



DELHI POLICE 2025

CONSTABLE HCM AWO/TPO

यकीन बैच

COMPUTER

MS EXCEL

Part -6



LIVE
streaming

21-02-2025 04:00 PM



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*“Success is the sum of
all efforts, repeated
day in and day out”.
— Robert Collier*

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Print

Print

Copies

Printer

Collated

Portrait Orientation

Paper Size

Margin



Home

New

Open

Info

Save

Save As

History

Print

Share

Export

Publish

Close

Print



Copies: 1 1

Printer

Canon MF440 Series UFR II(1)
Ready

[Printer Properties](#)

Settings

Print Active Sheets
Only print the active sheets

Pages: 1 to 1

Print on Both Sides
Flip pages on long edge

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Normal Margins
Top: 0.75" Bottom: 0.75" Lef...

No Scaling
Print sheets at their actual size

[Page Setup](#)



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Settings



Print Active Sheets

Only print the active sheets



Print Active Sheets

Only print the active sheets



Print Entire Workbook

Print the entire workbook



Print Selection

Only print the current selection

Ignore Print Area



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Print Active Sheets- To print the currently selected worksheet

वर्तमान में सिलेक्ट वर्कशीट को प्रिंट करने के लिए



Print Active Sheets
Only print the active sheets

Print Entire Workbook- To print all the worksheets in the workbook

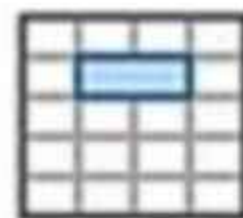
वर्कबुक में जितनी भी वर्कशीट है सबको प्रिंट करने के लिए



Print Entire Workbook
Print the entire workbook

Print Selection- To print only the selected portion of a worksheet

किसी वर्कशीट में सिर्फ सिलेक्ट किये हुए पोर्शन को प्रिंट करने के लिए

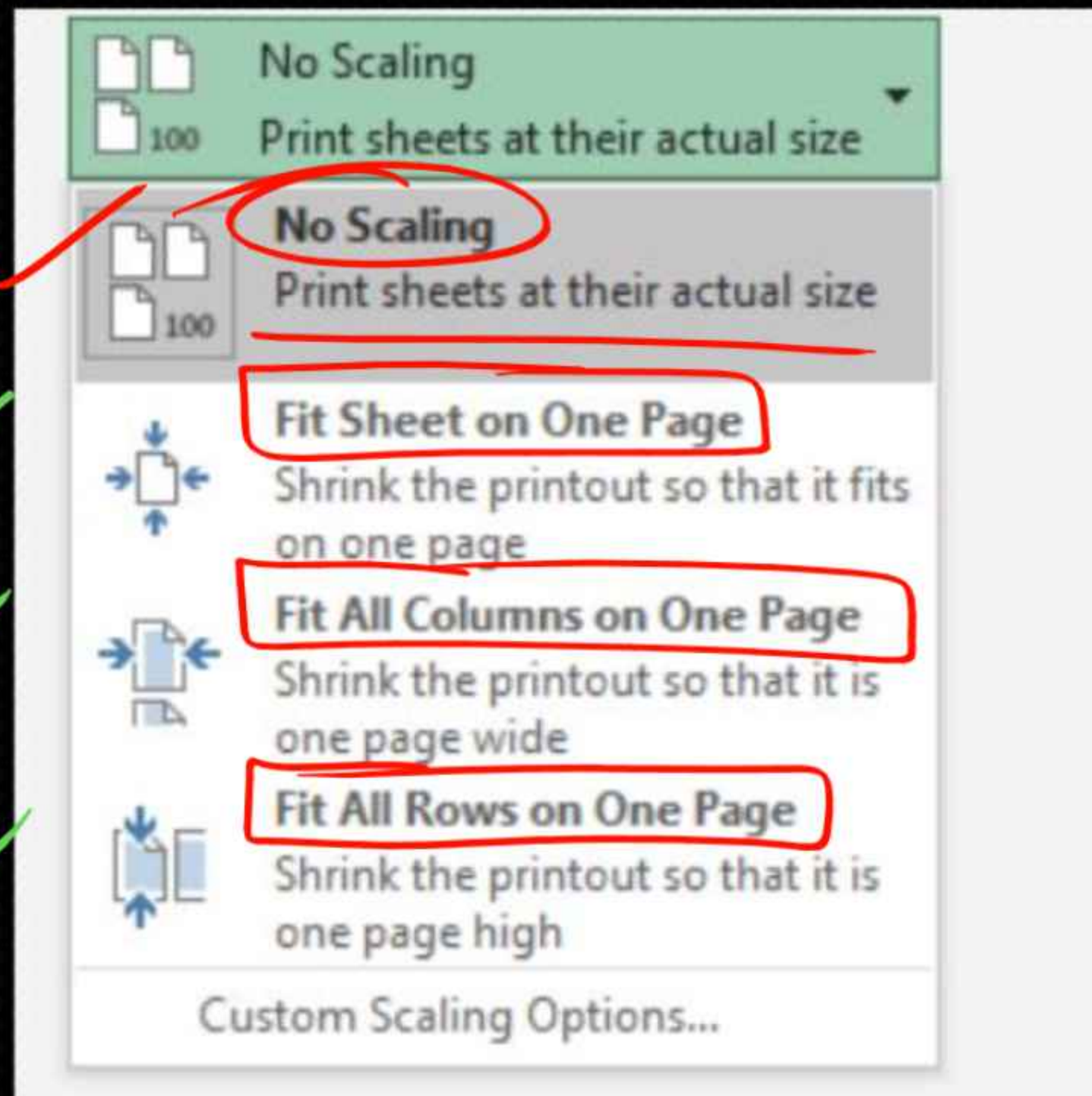


Print Selection
Only print the current selection



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File Home Insert Page Layout Formulas Data Review View Office Tools Help Tell me what you want to do

Cut Copy Paste Format Painter Clipboard Font Alignment Number Styles Cells Editing

GET GENUINE OFFICE Your license isn't genuine, and you may be a victim of software counterfeiting. Avoid interruption and keep your files safe with genuine Office today. Get genuine Office Learn more

