MANGALMAY
GROUP OF INSTITUTIONS

NAAC ACCREDITED 2020

Certification course

on

Fundalmental of Computer Application
From-   1st November2021

Mangalmay Institute of Management Technology
Greater Noida (U.P.)

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

<u>**Schedule of**</u> **Certification Course on** ″**Fundamental of Computer Application"**
<u>**Duration:30 hours**</u>

Sr.No.	Topic Covered	Date & Time
1.	- Creating, editing, saving and printing text documents - Font and paragraph formatting - Simple character formatting	1st November,2021 3:00p.m.-5:00p.m.
2.	- Inserting tables, smart art, page breaks - Using lists and styles - Working with images	2nd November,2021 3:00p.m.-5:00p.m.
3.	- Using Spelling and Grammar check - Understanding document properties - Mail Merge	3rd November,2021 3:00p.m.-5:00p.m.
4.	- Spreadsheet basics - Creating, editing, saving and printing spreadsheet	4th November,2021 3:00p.m.-5:00p.m.

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

12	• Graphically representing data : Charts & Graphs	18thNovember,2021 3:00p.m.-5:00p.m.
13	• Creating Professional Slide for Presentation	19thNovember,2021 3:00p.m.-5:00p.m.
14	• Google Bookmarking • Going to a Specific Website	22nd November,2021 3:00p.m.-5:00p.m.
15	• Copy and Paste Internet Content in Word File and E-mail	23rd November,2021 3:00p.m.-5:00p.m.

	Report

Name of the Course	Certification Course on "Fundamental of Computer Application"
Date	1st November,2021 to 23rd 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 (23rd November, 2021)
	On the 15th 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"**

Mangalmay Institute of Management Technology
Greater Noida (U.P.)

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

List of Beneficiaries "**Fundamental of Computer Application**"

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

Mangalmay Institute of Management Technology
Greater Noida (U.P.)

MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

8 & 9, KNOWLEDGE PARK-II
GREATER NOIDA

Ref. No.: _____

MIMT

Certificate of Merit

Awarded to _Aakarsha Sharma_

for _Certification Course on "Fundamental of Computer Application."_

Date _23rd November, 2021_

Director

Chairman / Vice Chairman

Mangalmay Institute of Management Technology
Greater Noida (U.P.)

MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

8 & 9, KNOWLEDGE PARK-II
GREATER NOIDA

Ref. No.: _____

MIMT

Certificate of Merit

Awarded to _____Akash_____

for _Certification Course on "Fundamental of Computer Application."_

Date 23rd November, 2021

Director

Chairman / Vice Chairman

Mangalmay Institute of Management Technology
Greater Noida (U.P.)

