









29th October, 2021

SYLLABUS

Certification Course on "Fundamental of Computer Application"

Duration:30 hours

MS Word

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Mail Merge

MS Excel

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheet
- Working with function & formulas
- Modifying worksheets with color & autoformats
- Graphically representing data : Charts & Graphs
- Speeding data entry: Using Data Forms
- Analyzing data: Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets

MS Power Point

- Opening, viewing, creating, and printing slides
- Applying auto layouts





- Adding custom animation
- Using slide transitions
- Graphically representing data: Charts & Graphs
- Creating Professional Slide for Presentation

Internet

- Understanding how to search/Google
- bookmarking and Going to a specific website
- Copy and paste Internet content into your word file and emails





Sr.No.	Topic Covered	Date & Time
1.	 Creating, editing, saving and printing text documents Font and paragraph formatting Simple character formatting 	
2.	 Inserting tables, smart art, page breaks Using lists and styles Working with images 	2 nd November,2021 3:00p.m5:00p.m.
3.	 Using Spelling and Grammar check Understanding document properties Mail Merge 	3rd November,2021 3:00p.m5:00p.m.
4.	 Spreadsheet basics Creating, editing, saving and printing spreadsheet 	4 th November,2021 3:00p.m5:00p.m.





5.	 Working with function & formulas Modifying worksheets with color & autoformats 5thNovember,2021 3:00p.m5:00p.m.
6.	 Graphically representing data: Charts & Graphs Speeding data entry: Using Data Forms 8thNovember,2021 3:00p.m5:00p.m.
7.	 Analyzing data : Data Menu, Subtotal, Filtering Data 3:00p.m5:00p.m.
8.	 Formatting worksheets Securing & Protecting spreadsheets 10th November,2021 3:00p.m5:00p.m.
9.	 viewing, creating, and printing slides Applying auto layouts 12thNovember,2021 3:00p.m5:00p.m.
10.	Adding custom animation 15 th November,2021 3:00p.m5:00p.m.
11	• Slide transitions 16 th November,2021 3:00p.m5:00p.m.





12	• Graphically representing data: Charts & Graphs 18 th November,2021 3:00p.m5:00p.m.	
13	 Creating Professional Slide for Presentation 3:00p.m5:00p.m. 	
14	 Google Bookmarking Going to a Specific Website 22nd November,2021 3:00p.m5:00p.m. 	
15	• Copy and Paste Internet Content in Word File and E-mail 23 rd November,2021 3:00p.m5:00p.m.	





Name of the Course	Certification Course on "Fundamental of Computer Application"
Date	1 st November,2021 to 23 rd November,2021
Venue	IT Resourse Center
Organized by	School of Education ,MIMT
Participated by	Students of B.Ed II year
Activity - Incharge	Mr. Somendra Sharma
Resourse Person	Dr. Gazal Singh
Objective	 The objectives of certification course on "Fundamental of Computer Application" is to train students in the following- To know how to use and be Proficient in important Microsoft Office Programs. To be able to create documents for Printing and Sharing. To be able to create and share Presentations. To be able to manage and store data in a Spreadsheed





Content

Planning & Execution:

Mr.Somendra Sharma was assigned the responsibility to conduct the course. The Proposal was forwarded to the Management to get it approved. It was accepted on 29th October ,2021. Thereafter, Dr.Gazal Singh was approached to conduct the course. They were convinced and sent course schedule. The Plan of Action was prepared.

Daywise Activity:

Day 1 (1st November, 2021)

On the First day in Session-1, Dr.Gazal Singh discussed about the significance, important features and functions of MS Word. She explained about how to create, edit, save and print text document, font and paragraph formatting and simple character formatting.

Day 2 (2nd November, 2021)

On the Second day in Session-2, Dr.Gazal Singh trained the students through a live demo of working on MS Word.She discussed about how to insert tables, smart art, page breaks, use lists and styles and work with images.

Day 3 (3rd November, 2021)

On the Third day in Session-3, Dr.Gazal Singh discussed about how to check Spelling and Grammar, make them understand about document properties and also Mail Merge. She told them about Resume preparation.

Day4 (4th November, 2021)

On the Fourth day in Session-4, Dr.Gazal Singh discussed about the significance, importance and need of MS PowerPoint in the present scenario. She explained about spreadsheet basics and how to create, edit, save and print spreadsheet.

Day 5 (5th November, 2021)

On the Fifth day in Session-5, Dr.Gazal Singh trained the students in using different features and functions of MS PowerPoint through a live demo of working on MS PowerPoint. She discussed about the working with function & formulas and modifying worksheets with color & autoformats.

Day 6 (8th November, 2021)





On the Sixth day in Session-6, she informed about different do's & don'ts while making PPT's. She explained how to graphically represent data [charts & graphs] and to speed data entry by using data forms.

