



All India Council for Professional Excellence

An ISO 9001:2008 Certified Organisation



Students Handbook



A Unique Platform for Students to Learn the Most Useful Software Application - Microsoft office in
100% Practical Approach, with Star Grading System.
Students are requested to Understand the Learning methodology and Star Grading System

Star Performance Summary Sheet

Assignment Number	Stars Achieved	Total Stars Achieved	Balance	Secured Star Level
Assignment 1				
Assignment 2				
Assignment 3				
Assignment 4				
Assignment 5				
Assignment 6				
Assignment 7				
Assignment 8				
Assignment 9				
Assignment 10				
Assignment 11				
Assignment 12				
Assignment 13				
Assignment 14				
Assignment 15				
Assignment 16				
Assignment 17				
Assignment 18				
Assignment 19				
Assignment 20				
Assignment 21				
Assignment 22				
Assignment 23				
Assignment 24				
Assignment 25				
Assignment 26				
Assignment 27				
Assignment 28				
Assignment 29				
Assignment 30				
Assignment 31				
Assignment 32				
Assignment 33				
Assignment 34				
Assignment 35				
Assignment 36				
Assignment 37				
Assignment 38				
Assignment 39				
Assignment 40				
Assignment 41				
Project 1				
Project 2				
Project 3				
Online Drive				
You Tube Video				
Email Utility				
Free Webpage Design				
Creativity 1				
Creativity 2				

SAMPLE

Date

Contact Name
Title
Company Name
Address
City, State, Zip

Dear (Name):

As a **Human Resources Executive** with more than 18 years of service in the airline industry, one of my primary goals has been to follow the advice of Henry Kissinger, "The task of a leader is to get his people from where they are to where they have not been." As you will soon learn, one of my greatest strengths is mentoring and guiding my colleagues so they may reach great professional heights. I truly believe in mentoring my colleagues so they can be catalysts in delivering impressive results.

In 1987, I joined Southwest Airlines, Inc. and advanced through positions of increased authority and decision-making, to a final position as an Inflight Regional Director, and have been a valuable resource and critical link between internal/external customers, management team members, and government/regulatory agencies. In my most recent position, I directed human resources activities at 7 locations comprised of 8,639 airline professionals. My 18-year career has afforded me the opportunity to gain a wealth of human resources management knowledge, and after an amazing partnership with a wonderful company, I have decided to explore additional opportunities.

I am most interested in a position that offers additional opportunities for advancement, a chance to continue to mentor and guide my colleagues, and the ability to use my rich mix of skills. I am an extremely strong manager who is vision driven, intelligent, intuitive, and extremely tenacious! I am considered "sharp as a tack" by those who know me, and I know that as a member of your executive team, I can add tremendous value to your organization.

If you believe my qualifications and experience would greatly contribute to your organizational goals, I would welcome an opportunity to meet with you to discuss my qualifications and candidacy in detail.

Sincerely,

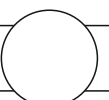
Client Name

Enclosure

7032 Sample Drive, Sample, Texas 76108
Phone: 555-555-1212 • Cell: 555-555-1213 • E-mail: sample@samples.net

Assignment Performance Level

Name & Sign. of Faculty



**MICROSOFT *Word*: FORMAL LETTER
ASSIGNMENT.**

FOR THIS ASSIGNMENT, YOU WILL BE TYPING A FORMAL LETTER TO ANYONE OF YOUR CHOICE. YOUR LETTER WILL CONSIST OF THE FOLLOWING ELEMENTS:

- HEADING
- INSIDE ADDRESS
- GREETING/SALUTATION
- BODY
- CLOSING
- SIGNATURE LINE.

YOUR LETTER MUST BE AT LEAST 200 WORDS
(USE WORD COUNT).

YOUR DOCUMENT MUST CONSIST OF THE FOLLOWING ELEMENTS:

- FONT SIZE 14 +.
- READABLE FONT.
- 1 " LEFT AND RIGHT MARGINS.

**COPY THE LETTER FORMAT ON THE BACK OF THIS
PAGE:**

**DON'T FORGET – YOU DO NOT INDENT WHEN
YOU WRITE/TYPE A FORMAL LETTER!
EVERYTHING IS LEFT ALIGNED.**

Writing a Cover Letter

A cover letter is a marketing tool that compliments the résumé. The cover letter introduces your résumé and provides the reader with additional information or clarification. Cover letters should always accompany a résumé that is sent by postal mail. Résumés distributed electronically or at a job fair do not require a cover letter.

Today's Date
Recipient's name and/or title
Name of business
Street address or PO Box
City, State, Zip Code

Your contact information should appear at the top of the cover letter, as a header or letterhead. The design and layout should match or compliment your résumé.

The salutation should be
"To Whom It May Concern"
if recipient's name is unknown

Dear _____,

State the purpose of the letter (to be considered for positions that may become available, or for a specific position that has been advertised).

Tell the recipient what your status is now, and why you feel you are especially well qualified for this position. (A chance to share your strengths.)

This paragraph should include one or two brief sentences that emphasize your passion and interest in the field or particular company to which you are writing. If possible, it is always nice to personalize your letter by saying something positive about the company or the community and why you want to work there.

Conclude by asking for an interview or explaining you will contact the company within a set period of time. Incorporate your contact information, include times of the day that are best to reach you and your time zone (if sending to another time zone).

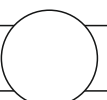
Sincerely,

Always make certain you sign your name in
black or blue ink between the salutation
and your printed name.

Your Name

DO'S AND DON'TS

- DO limit your cover letter to one page.
- DO print your cover letter on résumé paper.
- DO have others proofread your cover letter.
- DON'T share personal information in a cover letter.
- DON'T include your salary range in a cover letter.
- DON'T include negative information.



Curriculum Vitae

S.JOHN SUMANTH
Ph# 9884672074
Email:johnsumanth@gmail.com

Career Overview

Aim to be associated with a progressive organization, apply my Professional skills to expedite the growth of the organization that provides a promising career.

Professional Objective

- **Three plus years of experience in Software Quality Test Engineering, which includes Web-Based applications.**
- **Experience in both Manual and Automated Testing of software applications.**
- **Expertise in automated tools like Win runner and Test director.**
- **Having good experience in testing of GUI applications, Manual Testing & Automation testing..**
- **Gave Training about the Project to Newcomers.**
- **Experience in writing Test cases, Execution of Test Cases and preparing Test Reports.**
- **Strong areas: Sanity testing, Functional testing, Regression testing, Rate Testing, and Compatibility testing.**
- **Good Knowledge of object Oriented Programming languages such as C++ and Java.**
- **Good communication skill, good team player & love challenges in assigned task.**
- **Good observation skills.**
- **Prompt and reliable work habits**

Qualification

Bachelor of Computer applications(B.C.A) from Sri Venkateshwara University.

Technical Expertise

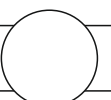
Testing Tools	: Win Runner 7.0
Test Scripting Languages	: TSL
Defect tracking tools	: Test Director 8.0
Operating System	: MS-DOS, Windows 95/98 and XP
Programming Languages	: C, VB 6.0 and Java
RDBMS Packages	: Oracle 8i and MS-Access

Work Experience

- **Cognizant Chennai from May2006 to Till Date.**
- **Worked as Test Engineer since Mar 2003 to May 2006 in Smite Solution as Test Engineer**

Assignment Performance Level

Name & Sign. of Faculty



**Kevin
PIRE**
kevin.pire@gmail.com

Quai de la Boverie 100/91
4020 Liege
GSM 0499/22.58.07

webdesigner
webdeveloper &

formations

2008-2010	Formation Webmaster (Derniere annee en cours) Photoshop Illustrator Dreamweaver XHTML et CSS	INSTITUT SAINT LAURENT
2009	Formation acceleree en Gestion Droit Compabilite Fiscalite Gestion commerciale	IFAPME LIEGE
2002-2006	Graduat en informatique et systemes Programmation Processeur Electronique Electricite	SAINT LAURENT SUP
1997-2009	Secondaire superieur generale Sciences Mathematiques Langues	ATHENEE ROYAL OUFFET

experience professionnelle

2008	Technicien principal electromecanicien Montage et maintenance des installations et du materiel roulant Detection des avaries et reparation Travail effectue dans le strict respect des mesures de securite liees au trafic ferroviaire	SNCB INFRABEL
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connaissances non scolaires

INFORMATIQUE	LANGUES
Web PHP MySQL Javascript jQuery Autodesk 3d studio max Modelisation et animation simples	Anglais Niveau B1 ELAO Neerlandais Niveau A2 ELAO

Belge
Marié
27 ans

CURRICULUM VITAE AREND KEIZER



ADDRESS

Plantage Parklaan 12
1018 ST Amsterdam
The Netherlands

TELEPHONE

+31 20 6207689

E-MAIL

info@topofminds.com

DATE OF BIRTH

February 12, 1976

NATIONALITIES

Dutch
Swedish

LANGUAGES

Dutch: Native
language
English: Excellent
French: Fair

IT SKILLS

MS Access
MySQL

OTHER SKILLS

Six Sigma Green Belt

INTERESTS

Business publications
Sailing
Pianist in a jazz band

EDUCATION

- | | | |
|-------------|---|--------------|
| 1994 - 2000 | Delft University of Technology
Masters degree in Mechanical Engineering, Production Technology
- Average grade: 7.8 (bachelor), 8.2 (master) | Delft |
| 1988 - 1994 | Athenaeum at Reynaert College - cum laude
- Biology (8), Dutch (8), English (8), Mathematics B (9), Physics (9), Chemistry (7), Economics (7), | Hulst |

