Shrmajivi Shikshan Prsark Mandal's

ADARSH MAHAVIDYALAYA OMERGA, DIST. OSMANABAD

DEPARTMENT OF Computer science

CERTIFICATE COURSE IN

MS OFFICE

ANNUAL REPORT

2017-18

Index

1. About the Department:

The department of Computer Science was established in 2000. The department has three faculty members.

Sr. No.	Faculty Name	Designation	Qualification
1	Mr. Mulajkar Achut Ratnakar	Assistant Professor & Head	M.Sc.
2	Smt. Gund Bhagyashri Bibhishan	Assistant Professor	M.Sc.
3	Mr. Reddy Sanath	Assistant Professor	M.Sc.

The department has the two computer lab (UG + PG) with upgraded software. we have been trying our level best to give quality education from the date of the establishment of the department. Most of the students in our college are from rural and farming background, so, when they join our college they do not have any touch the globalization We just try to make them familiar Computer system and remove the fear of computer from their mind. We offer the courses as follow:

1. **B.Sc. (Optional Computer)**
2. **M.Sc. (Computer Science)**
   Master of Computer Science (2005) is a two years postgraduate program designed to train future professionals, rather than mere 'degree holders'. This course caters to the needs of e-commerce in industry where the students would ultimately find employment and therefore, has a completely different approach to learning.
3. **C. C. C. (Compulsory Computer Course)**
   as Introductory course (**B.A –I , B.Sc I**)
4. **M.S. office (Ms. Excel, Ms. Word, Ms. Powerpoint)**

2. Aims and Objectives of the Course

- To enhance the students' skills by using MS OFFICE
- To help the Students explain their thoughts by using MS OFFICE
- To help the learner get rid of his present flaws and mistakes in office skills
- To help the learner to make their presentations
- To impart better typing skills.
- To build up the learners confidence in presentations using PPT's

3. Course overview

Microsoft Office is software which was developed by Microsoft in 1988. This Office suite comprises various applications which form the core of computer usage in today's world.

From the examination point of view, questions from MS Office and its applications are frequently asked in all the major Government Exams conducted in the country.

Competitive exams including Bank, SSC, Railways, Insurance, etc. have Computer Knowledge as an integral part of their exam syllabus and candidates must note that it can be the most scoring too.

No lengthy calculations or solutions are required to answer Computer knowledge-based questions and instead of complex questions, straightforward and direct questions are asked which makes answering them even easier.

Thus, candidates must focus on this section to improve their overall performance and improve their mark sheet. Given below are a few important links which may help candidates with their preparation for competitive exams:

4. Syllabus of the Course

MS Office Applications & its Functions

1. MS Word

- First released on October 25, 1983
- Extension for Doc files is ".doc"
- It is useful in creating text documents
- Templates can be created for Professional use with the help of MS Word
- Work Art, colours, images, animations can be added along with the text in the same file which is downloadable in the form of a document
- Authors can use for writing/ editing their work

To read in detail about Microsoft Word, its features, uses and to get some sample questions based on this program of Office suite, visit the linked article.

2. MS Excel

- Majorly used for making spread sheets
- A spread sheet consists of grids in the form of rows and columns which is easy to manage and can be used as a replacement for paper
- It is a data processing application
- Large data can easily be managed and saved in tabular format using MS Excel
- Calculations can be done based on the large amount of data entered into the cells of a spread sheet within seconds
- File extension, when saved in the computer, is ".xls"

Also, visit the Microsoft Excel page to get more information regarding this spread sheet software and its components.

3. MS PowerPoint

- It was released on April 20, 1987
- Used to create audio-visual presentations
- Each presentation is made up of various slides displaying data/ information
- Each slide may contain audio, video, graphics, text, bullet numbering, tables etc.
- The extension for PowerPoint presentations is ".ppt"
- Used majorly for professional usage
- Using PowerPoint, presentations can be made more interactive

In terms of Graphical user interface, using MS PowerPoint, interesting and appealing presentation and documents can be created. To read more about its features and usage, candidates can visit the linked article.

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Apart from the applications mentioned above, various other applications are included in the MS Office suite but these are most commonly used ones and questions based on the same may be asked in the upcoming exams as well.

6. Specimen Notices Circulated among the Students:

I. NOTICE FOR REGISTRATION
(Certificate Course in MS OFFICE)
2017-18

All the students of B.Sc.F.Y. are informed that the Department of Computer science has taken initiative and started one Certificate Course in MS OFFICE for the first year students. The period of the course will be 30 Hrs and it'll be conducted by the faculty of the Department of Computer science.

Those who are interested in getting registered for the said course can collect the registration from from the Department of Computer science from 09 August 202017 and submit the same on or before 14 August 2017 at the Department of Computer science and the lectures will begin from **18th August 2017**. The admission process for the said course will be run on the basis of first come first serve and the intake capacity for the every discipline will be only 30.

Course Duration: 30 Hrs

H.O.D
(Mr. Mulajkar A.R.)

