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COMPUTER EDUCATION
[An Institute of Professional I.T Studies]

MICROSOFT EXCEL
notes

DOT-NET
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20
years of
Excellence

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STUDENTS DETAILS

Name of Students	**:**	……………………………………………………
DOT-NET Roll No.	**:**	……………………………………………………
Date Of Joining	**:**	……………………………………………………
Name of Course	**:**	……………………………………………………
Batch Timing	**:**	……………………………………………………

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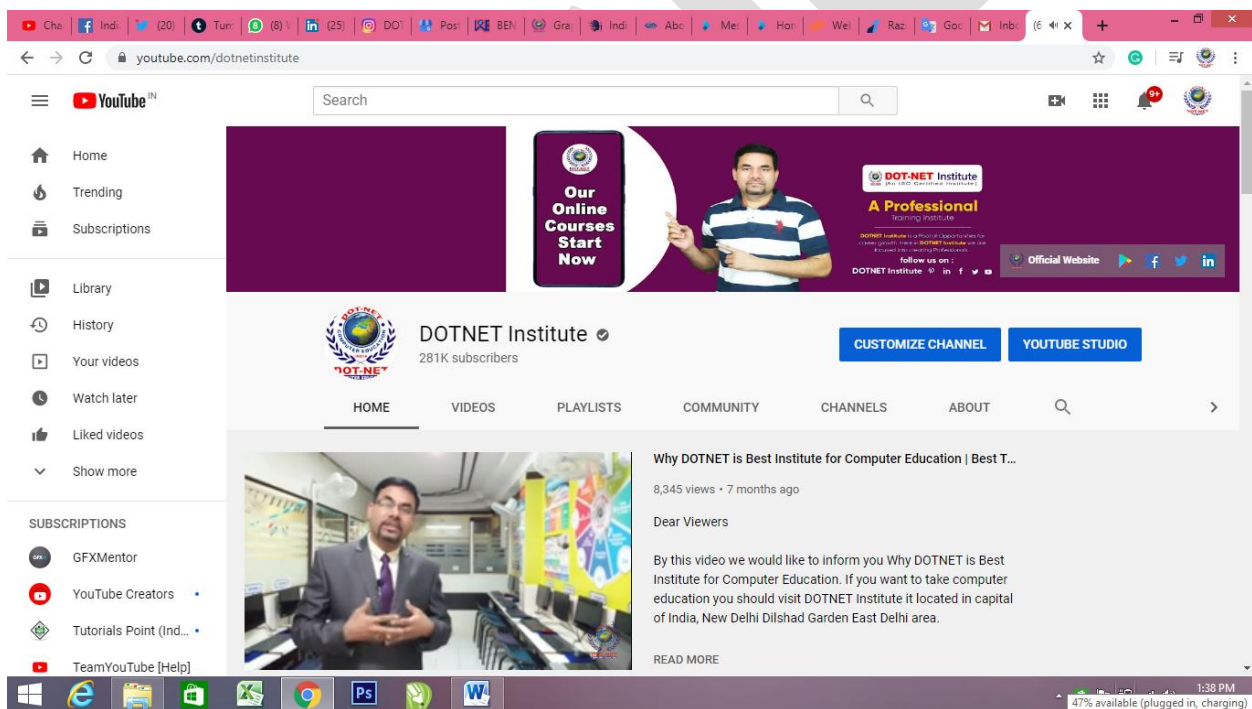
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Microsoft Excel 2010-13

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Introduction of MS Excel

1. What is MS Excel?

Microsoft Office Excel is a member of the spreadsheet family of software. Spreadsheets allow you to keep track of data, create charts based from data, and perform complex calculations. Just like a book ledger, spreadsheets store information in columns and rows.

2. About Extensions

The meaning of extensions that identification and trade mark of application there are many type of applications in computer so if you have so many files in one folder and all the files are different types of application in that case you can identify the application by their extensions.

Identification Symbols :

MS Excel Extensions : **.XLSX**

3. MS Excel is Part of

The MS Word is the part of Microsoft Office family Software there are following part of Microsoft Office family:

1. Microsoft Word
2. Microsoft Excel
3. Microsoft Access
4. Microsoft PowerPoint

## 4. How to start MS Excel

We can use these steps to start MS Excel:-

Click on Start Bar

All Programs

Microsoft Office

Microsoft Office Excel 2007-10
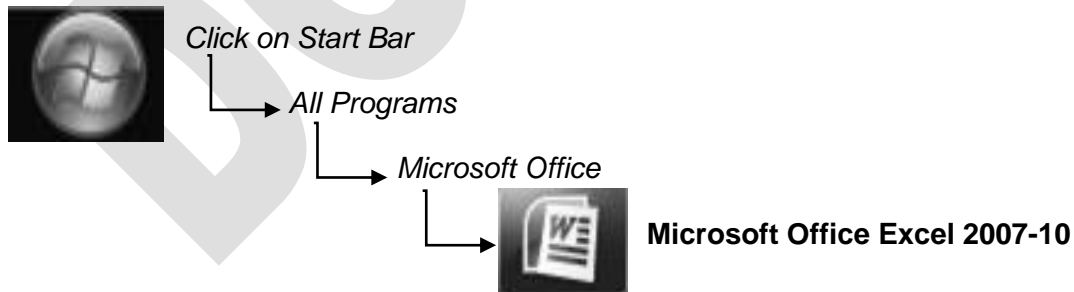
Now you have screen of Microsoft Excel and you can start your work in this.

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Home Toolbars

The Home Toolbar is the first toolbar of MS Excel this toolbar always display on the top of the MS Excel Screen like as:

Clipboard   *Font*   *Alignment*   *Number*   *Styles*   *Cells*   *Editing*
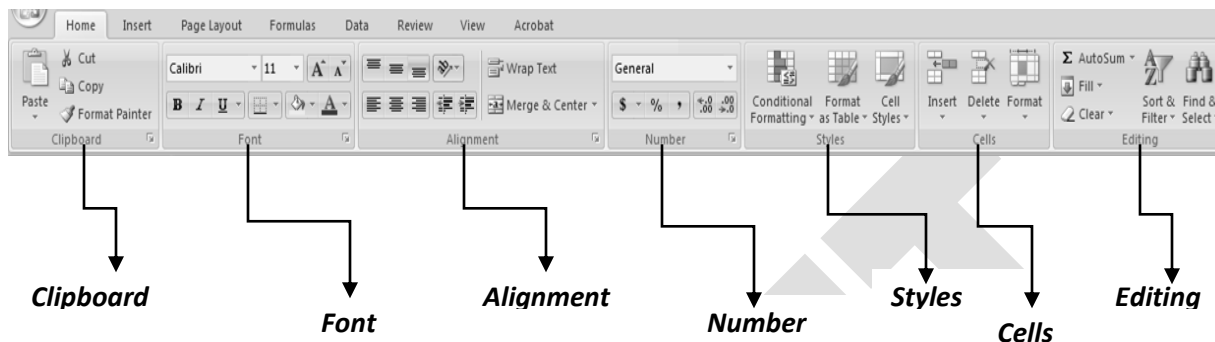
1. Clipboard

This is same as MS Word. *(Please see MS Word notes)*

2. Font

The Font toolbar just like MS Word but few options are change in the bar so go with these options like as:

Font *(Ctrl+Shift+F)*   : Change the font face.
Font Size *(Ctrl+Shift+P)* : Change the font size.

Grow Font *(Ctrl+>)*   : Increase the font size.

Shrink Font *(Ctrl+<)*   : Decrease the font size.