PROFESSIONAL EXPERIENCE

- | | | |
|-------------|--|-------------------|
| Oct 2007 - | AudioNova International
<i>Head of Business Development</i>
AudioNova is a private equity owned hearing aid retail group
- Heading an international team of seven business development managers
- Performing strategic due diligence in M&A activity
- Matching commercial strategy to consumer insights | Rotterdam |
| 2005 - 2007 | Royal Philips Electronics
<i>Manager, Corporate Strategy & Alliances</i>
Advised Board of Management and senior executives on strategic issues
- Refocused strategic direction of Consumer Health & Wellness business
- Coordinated external consultants in the due diligence of Philips' acquisition of Respireonics
- Analysed market dynamics for DirectLife in the LifeStyle incubator | Amsterdam |
| 2001 - 2005 | McKinsey & Company
<i>Strategy Consultant</i>
Was promoted from Fellow to Associate six months ahead of schedule
- Project focus on leisure, retail and consumer goods
- Had an extensive role in developing graduate recruitment
- Did a one year externship as assistant to the CFO at SHV Holdings | Amsterdam |
| 2000 - 2001 | Royal Netherlands Navy
<i>Lieutenant</i> | Den Helder |
| 1999 | HAL Investments
<i>Internship</i> | Curaçao |

EXTRACURRICULAR EXPERIENCE

President of study association 'Leeghwater'
Snowboard instructor in Austria
Active member of KSV Sanctus Virgilius

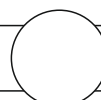
HONOURS AND AWARDS

Het Insigne voor Optreden onder Gevechtssomstandigheden, Royal Navy
Second prize in National Physics Competition

Dit CV template is ontwikkeld en ter beschikking gesteld door [Top of Minds Executive Search](http://www.topofminds.com)

Assignment Performance Level

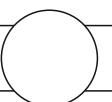
Name & Sign. of Faculty



IN THIS HOUSE
WE ARE A FAMILY
LOVE EACH OTHER
BE HAPPY EVERY DAY
LAUGH A LOT
RESPECT ONE ANOTHER
USE KIND WORDS
ALWAYS TELL THE **TRUTH**
SAY PLEASE & THANK YOU
NEVER **GIVE UP**
KEEP YOUR PROMISE
FORGIVE EVEN WHEN ITS HARD
BE TRUTHFUL
POSITIVE
GRATEFUL
TRY TO KEEP THESE HOUSE RULES

Assignment Performance Level

Name & Sign. of Faculty



CERTIFICATE OF APPRECIATION

AWARDED TO

This Certificate is presented by _____,
Knights of Columbus, in recognition of your continuing
support to the Virginia Knights of Columbus, KOVAR, and
their various programs helping persons with intellectual
disability of this community.

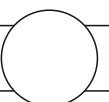
Presented this ____ day of _____ in the year 20____

Grand Knight

KOVAR Chairman

Assignment Performance Level

Name & Sign. of Faculty



Greetings

www.engames.eu

I

INFORMAL - for friends

F

FORMAL - for people you do not know well.

Write the greetings here.
Are they formal or informal?

	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

1

Hi!

I

2

Goodbye.

I

3

Bye.

I

4

Hello.

I

5

Good morning

F

6

Good evening

F

7

Good afternoon.

F

8

See you later.

I

9

See you.

I

ENJOY EVERY MOMENT OF YOUR LIFE

*May Everyday Bring Something
New And Exciting For You*

*May This Birthday Turn Out To Be
As Amazing As You*

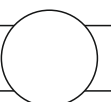
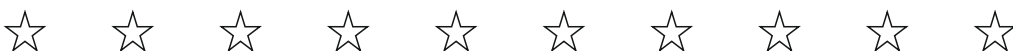


*Happy
Birthday*



Assignment Performance Level

Name & Sign. of Faculty



With Warmest Wishes
ON YOUR BIRTHDAY



*Thinking of you
because
it's your day
and sending the
warmest of
wishes your way
for you
surely deserve
all the wonderful
things...*



saathi, iit bombay
in association with
Queer Azaadi Mumbai, and
KASHISH Mumbai International
Queer Film Festival presents

this pride join us for
hema
queer film festival

Watch award winning LGBT
Films from KASHISH 2012

January
30th and 31st
06-10 pm

PC Saxena Auditorium
IIT Bombay

IIT BOMBAY
SUPPORTS
2013
MUMBAI
Pride



www.saathi-iitb.org
<http://groups.google.com/group/saathi-iitb>



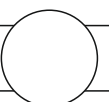
<http://queerazaadi.wordpress.com/>



<http://www.mumbaiqueerfest.com/>

Assignment Performance Level

Name & Sign. of Faculty



MOMENT WITH A MANAGER

Focus and common sense have been key to his success

former, well-intentioned boss told me I lacked the qualities required to succeed in the consulting business. His lack of faith in me only fueled my determination to prove him wrong. Curiously, success sometimes comes unexpectedly from an untended mentor.

Is there anything else you would like to add? To achieve success, I cannot over-emphasize the necessity to commit yourself to working very hard.

Have high standards, be exploring, apply common sense, be practical, practice networking, be helpful, be genuine and treat everyone as you would like them to treat you. Then be sure to relax and smile a lot.

Moment With a Manager runs weekly, focusing on a company owner or top manager. If you have suggestions for an article, call Joli Harrington, a Daily Record/Sunday News correspondent, at 846-4588.

Company

Company: MicroComputer Task Group

Headquarters: 2164 Southbrook Dr., York Township

Number of York County employees: 5

Web site: www.mctg.com

tabase for the Air-Conditioning and Refrigeration Institute.

Who were your mentors?

Among my many mentors are W. Calvin Moore, Don Krebs, Kenneth Hickman, Chris Swanson, Phil Landis, Phil Jeffers, Robert Witherspoon, Herb Lapp and Mark Sindicich. Each of them gave freely of their time to help me find my vision and hone my skills.

Can you name a turning point in your career? The turning point in my career was when a

software and do it with just a few programming languages was very important. Don't try to take on every type of application or utilize too many programming languages.

Name of some of your key successes:

We were awarded responsibility by two leading international air-conditioning firms, York International's Unitary



Graft

Products Group and FlatPlate Inc., for developing their sales automation software for configuring and pricing their product proposals. We also are responsible for maintaining the Heating Ventilating and Air Conditioning Certification Directories da-

Name: Garth Graft

College: Johns Hopkins University, master of business administration and bachelor of science in mathematics

Title: CEO and chief software architect

Company: MicroComputer Task Group

What do you do? Custom enterprise software development, Web and e-commerce applications and PC networking.

What do you think are the keys to success? Success will happen naturally, most of the time, if you are self-driven, project-focused, and client-engaged; if you are open and sincere in all communications and always follow-up; and if you are willing to work hard.

It helps to be practical and rely on common sense when deciding how you go about things.

Our decision to narrow our focus to sales automation

NEW INNOVATION

**THE MOST INNOVATIVE
& EFFECTIVE
VOCABULARY BUILDER**


POWER OF ROOT

5000+ Root Words

1000 Denoting Words

**For All
English
Learner**

VOCABULARY
www.rigipublication.com


RIGI PUBLICATION
Umesh Sehgal

**GRE, CAT, GMAT, UPSC, SAT, KAT
Bank PO, State PSC, SSC, MAT
IELTS, TOEFL, SNAP, IBSAT, SAIL
GAIL, NFL, ONGC exams etc.**

Also Suitable for students from Class 5th to Post Graduation

**Every word has its own Form, Pronunciation,
Meaning, Usage, Synonyms & Antonyms**

Covered Every Root of Word

All India Council for Professional Excellence (AICPE)

www.aicpe.co.in

aicpe@taorigroup.com

BASIC SHORTCUT KEYS

Alt + F	File menu options in current program
Alt + E	Edit options in current program
F1	Universal help (for all programs)
Ctrl + A	Select all text
Ctrl + X	Cut selected item
Shift + Del	Cut selected item
Ctrl + C	Copy selected item
Ctrl + Ins	Copy selected item
Ctrl + V	Paste
Shift + Ins	Paste
Home	Go to beginning of current line
Ctrl + Home	Go to beginning of document
End	Go to end of current line
Ctrl + End	Go to end of document
Shift + Home	Highlight from current position to beginning of line
Shift + End	Highlight from current position to end of line
Ctrl + ←	Move one word to the left at a time
Ctrl + →	Move one word to the right at a time

MICROSOFT® WINDOWS® SHORTCUT KEYS

Alt + Tab	Switch between open applications
Alt + Shift + Tab	Switch backwards between open applications
Alt + Print Screen	Create screen shot for current program
Ctrl + Alt + Del	Reboot/Windows® task manager
Ctrl + Esc	Bring up start menu
Alt + Esc	Switch between applications on taskbar
F2	Rename selected icon
F3	Start find from desktop
F4	Open the drive selection when browsing
F5	Refresh contents
Alt + F4	Close current open program
Ctrl + F4	Close window in program
Ctrl + Plus Key	Automatically adjust widths of all columns in Windows Explorer
Alt + Enter	Open properties window of selected icon or program
Shift + F10	Simulate right-click on selected item
Shift + Del	Delete programs/files permanently
Holding Shift During Bootup	Boot safe mode or bypass system files
Holding Shift During Bootup	When putting in an audio CD, will prevent CD Player from playing