7. REGISTRATION FORM (Specimen):

S.S.P.M'S
ADARSH MAHAVIDYALAYA, OMERGA, DIST. OSMANABAD, MS
(APPLICATION/REGISTRATION FORM FOR CERTIFICATE COURSE MS OFFICE BEING RUN BY THE DEPARTMENT OF COMPUTER SCIENCE)

To,

The Principal/HoD,
ADARSH MAHAVIDYALAYA, OMERGA,
TQ. OMERGA, DIST. OSMANABAD, MS.

Respected Sir,
I am applying for admission as a student for Certificate Course in **MS OFFICE** for the Academic Year **2017-18.** **Class**: …………. **Roll No**.:….... **WhatsApp:........................ E-mail.: ……………………**

I furnish my particulars/ details as below:

Surname	First Name	Father's/Husband's Name

…………………………. …………………………….
………………………………….

Sex: Male/Female:…………. **Nationality:**……………. ……….. **Date of Birth**……./…../……

Category: OPEN/SC/ST/OBC (Non-Creamy-Layer) / Minorities :
…………………………..

Address:……………………………………………………………………………………………

………………………………………………………………………………………………..

Last Year Examination:………**Obtained Marks:**………..**Out of:**…………
Per.(%):……….

I hereby declare that, the information given above is true to the best of my knowledge. I will be responsible for any discrepancy, arising from the given information. I assure that I will strictly follow the rules and regulations prescribed by the college and University. I will attend all activities (Seminar, Conference, Workshop, Guest Lectures, Symposium, etc.) being organized by the department of computer science

Signature of the Student

8. List of student and attendance :

1	SHALGAR SOMNATH SHIVRAJ	16	DAWARE ABHIJIT VITTHAL
2	SURVASE VISHAL BHIMRAO	17	DHUMAL SAMBHAJI DATTATRAY
3	SURVASE YOGESH MADHAVRAO	18	DIXIT SAPANA PRAKASH
4	SURWASE DIPAK GOVINDRAO	19	DIXIT SHALINI PRAKASH
5	SURYAWANSHI SAPNA JEEWAN	20	GAIKWAD PRATIK YUVRAJ
6	SWAMI ANKITA SHIVRAJ	21	MUGLE VIJAYKUMAR SUDHAKAR
7	SWAMI GURSABAI SHANKAR	22	MUJAWAR EMAM MOULALI
8	SWAMI KEDARNATH KASHINATH	23	MULAY SUNITA PRATAP
9	KILLARE GANESH DAYANAND	24	MULE NITIN TATERAO
10	KORALE RAKESH RAMESH	25	MULLA ISAMODDIN MUSTFA
11	KUMBHAR AJIT ANANT	26	MUTTE SUHAS MANJUNATH
12	KUMBHAR AJAY BALIRAM	27	PATIL MAHESH LIMBRAJ
13	LOKHANDE SHAILESH SUDHAKAR	28	PATIL MAYURI NAGNATH
14	MADHALE TUSHAR MANIK	29	PATIL NISHIGNADHA BASWARAJ
15	MAKALE YOGESWARI KAMLAKAR	30	PAWAR RAJANIGANDHA

Sr. No	Name of Student															
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15	MAKALE YOGESWARI KAMLAKAR															
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18	DIXIT SAPANA PRAKASH															
19	DIXIT SHALINI PRAKASH															
20	GAIKWAD PRATIK YUVRAJ															
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9. Time table :

Sr. No.	Day	Time	Faculty Name	Hall No
1	Monday	04:20 PM	ARM	13
2	Tuesday	04:20 PM	ARM	13
3	Wednesday	04:20 PM	ARM	13
4	Thursday	04:20 PM	BBG	13
5	Friday	04:20 PM	BBG	13
6	Saturday	04:20 PM	BBG	13

ARM : MR. MULAJKAR A.R.

BBG : Gund B. B.

COMPUTER LAB : 13

10. SPECIMEN QUESTION PAPER

1. **Starting with Microsoft Office 2003, Photo Editor was renamed to :**

A.Photo Manager   **B.**Picture Manager

C.Picture Editor   **D.**Paint Editor

2. **Which of these software applications was not part of the first version of Microsoft Office?**

A.Paint   **B.**PowerPoint

C.Outlook   **D.**MS Word

3. **Superscript, subscript, strikethrough are known as ?**

A.Font Face   **B.**Font Style

C.Font Effects   **D.**Font Format

4. **We can start MS Word by typing _____ in the Run Dialog box.**

A.winword.exe   **B.**word.exe

C.msword.exe   **D.**docx.exe

5. **Name the application under MS Office software bundle, that we use to create audio visual presentation.**

A.MS Word   **B.**MS Excel

C.MS PowerPoint   **D.**MS Access

6. **Which one is the the spreadsheet application that comes with MS Office software group?**