Bold *(Ctrl+B)*   : Make the selected text bold.

Italic *(Ctrl+I)*   : Italicize the selected text.

Underline *(Ctrl+U)*   : Underline the selected text.

Bottom Border   : Apply boarder to the currently selected cells.

Fill Color   : Color the background of selected cells.

Font Color   : Change the text color.
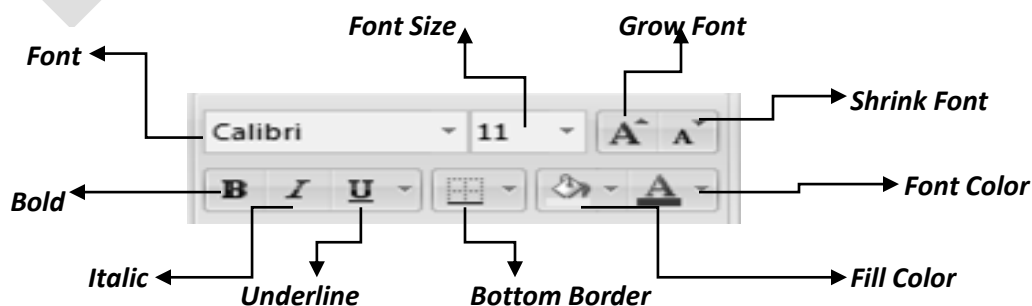
3. Alignment

The alignment toolbar are very much useful MS excel this is useful for alignment of text with cells like as:

Top Align	:	Align text to top of the cell.
Middle Align	:	Align text so that it is a centered between the top and bottom of the cell.
Bottom Align	:	Align text to bottom of the cell.
Orientation	:	Rotate text to diagonal angle or vertical orientation.
Align Text Left	:	Align text to the left.
Centre	:	Centre Text.
Align Text Right	:	Align text to the right.
Decrease Indent	:	Decrease the indent level of paragraph.
Increase Indent	:	Increase the indent level of paragraph.
Wrap Text	:	Make all content visible within a cell by displaying it on multiple lines.
Merge & Center	:	Join the selected cells into one larger cell and centre the contents in the new lines.
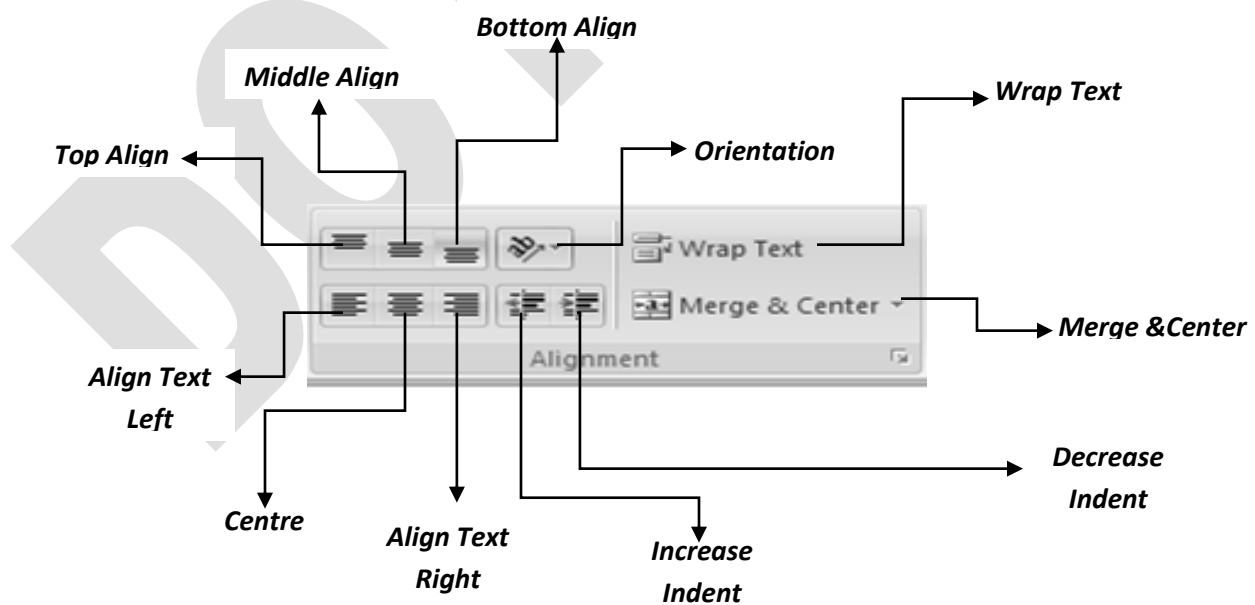
 Use all the options with **Practical Assignment**

4.1 Number

By this options we can change out worksheet rows/ columns setting (like if you want only numbers, date format, time format, text etc. in your cells) like as:

Number Format : Choose how the value in cell are displayed as percentage, as currency, as date or time etc.

Accounting Format : Choose an alternate currency format for the selected cells.

Percent Style : Display the value of the cell as a percentage (%).

Comma Style : Display the value of cell with a thousand separator.

Increase Decimal : Show more precise values showing more decimal places.

Decrease Decimal : Show less precise values showing more decimal places.

Number Format

Decrease Decimal

Accounting Format

Comma Style

Percent Style

Increase Decimal
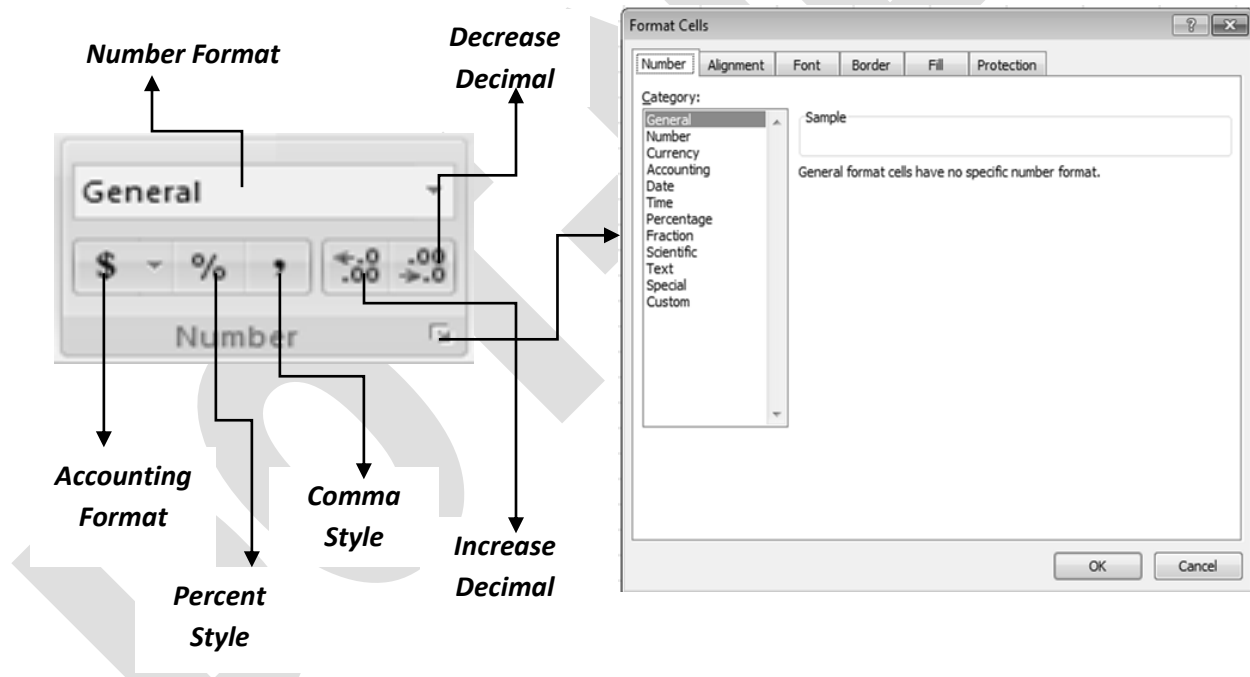
5. Styles with Cells Editing

To apply several formats in one step, and to ensure that cells have consistent formatting, you can use a cell style. A cell style is a defined set of formatting characteristics, such as fonts and font sizes, number formats, cell borders, and cell shading. To prevent anyone from making changes to specific cells, you can also use a cell style that locks cells.

