

National Academy for Computer Tanning and Research (NACTAR)
Technical & Madrasah Education Division
Ministry of Education
Bogura-5800, Bangladesh

Job No-1

You are supposed to create a spread sheet file using Microsoft Excel according to the instructions give below:

1. Create Folder (Own name & Roll) on Desktop.
2. File Name- Exam.xlsx
3. Paper Size-A4.
4. Margin-Top & Bottom-1", left & Riht-0.5".
5. House Rent – 50% of the basic if the basic is greater than or equal to 25000, 55% of the basic if the basic is greater than or equal to 20000, 60% of the basic if the basic is less than 15000.
6. Medical Allowance 8.5% of Basic.
7. City Allowance 10.5% of Basic.
8. Dearness Allowance 5% of Basic.
9. Travel Allowance Fixed 700
10. Provident Fund-8.5% of basic pay.
11. Basic Fund- 5% of basic pay but should not be grater than 1000
12. Income Tax – 20% of the basic if the basic is greater than or equal to 25000, 25% of the basic if the basic is greater than or equal to 20000, Otherwise 0 TK.

AD = Advance

Name	Basic	HR	MA	CA	DA	TA	PF	BF	IT	AD	Total Salary	Net Salary	Min	Max
A	28000									1000				
B	25000									500				
C	15000									2000				
D	17000									0				
E	20000									500				
F	23000									700				
G	30000									400				
H	23000									0				

Job NO-2

1. File Name- Exam.docx

Christopher Morgan



Contact

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+44 (0)20 7666 8555

Email:

christoper.m@gmail.com

LinkedIn:

[linkedin.com/christopher.morgan](https://www.linkedin.com/christopher.morgan)

Languages

Spanish – C2

Chinese – A1

German – A2

Hobbies

- Writing
- Sketching
- Photography
- Design

Summary

Senior Web Developer specializing in front end development. Experienced with all stages of the development cycle for dynamic web projects. Well-versed in numerous programming languages including HTML5, PHP OOP, JavaScript, CSS, MySQL. Strong background in project management and customer relations.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Experience

Web Developer - 09/2015 to 05/2019

Luna Web Design, New York

- Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.
- Develop project concepts and maintain optimal workflow.
- Work with senior developer to manage large, complex design projects for corporate clients.
- Complete detailed programming and development tasks for front end public and internal websites as well as challenging back-end server code.
- Carry out quality assurance tests to discover errors and optimize usability.

Education

Bachelor of Science: **Computer Information Systems**
- 2014

Columbia University, NY

Certifications

PHP Framework (certificate): **Zend, Codeigniter, Symfony.**

Programming Languages: **JavaScript, HTML5, PHP OOP, CSS, SQL, MySQL.**

Job No-3

You are supposed to create a presentation file using Microsoft Power Point according to the instruction gives below:

1. File Name- Exam.pptx
2. Slide Size- For on Screen Show (16:9) - Width: 10", Height: 5.63".
3. Create slides like the below slides.

Your own identity



Country : Canada
Street : 271 King St W
City/Town : Kitchener
State : Ontario
Zip/Postal Code : N2G 1B1
Phone Number : 000000000000
Email : demo@gmail.com

Jhon Peter
Marketing Officer

NTVQF level and job Classification

Level	NTVQF Level	Job Description
1	Level-6	Mid-Level Manager
2	Level-5	Highly Skilled Worker
3	Level-4	Skilled Worker
4	Level-3	Semi-Skilled Worker
5	Level-2	Basic Skilled Worker
6	Level-1	Basic Worker