WINKEY SHORTCUTS

WINKEY + D	Bring desktop to the top of other windows
WINKEY + M	Minimize all windows
WINKEY + SHIFT + M	Undo the minimize done by WINKEY + M
WINKEY + E	Open Microsoft Explorer
WINKEY + Tab	Cycle through open programs on taskbar
WINKEY + F	Display the Windows® Search/Find feature
WINKEY + CTRL + F	Display the search for computers window
WINKEY + F1	Display the Microsoft® Windows® help
WINKEY + R	Open the run window
WINKEY + Pause /Break	Open the system properties window
WINKEY + U	Open utility manager
WINKEY + L	Lock the computer (Windows XP® & later)

WORD® SHORTCUT KEYS

Ctrl + A	Select all contents of the page
Ctrl + B	Bold highlighted selection
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + N	Open new/blank document
Ctrl + O	Open options
Ctrl + P	Open the print window
Ctrl + F	Open find box
Ctrl + I	Italicize highlighted selection
Ctrl + K	Insert link
Ctrl + U	Underline highlighted selection
Ctrl + V	Paste
Ctrl + Y	Redo the last action performed
Ctrl + Z	Undo last action
Ctrl + G	Find and replace options
Ctrl + H	Find and replace options
Ctrl + J	Justify paragraph alignment
Ctrl + L	Align selected text or line to the left
Ctrl + Q	Align selected paragraph to the left
Ctrl + E	Align selected text or line to the center
Ctrl + R	Align selected text or line to the right
Ctrl + M	Indent the paragraph
Ctrl + T	Hanging indent
Ctrl + D	Font options
Ctrl + Shift + F	Change the font
Ctrl + Shift + >	Increase selected font +1
Ctrl +]	Increase selected font +1
Ctrl + Shift + <	Decrease selected font -1
Ctrl + [Decrease selected font -1
Ctrl + Shift + *	View or hide non printing characters
Ctrl + ←	Move one word to the left
Ctrl + →	Move one word to the right
Ctrl + ↑	Move to beginning of the line or paragraph
Ctrl + ↓	Move to the end of the paragraph
Ctrl + Del	Delete word to right of cursor
Ctrl + Backspace	Delete word to left of cursor
Ctrl + End	Move cursor to end of document
Ctrl + Home	Move cursor to beginning of document
Ctrl + Space	Reset highlighted text to default font
Ctrl + 1	Single-space lines
Ctrl + 2	Double-space lines
Ctrl + 5	1.5-line spacing
Ctrl + Alt + 1	Change text to heading 1
Ctrl + Alt + 2	Change text to heading 2
Ctrl + Alt + 3	Change text to heading 3
F1	Open help
Shift + F3	Change case of selected text
Shift + Insert	Paste
F4	Repeat last action performed (Word 2000+)
F7	Spell check selected text and/or document
Shift + F7	Activate the thesaurus
F12	Save as
Ctrl + S	Save
Shift + F12	Save
Alt + Shift + D	Insert the current date
Alt + Shift + T	Insert the current time
Ctrl + W	Close document

EXCEL® SHORTCUT KEYS

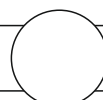
F2	Edit the selected cell
F5	Go to a specific cell
F7	Spell check selected text and/or document
F11	Create chart
Ctrl + Shift + ;	Enter the current time
Ctrl + ;	Enter the current date
Alt + Shift + F1	Insert new worksheet
Shift + F3	Open the Excel® formula window
Shift + F5	Bring up search box
Ctrl + A	Select all contents of worksheet
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + C	Copy selected text
Ctrl + V	Paste
Ctrl + D	Fill
Ctrl + K	Insert link
Ctrl + F	Open find and replace options
Ctrl + G	Open go-to options
Ctrl + H	Open find and replace options
Ctrl + U	Underline highlighted selection
Ctrl + Y	Underline selected text
Ctrl + 5	Strikethrough highlighted selection
Ctrl + O	Open options
Ctrl + N	Open new document
Ctrl + P	Open print dialog box
Ctrl + S	Save
Ctrl + Z	Undo last action
Ctrl + F9	Minimize current window
Ctrl + F10	Maximize currently selected window
Ctrl + F6	Switch between open workbooks/windows
Ctrl + Page up & Page Down	Move between Excel® worksheets in the same document
Ctrl + Tab	Move between two or more open Excel® files
Alt + =	Create formula to sum all of above cells
Ctrl + '	Insert value of above cell into current cell
Ctrl + Shift + !	Format number in comma format
Ctrl + Shift + \$	Format number in currency format
Ctrl + Shift + #	Format number in date format
Ctrl + Shift + %	Format number in percentage format
Ctrl + Shift + ^	Format number in scientific format
Ctrl + Shift + @	Format number in time format
Ctrl + →	Move to next section of text
Ctrl + Space	Select entire column
Shift + Space	Select entire row
Ctrl + W	Close document

OUTLOOK® SHORTCUT KEYS

Alt + S	Send the email
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + P	Open print dialog box
Ctrl + K	Complete name/email typed in address bar
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + U	Underline highlighted selection
Ctrl + R	Reply to an email
Ctrl + F	Forward an email
Ctrl + N	Create a new email
Ctrl + Shift + A	Create a new appointment to your calendar
Ctrl + Shift + O	Open the outbox
Ctrl + Shift + I	Open the inbox
Ctrl + Shift + K	Add a new task
Ctrl + Shift + C	Create a new contact
Ctrl + Shift + J	Create a new journal entry

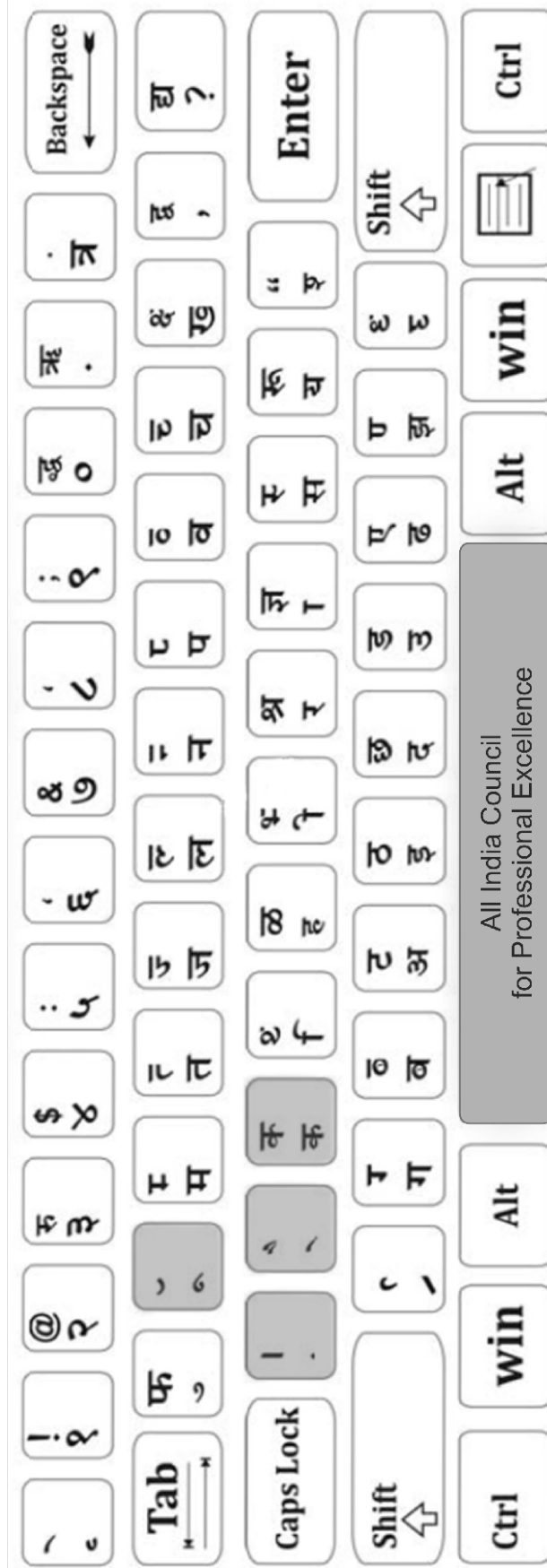
Assignment Performance Level

Name & Sign. of Faculty



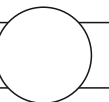
HINDI KRUTIDEV FONT KEYBOARD

www.aicpe.co.in



Assignment Performance Level

Name & Sign. of Faculty



APPLICATION FORM



**OFFICE OF THE DIRECTOR GENERAL
FEDERAL INVESTIGATION AGENCY
ISLAMABAD**

(2x2)

POST APPLIED FOR: _____

NAME: _____ FATHER'S NAME: _____

RELIGION: _____ NATIONALITY: _____ DATE OF BIRTH (D.M.Y.): _____

CNIC NO: [] [] [] [] [] - [] [] [] [] [] [] - [] [] DOMICILE: _____

HEIGHT: _____ CHEST: _____ PHONE NO: _____ MOBILE NO: _____

POSTAL ADDRESS: _____

PERMANENT ADDRESS: _____

(II) EDUCATION:

DEGREE / CERTIFICATE	YEAR	INSTITUTION	SUBJECT	GRADE/DIVISION
MATRIC				
INTERMEDIATE				
BACHELOR				
MASTER				

(III) PROFESSIONAL QUALIFICATION:

COURSES / CERTIFICATE	INSTITUTION	YEAR	SCORE/GRADE

(IV) EXPERIENCE:

APPOINTMENT HELD / SPECIFY THE PERIOD		ORGANIZATION	NATURE OF JOB
FROM	TO		

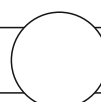
NOTE: (i) Please fill in the form in capital letters.
(ii) Any additional information regarding II, III and IV may be given overleaf.