Conditional Formatting	: Highlight interesting cell emphasize usual value and visualize data using Data bar, Color scales, Icon sets based on criteria.
Format as Table	: Quickly format a range of cells and convert to a Table by choosing a pre-defined table style.
Cell Styles	: Quickly format a cell by choosing from pre defined style.
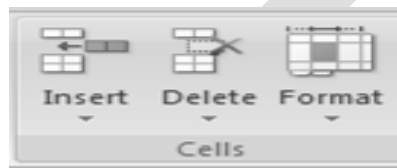
Insert	: Click here to insert cells, row or columns in the sheet or table or to add a sheet in worksheet
Delete	: Delete row or columns from table or sheet.
Format	: Change the row height or columns width, organize sheet or protects or hide cells.
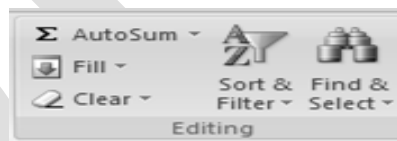
Auto sum	: Display the sum of selected cells directly after the selected cells.
Fill	: You can fill cells in any direction and into any range of adjacent cells.
Clear	: Delete everything from the cells or selectively remove the formatting the contents or the comments.
Sort Filter	: You can sort selected data in ascending and descending order or you can temporarily filter out specific value.
Find Select	: Find and selected specific text, formatting or type of information within the worksheet.

Table Formatting with Formulas

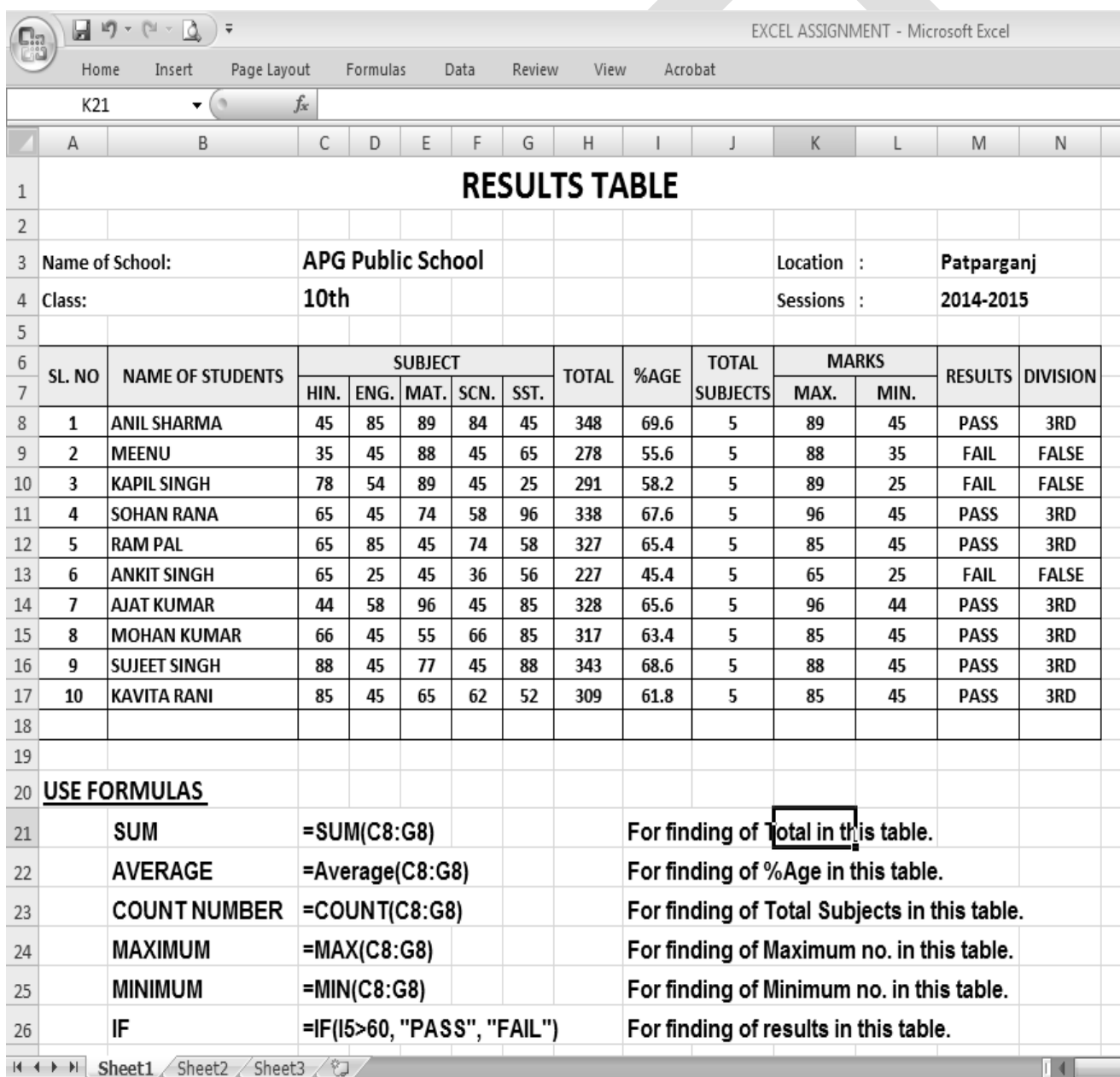Microsoft Office Excel 2007 has more rows and columns than ever before with the following new limits: **18,278** (A to ZZZ) columns wide by **1,048,576** rows tall in one sheet.

1. Results Table (with use formulas)

By the **Results Table** we learn how to create tables format in excel sheet with print layout settings and use all the table creating options with using of general formals like as Sum, Average, Count, Min or Max.