Timestamp

BSF HCM & ASI (Responses) *

Timestamp	Candidate's Name	Category	Gender	Exam Date	Exam shift	Correct Questions	State	Mobile Number	RWA & int. of serv.	Post
6/23/2023 21:09:51	Nitin varma	OBC	Male	18 June 2023	2nd		73 Delhi			HCM
6/23/2023 21:09:55	ntesh	EWS	Male	18 June 2023	1st		71 Haryana			HCM
6/23/2023 21:09:59	Aman kothari	UR	Male	18 June 2023	2nd		75 Uttarakhand		Good	HCM
6/23/2023 21:10:00	RAJNISH KUMAR SIN	OBC	Male	17 June 2023	3rd		73 Bihar		Good	HCM
6/23/2023 21:10:06	Naina rai	EWS	Female	17 June 2023	2nd		70 Uttar Pradesh		Rwa is the best	HCM
6/23/2023 21:10:07	Sahil sindhary	UR	Male	17 June 2023	2nd		70 Punjab			HCM
6/23/2023 21:10:07	RAJU SONAR	OBC	Male	17 June 2023	2nd		55 Assam			HCM
6/23/2023 21:10:09	Shubham	OBC	Male	17 June 2023	3rd		78 Uttar Pradesh			HCM
6/23/2023 21:10:11	Rajat Thakur	UR	Male	18 June 2023	2nd		82 Himachal Pradesh		Good platform	HCM
6/23/2023 21:10:11	Yash	OBC	Male	17 June 2023	2nd		62 Delhi		Best teachers	HCM
6/23/2023 21:10:13	Ajay Singh	EWS	Male	17 June 2023	3rd		84 Rajasthan			HCM
6/23/2023 21:10:15	Vikash swami	OBC	Male	17 June 2023	2nd		80 Rajasthan			HCM
6/23/2023 21:10:20	Ss	UR	Male	17 June 2023	2nd		62 Uttar Pradesh		Okkk	HCM
6/23/2023 21:10:20	Sonma rai	UR	Female	18 June 2023	1st		75 Uttar Pradesh			HCM
6/23/2023 21:10:20	Manikant kumar	OBC	Male	18 June 2023	3rd		70 Bihar			HCM
6/23/2023 21:10:21	Harsh	EWS	Male	17 June 2023	3rd		84 Haryana		Good	HCM
6/23/2023 21:10:21	Saurabh	UR	Male	18 June 2023	2nd		66 Uttar Pradesh		Good	HCM
6/23/2023 21:10:22	Anup Maurya	OBC	Male	18 June 2023	1st		70 Uttar Pradesh		Best	HCM
6/23/2023 21:10:22	Anchal tiwari	UR	Female	17 June 2023	2nd		63 Madhya Pradesh		Nice	HCM
6/23/2023 21:10:23	Satyam Rajawat	UR	Male	17 June 2023	3rd		82 Madhya Pradesh		Best teaching faculty	HCM
6/23/2023 21:10:26	PRIYANKA	UR	Female	17 June 2023	3rd		79 Haryana		nothing	HCM
6/23/2023 21:10:26	Karwal	OBC	Male	17 June 2023	3rd		75 Haryana		Great	HCM
6/23/2023 21:10:26	Shubham	OBC	Male	17 June 2023	3rd		71 Delhi		Good	HCM
6/23/2023 21:10:26	Rahit Mishary	ST	Male	18 June 2023	3rd		66 West Bengal		Best	HCM
6/23/2023 21:10:27	Ashish	EWS	Male	18 June 2023	1st		62 Uttar Pradesh			HCM
6/23/2023 21:10:29	Lalu dewasi	OBC	Male	18 June 2023	1st		63 Rajasthan			HCM
6/23/2023 21:10:30	Neeraj kumar	OBC	Male	17 June 2023	3rd		76 Rajasthan		All the best	HCM
6/23/2023 21:10:31	Sonu kushwaha	OBC	Male	17 June 2023	3rd		66 Uttar Pradesh			HCM
6/23/2023 21:10:32	Bharat kumar	EWS	Male	18 June 2023	1st		79 Bihar		Fabulous	HCM
6/23/2023 21:10:32	Aman Kumar Das	SC	Male	18 June 2023	3rd		57 Jharkhand		Good	HCM
6/23/2023 21:10:32	Vipin	OBC	Male	17 June 2023	2nd		74 Uttar Pradesh			HCM
6/23/2023 21:10:33	Sintu Kumar	OBC	Male	17 June 2023	3rd		67 Bihar		Rwa is the education	HCM
6/23/2023 21:10:33	Manish	OBC	Male	17 June 2023	3rd		69 Rajasthan			HCM
6/23/2023 21:10:34	Keshav	SC	Male	17 June 2023	2nd		70 Uttar Pradesh		Best platform for sarkar	HCM
6/23/2023 21:10:35	Guddu	SC	Male	18 June 2023	1st		66 Madhya Pradesh		Good	HCM
6/23/2023 21:10:36	Danish khan	EWS	Male	17 June 2023	3rd		80 Uttar Pradesh		Thik raha	HCM
6/23/2023 21:10:36	Rohit	UR	Male	17 June 2023	3rd		78 Haryana			HCM
6/23/2023 21:10:36	Shivam choudhary	EWS	Male	18 June 2023	1st		81 Uttar Pradesh			HCM
6/23/2023 21:10:37	Anoop Kumar	SC	Male	18 June 2023	1st		67 Uttar Pradesh			HCM
6/23/2023 21:10:38	Rohit butiya	SC	Male	17 June 2023	2nd		75 Rajasthan			HCM
6/23/2023 21:10:39	Suneet choudhary	UR	Male	17 June 2023	3rd		78 Rajasthan			HCM

Ready Accessibility: Investigate

Type here to search

25°C Mostly cloudy 9:41 AM 7/13/2023



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No Scaling – Print Sheets at their actual size



No Scaling
Print sheets at their actual size

शीटों को उनके वास्तविक आकार में प्रिंट करें

Print

Printer: Canon MF446 Series LPR (RT) Ready

Settings:

- Print Active Sheets
- Only print the active sheets
- Pages: 1 to 100
- Print on Both Sides
- Flip pages on long edge
- Collated
- 1.5x 1.5x 1.5x
- Portrait Orientation
- Letter
- 8.5" x 11"
- Normal Margins
- Top: 0.75" Bottom: 0.75" Left: 0.75" Right: 0.75"
- No Scaling
- Print sheets at their actual size