NO.	STUDENT NAME	01.11.21	02.11.21	03.11.21	04.11.21	05.11.21	08.11.21	09.11.21	10.11.21	12.11.21	15.11.21	16.11.21	18.11.21	19.11.21	22.11.21	23.11.21
1	AAKANKSHA SHARMA	Ch	Ch													
2	AKASH	Akash			Ch	Ch		Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch	Ch
3	AKASH SINGH RAWAL	A	A	Akash	Akash	H	Akash	Akash	Akash	Akash	Akash	Akash	Akash	Akash	Akash	Akash
4	AKHILESH GUPTA	AR	AR	A	A	A		A		A	A	A	A	A	A	A
5	AKSHAY KUMAR	Aksh	Aksh	Aksh	AR	AR	AR		AR	AR	AR	AR	AR	AR	AR	AR
6	ANJALI PATHAK	Anjali	Anjali		Anjali		Aksh	Aksh	Aksh	Aksh		Aksh	Aksh	Aksh	Aksh	Aksh
7	ANOOP KUMAR SINGH	Au	Au	Au	Au	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	A	Anjali	Anjali
8	ANSHIKA SINGH	AS	AS	AS	AS	Au	Au	Au	Au	Au	Au	Au	Au	Au	Au	Au
9	ANSHU TOMAR	Aoman	Tomer	Aoma		AS		AS	AS	AS		AS	AS	AS	AS	AS
10	ANUJ	Anuj	Anuj	anuj	anuj	Aoma	Tomar	Aomer		Aomer	Tomar	Aomar	Tomar	Tomar	Tomar	Tomar
11	ARUNA CHANDEL	Aun	Aun	Arun	Arun	Anuj	Anuj	anuj	anuj	anuj	anuj	anuj	anuj	anuj	anuj	anuj
12	ARVIND KUMAR	Am	Am	Am	Am	Arun	Arun		Arun	Arun	Arun	Arun		Arun	Arun	Arun
13	BIJENDRA SINGH	Bij	Bij	Bij	Bij	Bij	Bij	Bij	Bij	Bij	Bij	Bij		Bij	Bij	Bij
14	CHETNA SOLANKI	Chelra	chty	Chti	Chutz	chti	Chep	Chutz	Chehe	Chetm	Chelu	Bij	Di	Bij		Bij
15	GANGA PRASAD SINGH	Galti		Cmge	Cmga	Cm	Cmg	Cmf	Cmg	Cm	Cmg	Chbm		Cm	Cit	Chu
16	JAHANARA	Jahu	Juhu	Jela	Thu	Jul	Julu	Jul	Jol	Jul	Jul	Jus	Jul	Jul	Jul	Cu
17	JYOTSNA KUSHWAHA	John	Johy	Jo tru		Jotan		Jyels	Jych	Jej	Jya	Juter	Jut	Jut	Jun	Ju
18	KAMINI NAGAR	Kamni	Kamni	Kamni	Kamni	Kamni	Kamni	Kamni	Kamni	Kamni	Kamni	Kamni		Kamni		Kamni
19	KANCHAN	Kanchan		Kanchan	Kanchan	Kanchan	Kanchan	Kanchan	Kanchan		Kanchan	Kanchan	Kanchan	Kanchan	Kanchan	Kanchan
20	KESHAV SINGH	kesh	kesh	kesh	kosh	kosh	kosh		kosh		kesh	kesh	kesh	kesh	kesh	kesh
21	KIRAN MISHRA	K.M	K.M	K.M	K.M		K.M	K.M		K.M	K.M	K.M	K.M	K.M	K.M	K.M
22	KM DURGESH BHATI	Du	Du	Du		Du	Du	Du	Du	Du		Du	Du	Du	Du	Du
23	KM NANDINI	Nandm		Nandu	Nandu	Nandu	Nandu	Nandu	Nandu	Nandu			Nandu	Nandu	Nandu	Nandu
24	KM SHIVANI CHAUDHARY	S	S	S	S		S	S	S		S	S	S	S	S	S
25	KM VARSHA ATTRI	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha		Varsha	Varsha	Varsha	Varsha	Varsha	Varsha		Varsha
26	KUMARI KRITI MISHRA	KKM	KKM	KKm		KKM	KKM	KKM	KKm		KKm	KKm	KKM	KKM	KKm	KKm
27	LAXMI	Laxmi	Laxmi	Laxmi	Laxmi	Laxmi	Laxmi		Laxmi	Laxmi	Laxmi	Laxmi		Laxmi	Laxmi	Laxmi
28	MANSI SHARMA	M	M		M	M	M	M	M	M	M	M	M	M	M	M
29	MD KASIF	Kf	Kf	Kf	Kf	Kf		Kf	Kf	Kf	Kf		Kf	Kf	Kf	Kf
30	MD SHAHABUDDIN	S	S	S	S	S	S	S	A	B	S	S	S	S	S	S
31	MOHIT YADAV	Mulhit	Mulhit	Mulhit	A	Mulhit	Mulhit	Mulhit	Mulhit	Mulhit	Mulhit	Mulhit	Mullu	Mulhit		Mulhit
32	NAGMA	N	N	N	N	N		N	N	N	N		N	N	N	N
33	NAMRATA SRIVASTAVA	N	N	N	N	N	N	N	N	N	N		N	N	N	N
34	NEHA KUMARI PAL	N.C.P	A	N.K.P	N.K.P	N.K.P	N.K.P	N.K.P	N.K.P	N.K.P	N.K.P		N.K.P	N.K.P	N.K.P	N.K.P
35	NIDHI PANDEY	Nidhi	Nidhi	Nidhi	Nidhi			Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidlu	A	Nidlu	Nidhi
36	NISHU GOEL	Nish	Nish	Nish	Nish	Nish	Nish	Nish	Nish	Nish	Nish	Nish	Nish	Nish	Nish	Nish
37	POOJA GUPTA	Pooj s	Pooj s	A	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja		Pooja

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