Dated: _____

SIGNATURE OF THE CANDIDATE

Assignment Performance Level

Name & Sign. of Faculty



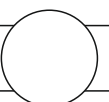
All India Council for Professional Excellence (AICPE) MS-EXCEL ASSIGNMENT

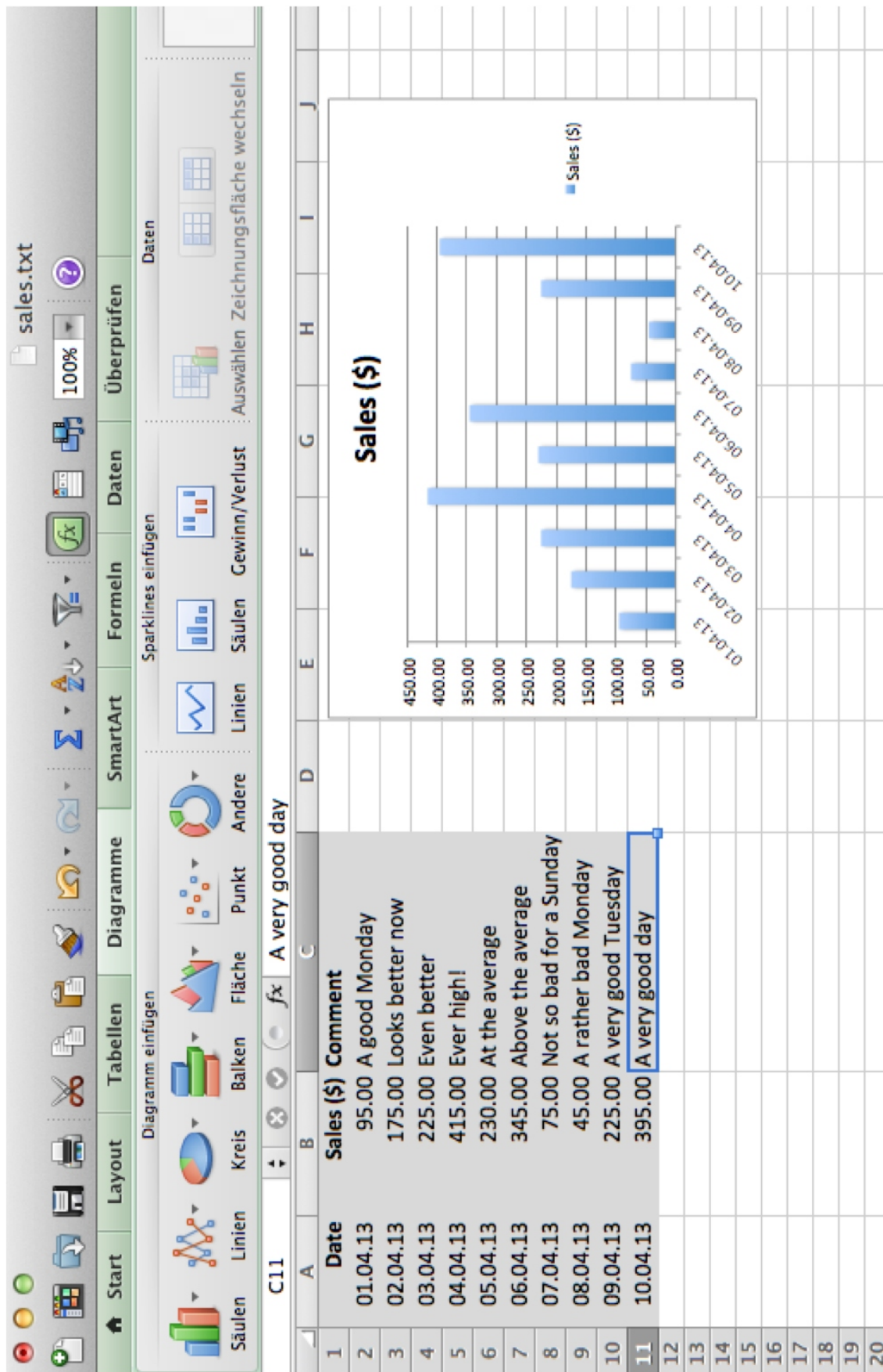
20

Northwind_Customers - Microsoft Excel																		

Assignment Performance Level

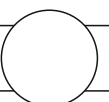
Name & Sign. of Faculty





Assignment Performance Level

Name & Sign. of Faculty



All India Council for Professional Excellence (AICPE) MS-EXCEL ASSIGNMENT

22

Microsoft Excel - Attendance Calendar.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Verdana 10 100%

C8 =VLOOKUP(\$C\$6,Employee Data!\$A\$2:\$B\$102,2,FALSE)

A B C D E F G H I J K L M N

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

ATTENDANCE CALENDAR

[COMPANY LOGO AND NAME]

Employee ID : 1 Year : 2009

Name : John Doe Hiring Date : 5-Jan-09

Title : Manager Resign Date : 6-Jun-09

Department : Engineering

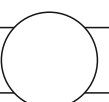
Month	Working Days	Present	Sick	Vacation	Other	Not Working Yet/Any
Beginning Balance			4	6	2	
January	20	0	0	0	0	0
February	19	0	0	0	0	0
March	22	0	0	0	0	0
April	22	0	0	0	0	0
May	20	0	0	0	0	0
June	22	0	0	0	0	0
July	23	0	0	0	0	0
August	21	0	0	0	0	0
September	21	0	0	0	0	0
October	21	0	0	0	0	0
November	19	0	0	0	0	0
December	22	0	0	0	0	0
Total	252	0	4	6	2	0
Carry Over			1	1	0	

Attendance Calendar January February March April May June July August September October November December

Ready

Assignment Performance Level

Name & Sign. of Faculty

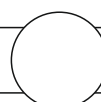


Marksheet Practice

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Name	English	Gujarati	Psychology	History	Philosophy	Geography	Arabic	Total	Average	Min	Max	Result
2	Nilesh	99	98	95	90	96	99	90	667	95.29	90	99	pass
3	Ahmad	98	96	93	91	90	96	99	663	94.71	90	99	pass
4	Sweta	95	98	97	96	95	93	98	672	96	93	98	pass
5	Usha	92	91	90	92	97	93	93	648	92.57	90	97	pass
6	Sharmistha	90	78	83	93	91	78	82	595	85	78	93	pass
7	Kiran	70	66	59	78	45	95	65	478	68.29	45	95	pass
8	Mangesh	70	85	56	60	53	45	78	447	63.86	45	85	pass
9	Nayna	92	92	97	83	86	84	86	620	88.57	83	97	pass
10	Prisha	78	78	78	89	46	63	56	488	69.71	46	89	pass
11	Vikas	95	85	95	96	97	92	85	645	92.14	85	97	pass
12	Parth	78	56	85	74	63	52	64	472	67.43	52	85	pass
13	Chetan	85	85	74	65	62	68	64	503	71.86	62	85	pass
14	Aeazaz	84	85	46	48	85	46	48	442	63.14	46	85	pass