Equation

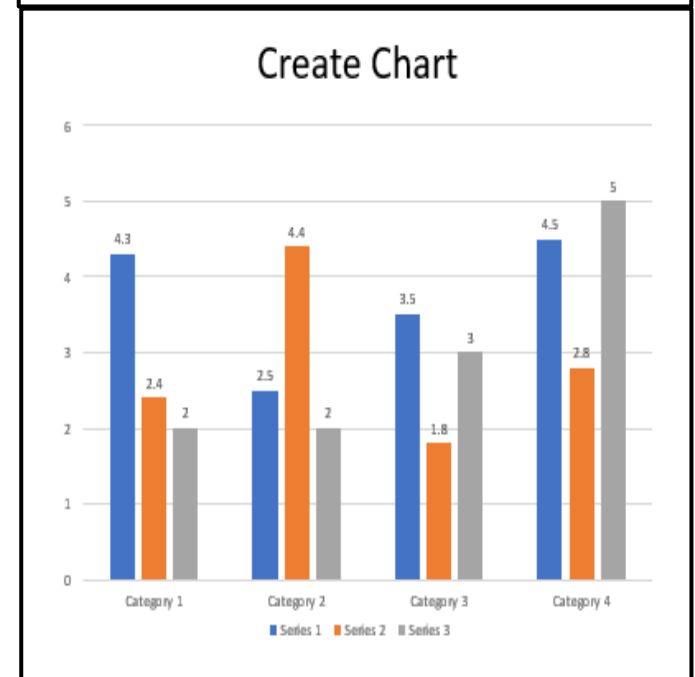
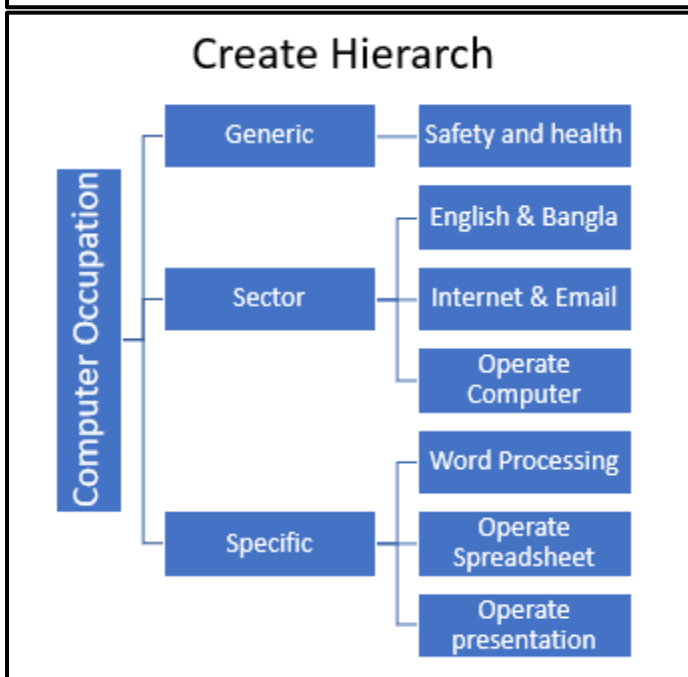
$$\frac{x_y}{\sqrt{a^2 + x/y}} = \sqrt{\sum_{y+2}^{x-1} \left\{ \begin{matrix} 1 & 2 \\ 3 & 4 \\ x^2 \end{matrix} \right\}}$$

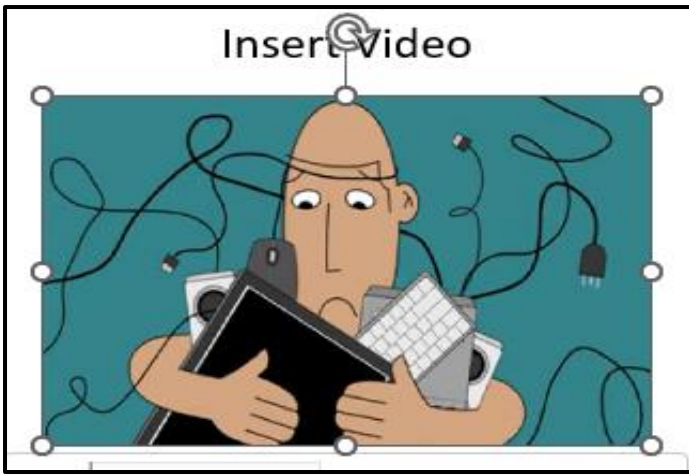
- ### KHULNA DIVISION
- KUSHTIA**

 - DAULATPUR
 - KHOKSA
 - KUMARKHALI
 - KUSHTIA SADAR

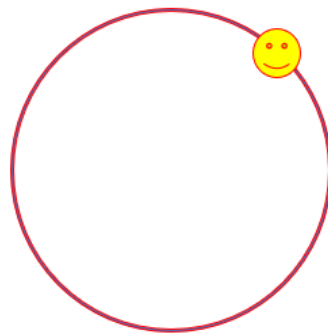
CHUDANGA

 - ALAMDANGA
 - DAMURHUDA
 - JIBANNAGAR
 - CHUDANGA SADAR





4 . Use Motion Path with an object. Move on an object Across the Circle. Move The object Continuously until end of slide



5. Take screen shot of desktop using Powerpoint and crop the browser logo and place it 10th slide.
6. On the last slide, place Word Art with “Thank you” Text and insert gif image in the below.
7. Insert Slide Number.
8. Set a button in the slide 3 and then click this button when to go slide 6.
9. Set Transition to all slide using – Slide transition: PUSH, set duration: 1.25, Advanced Slide: Automatically after 00.02 second.
10. Set Up Show – Show option using Loop continuously until ‘Esc’.