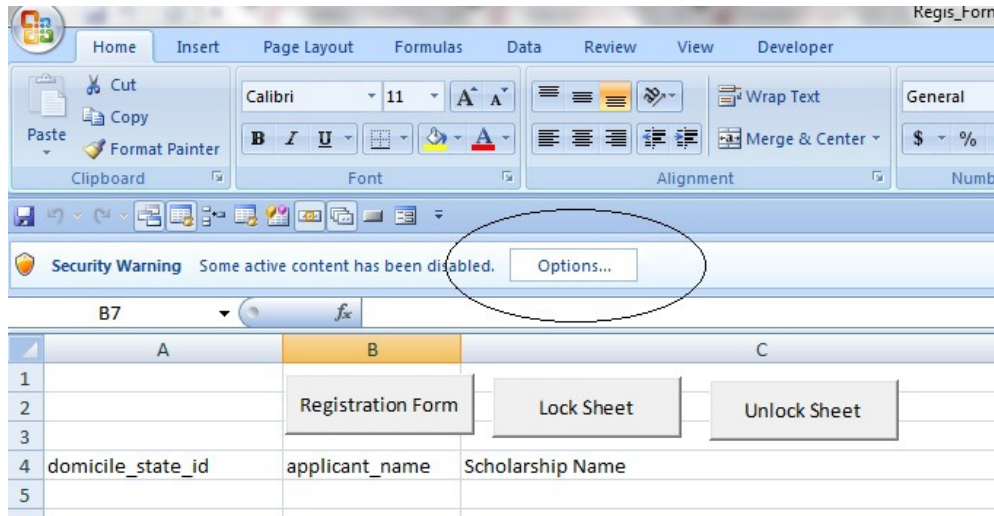


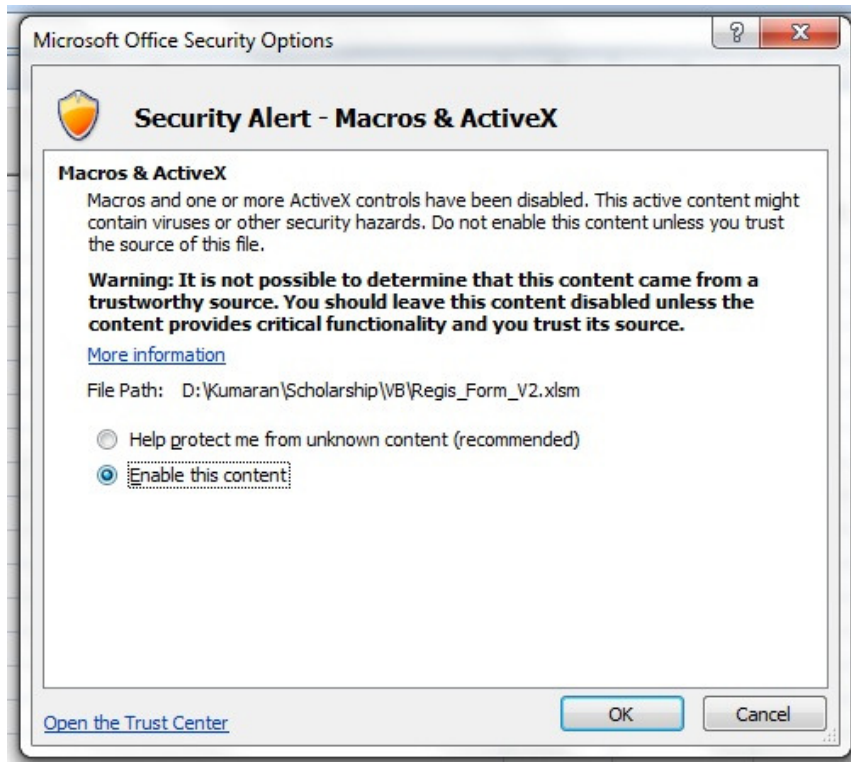
National Scholarship Data - STUDENT REGISTRATION FORM FOR FRESH STUDENT