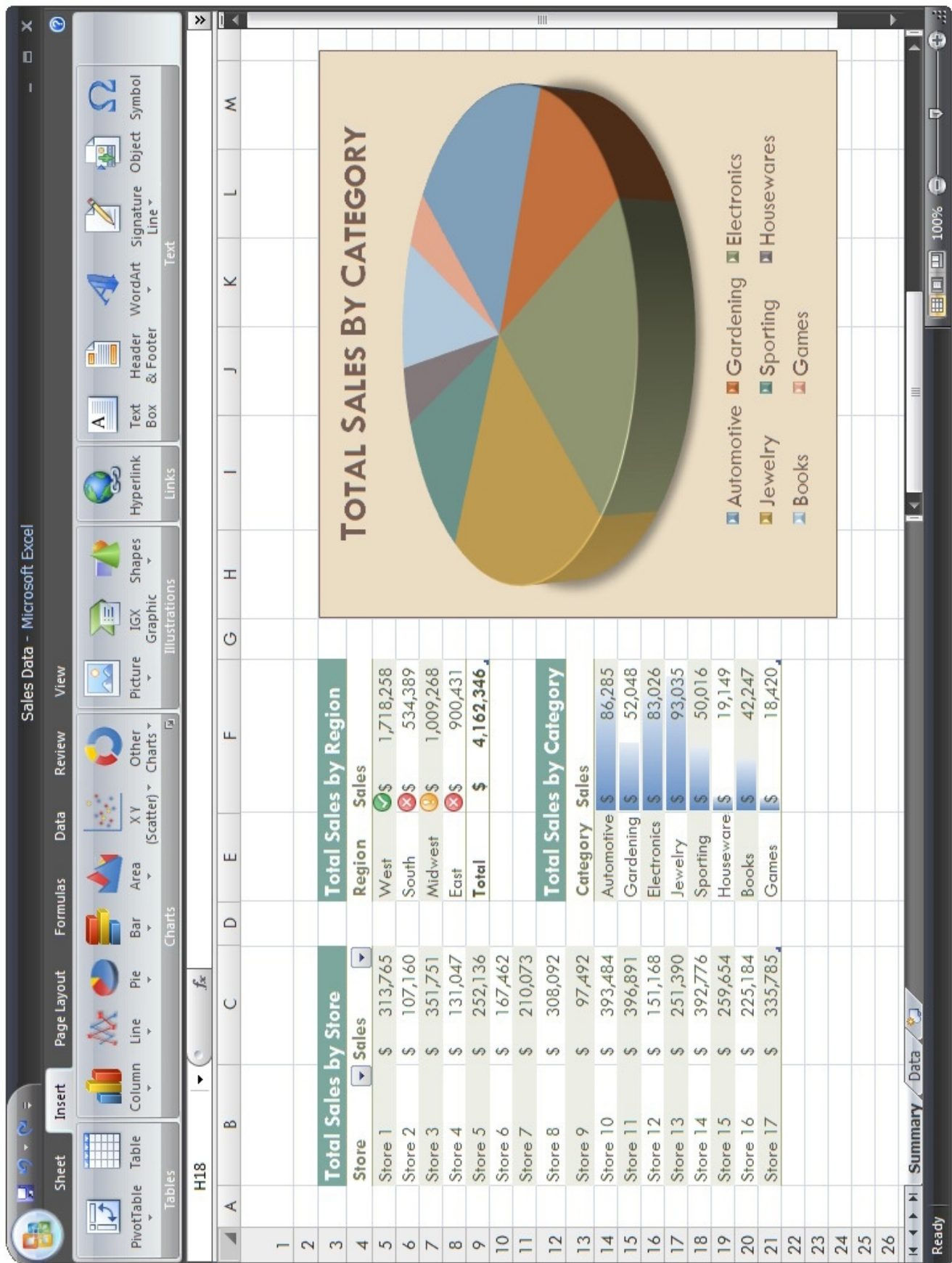
Assignment Performance Level

Name & Sign. of Faculty



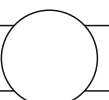
All India Council for Professional Excellence (AICPE) MS-EXCEL ASSIGNMENT

24



Assignment Performance Level

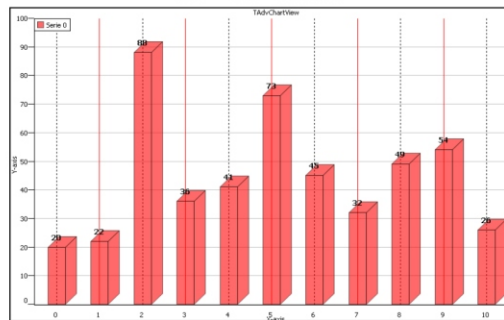
Name & Sign. of Faculty



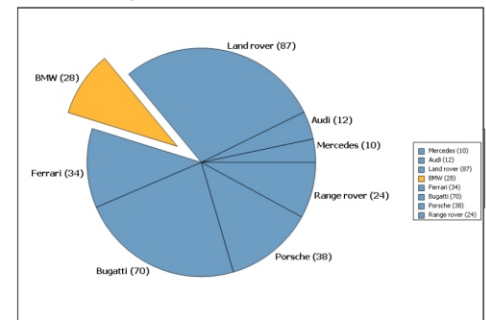
All India Council for Professional Excellence (AICPE) MS-EXCEL ASSIGNMENT

25

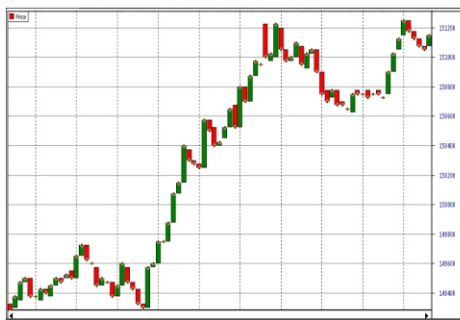
Solve Any 10
3D Bar Chart



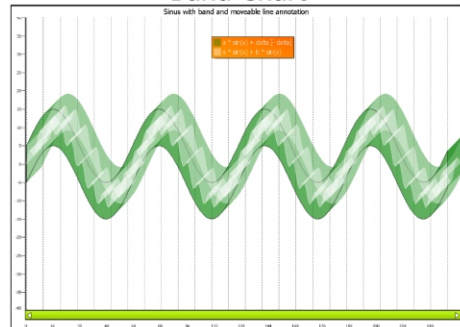
Exploded Pie Slice Chart



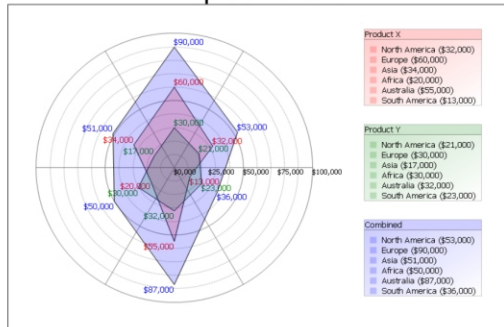
OHLC Chart



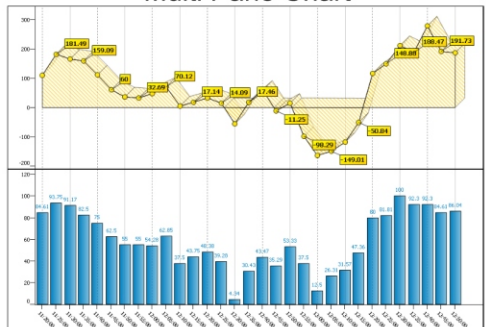
Band Chart



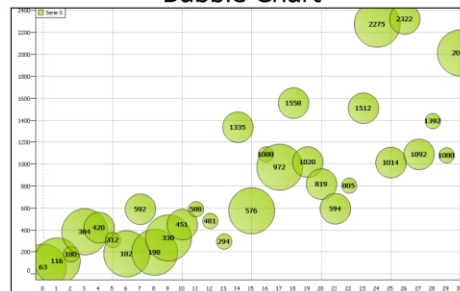
Spider Chart



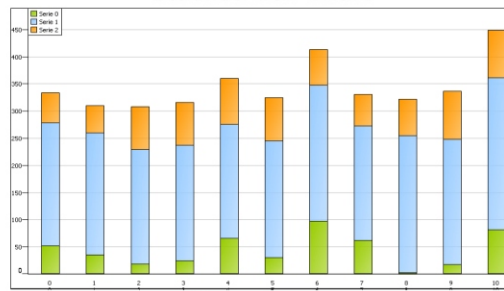
Multi Pane Chart



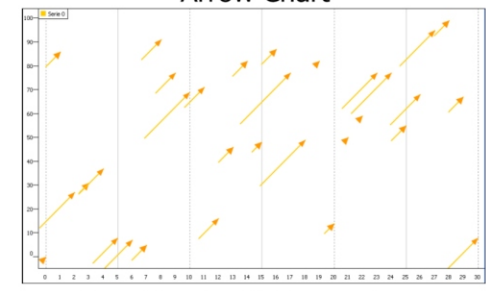
Bubble Chart



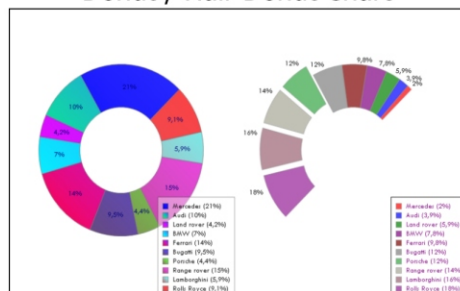
Stacked Bar Chart



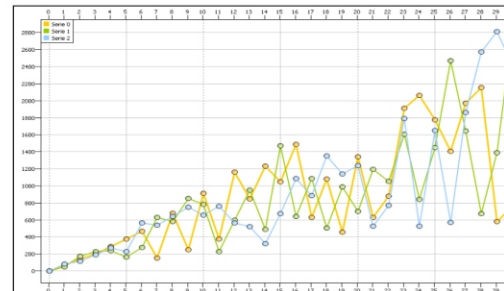
Arrow Chart



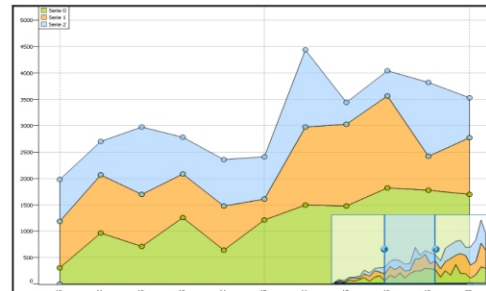
Donut / Half-Donut Chart



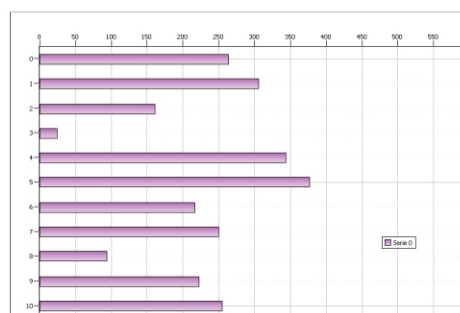
Line Chart



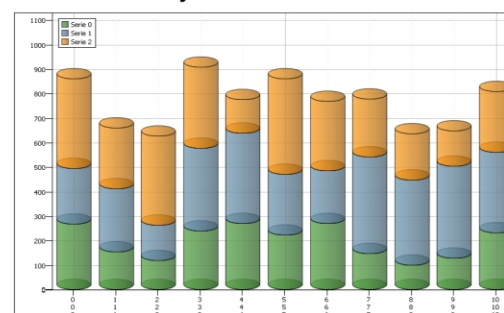
Area Chart with Zoomwindow



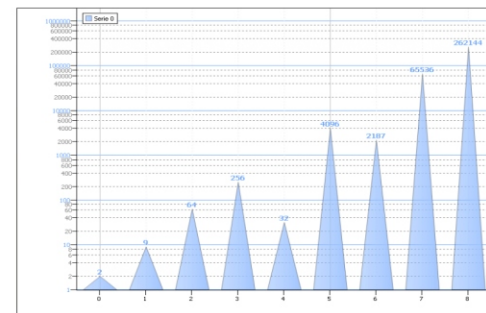
Horizontal Chart



Cylinder Chart

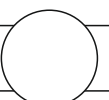


Logarithmic Y-Scale / Pyramid



Assignment Performance Level

Name & Sign. of Faculty



All India Council for Professional Excellence (AICPE) MS-EXCEL ASSIGNMENT

26

Microsoft Excel - 2010 Calendar V1.1.xls


Type a question for help

File Edit View Insert Format Tools Data Window Help

36 B I U 36 Verdana 80%

J2 2010 CALENDAR

2010 CALENDAR



JANUARY							FEBRUARY							MARCH							APRIL						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2																					
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
31																											