Page 1 of 100

Sl. No.	Candidate Name	Category	Gender
1	8/2025/21/10/11 Anil Singh	SC	Male
2	8/2025/21/10/12 Anil Singh	ST	Male
3	8/2025/21/10/13 Anil Singh	SC	Male
4	8/2025/21/10/14 Anil Singh	SC	Male
5	8/2025/21/10/15 Anil Singh	SC	Male
6	8/2025/21/10/16 Anil Singh	SC	Male
7	8/2025/21/10/17 Anil Singh	SC	Male
8	8/2025/21/10/18 Anil Singh	SC	Male
9	8/2025/21/10/19 Anil Singh	SC	Male
10	8/2025/21/10/20 Anil Singh	SC	Male
11	8/2025/21/10/21 Anil Singh	SC	Male
12	8/2025/21/10/22 Anil Singh	SC	Male
13	8/2025/21/10/23 Anil Singh	SC	Male
14	8/2025/21/10/24 Anil Singh	SC	Male
15	8/2025/21/10/25 Anil Singh	SC	Male
16	8/2025/21/10/26 Anil Singh	SC	Male
17	8/2025/21/10/27 Anil Singh	SC	Male
18	8/2025/21/10/28 Anil Singh	SC	Male
19	8/2025/21/10/29 Anil Singh	SC	Male
20	8/2025/21/10/30 Anil Singh	SC	Male
21	8/2025/21/10/31 Anil Singh	SC	Male
22	8/2025/21/10/32 Anil Singh	SC	Male
23	8/2025/21/10/33 Anil Singh	SC	Male
24	8/2025/21/10/34 Anil Singh	SC	Male
25	8/2025/21/10/35 Anil Singh	SC	Male
26	8/2025/21/10/36 Anil Singh	SC	Male
27	8/2025/21/10/37 Anil Singh	SC	Male
28	8/2025/21/10/38 Anil Singh	SC	Male
29	8/2025/21/10/39 Anil Singh	SC	Male
30	8/2025/21/10/40 Anil Singh	SC	Male
31	8/2025/21/10/41 Anil Singh	SC	Male
32	8/2025/21/10/42 Anil Singh	SC	Male
33	8/2025/21/10/43 Anil Singh	SC	Male
34	8/2025/21/10/44 Anil Singh	SC	Male
35	8/2025/21/10/45 Anil Singh	SC	Male
36	8/2025/21/10/46 Anil Singh	SC	Male
37	8/2025/21/10/47 Anil Singh	SC	Male
38	8/2025/21/10/48 Anil Singh	SC	Male
39	8/2025/21/10/49 Anil Singh	SC	Male
40	8/2025/21/10/50 Anil Singh	SC	Male
41	8/2025/21/10/51 Anil Singh	SC	Male
42	8/2025/21/10/52 Anil Singh	SC	Male
43	8/2025/21/10/53 Anil Singh	SC	Male
44	8/2025/21/10/54 Anil Singh	SC	Male
45	8/2025/21/10/55 Anil Singh	SC	Male
46	8/2025/21/10/56 Anil Singh	SC	Male
47	8/2025/21/10/57 Anil Singh	SC	Male
48	8/2025/21/10/58 Anil Singh	SC	Male
49	8/2025/21/10/59 Anil Singh	SC	Male
50	8/2025/21/10/60 Anil Singh	SC	Male
51	8/2025/21/10/61 Anil Singh	SC	Male
52	8/2025/21/10/62 Anil Singh	SC	Male
53	8/2025/21/10/63 Anil Singh	SC	Male
54	8/2025/21/10/64 Anil Singh	SC	Male
55	8/2025/21/10/65 Anil Singh	SC	Male
56	8/2025/21/10/66 Anil Singh	SC	Male
57	8/2025/21/10/67 Anil Singh	SC	Male
58	8/2025/21/10/68 Anil Singh	SC	Male
59	8/2025/21/10/69 Anil Singh	SC	Male
60	8/2025/21/10/70 Anil Singh	SC	Male
61	8/2025/21/10/71 Anil Singh	SC	Male
62	8/2025/21/10/72 Anil Singh	SC	Male
63	8/2025/21/10/73 Anil Singh	SC	Male
64	8/2025/21/10/74 Anil Singh	SC	Male
65	8/2025/21/10/75 Anil Singh	SC	Male
66	8/2025/21/10/76 Anil Singh	SC	Male
67	8/2025/21/10/77 Anil Singh	SC	Male
68	8/2025/21/10/78 Anil Singh	SC	Male
69	8/2025/21/10/79 Anil Singh	SC	Male
70	8/2025/21/10/80 Anil Singh	SC	Male
71	8/2025/21/10/81 Anil Singh	SC	Male
72	8/2025/21/10/82 Anil Singh	SC	Male
73	8/2025/21/10/83 Anil Singh	SC	Male
74	8/2025/21/10/84 Anil Singh	SC	Male
75	8/2025/21/10/85 Anil Singh	SC	Male
76	8/2025/21/10/86 Anil Singh	SC	Male
77	8/2025/21/10/87 Anil Singh	SC	Male
78	8/2025/21/10/88 Anil Singh	SC	Male
79	8/2025/21/10/89 Anil Singh	SC	Male
80	8/2025/21/10/90 Anil Singh	SC	Male
81	8/2025/21/10/91 Anil Singh	SC	Male
82	8/2025/21/10/92 Anil Singh	SC	Male
83	8/2025/21/10/93 Anil Singh	SC	Male
84	8/2025/21/10/94 Anil Singh	SC	Male
85	8/2025/21/10/95 Anil Singh	SC	Male
86	8/2025/21/10/96 Anil Singh	SC	Male
87	8/2025/21/10/97 Anil Singh	SC	Male
88	8/2025/21/10/98 Anil Singh	SC	Male
89	8/2025/21/10/99 Anil Singh	SC	Male
90	8/2025/21/10/100 Anil Singh	SC	Male