User Manual

1. Double Click the Microsoft Excel file to open the entry form. The initial Screenshot will be as follows:



2. Click on the "Options" button. The pop up window will show as follows:



3. Click on "Enable this content" check box and press the "OK" button.
4. Click on the "Registration Form" to open the STUDENT REGISTRATION FORM FOR FRESH STUDENT

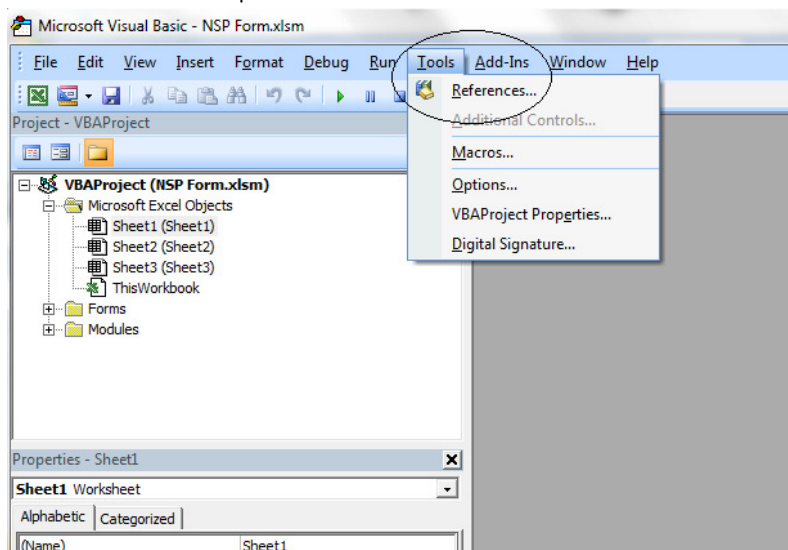
5. Details of the form can be filled using the form. The fields are classified as
 - a) Personal Details
 - b) Qualification Details
 - c) Additional Details
 - d) School / College Details
 - e) Bank Details

6. After filling the information, press the “Save Record” to save the contents of form.
 Note : All fields marked with (*) are mandatory fields.

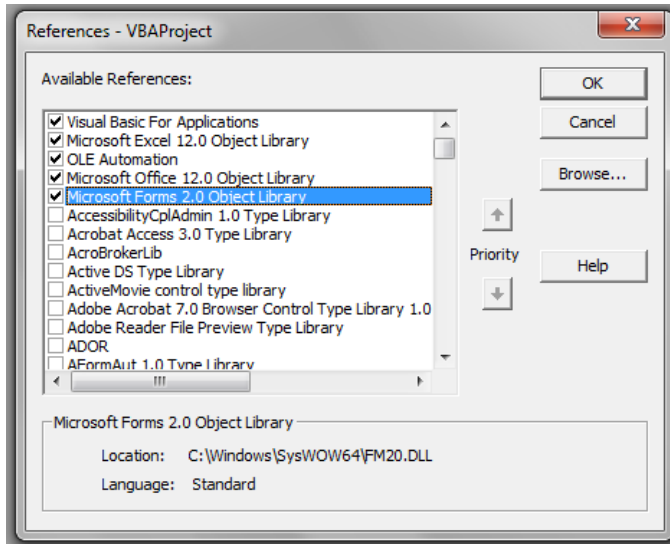
7. To edit the any particular record,
 - a. Click the “Unlock Sheet” Button
 - b. Select the relevant record and do the required modification. Any number of records / fields can be modified.
 - c. Click the “Lock Sheet” Button to save the sheet.

Note : If you face any problems in saving records or non availability of calendar control for data entry of date of birth, pls. follow the following instructions:

1. Press “ALT “ & “F11” buttons together in the excel sheet
2. Click on “References” Option under “Tools” Menu



3. Ensure that the following are selected
 - a) Visual Basic for Applications
 - b) Microsoft Excel Object Library
 - c) OLE Automation
 - d) Microsoft Office Object Library
 - e) Microsoft Forms Object Library



4. Click On "OK" Button
5. Close the window and return to the Excel Sheet.