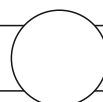
MAY							JUNE							JULY							AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1																					
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26		
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31				
30	31																										

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1																					
4	5	6	7	8	9	10	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6		
11	12	13	14	15	16	17	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13		
18	19	20	21	22	23	24	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20		
25	26	27	28	29	30		28	29	30	31				25	26	27	28	29	30		23	24	25	26	27		
																					30	31					

Ready

Assignment Performance Level

Name & Sign. of Faculty



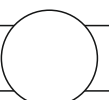
All India Council for Professional Excellence (AICPE) MS-EXCEL ASSIGNMENT

27

Icon Sets with Flags				Data Bars			Fill with Alternating Rows			
Rent Roll				Operating Expenses			Amortization Schedule			
Unit #	Rent	Collected	Delinquent		Amounts	OER		Conventional Loan		
100	\$895.00	\$895.00		Real Estate Taxes	10,000.00	11.76%		Loan Amount	1,200,000.00	
101	\$895.00	\$450.00	\$445.00	Personal Property Taxes	7,500.00	8.82%		Term in years	30	
102	\$895.00	\$895.00		Accounting/Legal	3,500.00	4.12%		Interest Rate	5.50%	
103	\$895.00	\$895.00		Administrative	0.00	0.00%		Payments per year	12	
104	\$895.00	\$895.00		Advertising	750.00	0.88%		Monthly Payment	8,254.65	
105	\$895.00	\$0.00	\$895.00	Electricity	1,675.00	1.97%		Annual Payment	99,055.77	
106	\$925.00	\$900.00	\$25.00	Fuel Oil	3,898.00	4.59%		Month	Payment	Principal
107	\$925.00	\$925.00		Insurance	7,238.00	8.52%		1	8,254.65	1,313.47
108	\$925.00	\$925.00		Gas	489.00	0.58%		2	8,254.65	5,500.00
109	\$925.00	\$925.00		Janitorial	1,200.00	1.41%		3	8,254.65	5,493.98
110	\$925.00	\$925.00		Property Management	8,955.00	10.54%		4	8,254.65	5,487.93
111	\$925.00	\$0.00	\$925.00	Repairs/Maint.	5,000.00	5.88%		5	8,254.65	5,481.86
112	\$925.00	\$925.00		Telephone	0.00	0.00%		6	8,254.65	5,475.75
113	\$975.00	\$975.00		Trash Removal	0.00	0.00%		7	8,254.65	5,469.62
114	\$975.00	\$975.00		Water/Sewer	0.00	0.00%		8	8,254.65	5,463.46
115	\$975.00	\$975.00		Reserves	7,000.00	8.24%		9	8,254.65	5,457.28
116	\$975.00	\$975.00		Misc.	0.00	0.00%		10	8,254.65	5,451.06
117	\$975.00	\$975.00		TOTAL EXPENSES	57,205.00	67.30%		11	8,254.65	5,444.82
118	\$975.00	\$975.00						12	8,254.65	5,438.54
119	\$975.00	\$975.00						13	8,254.65	5,432.24
120	\$975.00	\$975.00						14	8,254.65	5,425.91
121	\$1,000.00	\$500.00	\$500.00					15	8,254.65	5,419.55
122	\$1,000.00	\$950.00	\$50.00					16	8,254.65	5,413.16
123	\$1,000.00	\$1,000.00						17	8,254.65	5,406.74
124	\$1,000.00	\$1,000.00						18	8,254.65	5,400.30
125	\$1,000.00	\$0.00	\$1,000.00					19	8,254.65	5,393.82
								20	8,254.65	5,387.31
								21	8,254.65	5,380.78
								22	8,254.65	5,374.21
								23	8,254.65	5,367.61
								24	8,254.65	5,360.99
										1,200,000.00
										1,198,686.53
										1,197,367.04
										1,196,041.51
										1,194,709.90
										1,193,372.18
										1,192,028.34
										1,190,678.33
										1,189,322.14
										1,187,959.73
										1,186,591.08
										1,185,216.15
										1,183,834.93
										1,182,447.37
										1,181,053.45
										1,179,653.14
										1,178,246.42
										1,176,833.25
										1,175,413.60
										1,173,987.44
										1,172,554.75
										1,171,115.49
										1,169,669.64
										1,168,217.16
										1,166,756.02

Assignment Performance Level

Name & Sign. of Faculty



All India Council for Professional Excellence (AICPE) MS-EXCEL ASSIGNMENT

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Your Company Name

Street Address
City, ST ZIP Code
Phone Number, Web Address, etc.

INVOICE

DATE:
INVOICE #

Bill To:

Ship To:

P.O. #	Sales Rep. Name	Ship Date	Ship Via	Terms	Due Date

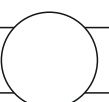
Product ID	Description	Quantity	Unit Price	Line Total

SUBTOTAL	-
PST 6.50%	-
GST 3.20%	-
SHIPPING & HANDLING	-
TOTAL	-
PAID	-
TOTAL DUE	-

THANK YOU FOR YOUR BUSINESS!

Assignment Performance Level


Name & Sign. of Faculty



All India Council for Professional Excellence (AICPE)

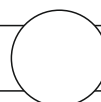
MS-EXCEL ASSIGNMENT

29

 American Youth Soccer Organization www.soccer.org		Volunteer Application AYSO ID# _____	
PLEASE FILL IN ALL OF THE REQUESTED INFORMATION AND SIGN WHERE INDICATED.			
First Name _____		Middle Name _____	
Last Name _____		Suffix _____	
Maiden Name (If married within the past 7 yrs.) _____		Social Security # _____	
Birth Date _____		Section _____ Area _____ Region # _____	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Driver License # _____	State _____ Expires _____	State ID# _____
Street Address _____		Apt. # _____	
City _____		State _____	Zip Code _____
E-mail _____		Area Code _____	Home Phone _____
Area Code _____		Cell Phone _____	
Previous address if lived at current address less than 5 years:		RACE / ETHNICITY (Select One)	
Street Address _____		<input type="checkbox"/> White or Caucasian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Other _____	
Apt. # _____		For AYSO Regional Use Only Current U.S. Driver License / State I.D. Verified By _____	
City _____			
State _____ Zip Code _____			
Employer _____			
Area Code _____	Work Number _____	Extension _____	Fax Number _____
I'M VOLUNTEERING FOR . . .			
<input type="checkbox"/> Coach <input type="checkbox"/> Asst. Coach <input type="checkbox"/> Team Parent <input type="checkbox"/> Sponsor <input type="checkbox"/> Picture Day <input type="checkbox"/> Various Board Jobs <input type="checkbox"/> Referee <input type="checkbox"/> Field Setup <input type="checkbox"/> Registration <input type="checkbox"/> Scheduling <input type="checkbox"/> Communications <input type="checkbox"/> Other _____			
IF ON THE BOARD, PLEASE INDICATE POSITION			
<input type="checkbox"/> RC <input type="checkbox"/> CVPA <input type="checkbox"/> Coach Admin <input type="checkbox"/> Ref Admin <input type="checkbox"/> Safety Director <input type="checkbox"/> Treasurer <input type="checkbox"/> Other _____			
I want to coach my child(ren) and am including their name(s) and school(s): _____		Do you have past AYSO experience? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If yes, what region/city? _____	
PROFESSIONAL REFERENCE (Employment, school, church, or other organization)			
Organization Name _____		Relationship/Affiliation _____	
First Name _____	MI _____	Last Name _____	Area Code _____
Street _____	City _____	State _____	Number _____
		Zip Code _____	Extension _____
PERSONAL REFERENCE (Non-relative, known at least 1 year and must be different from Professional Reference)			
First Name _____	MI _____	Last Name _____	Area Code _____
Street _____	City _____	State _____	Number _____
		Zip Code _____	Extension _____
PRIOR VOLUNTEER REFERENCE (From your prior youth related experience, if any)			
Organization Name _____		Your Position in Organization _____	
Reference First Name _____		Dates of Your Activity _____	
MI _____	Reference Last Name _____	His/Her Position in Organization _____	
Street _____	City _____	State _____	Zip Code _____
		Area Code _____	Number _____
		Extension _____	
DISCLOSURE: All applicants must answer the following two questions. Failure to answer honestly will disqualify the applicant from service as a volunteer in the American Youth Soccer Organization ("AYSO"). AYSO acceptance of an applicant will be based on existing AYSO Safe Haven policies available from the regional Child & Volunteer Protection Advocate or on-line at http://soccer.org/Programs/SafeHaven/Background+Checking+Policy.htm			
1. Have you ever been convicted of a crime? <input type="checkbox"/> YES <input type="checkbox"/> NO			
2. Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order: <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, describe each in full. Also indicate date(s) of crime(s) and in which city, county and state each took place. (Attach a separate sheet if needed.)			
I HAVE READ THE ABOVE DISCLOSURE STATEMENT, AND THE WAIVER, CONSENT AND RELEASE OF LIABILITY, THE DISCLAIMER, ASSUMPTION OF RISK AND WAIVER AND ACKNOWLEDGEMENT AND CONSENT AGREEMENTS PRINTED ON THE REVERSE SIDE OF THIS FORM, FULLY UNDERSTAND THE TERMS OF EACH, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY MY SIGNING THIS FORM AND AGREEING TO THESE TERMS, AND I SIGN THIS FORM AND AGREE TO THESE TERMS FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT OF ANY KIND. FURTHERMORE, I AGREE TO INFORM AYSO IN A TIMELY MANNER IF ANYTHING ON THIS FORM OR ITS ATTACHMENTS CHANGES.			
(continued on reverse)			
Signature: _____		Date: _____	
©2004 REV 12/04 American Youth Soccer Organization		REORDER #GS102-7	
		Please mail to me AYSO's official magazine: <i>Soccer Now</i> <input type="checkbox"/> YES <input type="checkbox"/> NO Please send me other mailings <input type="checkbox"/> YES <input type="checkbox"/> NO	

Assignment Performance Level

Name & Sign. of Faculty

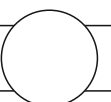


Strategies for Growth in a Young Earth Sciences Department

- Brad Clement, current chairperson
- Rosemary Hickey-Vargas, past chairperson
- Grenville Draper, past chairperson

Assignment Performance Level

Name & Sign. of Faculty



What is CO₂ – friend or foe?