✍ *Create below given table in excel worksheet and use all formals which is given below of the table*
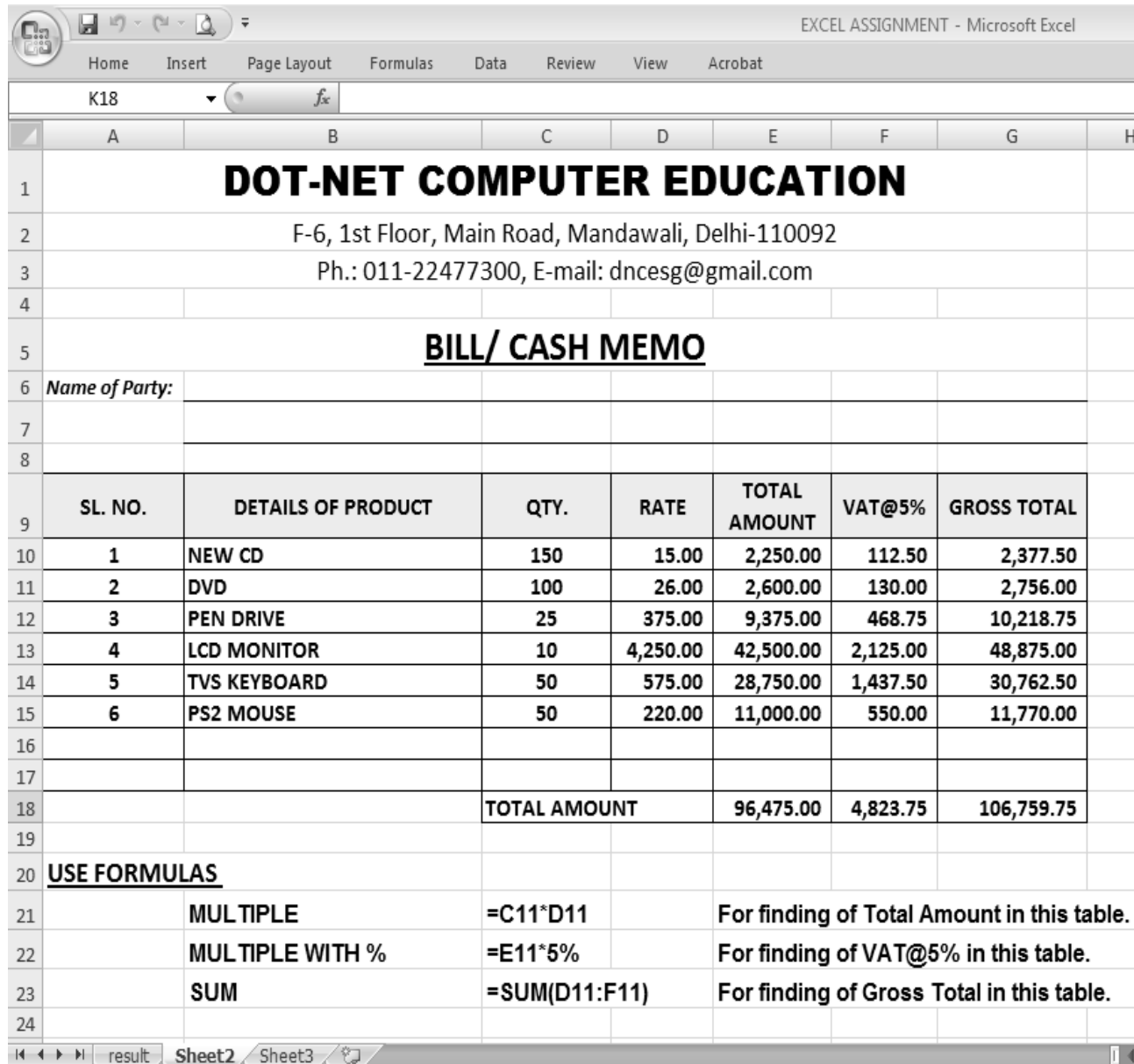

RESULTS TABLE

Name of School: **APG Public School**   Location : **Patparganj**
Class: **10th**   Sessions : **2014-2015**

SL. NO	NAME OF STUDENTS	SUBJECT					TOTAL	%AGE	TOTAL SUBJECTS	MARKS		RESULTS	DIVISION
		HIN.	ENG.	MAT.	SCN.	SST.				MAX.	MIN.		
1	ANIL SHARMA	45	85	89	84	45	348	69.6	5	89	45	PASS	3RD
2	MEENU	35	45	88	45	65	278	55.6	5	88	35	FAIL	FALSE
3	KAPIL SINGH	78	54	89	45	25	291	58.2	5	89	25	FAIL	FALSE
4	SOHAN RANA	65	45	74	58	96	338	67.6	5	96	45	PASS	3RD
5	RAM PAL	65	85	45	74	58	327	65.4	5	85	45	PASS	3RD
6	ANKIT SINGH	65	25	45	36	56	227	45.4	5	65	25	FAIL	FALSE
7	AJAT KUMAR	44	58	96	45	85	328	65.6	5	96	44	PASS	3RD
8	MOHAN KUMAR	66	45	55	66	85	317	63.4	5	85	45	PASS	3RD
9	SUJEET SINGH	88	45	77	45	88	343	68.6	5	88	45	PASS	3RD
10	KAVITA RANI	85	45	65	62	52	309	61.8	5	85	45	PASS	3RD

USE FORMULAS

SUM	=SUM(C8:G8)		For finding of Total in this table.
AVERAGE	=Average(C8:G8)		For finding of %Age in this table.
COUNT NUMBER	=COUNT(C8:G8)		For finding of Total Subjects in this table.
MAXIMUM	=MAX(C8:G8)		For finding of Maximum no. in this table.
MINIMUM	=MIN(C8:G8)		For finding of Minimum no. in this table.
IF	=IF(I5>60, "PASS", "FAIL")		For finding of results in this table.

Sheet1 / Sheet2 / Sheet3

9

2. **Bill/Cash Memo Table** *(Multiple Formulas)*

The **Bill/Cash Memo** are very useful tables in the offices every where this table use for business communication with client and customer so make the given below table and use formulas.

	EXCEL ASSIGNMENT - Microsoft Excel

| | Home | Insert | Page Layout | Formulas | Data | Review | View | Acrobat |

| K18 | fx |

	A	B	C	D	E	F	G	H
1		**DOT-NET COMPUTER EDUCATION**						
2		F-6, 1st Floor, Main Road, Mandawali, Delhi-110092						
3		Ph.: 011-22477300, E-mail: dncesg@gmail.com						
4								
5		**BILL/ CASH MEMO**						
6	*Name of Party:*							
7								
8								
9	**SL. NO.**	**DETAILS OF PRODUCT**	**QTY.**	**RATE**	**TOTAL AMOUNT**	**VAT@5%**	**GROSS TOTAL**	
10	1	NEW CD	150	15.00	2,250.00	112.50	2,377.50	
11	2	DVD	100	26.00	2,600.00	130.00	2,756.00	
12	3	PEN DRIVE	25	375.00	9,375.00	468.75	10,218.75	
13	4	LCD MONITOR	10	4,250.00	42,500.00	2,125.00	48,875.00	
14	5	TVS KEYBOARD	50	575.00	28,750.00	1,437.50	30,762.50	
15	6	PS2 MOUSE	50	220.00	11,000.00	550.00	11,770.00	
16								
17								
18				TOTAL AMOUNT	96,475.00	4,823.75	106,759.75	
19								
20	**USE FORMULAS**							
21		MULTIPLE	=C11*D11		For finding of Total Amount in this table.			
22		MULTIPLE WITH %	=E11*5%		For finding of VAT@5% in this table.			
23		SUM	=SUM(D11:F11)		For finding of Gross Total in this table.			
24								

