

Shrmajivi Shikshan Prsark Mandal's
ADARSH MAHAVIDYALAYA OMERGA,
DIST. OSMANABAD



DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE IN

MS OFFICE



ANNUAL REPORT

2019-20

APR 01/20
Head
Dept. Of Computer Sci.,
Adarsh Sr. College Omurga

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Dept. Of Computer Sci.
Adarsh Sr.College, Orissa

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.

"

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.

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 2019-20. 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:.....
Birth:...../...../.....	Date of

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	DEVKAR GOVIND DURGAPPA	16	JAGDALE AMIT RAMESH
2	DIVATE VISHAL DAYANAND	17	JAMADAR SHIVKANYA KAMLAKAR
3	GAIKWAD AKASH NAMDEV	18	KAMBLE SURAJ RAJENDRA
4	GAIKWAD PRATIK BALAK	19	KAMBLE NAGESH MADHAVRAO
5	GHONGADE SANSCRUTI SUKSHEN	20	KAMBLE PARMESHWAR BABURAO
6	HAGARGE VISHAL RAM	21	KAMBLE PRATIKSHA PRAKASH
7	AUSEKAR MUSKAN CHAND	22	KAMBLE ROHIT LAXMAN
8	BAGDURE AMAR NETAJI	23	KHAROSE MAYURI BHIMASHANKAR
9	BANSODE MAHALAPPA RAM	24	MULLA MUSTAFA ISMAIL
10	BARMUDE PAWAN SHIVAJI	25	MURTE VINOD DATTATRAYA
11	BASULE SUJATA SUNIL	26	PANCHAL LAXMI BHAGWAN
12	BIRADAR SAMADHAN BABURAO	27	PANCHAL PALLAVI DHONDIRAM
13	BIRAJDAR KAMALAKAR MADHUKAR	28	PATIL NARAYAN PANDURANG
14	BIRAJDAR RAMESHWAR NAGNATH	29	PURI VIMAL MAHADEV
15	AUSEKAR MUSKAN CHAND	30	RANDIVE OMKAR RAMESH

Dept. Of Computer Sci
Adarsh Sr. College Omkar

Sr. No	Name of Student	8/08/19	9/08	10/08	12/08	13/08	14/08	16/08	19/08	20/08	21/08	22/08	24/08	26/08	27/08	29/08	30/08
1	DEVKAR GOVIND DURGAPPA	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P
2	DIVATE VISHAL DAYANAND	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
3	GAIKWAD AKASH NAMDEV	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
4	GAIKWAD PRATIK BALAK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	GHONGADE SANSKRUTI SUKSHEN	P	P	P	P	A	A	A	P	P	P	P	P	P	A	P	P
6	HAGARGE VISHAL RAM	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
7	AUSEKAR MUSKAN CHAND	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	BAGDURE AMAR NETAJI	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
9	BANSODE MAHALAPPA RAM	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
10	BARMAD PAWAN SHIVAJI	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
11	BASULE SUJATA SUNIL	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	BIRADAR SAMADHAN BABURAO	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A
13	BIRAJDAR KAMALAKAR MADHUKAR	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
14	BIRAJDAR RAMESHWAR NAGNATH	A	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P
15	AUSEKAR MUSKAN CHAND	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	MURTE VINOD DATTATRAYA	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	PANCHAL LAXMI BHAGWAN	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
18	PANCHAL PALLAVI DHONDIRAM	P	P	A	P	P	P	A	A	P	P	A	P	P	P	P	P
19	PATIL NARAYAN PANDURANG	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	PURI VIMAL MAHADEV	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
21	BANDIVE OMKAR RAMESH	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	A

22	JAGDALE AMIT RAMESH	8/08/19	9/08	10/08	13/08	14/08	16/08	19/08	20/08	21/08	22/08	24/08	24/08	27/08	29/08	30/08
23	JAMADAR SHIVKANYA KAMLAKAR	P	P	P	P	A	P	P	P	A	A	P	P	A	P	P
24	KAMBLE SURAJ RAJENDRA	P	P	P	P	A	P	P	P	A	P	P	P	P	A	P
25	KAMBLE NAGESH MADHAVRAO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	KAMBLE PARMESHWAR BABURAO	A	P	P	P	P	P	P	A	P	P	P	P	P	A	P
27	KAMBLE PRATIKSHA PRAKASH	A	A	P	P	P	P	P	P	P	P	P	P	A	P	P
28	KAMBLE ROHIT LAXMAN	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P
29	KHAROSE MAYURI BHIMASHANKAR	P	P	A	P	P	P	A	P	P	P	P	A	P	A	A
30	MULLA MUSTAFA ISMAIL	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P