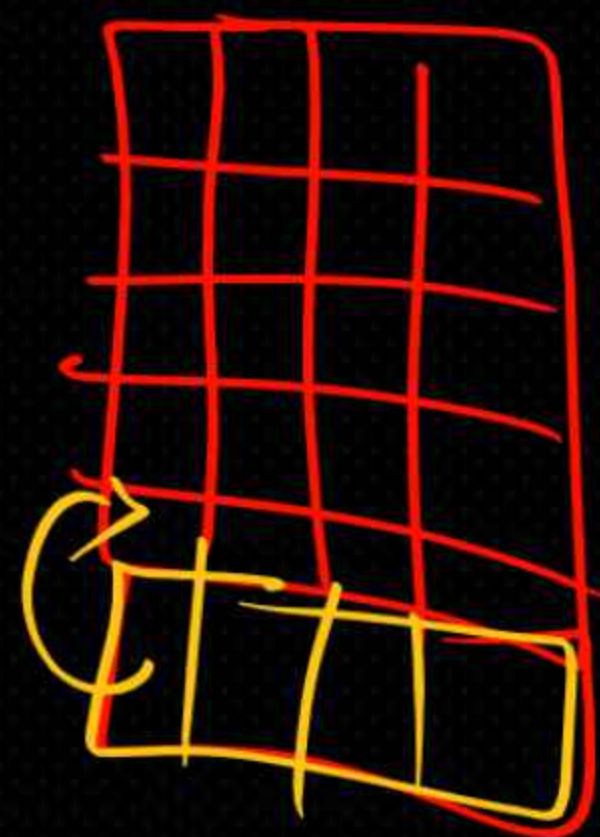


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यकीन बैच COMPUTER

Fit Sheet on One Page – Shrink the printout so that it fits on one page

प्रिंटआउट को सिकोड़ें ताकि वह एक पृष्ठ पर फिट हो जाए



Fit Sheet on One Page

**Shrink the printout so that it fits
on one page**

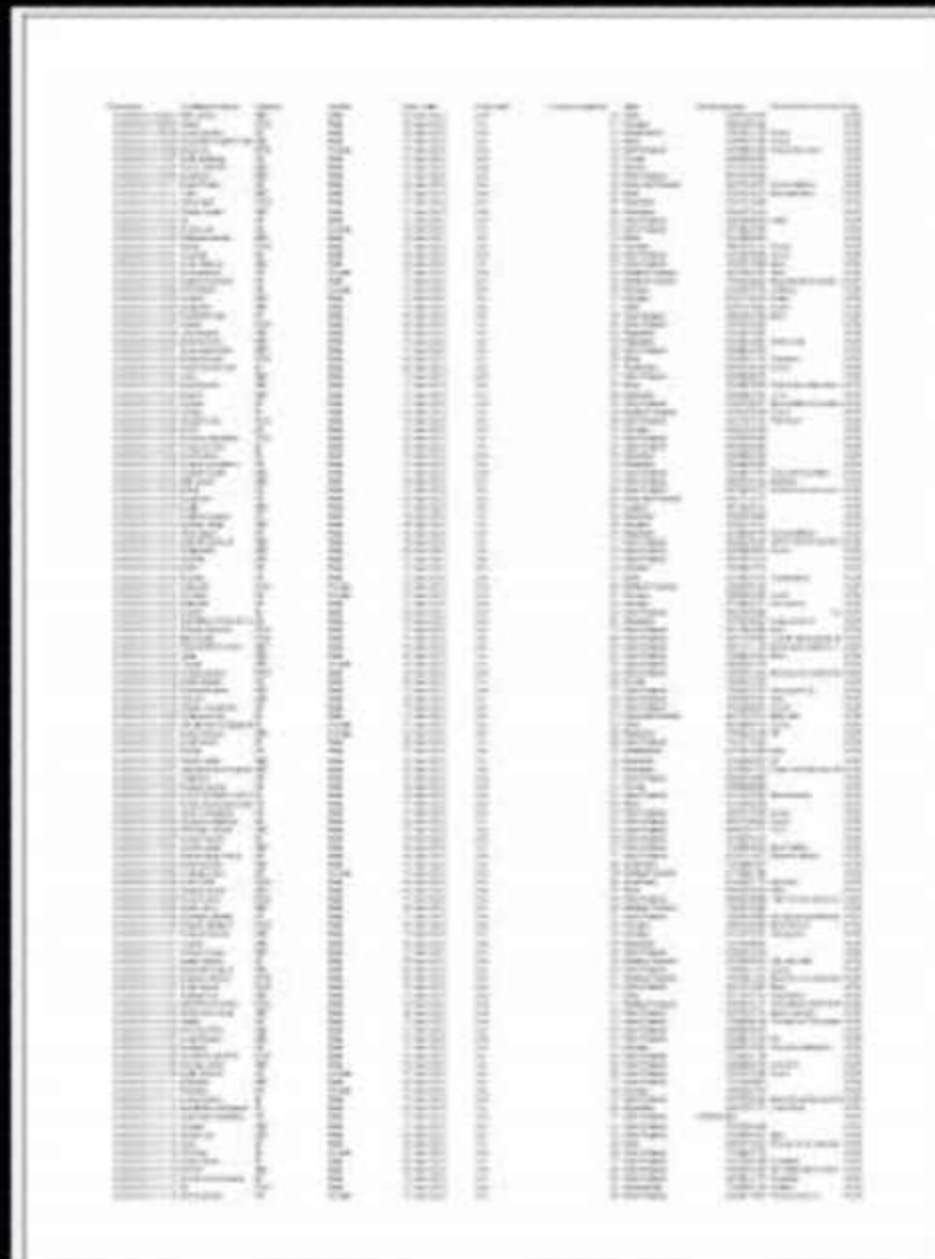


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Fit All Column on One Page – Shrink the printout so that it is one page

wide प्रिंटआउट को सिकोड़ें ताकि वह एक पेज चौड़ा हो जाए



Fit All Columns on One Page

Shrink the printout so that it is one page wide





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Fit All Rows on One Page – Shrink the Printout so that it is one page high

