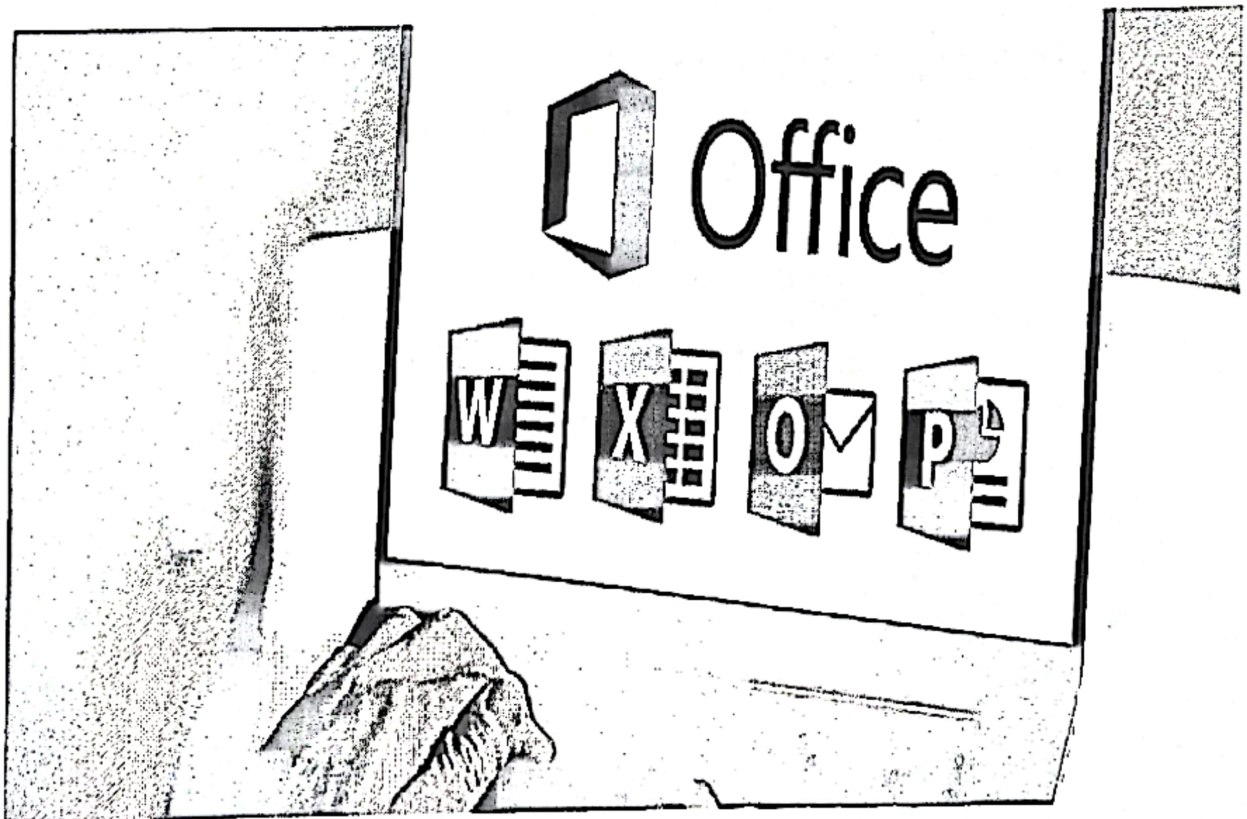


Shrmajivi Shikshan Prsark Mandal's
ADARSH MAHAVIDYALAYA OMERGA,
DIST. OSMANABAD



DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE IN
MS OFFICE



ANNUAL REPORT
2020-21

A. P. 01/4/21
Dept. Of Computer Sci
Adarsh Sr. College Omerga

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

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.

6. Specimen Notices Circulated among the Students:

I. NOTICE FOR REGISTRATION (Certificate Course in MS OFFICE) 2020-21

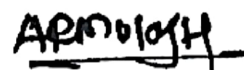
All the students of B.Sc.F.Y. are informed that the Department of Computer science has taken initiative and started one Certificate Course in MS OFFICE for the first year students. The period of the course will be 30 Hrs and it'll be conducted by the faculty of the Department of Computer science in online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

Those who are interested in getting registered for the said course can collect the registration form from the Department of Computer science from 01 December 2020 and submit the same on or before 06 december 2020 at the Department of Computer science and the lectures will begin from **11th December 2020**. 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.