| ◄ ► ► | result | Sheet2 | Sheet3 |

Use Symbol from keyboard

(*) *for Multiple*   **(-)** *for Subtraction*

(+) *for Sum (Plus)*   **(/)** *for Division*

3. Salary Slip Table *(Percentage Formula)*

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1							DOT-NET COMPUTER EDUCATION							
2							F-6, 1st Floor, Main Road, Mandawali, Delhi-110092							
3							Ph.: 011-22477300, E-mail: dncesg@gmail.com							
4														
5							SALARY DETAILS OF EMPLOYEE							
6														
7				Earning				Deduction						
8	SL. NO	Name of Employee	Month & Year	Basic	HRA @40%	Conveyance @20%	Total	PF @10%	ESI @5%	Loan	Prof. Tax. @7.50%	TDS @4%	Total Deduction	Net Salary
9	1	ANIL SHARMA	Jan.15	6,200.00	2,480.00	1,240.00	9,920.00	992.00	496.00	1,000.00	744.00	396.80	3,628.80	6,291.20
10	2	MEENU	Feb.15	7,500.00	3,000.00	1,500.00	12,000.00	1,200.00	600.00	1,000.00	900.00	480.00	4,180.00	7,820.00
11	3	KAPIL SINGH	Mar.15	8,250.00	3,300.00	1,650.00	13,200.00	1,320.00	660.00	1,500.00	990.00	528.00	4,998.00	8,202.00
12	4	SOHAN RANA	Apr.15	9,500.00	3,800.00	1,900.00	15,200.00	1,520.00	760.00	-	1,140.00	608.00	4,028.00	11,172.00
13	5	RAM PAL	May.15	10,500.00	4,200.00	2,100.00	16,800.00	1,680.00	840.00	1,000.00	1,260.00	672.00	5,452.00	11,348.00
14	6	ANKIT SINGH	Jun.15	15,000.00	6,000.00	3,000.00	24,000.00	2,400.00	1,200.00	-	1,800.00	960.00	6,360.00	17,640.00
15	7	AJAT KUMAR	Jul.15	4,525.00	1,810.00	905.00	7,240.00	724.00	362.00	500.00	543.00	289.60	2,418.60	4,821.40
16	8	MOHAN KUMAR	Aug.15	5,500.00	2,200.00	1,100.00	8,800.00	880.00	440.00	1,200.00	660.00	352.00	3,532.00	5,268.00
17	9	SUJEET SINGH	Sep.15	7,200.00	2,880.00	1,440.00	11,520.00	1,152.00	576.00	-	864.00	460.80	3,052.80	8,467.20
18	10	KAVITA RANI	Oct.15	4,850.00	1,940.00	970.00	7,760.00	776.00	388.00	500.00	582.00	310.40	2,556.40	5,203.60
19														
20														

✎ **Arithmetic operators**

To perform basic mathematical operations such as addition, subtraction, or multiplication; combine numbers; and produce numeric results, use 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%

4. Logical Function

Function	Description
AND	Returns TRUE if all of its arguments are TRUE
FALSE	Returns the logical value FALSE
IF	Specifies a logical test to perform
IFERROR	Returns a value you specify if a formula evaluates to an error; otherwise, returns the result of the formula
COUNT	The **COUNT** function counts the number of cells
COUNTIF	The **COUNTIF** function counts the number of cells within a range that meet a single criterion that you specify
LOOKUP	The **LOOKUP** function returns a value either from a one-row or one-column range or from an array.

✎ *AND*

Returns TRUE if all its arguments are TRUE; returns FALSE if one or more argument is FALSE.

Syntax

AND(**logical1**,logical2, ...)

Logical1, logical2, ...   are 1 to 255 conditions you want to test that can be either TRUE or FALSE.

✎ *FALSE*

Returns the logical value FALSE.

Syntax

FALSE( )

Remark

You can also type the word FALSE directly onto the worksheet or into the formula, and Microsoft Excel

interprets it as the logical value FALSE.

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✎ *IF*

This article describes the formula syntax and usage of the **IF** function in Microsoft Excel.

The **IF** function returns one value if a condition you specify evaluates to TRUE, and another value if that condition evaluates to FALSE. For example, the formula **=IF(A1>10,"Over 10","10 or less")** returns "Over 10" if A1 is greater than 10, and "10 or less" if A1 is less than or equal to 10.

✎ *Syntax*

✎ **IF(logical_test, [value_if_true], [value_if_false])**

IFERROR

This article describes the formula syntax and usage of the **IFERROR** function in Microsoft Excel.

Description

Returns a value you specify if a formula evaluates to an error; otherwise, returns the result of the formula. Use the IFERROR function to trap and handle errors in a formula.

Syntax

IFERROR(value, value_if_error)

COUNT

This article describes the formula syntax and usage of the **COUNT**function in Microsoft Excel.

Description

The **COUNT** function counts the number of cells that contain numbers, and counts numbers within the list of arguments. Use the **COUNT** function to get the number of entries in a number field that is in a range or array of numbers. For example, you can enter the following formula to count the numbers in the range A1:A20:

=COUNT(A1:A20)

In this example, if five of the cells in the range contain numbers, the result is **5**.

Syntax   **:COUNT(value1, [value2], ...)**

COUNTIF

This article describes the formula syntax and usage of the **COUNTIF** function in Microsoft Excel.

Description

The **COUNTIF** function counts the number of cells within a range that meet a single criterion that you specify. For example, you can count all the cells that start with a certain letter, or you can count all the cells that contain a number that is larger or smaller than a number you specify. For example, suppose you have a worksheet that contains a list of tasks in column A, and the first name of the person assigned to each task in column B. You can use the **COUNTIF** function to count how many times a person's name appears in column B and, in that way, determine how many tasks are assigned to that person. For example:

=COUNTIF(B2:B25,"Nancy")

Note   To count cells based on multiple criteria, see COUNTIFS function.

Syntax

COUNTIF(range, criteria)

Insert Toolbars

1. Tables & Illustrations

The Tables & Illustrations Menu bar just similar like MS Word so please see MS Word Notes for it.
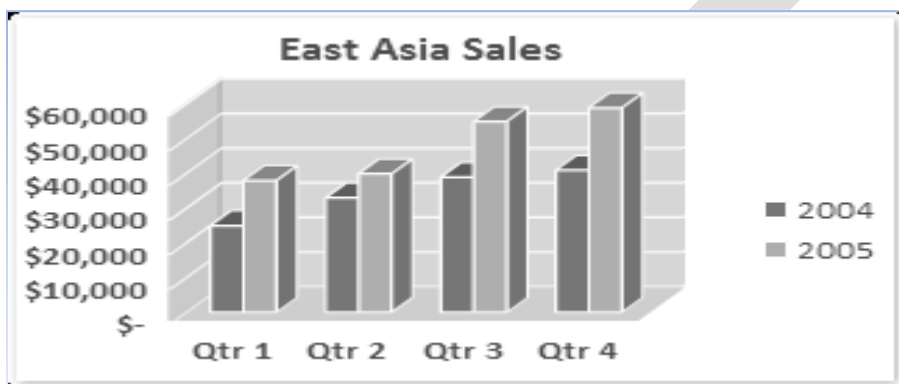
2. Chart

Microsoft Excel supports many types of charts to help you display data in ways that are meaningful to your audience. When you create a chart or change the type of an existing chart in Microsoft Excel or other Microsoft Office programs such as Microsoft Word, Microsoft PowerPoint, or Microsoft Outlook, you can select one of the following chart types.
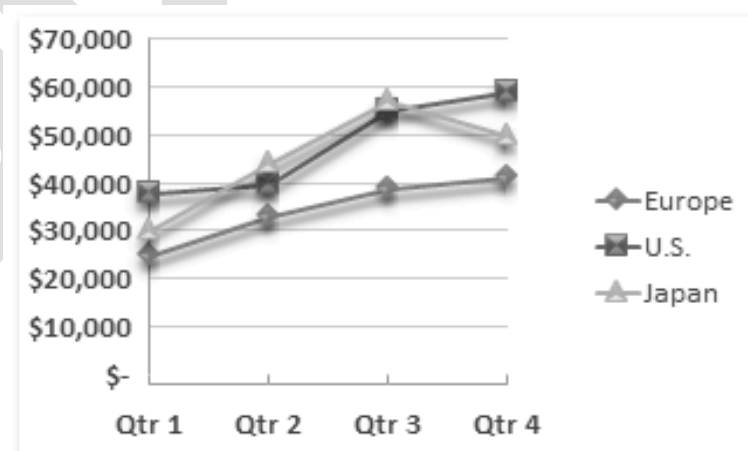
Column charts

Data that is arranged in columns or rows on a worksheet can be plotted in a column chart. Column charts are useful for showing data changes over a period of time or for illustrating comparisons among items.