प्रिंटआउट को सिकोड़ें ताकि वह एक पेज ऊंचा हो जाए



Fit All Rows on One Page

Shrink the printout so that it is
one page high

100 Row

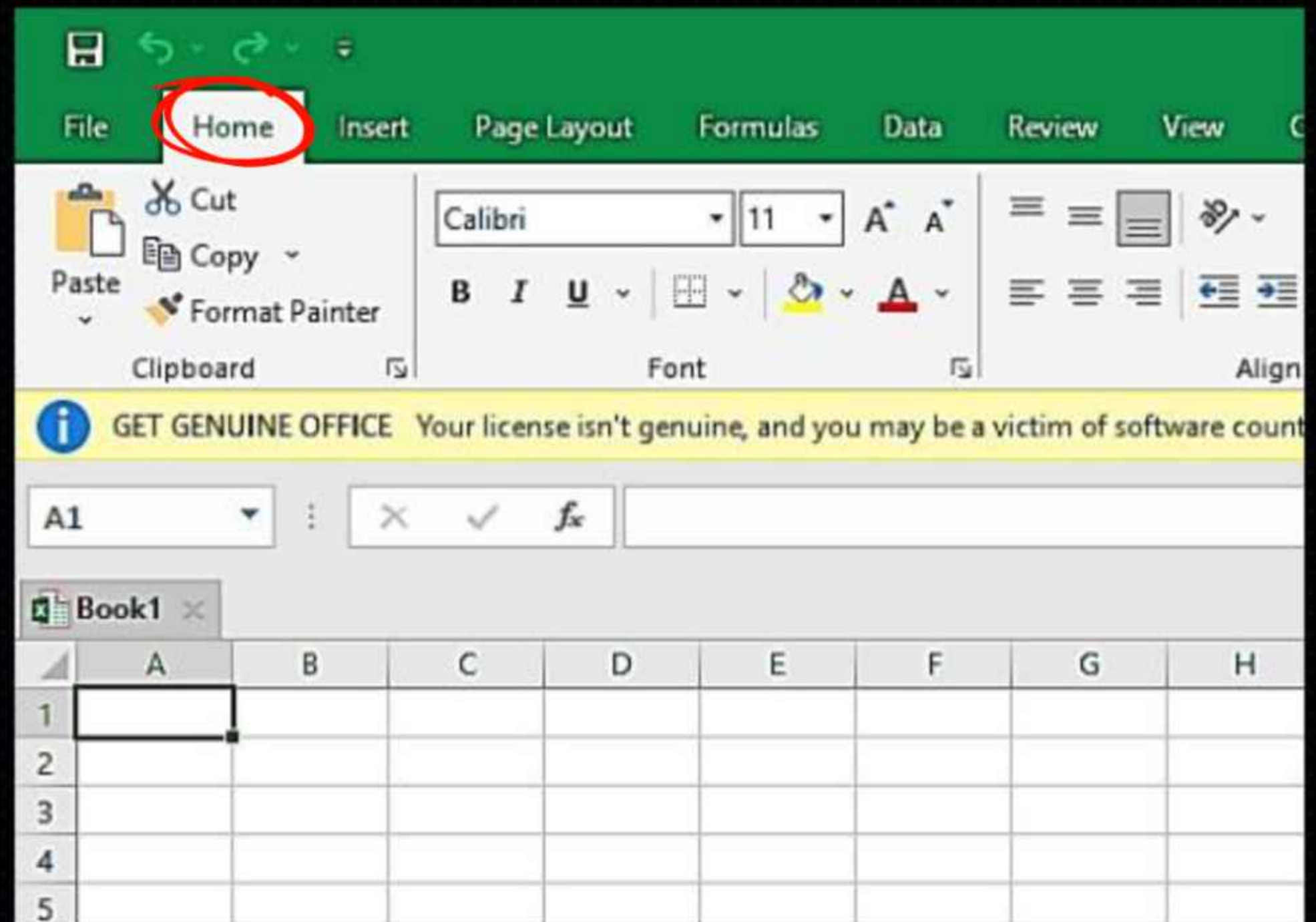


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➤ जब एम.एस. एक्सेल को ओपन किया जाता है तो डिफॉल्ट रूप से **Home**

Menu ओपन होता है। When Excel is opened, Home Menu opens by default.





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Orientation

M.S. Excel में 2 प्रकार के ओरिएंटेशन होते हैं।

1. Portrait



2. Landscape



M.S. Excel में डिफॉल्ट रूप से ओरिएंटेशन का रूप – **Portrait**

Format of orientation by default in M.S.Excel – **Portrait**



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Zoom

Minimum

Default

Maximum

Zoom In M.S. Excel →

10%

100%

400%

For Zoom In – Ctrl + Scrollwheel(Scroll button in mouse) Up

For Zoom Out – Ctrl + Scrollwheel(Scroll button in mouse) Down

The Zoom option is present in the View menu and on the bottom right side of the status bar.

Zoom ऑप्शन व्यू मेनू में व् स्टेटस बार में नीचे की तरफ दाईं ओर मौजूद होता है।

File ✓

HOME $\Rightarrow$ Alt + H



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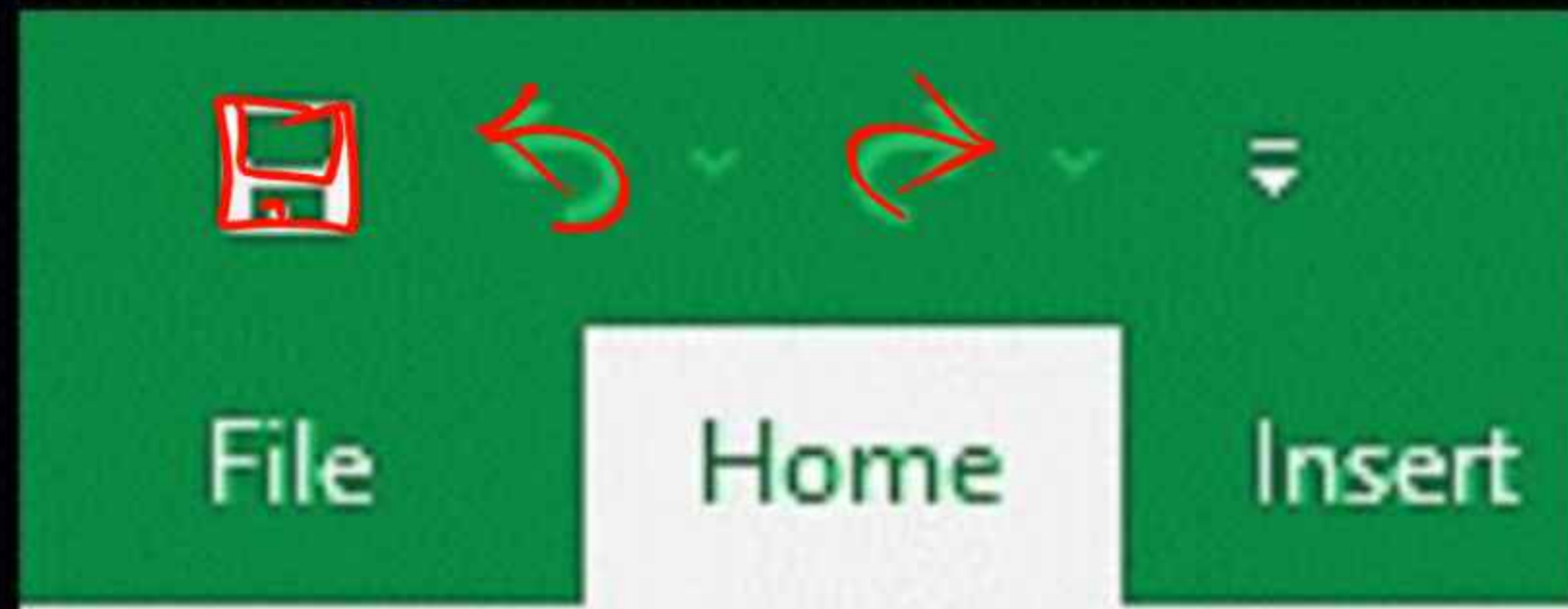
Quick Access Toolbar

The Quick Access Toolbar in MS-Excel contains **Save, Undo, Redo** buttons by default.

एमएस-एक्सेल में क्विक एक्सेस टूलबार में डिफॉल्ट रूप से सेव, अनडू, रीडू बटन होते हैं।

We can add more buttons to the Quick Access Toolbar.