Dept. Of Computer Sci
Adarsh Sr. College, Omerga

Sr. No	Name of Student	3/09/19	4/09	5/09	6/09	7/09	9/09	11/09	12/09	13/09	14/09	16/09	17/09	18/09	19/09	20/09
1	DEVKAR GOVIND DURGAPPA	P	P	P	P	A	P	A	A	P	P	P	P	P	P	P
2	DIVATE VISHAL DAYANAND	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P
3	GAIKWAD AKASH NAMDEV	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
4	GAIKWAD PRATIK BALAK	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
5	GHONGADE SANSCRUTI SUKSHEN	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P
6	HAGARGE VISHAL RAM	P	A	A	P	P	P	P	P	P	P	A	A	P	P	P
7	AUSEKAR MUSKAN CHAND	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P
8	BAGDURE AMAR NETAJI	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	BANSODE MAHALAPPA RAM	P	P	P	P	P	P	P	A	P	A	A	P	P	P	P
10	BARMADE PAWAN SHIVAJI	P	P	A	A	A	P	P	P	P	P	P	P	A	P	P
11	BASULE SUJATA SUNIL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	BIRADAR SAMADHAN BABURAO	A	A	P	P	P	P	A	A	P	P	P	P	P	P	P
13	BIRAJDAR KAMALAKAR MADHUKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	BIRAJDAR RAMESHWAR NAGNATH	P	P	P	A	P	P	A	P	P	P	P	P	A	A	P
15	AUSEKAR MUSKAN CHAND	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P
16	MURTE VINOD DATTATRAYA	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
17	PANCHAL LAXMI BHAGWAN	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A
18	PANCHAL PALLAVI DHONDIRAM	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P
19	PATIL NARAYAN PANDURANG	A	P	P	P	A	P	P	P	P	P	P	P	A	P	P
20	PURI VIMAL MAHADEV	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P

21	RANDIVE OMKAR RAMESH	3/10/09	4/10/09	5/10/09	6/10/09	7/10/09	9/10/09	11/10/09	12/10/09	13/10/09	14/10/09	16/10/09	17/10/09	18/10/09	19/10/09	20/10/09
22	JAGDALE AMIT RAMESH	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P
23	JAMADAR SHIVKANYA KAMLAKAR	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
24	KAMBLE SURAJ RAJENDRA	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P
25	KAMBLE NAGESH MADHAVRAO	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P
26	KAMBLE PARMESHWAR BABURAO	A	P	P	P	P	P	P	P	A	A	P	P	P	P	P
27	KAMBLE PRATIKSHA PRAKASH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	KAMBLE ROHIT LAXMAN	P	P	A	A	P	P	P	P	P	P	P	P	P	A	A
29	KHAROSE MAYURI BHIMASHANKAR	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P
30	MULLA MUSTAFA ISMAIL	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P

Dept. Of Computer Sci
Adarsh Sr. College Omro

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

Dept. Of Computer Sci.
Adarsh Sr. College, Omroli

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 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 Portrait and Landscape comes under _____

☐

A. Paper Size

B. Page Orientation

C. Page 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

Dept. Of Computer Sci.
Adarsh Sr. College Omer

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	DEVKAR GOVIND DURGAPPA	22	14	36	
2	DIVATE VISHAL DAYANAND	20	15	35	
3	GAIKWAD AKASH NAMDEV	18	19	37	
4	GAIKWAD PRATIK BALAK	18	18	36	
5	GHONGADE SANSKRUTI SUKSHEN	26	18	44	
6	HAGARGE VISHAL RAM	24	19	43	
7	AUSEKAR MUSKAN CHAND	28	16	44	
8	BAGDURE AMAR NETAJI	26	14	40	
9	BANSODE MAHALAPPA RAM	26	15	41	
10	BARMADE PAWAN SHIVAJI	28	19	47	
11	BASULE SUJATA SUNIL	23	15	38	
12	BIRADAR SAMADHAN BABURAO	26	16	42	
13	BIRAJDAR KAMALAKAR MADHUKAR	28	14	42	
14	BIRAJDAR RAMESHWAR NAGNATH	22	18	40	
15	AUSEKAR MUSKAN CHAND	22	19	41	
16	MURTE VINOD DATTATRAYA	20	20	40	
17	PANCHAL LAXMI BHAGWAN	22	10	32	
18	PANCHAL PALLAVI DHONDIRAM	28	18	46	
19	PATIL NARAYAN PANDURANG	26	15	41	
20	PURI VIMAL MAHADEV	24	16	40	
21	RANDIVE OMKAR RAMESH	22	14	36	
22	JAGDALE AMIT RAMESH	20	15	35	
23	JAMADAR SHIVKANYA KAMLAKAR	18	19	37	
24	KAMBLE SURAJ RAJENDRA	18	18	36	
25	KAMBLE NAGESH MADHAVRAO	22	14	36	
26	KAMBLE PARMESHWAR BABURAO	20	15	35	
27	KAMBLE PRATIKSHA PRAKASH	18	19	37	
28	KAMBLE ROHIT LAXMAN	18	18	36	
29	KHAROSE MAYURI BHIMASHANKAR	26	18	44	
30	MULLA MUSTAFA ISMAIL	24	19	43	

SPECIMAN CERTIFICATE



Sharmaji Shikshan Prasarak Mandal's

ADARSH MAHAVIDYALAYA, OMERGA

Tq. Omerga, Dist. Osmanabad (M.S.)

Arts, Commerce & Science

Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

NAAC Reaccredited with B Grade (2.92 CGPA.)

www.adarshcollege.in



This is to certify that Shri/Kum.....of

Adarsh Mahavidyalaya, Omerga, Tq. Omerga, Dist. Osmanabad, (M.S.) has completed
successfully Certificate Course in _____

_____ organized by the Department of _____

_____ Adarsh Mahavidyalaya, Omerga

from / / 20 to / / 20

Course Coordinator

Head of the Dept.

Principal

13. 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.



Dept. Of Computer Sci
Adarsh Sr. College, Omernagar

ARMO/17/21
Hood
Dept. Of Computer Sci
Adarsh Sr. College, Omernagar