Invited lecture at KTH International Climate Seminar, Stockholm,
11 September 2006



Tom V. Segalstad

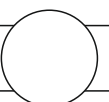
Head of the Geological Museum,
Natural History Museum,
University of Oslo

<http://folk.uio.no/tomvs>

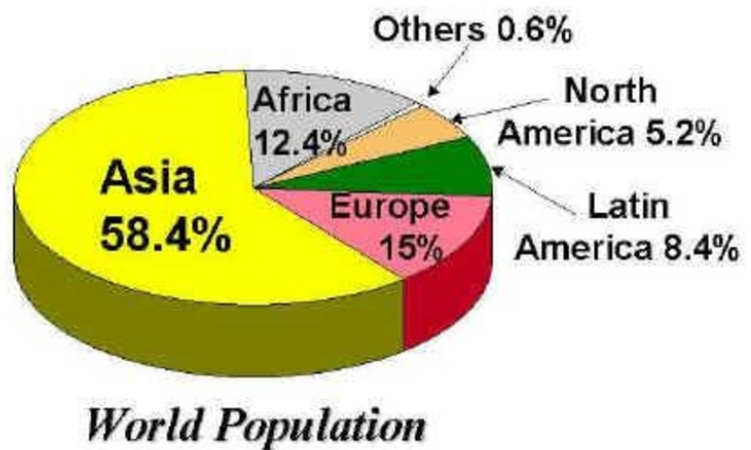


Assignment Performance Level

Name & Sign. of Faculty

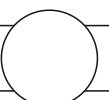


Population Ontario



Assignment Performance Level

Name & Sign. of Faculty



Example

Find the vertex of $y = -3x^2 + 6x + 5$

Formula in finding the vertex

$$x = \frac{-b}{2a}$$

y = substitute the value of x

$$x = \frac{-b}{2a}$$

$$x = \frac{-6}{2(-3)}$$

$$x = \frac{-6}{-6}$$

$$x = 1$$

y = substitute the value of x

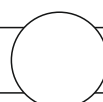
$$y = -3x^2 + 6x + 5$$

$$y = -3(1)^2 + 6(1) + 5$$

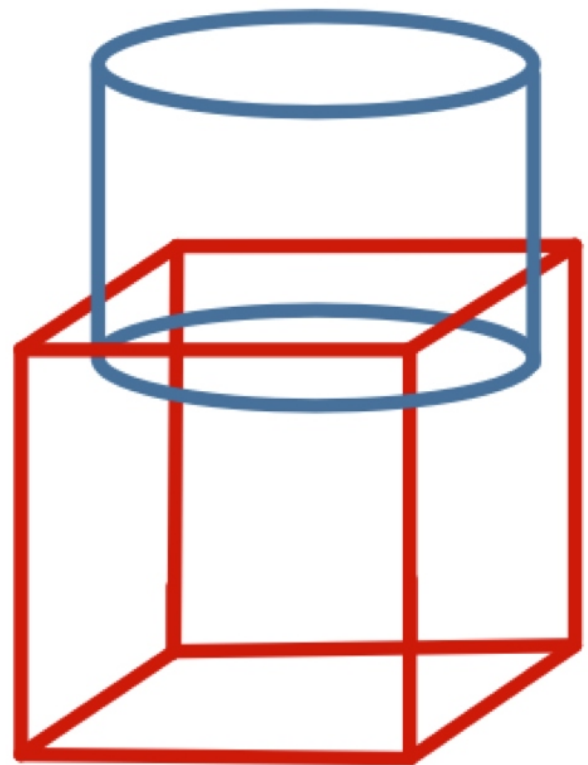
$$y = -3 + 6 + 5$$

$$y = 8$$

$$\text{Vertex} = (1, 8)$$

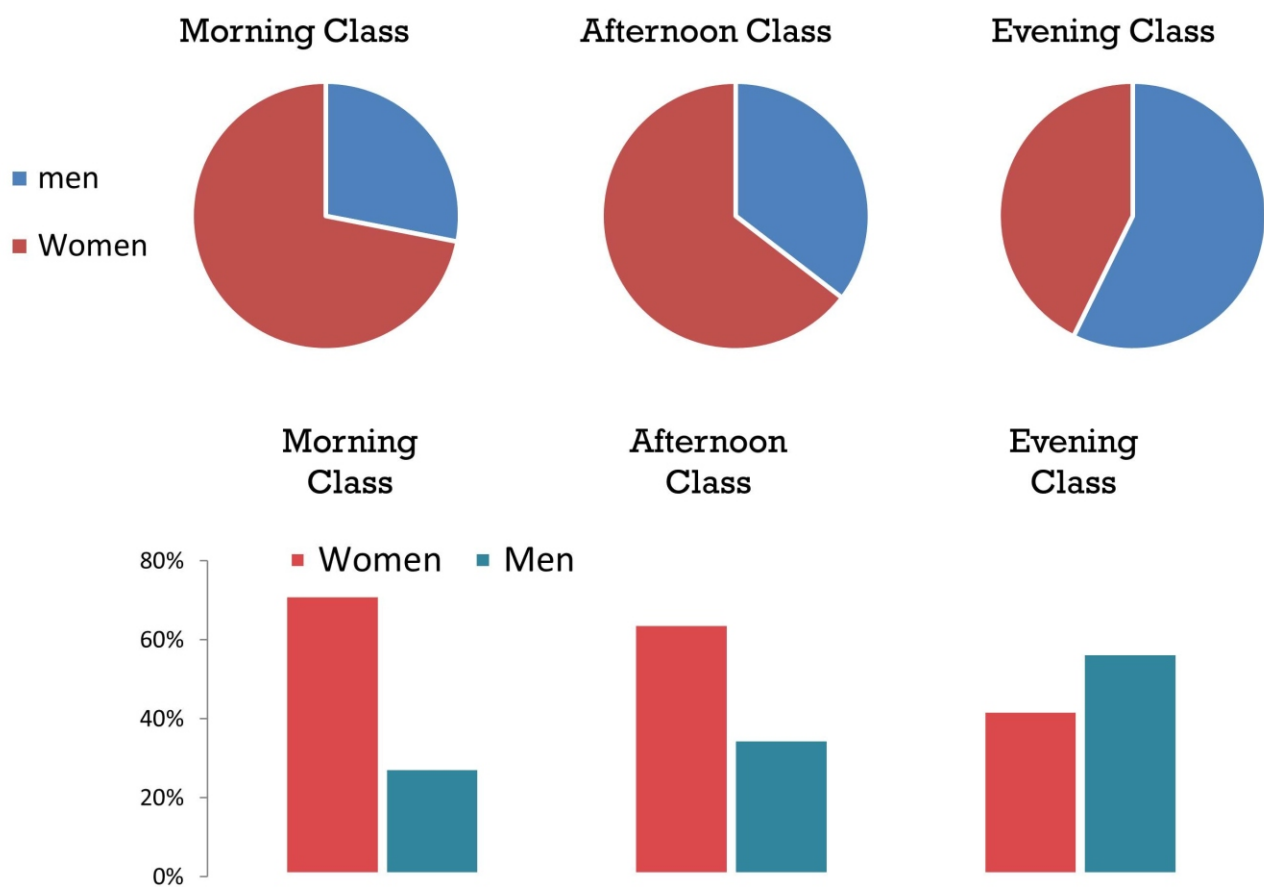


You can't
disentangle
them when
designed
conjointly



e.g. try sending a Java **Graph** abstraction over the wire
to another (non Java) software **Component**

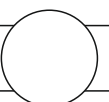
Women are more likely to attend the day classes, while men are more commonly found in the evening class



