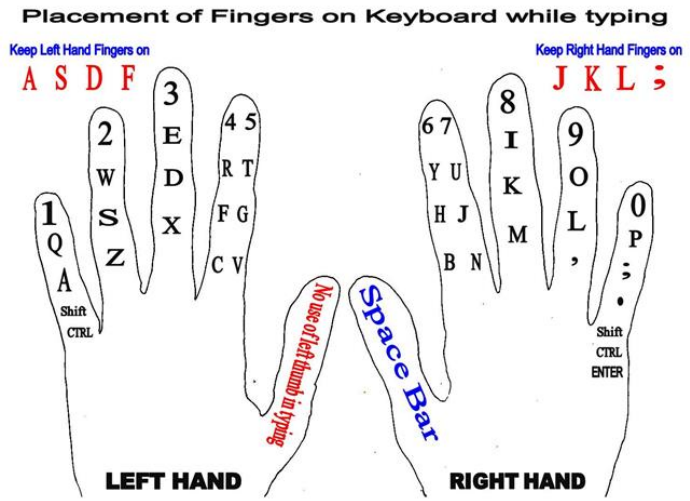
FFC GRAMMAR SCHOOL & COLLEGE
GOTH MACCHI

Class VIII Summer HW

Typing Lessons

> Spend your Summer Vacation learning skills useful for the whole of your life<

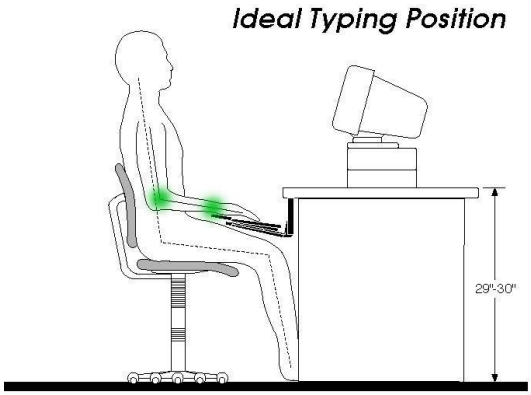
> 10 Lessons will add easiness to rest of your life and make you faster than others in advance classes <



> Use your finger to type according to above Fingers Map.
> Bring your fingers back on Home Keys (ASDF JKL ;) after typing any letter.

> ONLY Right Thumb will be used to press Space Bar.

- These lessons are to help students achieve the goal. Students can use their own way (e.g. any typing tutor) to learn keyboarding. A typing test will be conducted after Summer Vacation and students will be required to pass at least 20 WPS (Words Per Minute) speed without seeing keyboard. For any help feel free to call Sir Kashif Ibrahim (03456180416)



- Eyes on monitor
- Wrists flat
- Fingers curved
- Feet flat on floor
- Back straight
- Fingers on home row position

LESSON # 01 (02 pages per day, for 03 days)

Instructions: Type following words and spaces using Finger Map.

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LESSON # 02 (02 pages per day, for 03 days)

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LESSON # 03 (01 pages per day, for 01 days)

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WRONG!

LESSON # 04 (02 pages per day, for 03 days)

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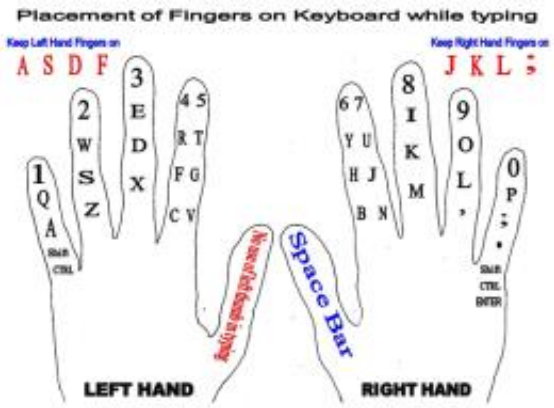

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LESSON # 05 (01 pages per day, for 01 days)