Day 7(9th November, 2021)

On the Seventh day in Session-7, she helped students to clear their doubts and use in future classroom as well as E-teaching aid. She discussed about analyzing data in terms of Data Menu, Subtotal, Filtering Data,.

Day 8(10th November, 2021)

On the Eighth day in Session-8, she helped students in formatting worksheets and explained how to secure & Protect spreadsheets.

Day 9 (12th November, 2021)

On the Ninth day in Session-9, she discussed about about the significance and importance of MS Excel in teaching careers. She too discussed about how to open, view, create, and print slides, applying auto layouts.

Day 10 (15th November, 2021)

On the Tenth day in Session-10, she discussed about about the significance and importance of adding custom animation.

Day 11 (16th November, 2021)

On the Eleventh day in Session-11, she trained the students through a live demo of working on MS Excel. She helped students to clear their doubts. She discussed about how to use slide transitions.

Day 12 (18th November, 2021)

On the 12th day in Session-12, she discussed about how to graphically present data in charts and graphs.

Day 13 (19th November, 2021)

On the 13th day in Session-13, she discussed about how to create professional slide for presentation.

Day 14 (22nd November, 2021)

On the 14th day in Session-14, Dr. Gazal Singh made students understand about how to search/Google bookmarking and going to a specific website.





Day 15 (23 rd November, 2021) On the 15 th day in Session-15, Dr. Gazal Singh made students understand about how to copy and paste Internet content into your word file and emails





Outcome

The learning outcomes of the certification courseon "Fundamental of Computer Application" are:

- Students will be able to claim proficiency in Word, PowerPoint and Excel.
- Students will be able to independently create professional-looking documents, presentations and spreadsheets.
- Students will be familiar with some advanced functions of Word, PowerPoint and Excel.
- Students will be able to claim proficiency in creating e-content for teaching.

64 students of B.Ed II year had done this course. The course was highly interactive and extremely motivated the students.

List of Beneficiaries "Fundamental of Computer Application"





Sr.No.	Name of Students	Sr.No	Name of Students
1	AAKANKSHA SHARMA	21	KIRAN MISHRA
2	AKASH	22	KM DURGESH BHATI
3	AKASH SINGH AGRAWAL	23	KM NANDINI
4	AKHILESH GUPTA	24	KM SHIVANI CHAUDHARY
5	AKSHAY KUMAR	25	KM VARSHA ATTRI
6	ANJALI PATHAK	26	KUMARI KRITI MISHRA
7	ANOOP KUMAR SINGH	27	LAXMI
8	ANSHIKA SINGH	28	MANSI SHARMA
9	ANSHU TOMAR	29	MD KASIF
10	ANUJ	30	MD SHAHABUDDIN
11	ARUNA CHANDEL	31	MOHIT YADAV
12	ARVIND KUMAR	32	NAGMA
13	BIJENDRA SINGH	33	NAMRATA SRIVASTAVA
14	CHETNA SOLANKI	34	NEHA KUMARI PAL
15	GANGA PRASAD SINGH	35	NIDHI PANDEY
16	JAHANARA	36	NISHU GOEL
17	JYOTSNA KUSHWAHA	37	POOJA GUPTA
18	KAMINI NAGAR	38	PRADEEP DWIVEDI
19	KANCHAN	39	PRITI KUMARI
20	KESHAV SINGH	40	RADHA SHARMA





Sr.No.	Name of Students	Sr.No	Name of Students
41	RAJEEV ATTRI	53	SHIVANGI SRIVASTAV
42	RAKHI DUBEY	54	SHIVANI
43	REENU BHATI	55	SHIVANI
44	REKHA KUMARI	56	SONAM ARORA
45	RESHMA GAUTAM	57	SUDHIR KUMAR SAHANI
46	RIDHI SHARMA	58	SURABHI SRIVASTAVA
47	ROHIT	59	SWETA JHA
48	RUCHI YADAV	60	TAMANNA KHATOON
49	RUCHIKA DAS	61	VARSHA
50	SARITA TIWARI	62	VIKKI KUMAR NISHAD
51	SARITA YADAV	63	YATIN SONI
52	SHASHI	64	YOGESH KUMAR





Expert Profile

Dr. Gazal Singh

Qualification: Phd (Digital Marketing), M.B.A. (Marketing & IT)

Experience: 10+ years

Research Area: Digital Marketing, Management





Ref. No.:

8 & 9, KNOWLEDGE PARK-II
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Certificate of Merit

Awarded to Aakarsha Sharma

for Certification Course on "fundamental of Confuter Application."

Bate 23 to Movember, 2021

Director

Chairman / Vice Chairman





Certificate of Merit

Awarded to Agoh

for Certificate on "Fundamental of Computer -Application"

Director

Director

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Mangalmay Institute of Management Technology



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