Registration Link: 

<https://forms.gle/w99jpvYsfUgT1mrS8>

Course Duration: 30 Hrs







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

7. REGISTRATION FORM (Specimen):

Registration Form

SSPMS
Adarsh Mahavidyalaya, Omerga
A certificate course in MS OFFICE BASIC
run by
Department of Computer Science

B I U    


Full Name *

Short answer text




Email Address *

Short answer text

Full Name

 Short answer

Short answer text

  Required ☒ 

Email Address *

Short answer text

Whats App No. *

Short answer text

B. LIST OF STUDENT AND ATTENDANCE :

1	PATEL FARHAN RIYAZ	16	BHOSLE KALPANA SHAHURAJ
2	PATHAN JUBER AYUB	17	BIRAJDAR AVINASH DAGDU
3	PATIL AMRUT ANIL	18	BISWAS ABHISHEK MRINAL
4	PATIL NIKHIL DHANWANTAR	19	BYALE RESHMA VILAS
5	PATIL PRATIKSHA PRAKASH	20	DIGGIKAR ROHIT GAUTAM
6	PATIL VISHAL SHARAD	21	FARIDABADKAR SHUBHANGI
7	PATNE ROHAN IRANNA	22	GAIKWAD PAVAN DIGAMBAR
8	PAWAR AVINASH VIJAY	23	GAIKWAD RAVINA MOHAN
9	PAWAR SHALINI PANDURANG	24	GAIKWAD RUSHIKESH DNYANESHWAR
10	RAJPUT VAISHALI MADANSING	25	GAIKWAD VARSHARANI SHRIMANT
11	RANDIVE SHRUSHTI RAMESH	26	GHOTANE AKASH DHULAPPA
12	RATHOD ABHISHEK BHASKAR	27	HIVARALE ARJUN BABARAO
13	SARPE DHIRAJ DATTU	28	HOGADE PRITI BALU
14	SHAIKH AFSANA NAUSHAD	29	INDE RAHUL KISANRAO
15	SHAIKH SIDDHIQ JALIL	30	JAMADAR RAJESHWARI BAJARANG

9. TIME TABLE :

SR. No.	DAY	TIME	FACULTY NAME	HALL NO
1	MONDAY	10.00 AM ONWARD	ARM	ONLINE
2	TUESDAY	10.00 AM ONWARD	ARM	ONLINE
3	WEDNESDAY	10.00 AM ONWARD	ARM	ONLINE
4	THURSDAY	10.00 AM ONWARD	BBG	ONLINE
5	FRIDAY	10.00 AM ONWARD	BBG	ONLINE
6	SATURDAY	10.00 AM ONWARD	BBG	ONLINE

ARM : MR. MULAJKAR A.R.

BBG : GUND B. B.

THROUGH ZOOM MEETING APP

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)
1	PATEL FARHAN RIYAZ	23	15	38
2	PATHAN JUBER AYUB	26	16	42
3	PATIL AMRUT ANIL	28	14	42
4	PATIL NIKHIL DHANWANTAR	22	18	40
5	PATIL PRATIKSHA PRAKASH	22	19	41
6	PATIL VISHAL SHARAD	20	20	40
7	PATNE ROHAN IRANNA	22	10	32
8	PAWAR AVINASH VIJAY	28	18	46
9	PAWAR SHALINI PANDURANG	26	15	41
10	RAJPUT VAISHALI MADANSING	24	16	40
11	RANDIVE SHRUSHTI RAMESH	22	14	36
12	RATHOD ABHISHEK BHASKAR	20	15	35
13	SARPE DHIRAJ DATTU	18	19	37
14	SHAIKH AFSANA NAUSHAD	18	18	36
15	SHAIKH SIDDHIQ JALIL	22	14	36
16	BHOSLE KALPANA SHAHURAJ	20	15	35
17	BIRAJDAR AVINASH DAGDU	18	19	37
18	BISWAS ABHISHEK MRINAL	18	18	36
19	BYALE RESHMA VILAS	26	18	44
20	DIGGIKAR ROHIT GAUTAM	24	19	43
21	FARIDABADKAR SHUBHANGI PRABHAKAR	23	15	38
22	GAIKWAD PAVAN DIGAMBAR	26	16	42
23	GAIKWAD RAVINA MOHAN	28	14	42
24	GAIKWAD RUSHIKESH DNYANESHWAR	22	18	40
25	GAIKWAD VARSHARANI SHRIMANT	22	19	41
26	GHOTANE AKASH DHULAPPA	20	20	40
27	HIVARALE ARJUN BABARAO	22	10	32
28	HOGADE PRITI BALU	28	18	46
29	INDE RAHUL KISANRAO	26	15	41
30	JAMADAR RAJESHWARI BAJARANG	24	16	40

SPECIMAN CERTIFICATE



Sharmjivi 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,Omernga

AROMYH
HOD
Dept. Of Computer Sci
Adarsh Sr.College,Omernga