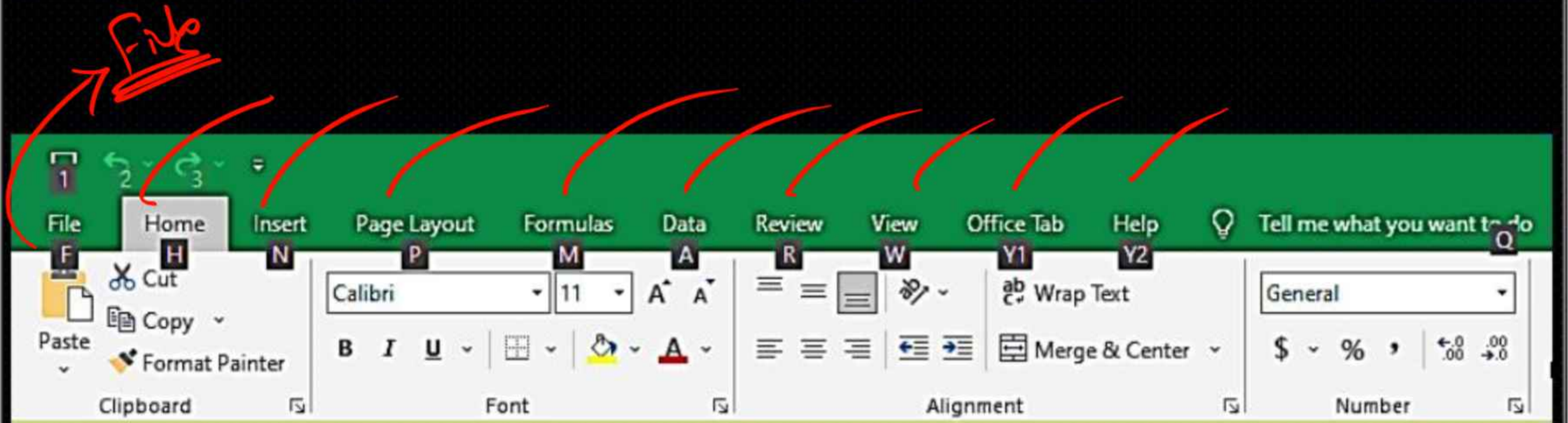
हम क्विक एक्सेस टूलबार पर और भी बटन लगा सकते हैं।





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Alt / F10



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Home Menu in Excel



Clipboard

Font

Alignment

Number

Styles

Cells

Editing



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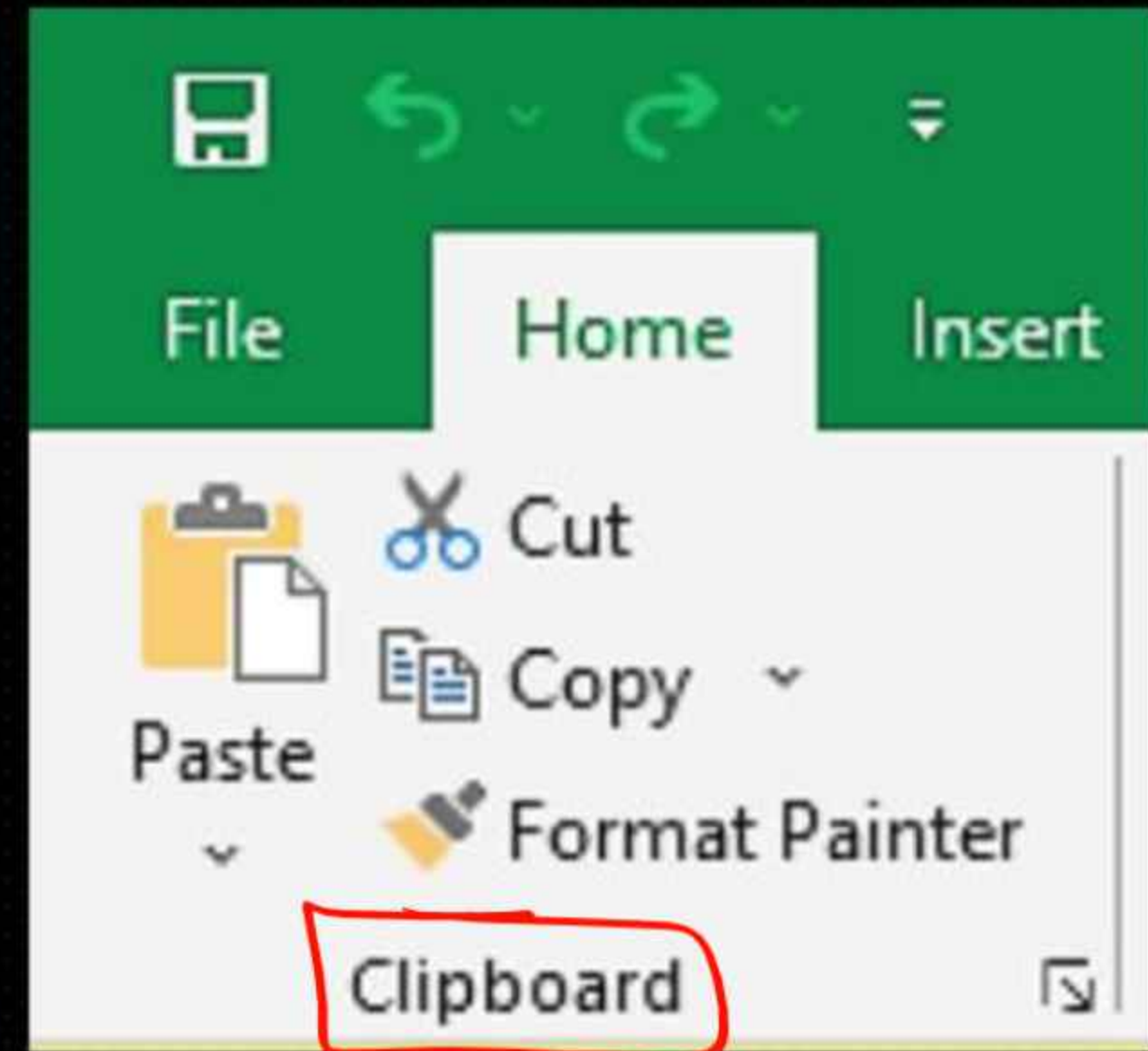
Clipboard Group Command in Excel