A.MS Word   **B.**MS Excel

C.MS PowerPoint   **D.**MS Access

7.**We can apply border to _____**

A.Cell   **B.**Paragraph

C.Table   **D.**All of These

8. **By default Footers are printed on :**

A.First Page   **B.**Last Page

C.All Pages   **D.**Even Pages

9.The options Potrait and Landscape comes under _____

A.Paper Size   **B.**Page Orientation

CPage Layout   **D.**Page Rotation

10. Which shortcut make selected text Italic ?

A.Ctrl + I   **B.**Ctrl + A

C.Ctrl + S   **D.**Ctrl + V

11.Name the word processing application that comes with MS Office

A.MS Word   **B.**MS Excel

C.MS PowerPoint   **D.**MS Paint

12. Which key combination is used to insert a Page Break in MS Word

A.Shift + Enter   **B.**Alt + Enter

C.Ctrl + Enter   **D.**Space + Enter

13. Which of the following is not valid version of MS Office?

A.Office XP   **B.**Office Vista

C.Office 2007   **D.**Office 97-2003

14. To go to a specific location in a document we use :

A.Table of Contents   **B.**HyperText

C.Bookmark   **D.**Macro

15. A feature of MS Office that saves the document automatically after certain interval is called ____

A.Save   **B.**Save As

C.Auto Save   **D.**Backup

11. ASSESSMENT PROCEDURE:

❖ Total Marks=50

- Theory Assessment – 30 Marks
  MCQ – 15 questions carrying 2 mark each

- Practical Assessment – 20 Marks

Evaluation	Total Marks	Passing Marks
Theory Assessment	30Marks	12
practical Assessment	20Marks	8

Smt. Gund B. B.
Course Co-coordinator

12. RESULTS:

Sr.	Name of Student	Theory (30)	practical (20)	Total (50)	Certificate No.
1	SHALGAR SOMNATH SHIVRAJ	28	19	47	
2	SURVASE VISHAL BHIMRAO	23	15	38	
3	SURVASE YOGESH MADHAVRAO	26	16	42	
4	SURWASE DIPAK GOVINDRAO	28	14	42	
5	SURYAWANSHI SAPNA JEEWAN	22	18	40	
6	SWAMI ANKITA SHIVRAJ	22	19	41	
7	SWAMI GURSABAI SHANKAR	20	20	40	
8	SWAMI KEDARNATH KASHINATH	22	10	32	
9	KILLARE GANESH DAYANAND	28	18	46	
10	KORALE RAKESH RAMESH	26	15	41	
11	KUMBHAR AJIT ANANT	24	16	40	
12	KUMBHAR AJAY BALIRAM	22	14	36	
13	LOKHANDE SHAILESH SUDHAKAR	20	15	35	
14	MADHALE TUSHAR MANIK	18	19	37	
15	MAKALE YOGESWARI KAMLAKAR	18	18	36	
16	DAWARE ABHIJIT VITTHAL	26	18	44	
17	DHUMAL SAMBHAJI DATTATRAY	24	19	43	
18	DIXIT SAPANA PRAKASH	28	16	44	
19	DIXIT SHALINI PRAKASH	26	14	40	
20	GAIKWAD PRATIK YUVRAJ	26	15	41	
21	MUGLE VIJAYKUMAR SUDHAKAR	28	19	47	
22	MUJAWAR EMAM MOULALI	23	15	38	
23	MULAY SUNITA PRATAP	26	16	42	
24	MULE NITIN TATERAO	28	14	42	
25	MULLA ISAMODDIN MUSTFA	22	18	40	
26	MUTTE SUHAS MANJUNATH	22	19	41	
27	PATIL MAHESH LIMBRAJ	20	20	40	
28	PATIL MAYURI NAGNATH	22	10	32	
29	PATIL NISHIGNADHA BASWARAJ	28	18	46	
30	PAWAR RAJANIGANDHA GAHININATH	26	15	41	

13. SPECIMEN CERTIFICATE

Shramjivi Shikshan Prasarak Mandal's

ADARSH MAHAVIDYALAYA OMERGA

Certificate No.

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE

This is to certify that Shri/Miss _____ of class

B.Sc. I, SEM I Roll no _____ has Successfully attended a Certificate course

in MS OFFICE and Qualified the exam taken on Course **MS OFFICE,** as under in

Coordinator
(Smt. GUND B.B.)

Head of the Department
(Mr. Mulajkar A.R.)

1

14. Course Outcome :

The department of Computer science runs the "Certificate Course in MS OFFICE" for undergraduate students of first year (B.Sc.). The course has enabled the students to use the Computer correctly and do smart work using office skill. It provides them the necessary tools for job works, presentations and maintains official record smartly. The course enables students to make notes, resumes, bio, own presentations on different topics.

There are 30 students who have completed the course successfully. At the end of the course, the students are able to present their office skills. They are able to organize their notes, different presentations, different records neatly in computer. They could write various types of short texts, paragraphs and essays using MS Word, they could make different presentations for group discussion using PPT, Manage ,access different record by using formulas using MS Excel.

At the end of the course, the students were evaluated by conducting an exam and were awarded a certificate after successful completion of the course.