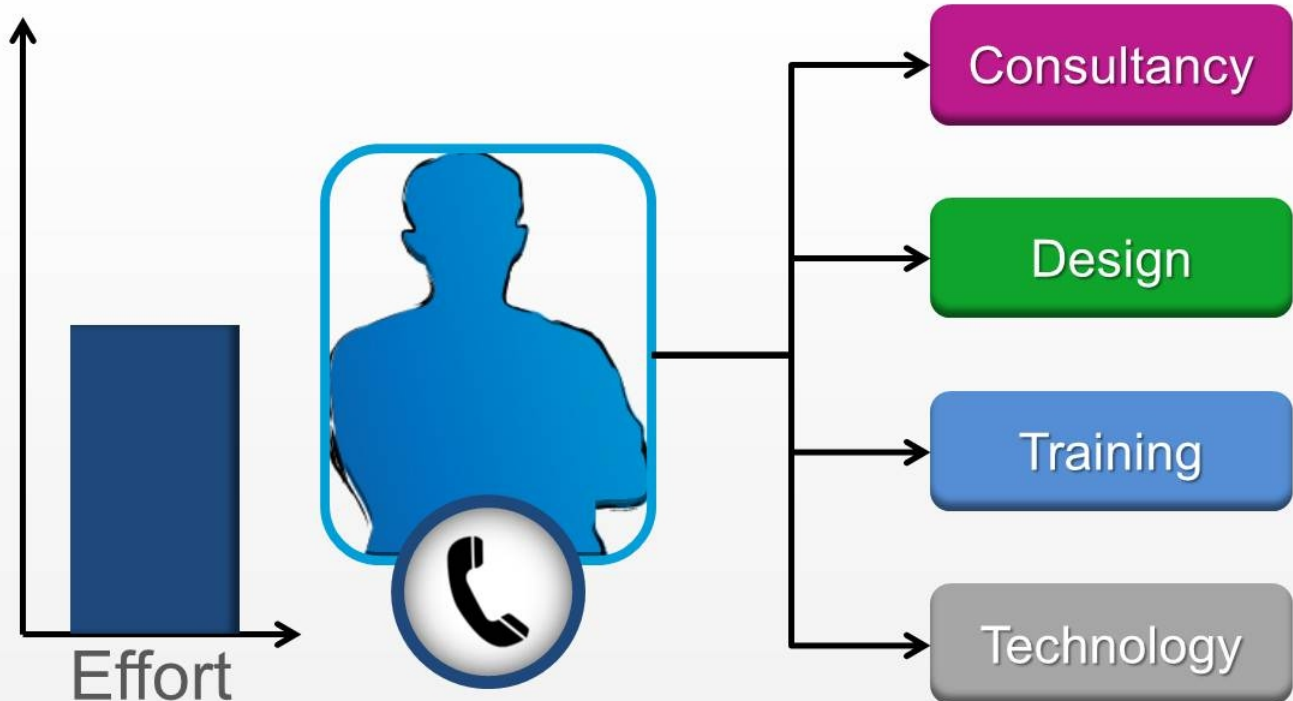


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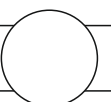


One-stop-shop



Assignment Performance Level

Name & Sign. of Faculty



Core message

WE HELP YOU GET MORE SALES
AND STAND OUT FROM THE COMPETITION.

Space

Key services + benefits

WEB DESIGN

We design websites to sell. Our optimized design treatments are built for high conversions so you can make more money.

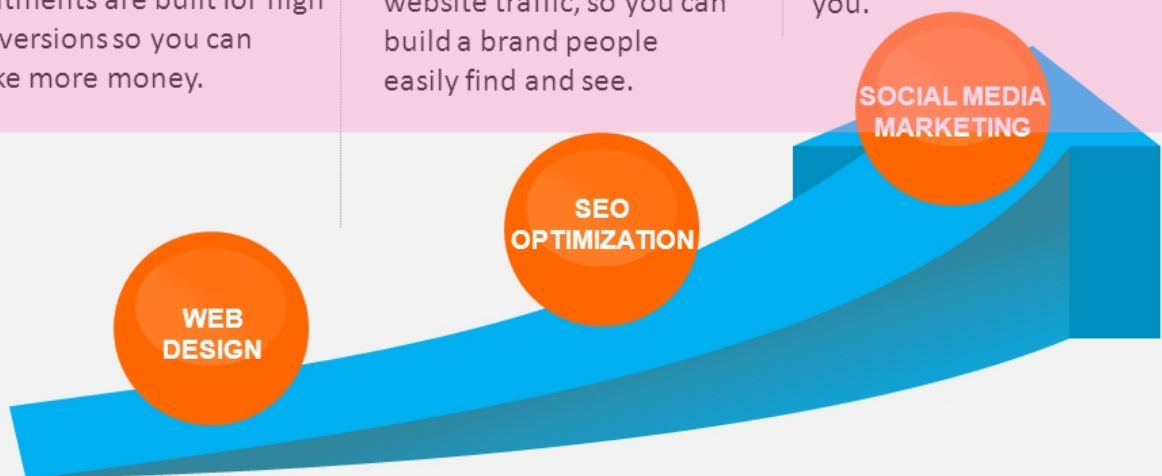
SEARCH

We use field-tested SEO techniques to explode your website traffic, so you can build a brand people easily find and see.

SOCIAL MEDIA

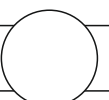
We make it so easy for your customers to engage with you.

Space



Assignment Performance Level

Name & Sign. of Faculty



ORGANIZATION OF THE PARTIES

CNB



Management Level

WEST



Tom Baker
(Regional President)



William Price
(Regional President)



Mark Fender
(Division President)



Martin Smith
(Planning Manager)



Eric West
(Division President)

Non-Management Level



Jeff Thomas
(Operations Manager)



Clark Brown
(Acquisition Manager)



Dana Millbank
(Director of Acquisition)



Brian White
(Division Manager)



Bill Tomatti
(Division President)



Eric Allen
(Director of Operations)



Paul Elder
(Acquisition & Sales)



Bob Weiss
(Project Manager)



Gary Lee
(Project Acquisition)



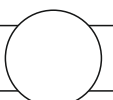
Tim Rentin
(Operations Manager)

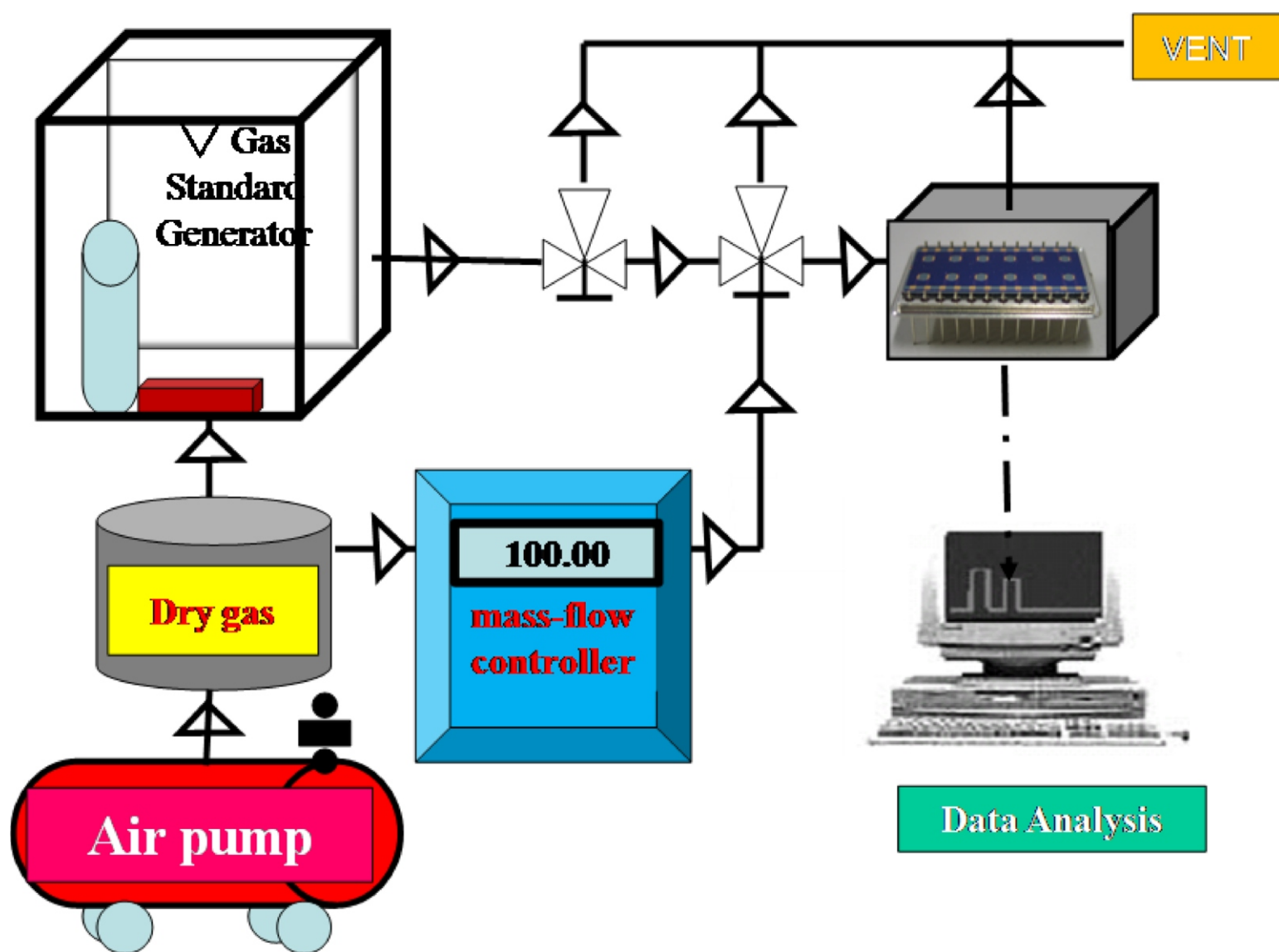


Sam Winston
(Planning Manager)

Assignment Performance Level

Name & Sign. of Faculty







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