Cut → *ctrl + x*

Copy → *ctrl + c*

Paste → *ctrl + v*

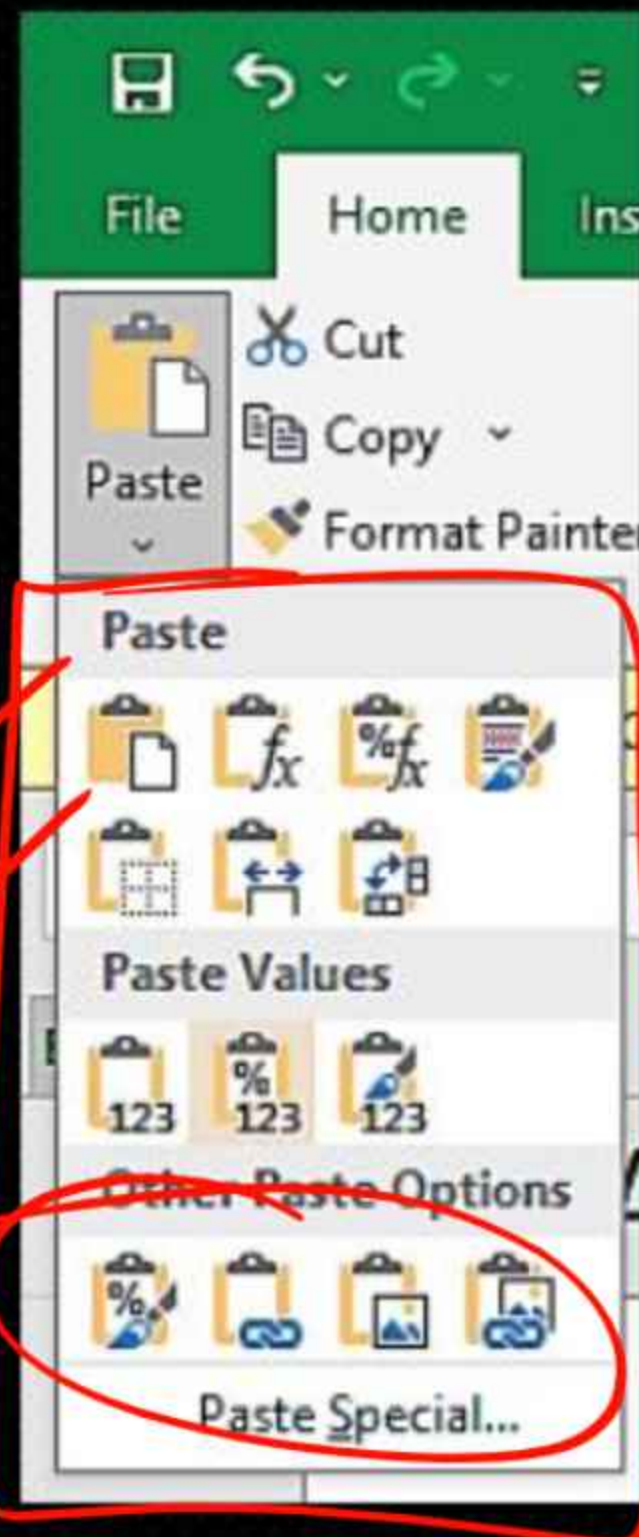
Format Painter





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Font Group Command in Excel

Font ✓

Font Size ✓

Increase Font Size ✓

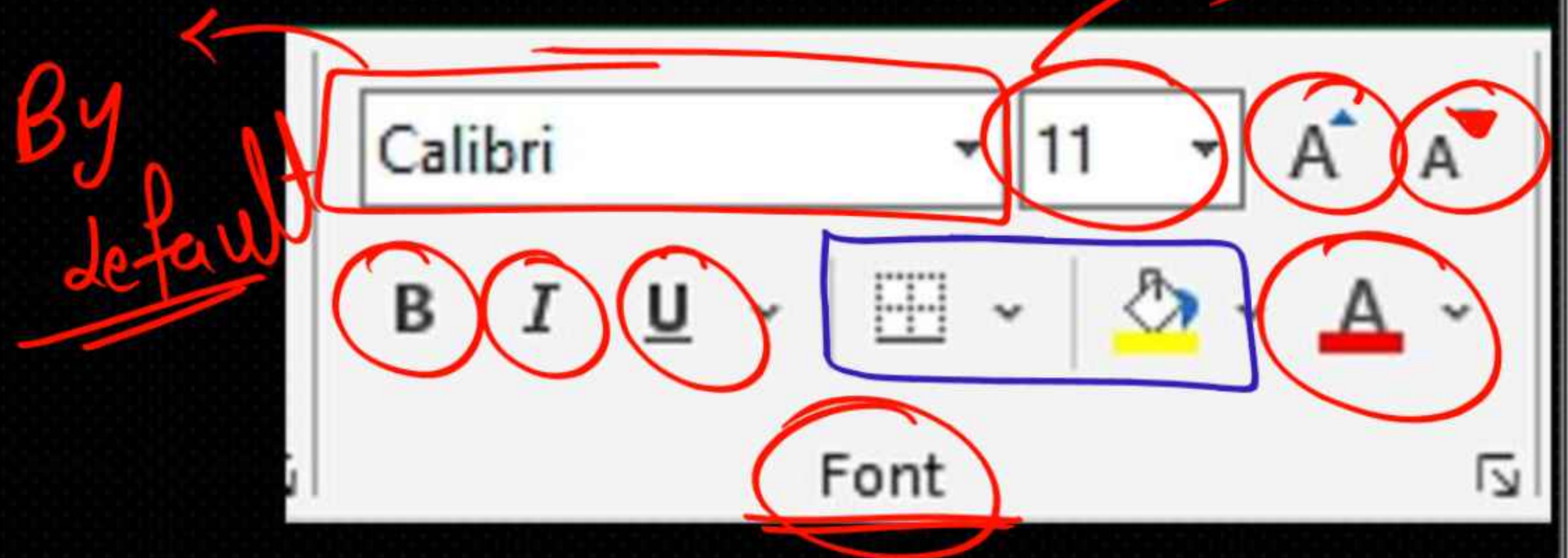
Decrease Font Size ✓

Bold ✓

Italic ✓

Underline ✓

Strikethrough





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← पहले करें

Default Font & Size

Microsoft Excel 2003 = Arial **10 Pt.**

Microsoft Excel 2007, 2010, 2013, 2016, 2019, 2021, 365 = **Calibri 11 Pt.**

Manually Minimum Size = **1 pt.**

2024

Manually Maximum Size = **409 pt.**

Font Size in MS Excel Drop Down list = **Minimum 8 – Maximum 72**



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Bold in Excel



Ctrl + B = Ctrl + 2 (only MS Excel)

Italic in Excel



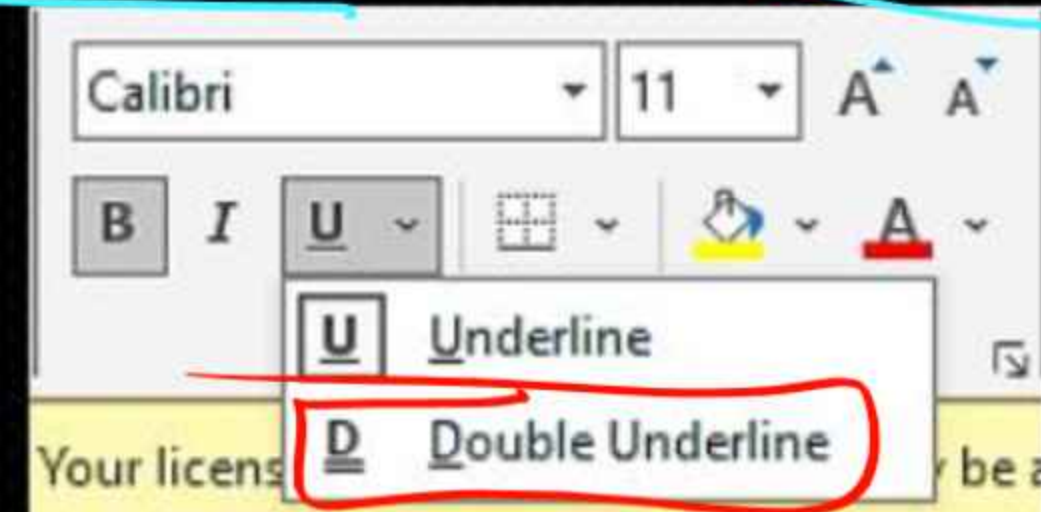
Ctrl + I = Ctrl + 3 (only MS Excel)

