



AYM Education Trust's

SIDDHANT INSTITUTE OF COMPUTER APPLICATION

(Approved by AICTE New Delhi, Gov. of Maharashtra Recognised Savitribai Phule Pune University)

Add: At post-Sudumbare, Tal-Maval, Dist-Pune-412109, Ph: 02114-661992

Email: siddhantica1@gmail.com Website: www.siddhantica.in

Program: Training Program on MS Office

Objectives: To Train non teaching staff in MS Office as per the demand.

Need: The non teaching staff and students learning management subjects should be well-trained on e MS Office work demand.

Content:

MS Office: MS Word
MS Excel
Powerpoint

Resource Person: Prof. Nitin Shirirao

Supporting Staff: Prof. Reshma Mavkar, Prof. Dnyaneshwar Jadhav

Date: 10/04/2023 - 13/04/2023

Time: 1:00pm to 4:00pm

Venue: Classroom & Computer Lab

No. of Participants: 15

Certificate Course in Basics of MS Office

Objectives of the Course:

- To give basic information about the computer system.
- To give knowledge about computer hardware and computer software.
- To familiarize non teaching with the use of MS Windows, Internet and E-mail.
- To familiarize non teaching with the use of MS Office-MS Word, MS Excel & MS PowerPoint.

Course Overview:

Computer Proficiency is an inevitable part of commerce education. The course is aiming to equip all the commerce aspirants to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets, for building databases and preparing presentations, through the use of Microsoft Office Word, Excel, and PowerPoint programmes.

Duration of the course: 12 Hours (Theory and Practical)

SYLLABUS

Module I

Introduction to Computer Fundamentals, Windows OS, Internet and Email, Classification of computers, Parts of a computer, Operating System, Internet, Modem, Web browsers, E-mail, Establishing your e-mail account

Module II

Introduction to Microsoft Word Basic components of a Word window, Preparing a word document, Editing a prepared document, Adjusting the margin settings, Additional formatting options, Header and Footer options, Border and Shading of page, Drawing options, Inserting images, Mail merge options, Saving a document, Creating a new document, Inserting audio and video files

Module III

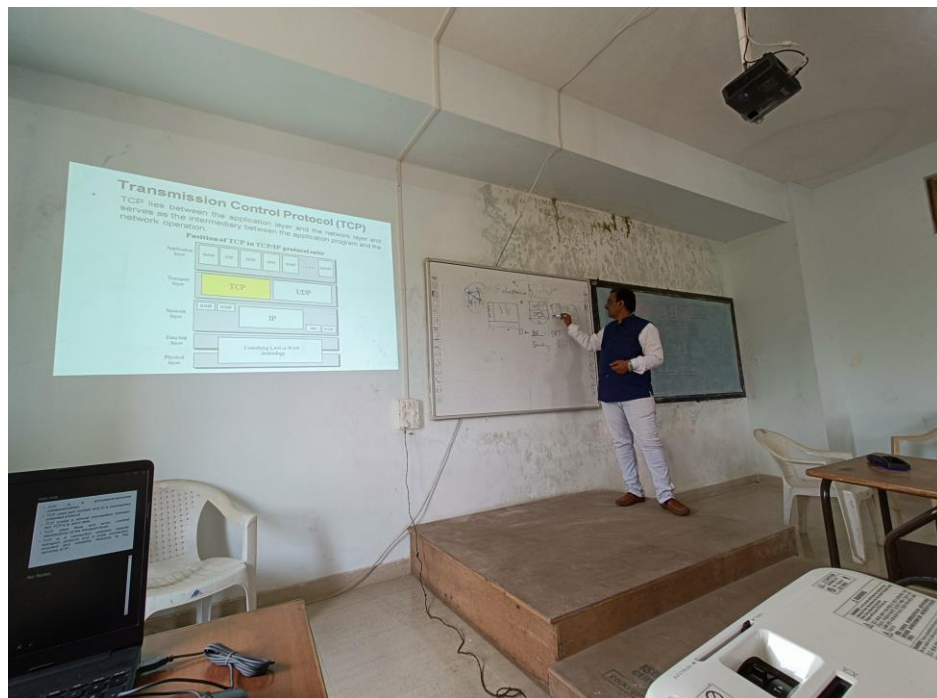
Introduction to Microsoft Excel Enter data in excel workbook, Formatting toolbar, Shortcut to fill a series, Mathematical functions, Editing a data sheet, Format cell, Rename a sheet, Save, Open a workbook, Arrange data in ascending or descending order, Insert new cell column or row, Insert picture or clipart in excel sheet

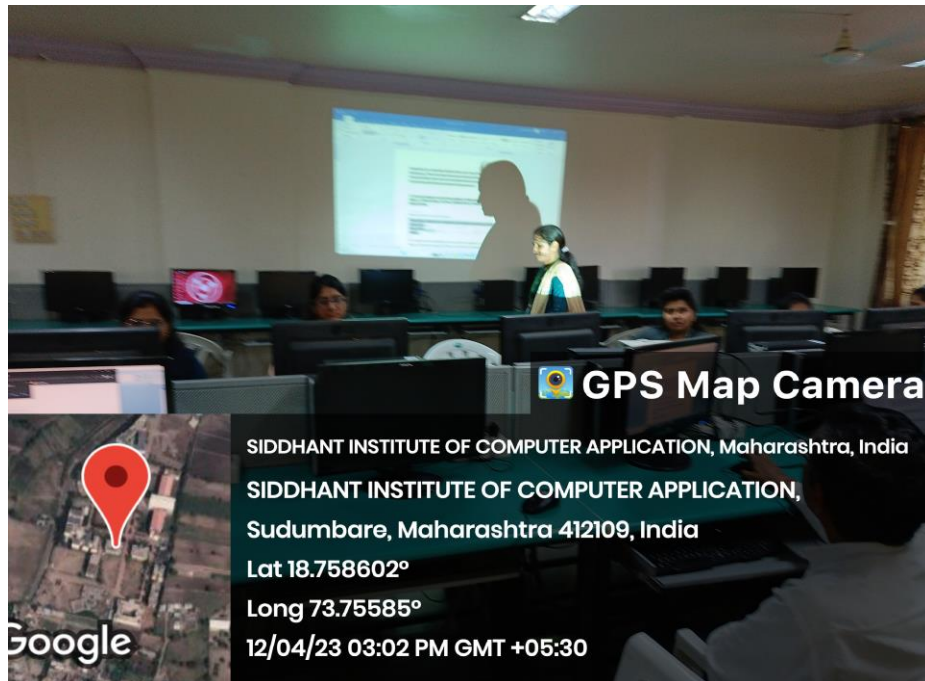
Module IV

Introduction to Microsoft PowerPoint How to create a new slide, How to apply animation to slides, Fill background with effects, How to apply sound to slides, How to save a presentation, Opening an existing presentation, Insert new slides with different layout, Editing a slide, Inserting picture to a slide, Inserting media files to PowerPoint slides

Program Coordinator

Pictures of the session:





Attendance:

Feedback:

Feedback received	Action Taken
Staff' response was positive, thiscourse helped them to learn the technical skills in Advanced Excel which has increased employability.	It has been decided to carry on such courses in coming years also.