In column charts, categories are typically organized along the horizontal axis and values along the vertical axis.

## Line charts

Data that is arranged in columns or rows on a worksheet can be plotted in a line chart. Line charts can display continuous data over time, set against a common scale, and are therefore ideal for showing trends in data at equal intervals. In a line chart, category data is distributed evenly along the horizontal axis, and all value data is distributed evenly along the vertical axis.

Pie charts

Data that is arranged in one column or row only on a worksheet can be plotted in a pie chart. Pie charts show the size of items in one data series, proportional to the sum of the items. The data points in a pie chart are displayed as a percentage of the whole pie.
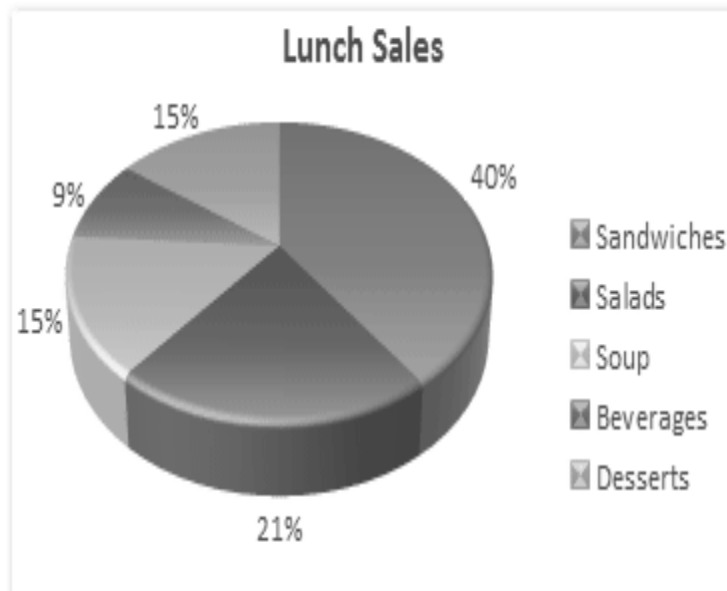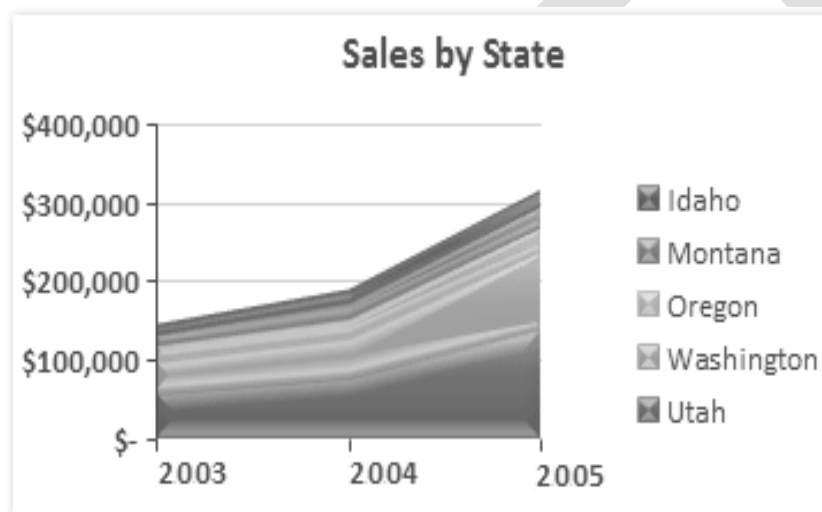

Bar charts

Data that is arranged in columns or rows on a worksheet can be plotted in a bar chart. Bar charts illustrate comparisons among individual items.
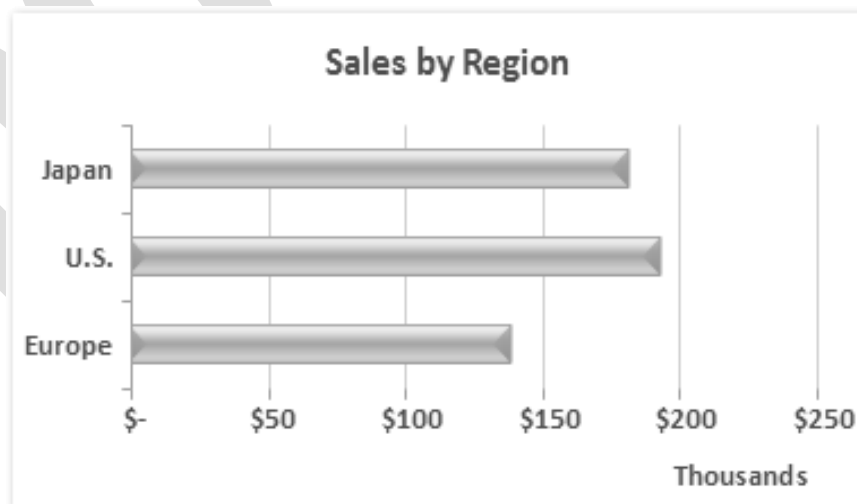
Area charts

Data that is arranged in columns or rows on a worksheet can be plotted in an area chart. Area charts emphasize the magnitude of change over time, and can be used to draw attention to the total value across a trend. For example, data that represents profit over time can be plotted in an area chart to emphasize the total profit.

By displaying the sum of the plotted values, an area chart also shows the relationship of parts to a whole.

Practical Assignment Make Table & Chart

Subjects & Marks Table

Hin.	Eng.	Mat.	Scn.	SST
45	85	66	75	52

✓ *Convert this table into Bar Chart.*

Cricket Over & Run Table

Over	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Run	8	5	2	12	1	6	8	10	14	2	15	6	8	15	10	5	10	15	0	12

✓ *Convert this table into Line Chart.*

Monthly Income, Expenses and Saving Table

Month	Income	Expenses	Saving
Jan.	45210	35214	9996
Feb.	42510	32154	10356
Mar.	52140	25410	26730
Apr.	25140	26521	-1381
May.	26310	25631	679
Jun.	12541	36521	-23980
July	15621	25416	-9795
Aug.	18952	25631	-6679
Sep.	25561	25487	74
Oct.	25612	26520	-908
Nov.	25416	26541	-1125
Dec.	25631	26354	-723

✓ *Convert this table into Pie Chart.*

Annual Income Table

Year	2010	2011	2012	2013	2014
Income	4,52,185.00	5,85,542.00	6,85,965.00	8,45,562.00	10,55,245.00

✓ *Convert this table into Area Chart.*

Page Layouts

The Page Layouts options are just similar MS Word Page Layout so please see the MS Word Notes for it.

Data Handling

1.Get External Data

You can use Microsoft Excel to import data from a text file into a worksheet. The Text Import Wizard examines the text file that you are importing and helps you ensure that the data is imported in the way that you want.