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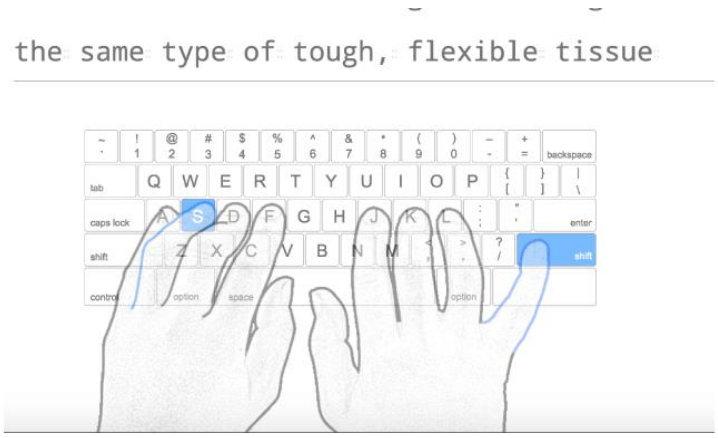

LESSON # 06 (02 pages per day, for 03 days)

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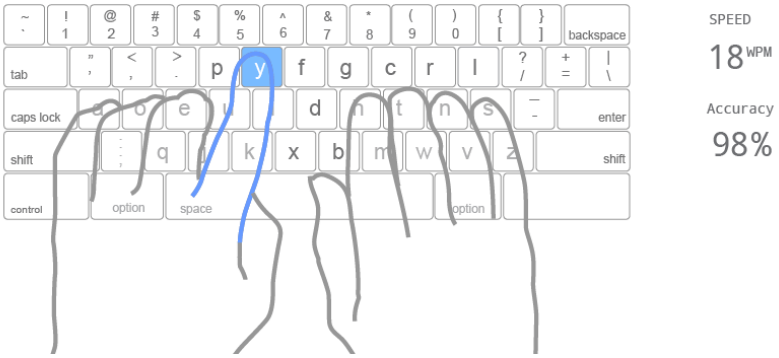
AN TYPING EXAMPLE

to two weeks and you will be a pro!



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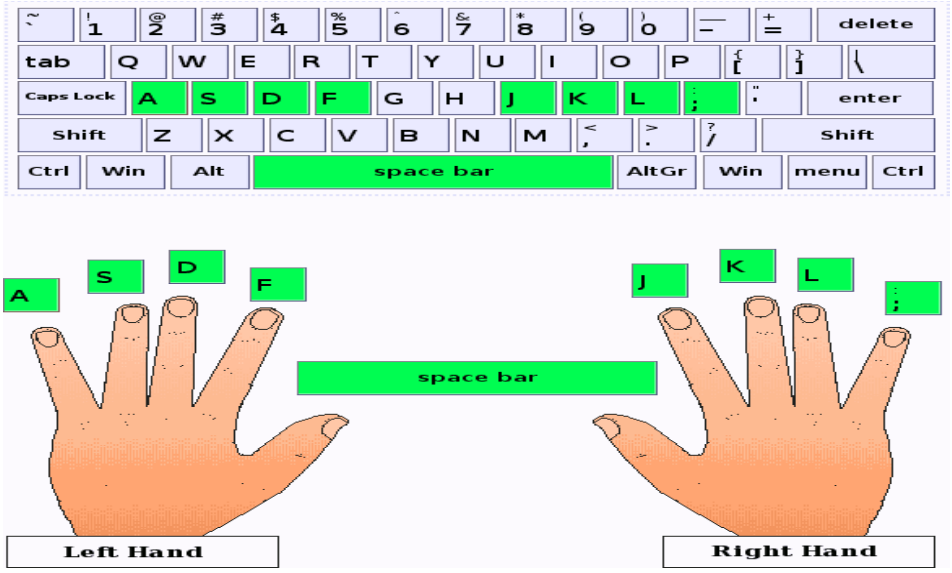

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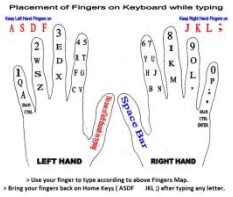