Underline in Excel



Ctrl + U = Ctrl + 4 (only MS Excel)

For Double Underline - Home menu -> Font Group Command -> Underline





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Strikethrough in Excel



= **Ctrl + 5**

Only in MS Excel

Open Font Setting Dialogue Box in Word = **Ctrl + D**

Open Font Setting Dialogue Box in Excel = **Ctrl + Shift + F**

Font

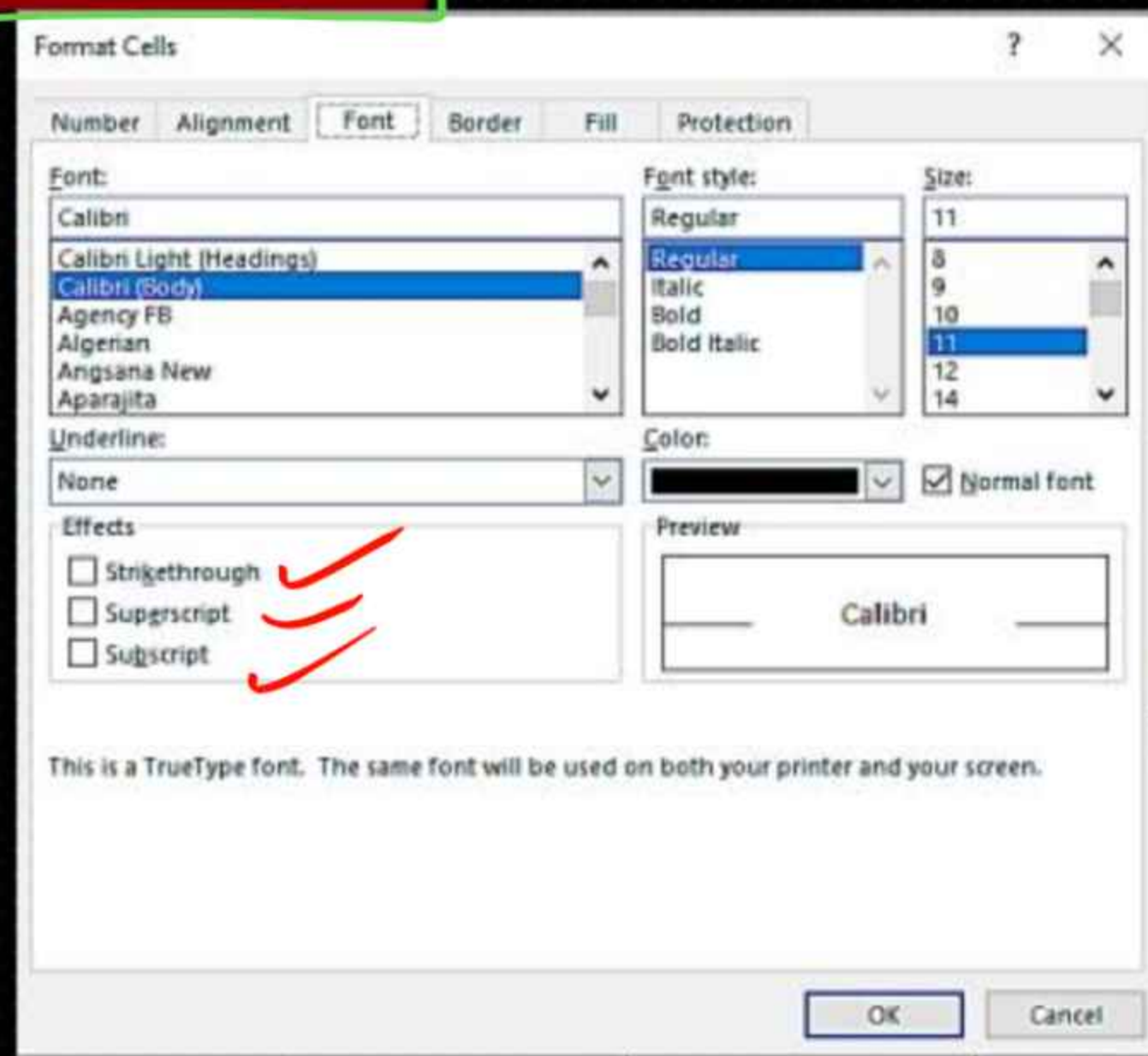
Font Style:

Font Style – Regular, Bold, Italic, Bold Italic

Effect

Size, Underline, Color, Strikethrough

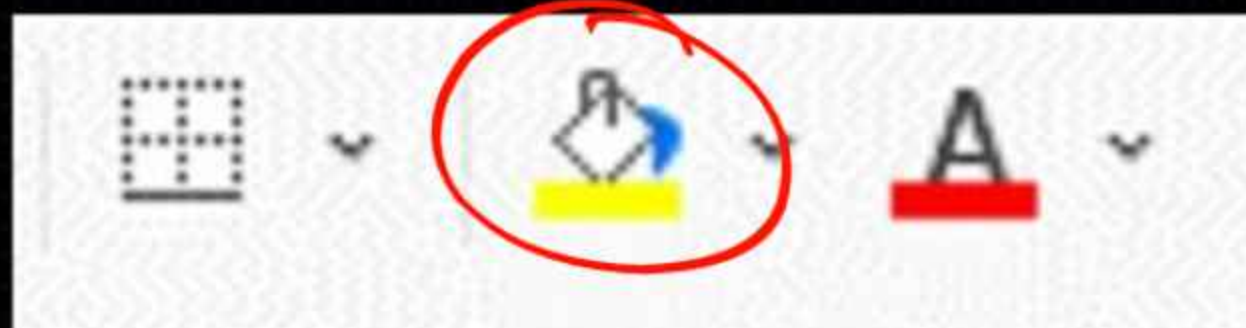
Superscript, Subscript





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Home Menu -> Font Group-> Border, Fill Color to Cell, Font Color

Fill Color – Color the background of cells to make them stand out.

Cell को अलग दिखाने के लिए उनकी पृष्ठभूमि में रंग भरें।

Font Color- Change the color of your text. अपने टेक्स्ट का रंग बदलें.



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Border – To give border around the cell

Cell के चारों तरफ बॉर्डर देने के लिए

Bottom Border, Top Border, Left Border

Right Border, No Border, All Borders

Outside Borders, Thick Outside Borders

There is no middle border.

Middle Border नहीं होता।