Note To start the Text Import Wizard, on the **Data** tab, in the **Get External Data** group, click **From Text**. Then, in the **Import Text File** dialog box, double-click the text file that you want to import.
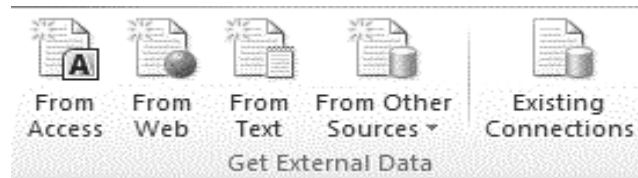
2. Sort & Filters

The Compatibility Checker found one or more compatibility issues related to sorting and filtering.

IMPORTANT Before you continue saving the workbook to an earlier file format, you should address **issues that cause a significant loss of functionality** so that you can prevent permanent loss of data or incorrect functionality.

Issues that cause a minor loss of fidelity might or might not have to be resolved before you continue saving the workbook — data or functionality is not lost, but the workbook might not look or work exactly the same way when you open it in an earlier version of Microsoft Excel.

3. Data Tools

You use data validation to control the type of data or the values that users enter into a cell. For example, you may want to restrict data entry to a certain range of dates, limit choices by using a list, or make sure that only positive whole numbers are entered.

This article describes how data validation works in Excel and outlines the different data validation techniques available to you. It does not cover cell protection, which is a feature that lets you "lock" or hide certain cells in a worksheet so that they can't be edited or overwritten.
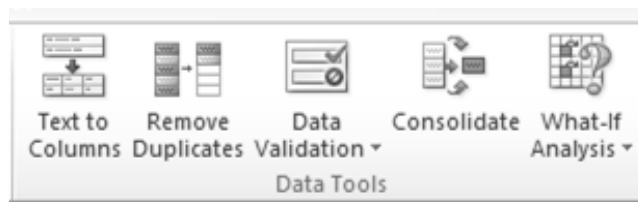
WHAT IS DATA VALIDATION?

Data validation is an Excel feature that you can use to define restrictions on what data can or should be entered in a cell. You can configure data validation to prevent users from entering data that is not valid. If you prefer, you can allow users to enter invalid data but warn them when they try to type it in the cell. You can also provide messages to define what input you expect for the cell, and instructions to help users correct any errors.
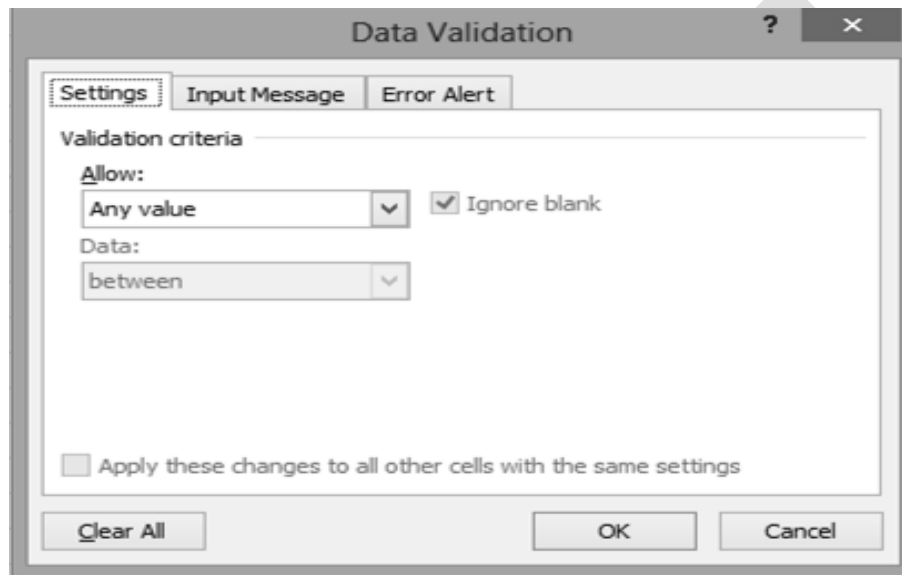
Practical Assignment Make Table & Chart

Data Entry Sheet

Sl. No.	Name	Add1	Add2	City	Phone	Mobile	E-mail

### *Apply these options for above table.*

- ✓ *Make Database of 10 person's with different cities.*
- ✓ *Make 100 record of above 10 person's record with copy and paste options.*
- ✓ *Now use short and filtering options in this table.*
- ✓ *Make 10 sheets in your work sheet and copy all 10 persons data separately.*

Data Validation Table

Sl. No.	Name	Add1	Add2	City	Phone	Mobile	E-mail

Apply these options for above table.

- ✓ *Before entering of data set the data validations on the field.*
- ✓ *You can set data validation in City fields in above table because city can change every record.*
- ✓ *You can set city like as: Delhi=1, Mumbai=2, Kolkatta=3, Chennai=4.*
- ✓ *If you set the number value in validation filed then the data entry only those numbers no other numbers.*

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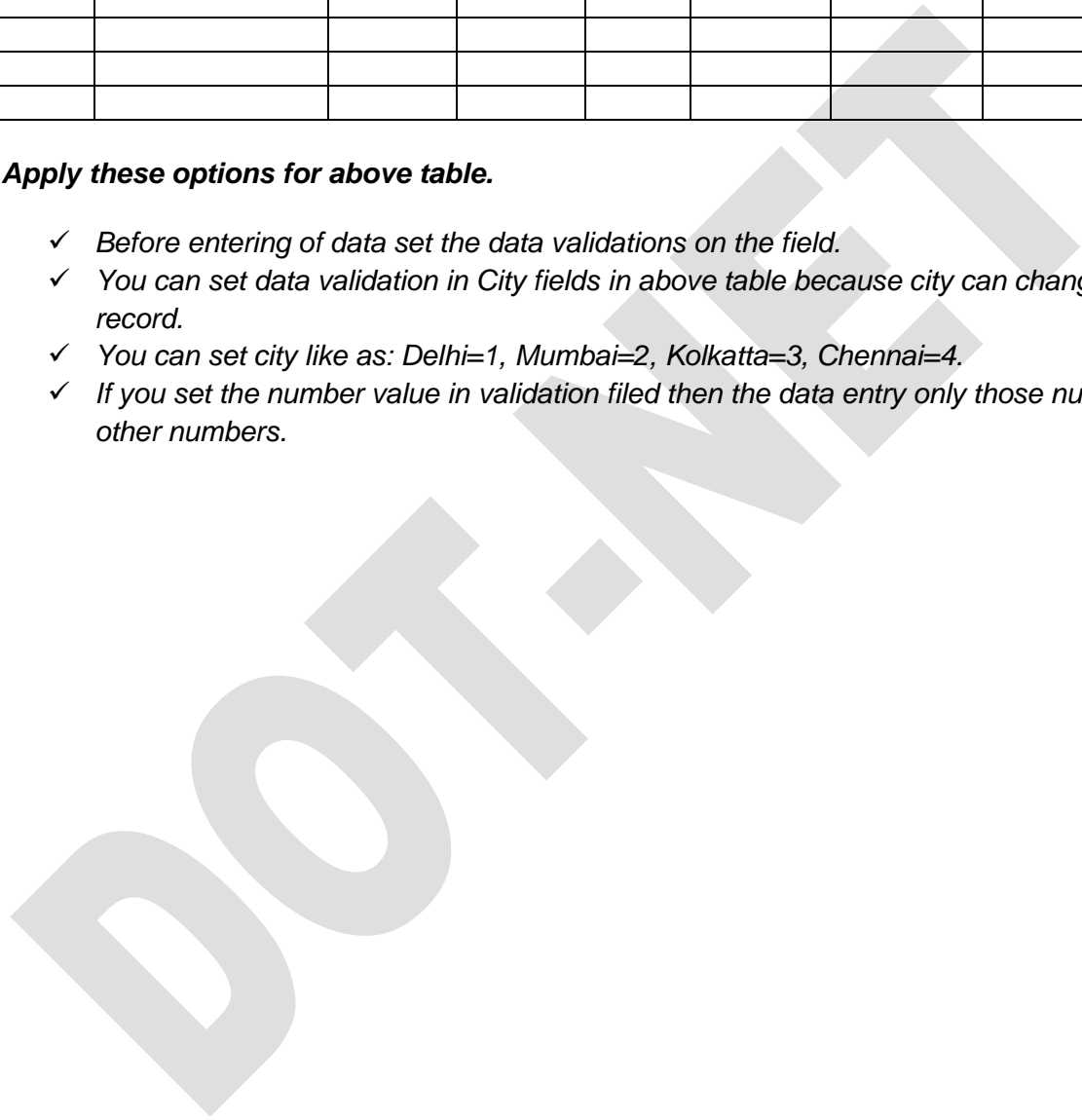
Microsoft Excel Shortcut Keys