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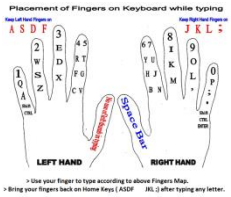

LESSON # 09 (02 pages per day, for 03 days)

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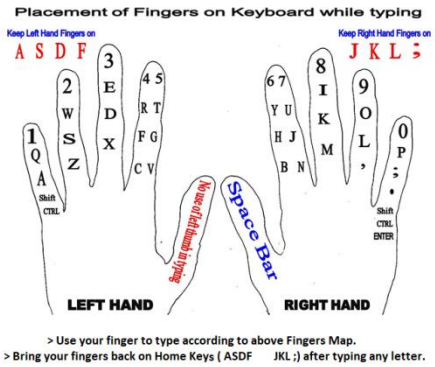
LESSON # 09 (02 pages per day, for 03 days)



The Quick Brown Fox Jumped Over The Lazy Dog.

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Microsoft Excel
School Result sheet

In this topic we will create a **"high school"** result. We will work on some functions which are "**Sum", "Min", "Mix","Average"** and **"IF"**. Follow these steps which are given below to create a result sheet. Apply following instructions:

1) Start **"MS Excel"** program

2) Fill your data by these information **"SNO"**, **"Name"**, "**F/Name"**, **"English"**, **"Chemistry"**,**"Mathematics"**, "**Physics"**, "**Biology"**, **"Drawing"**, **"History"**, **"Total Marks"**, **"Marks Obtained"**,**"Minimum no"**, **"Maximum no"**, **"Average"**, and **"Grade"**. **Bold your text** and then fill it by your own information as given below.

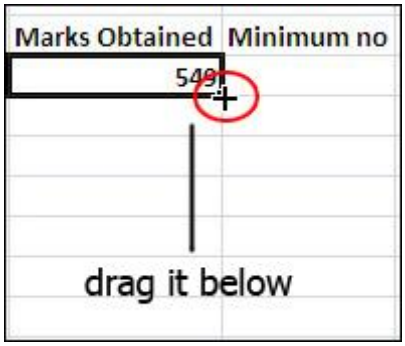
SNO	Name	F/Name	English	Chemistry	Mathematics	Physics	Biology	Drawing	History	Total Marks	Marks Obtained	Minimum no	Maximum no	Average	Grade
1	Fahad	Salman	78	86	76	84	59	75	91	700					
2	Faisal	Sadiq	66	45	87	59	93	58	87	700					
3	Ajmal	Omair	87	75	80	84	63	73	95	700					
4	Kabir	Faran	49	34	56	86	82	62	71	700					
5	Ali	Reshad	69	95	83	71	79	92	72	700					
6	Adila	Asad	76	34	82	85	54	69	69	700					
7	Sabreen	Jawad	84	72	75	93	71	87	73	700					

3) Use **=sum(F5:L5)** function in first cell of **"Marks Obtained"** as above. After typing it press **"Enter"**. It will add up all marks as soon as Enter key is pressed.

F/Name	English	Chemistry	Mathematics	Physics	Biology	Drawing	History	Total Marks	Marks Obtained
Salman	78	86	76	84	59	75	91	700	=Sum(F5:L5)
Sadiq	66	45	87	59	93	58	87	700	
Omair	87	75	80	84	63	73	95	700	
Faran	49	34	56	86	82	62	71	700	
Reshad	69	95	83	71	79	92	72	700	
Asad	76	34	82	85	54	69	69	700	
Jawad	84	72	75	93	71	87	73	700	

4) **"=sum(F5:L5)" :** Function or formula are always started with = sign. we use it at the beginning of every function or formula and number second is **"Sum (F5:L5)** means range from F5 cell to L5 cell.

5) Now follow these steps which are given below.



