वा गुनासो भएमा व्यवस्थापन समक्ष लिखित वा मौखिक जानकारी गराउन सकिने छ ।

म माथी उल्लेखित शर्तहरु पुर्णरुपमा पालन गर्न मन्जुर छु । मेरा यसमा कुनै गुनासो तथा असहमति छैन भनि प्रमाणित गर्दछु ।