Action	Excel shortcut
Applies the outline border to the selected cells	CTRL+&
Applies the Percentage format with no decimal places	CTRL+%
Applies the Time format with the hour and minute, and AM or PM	CTRL+@
Calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation	CTRL+ALT+F9
Calculates all worksheets in all open workbooks	F9
Calculates the active worksheet	SHIFT+F9
Closes and reopens the current task pane	CTRL+F1
Closes the selected workbook window	CTRL+F4
Closes the selected workbook window	CTRL+X
Copies the selected cells	CTRL+C
Copies the value from the cell above the active cell into the cell or the Formula Bar"	CTRL+"
Creates a chart of the data in the current range	ALT+F1
Creates a chart of the data in the current range	F11
Cuts the selected cells	CTRL+Y
Displays or hides the outline symbols	CTRL+8
Displays or hides the Standard toolbar	CTRL+7
Displays the Create List dialog box. CTRL+N Creates a new, blank file	CTRL+L
Displays the Delete dialog box to delete the selected cells	CTRL+-
Displays the Find and Replace dialog box	CTRL+H
Displays the Format Cells dialog box	CTRL+1
Displays the Go To dialog box	CTRL+G
Displays the Go To dialog box	F5
Displays the Help task pane	F1
Displays the Insert dialog box to insert blank cells	CTRL++
Displays the Insert Function dialog box	SHIFT+F3
Displays the Macro dialog box to run, edit, or delete a macro	ALT+F8
Displays the Microsoft Office Clipboard	CTRL+C
Displays the Open dialog box to open or find a file	CTRL+O
Displays the Print dialog box	CTRL+R
Displays the Save As dialog box	F12
Displays the shortcut menu for a selected item	SHIFT+F10

Displays the Spelling dialog box to check spelling in the active worksheet or selected range	F7
Edits a cell comment	SHIFT+F2
Enters the current date	CTRL+;
Enters the current time	CTRL+:
Hides the selected columns	CTRL+0
Hides the selected rows	CTRL+9
Including cells not marked as needing to be calculated	CTRL+F9
Inserts a new worksheet	ALT+SHIFT+F1
Inserts a new worksheet	SHIFT+F11
Maximizes or restores the selected workbook window	CTRL+F10
Minimizes a workbook window to an icon	F10
Pastes a defined name into a formula	F3
Removes the outline border from the selected cells	CTRL+_
Repeats the last command or action, if possible	CTRL+Z
Repeats the last command or action, if possible	F4
Restores the window size of the selected workbook window	CTRL+F5
Saves the active file with its current file name and location	CTRL+S
Selects all cells that contain comments	CTRL+SHIFT+O

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INVOICE

ABC Company			Invoice No.	e-Sugam No.	Dated	
			2		**7-Oct-2012**	
			Delivery Note		Mode/Terms of Payment	
			DN001212		**30 days**	
			Supplier's Ref.		Other Reference(s)	
			S00234			
Consignee			Buyer's Order No.		Dated	
Rajkiran Traders			**sale/009787**		**7-Oct-2012**	
55, 17 C Main			Despatch Document No.		Dated	
Koramangala			**136417247**		**5-Oct-2012**	
Bangalore			Despatched through		Destination	
			Lorry		**Rajaji Nagar**	
Buyer (if other than consignee)			Terms of Delivery			
Rajkiran Traders			**Immediate**			
55, 17 C Main						
Koramangala						
Bangalore						

SI No.	Description of Goods	Quantity	Rate	per	Amount
1	Pencils	1,500 nos (15 box)	3.00	nos	4,500.00
	Output VAT @ 4%		4	%	180.00
	Total	**1,500 nos**			₹ **4,680.00**

Amount Chargeable (in words)   E. & O.E

INR Four Thousand Six Hundred Eighty Only

Please find our Bank Details
Bank Name   : **State Bank of India**
A/c No.   : **04300000561489**
Branch & IFS Code : **Btm & 4578**

Declaration   for ABC Company
We declare that this invoice shows the actual price of the
goods described and that all particulars are true and
correct.   Authorised Signatory

SUBJECT TO BANGALORE JURISDICTION

This is a Computer Generated Invoice

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DOT-NET GUIDE LINE FOR STUDENTS

DOT-NET always tries to give better education for our student, not only in the field of computer but we also develop our students how to fight competition in the professional life. We also provide them jobs after complete the course.

TEACHING METHODOLOGY: - **DOT-NET** provides 7 Hrs. Class within 6 days in a week like as:

- ✓ **5 Day Practical** *(1 Hrs. a day)*
- ✓ **1 Day Theory** *(2 Hrs.)*
  - o *30 Min. Subjective of Computers*
  - o *30 Min. Quarry Sessions*
  - o *30 Min. Personality Development*
  - o *30 Min. Presentations*

STUDY MATERIAL: - **DOT-NET** provides study material as **NOTES** with every module as per **DOT-NET** Course Layouts. The every student has to buy this with start of new modules. This notes books will necessary to buy every student.

MONTHLY TEST: - **DOT-NET** management are very serious about our student's performance so we take monthly test like as:

- ✓ Practical Test   : 40 Marks
- ✓ Theory Test   : 40 Marks
- ✓ Oral Test   : 20 Marks
- ✓ After complete of course we will provide Mark sheet with your Certificate.
- ✓ Students will have to attend at least 5 monthly tests compulsory if the course is for 6th months or 11 monthly tests compulsory if the course is 1 year.

ANNUAL AWARDS FUNCTION: - **DOT-NET** provides our students *"Best Students of the Year Award"* in Annual Function of the Centre.

Annual Awards Prize

- ✓ Best Student of The Year Award
- ✓ Rs. 500/- Cash
- ✓ Certificate and **DOT-NET** Momentous

DOT-NET will place the photographs Annual winners in **DOT-NET** website (www.dotnetinstitute.co.in)

PLACEMENT: - **DOT-NET** provides the 100% job placement to our students but students have ability to fight the interview, if students are not able to face interview then we will make a batch for such students and give them 10 days job interview training, then place them to companies.

ANNUAL TOUR: - **DOT-NET** arranges annual tour outside of Delhi every year for our students.

FEE DEPOSIT: - **DOT-NET** collects the fee on time so every student has to pay monthly fee on your due date. After three days of due date the *Late Charge Rs.50.00* per day till next 7 days after 7 days we will stop his/her class.

PROFESSIONAL
COURSES WE PROVIDE