Total Marks	Marks Obtained	Minimum no
700	549	
700		
700		
700		
700		
700		
700		

Total Marks	Marks Obtained	Minimum no
700	549	
700	495	
700	557	
700	440	
700	561	
700	469	
700	555	

6) The next column is about **"Minimum no".** In this column we will find the minimum marks. To find the minimum marks, type this function at first cell of**"Minimum no"** column **"=Min(F5:L5)"** :

English	Chemistry	Mathematics	Physics	Biology	Drawing	History	Total Marks	Marks Obtained	Minimum no
78	86	76	84	59	75	91	700	549	=Min(F5:L5)
66	45	87	59	93	58	87	700	495	
87	75	80	84	63	73	95	700	557	
49	34	56	86	82	62	71	700	440	
69	95	83	71	79	92	72	700	561	
76	34	82	85	54	69	69	700	469	
84	72	75	93	71	87	73	700	555	

7) Drag **"Minimum no"** column also like **"Marks Obtained".**

8) Now we are going to work on **"Maximum no"** column that how to find the maximum marks. To fine the maximum marks, we use the function **"=max(F5:L5)"** as given below.

=MAX(F5:L5)

E	F	G	H	I	J	K	L	M	N	O	P
F/Name	English	Chemistry	Mathematics	Physics	Biology	Drawing	History	Total Marks	Marks Obtained	Minimum no	Maximum no
Salman	78	86	76	84	59	75	91	700	549	59	=MAX(F5:L5)
Sadiq	66	45	87	59	93	58	87	700	495	45	
Omair	87	75	80	84	63	73	95	700	557	63	
Faran	49	34	56	86	82	62	71	700	440	34	
Reshad	69	95	83	71	79	92	72	700	561	69	
Asad	76	34	82	85	54	69	69	700	469	34	
Jawad	84	72	75	93	71	87	73	700	555	71	

After typing the function, press **"Enter".** As you will press **"Enter"** the value will define. Drag it down to copy.

9) Now is the turn of to find the **"Average"** of your marks. To find the average of mark type this function at the first cell of **"Average"** column **=Average(F5:L5)** as given below.

=Average(F5:L5)

English	Chemistry	Mathematics	Physics	Biology	Drawing	History	Total Marks	Marks Obtained	Minimum no	Maximum no	Average
78	86	76	84	59	75	91	700	549	59	91	=Average(F5:L5)
66	45	87	59	93	58	87	700	495	45	93	
87	75	80	84	63	73	95	700	557	63	95	
49	34	56	86	82	62	71	700	440	34	86	
69	95	83	71	79	92	72	700	561	69	95	
76	34	82	85	54	69	69	700	469	34	85	
84	72	75	93	71	87	73	700	555	71	93	

After type of function press **"Enter"** and drag it as given below.

Total Marks	Marks Obtained	Minimum no	Maximum no	Average	Grade
700	549	59	91	78.42857143	
700	495	45	93	70.71428571	
700	557	63	95	79.57142857	
700	440	34	86	62.85714286	
700	561	69	95	80.14285714	
700	469	34	85	67	
700	555	71	93	79.28571429	

10) To find the **Grade,** first of all click on the first cell as given below and then type **"Formula bar"** as given below.

2) Click on Formula bar

Average	Grade
78.42857143	
70.71428571	
79.57142857	
62.85714286	
80.14285714	
67	
79.28571429	

1) Click on the first cell of "Grade"

After click on **"Formula bar"** type the below function

=IF(N5>=550,"Grade A",IF(N5>=450,"Grade B",IF(N5>=400,"Grade C",IF(N5>=350,"Grade D","Failed"))))

=IF(N5>=550,"Grade A",IF(N5>=450,"Grade B",IF(N5>=400,"Grade C",IF(N5>=350,"Grade D","Failed"))))

M	N	O	P	Q	R	S	T	U	V
Total Marks	Marks Obtained	Minimum no	Maximum no	Average	Grade				
700	549	59	91	78.42857143	Grade B",I				
700	495	45	93	70.71428571					
700	557	63	95	79.57142857					
700	440	34	86	62.85714286					
700	561	69	95	80.14285714					
700	469	34	85	67					
700	555	71	93	79.28571429					

Press **"Enter"** and drag it down to copy in all cells.

11) Select your Result sheet and click on **"Outside borders"** and then select a color of background.

12) Save your work and email this worksheet on muhammadkibrahim@gmail.com