



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



**MANGALMAY**  
INSTITUTE OF MANAGEMENT TECHNOLOGY



**JOIN  
NOW**  
**CERTIFICATION  
COURSE**  
On



**"Fundamental  
of Computer  
Application"**

**17TH OCTOBER 2022-  
11TH NOVEMBER 2022**

3PM - 5PM

Toll Free : 1800 103 3797 | [mangalmay.net.in](http://mangalmay.net.in)



## **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



**Schedule of Certification Course on “Fundamental of Computer Application”**

**Duration:30 hours**

<b>Sr.No.</b>	<b>Topic Covered</b>	<b>Date &amp; Time</b>
1.	<ul style="list-style-type: none"><li>● Creating, editing, saving and printing text documents</li><li>● Font and paragraph formatting</li><li>● Simple character formatting</li></ul>	17th October,2022 3:00p.m.-5:00p.m.
2.	<ul style="list-style-type: none"><li>● Inserting tables, smart art, page breaks</li><li>● Using lists and styles</li><li>● Working with images</li></ul>	18th October,2022 3:00p.m.-5:00p.m.
3.	<ul style="list-style-type: none"><li>● Using Spelling and Grammar check</li><li>● Understanding document properties</li><li>● Mail Merge</li></ul>	19th October,2022 3:00p.m.-5:00p.m.
4.	<ul style="list-style-type: none"><li>● Spreadsheet basics</li><li>● Creating, editing, saving and printing spreadsheet</li></ul>	20th October,2022 3:00p.m.-5:00p.m.
5.	<ul style="list-style-type: none"><li>● Working with function &amp; formulas</li><li>● Modifying worksheets with color &amp; autoformats</li></ul>	21st October,2022 3:00p.m.-5:00p.m.
6 .	<ul style="list-style-type: none"><li>● Graphically representing data : Charts &amp; Graphs</li><li>● Speeding data entry : Using Data Forms</li></ul>	28th October,2022 3:00p.m.-5:00p.m.



# Mangalmai Institute of Management Technology

## Greater Noida (U.P.)



<b>7.</b>	<ul style="list-style-type: none"><li>Analyzing data : Data Menu, Subtotal, Filtering Data</li></ul>	31th October,2022 3:00p.m.-5:00p.m.
<b>8.</b>	<ul style="list-style-type: none"><li>Formatting worksheets</li><li>Securing &amp; Protecting spreadsheets</li></ul>	1st November,2022 3:00p.m.-5:00p.m.
<b>9.</b>	<ul style="list-style-type: none"><li>viewing, creating, and printing slides</li><li>Applying auto layouts</li></ul>	2nd November,2022 3:00p.m.-5:00p.m.
<b>10.</b>	<ul style="list-style-type: none"><li>Adding custom animation</li></ul>	3rd November,2022 3:00p.m.-5:00p.m.
<b>11</b>	<ul style="list-style-type: none"><li>Slide transitions</li></ul>	4th November,2022 3:00p.m.-5:00p.m.
<b>12</b>	<ul style="list-style-type: none"><li>Graphically representing data : Charts &amp; Graphs</li></ul>	7th November,2022 3:00p.m.-5:00p.m.
<b>13</b>	<ul style="list-style-type: none"><li>Creating Professional Slide for Presentation</li></ul>	9th November,2022 3:00p.m.-5:00p.m.
<b>14</b>	<ul style="list-style-type: none"><li>Google Bookmarking</li><li>Going to a Specific Website</li></ul>	10th November,2022 3:00p.m.-5:00p.m.
<b>15</b>	<ul style="list-style-type: none"><li>Copy and Paste Internet Content in Word File and E-mail</li></ul>	11th November,2022 3:00p.m.-5:00p.m.



**Mangalmai Institute of Management Technology**  
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	<b>Report</b>
Name of the Course	<b>Certification Course on “Fundamental of Computer Application”</b>
Date	17th October,2022 to 11th November,2022
Venue	IT Resource Center
Organized by	School of Education ,MIMT
Participated by	Students of B.Ed II year
Activity - Incharge	Ms Neha Jindal
Resource Person	Mr Ashish Mishra
Objective	<p>The objectives of certification course on “<b>Fundamental of Computer Application</b>” is to train students in the following-</p> <ul style="list-style-type: none"><li>● To know how to use and be Proficient in important Microsoft Office Programs.</li><li>● To be able to create documents for Printing and Sharing.</li><li>● To be able to create and share Presentations.</li><li>● To be able to manage and store data in a Spreadsheed.</li></ul>



# Mangalmay Institute of Management Technology

## Greater Noida (U.P.)



Content	<p>Ms Neha Jindal was assigned the responsibility to conduct the course. The Proposal was forwarded to the Management to get it approved. It was accepted on 14<sup>th</sup> October ,2022. Thereafter, Mr Ashish Mishra was approached to conduct the course. They were convinced and sent course schedule. The Plan of Action was prepared.</p> <p>Daywise Activity:</p> <p><b>Day 1 (17th October, 2022)</b> On the First day in Session-1, Mr Ashish Mishra discussed about the significance, important features and functions of MS Word. He explained about how to create, edit, save and print text document , font and paragraph formatting and simple character formatting.</p> <p><b>Day 2 (18th October, 2022)</b> On the Second day in Session-2, Mr Ashish Mishra 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.</p> <p><b>Day 3 (19th October, 2022)</b> On the Third day in Session-3, he discussed about how to check Spelling and Grammar ,make them understand about document properties and also Mail Merge. He told them about Resume preparation.</p> <p><b>Day4 (20th October, 2022)</b> On the Fourth day in Session-4, Mr Ashish Mishra discussed about the significance, importance and need of MS PowerPoint in the present scenario. He too explained about spreadsheet basics and how to create, edit, save and print spreadsheet.</p> <p><b>Day 5 (21st October, 2022)</b> On the Fifth day in Session-5, Mr Ashish Mishra trained the students in using different features and functions of MS PowerPoint through a live demo of working on MS PowerPoint. He discussed about the working with function &amp; formulas and modifying worksheets with color &amp; autoformats.</p> <p><b>Day 6 (28th October, 2022)</b> On the Sixth day in Session-6, Mr Ashish Mishra informed about different do's &amp; don'ts while making PPT's. He explained how to graphically represent data [ charts &amp; graphs ] and to speed data entry by using data forms.</p> <p><b>Day 7(31st October, 2022)</b> 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,.</p> <p><b>Day 8(1st November, 2022)</b> On the Eighth day in Session-8,he helped students in formatting worksheets and explained ; how to secure &amp; Protect spreadsheets.</p> <p><b>Day 9 (2<sup>nd</sup> November, 2022)</b> On the Ninth day in Session-9, he discussed about about the significance and importance of MS Excel in teaching careers He too discussed about how to open ,view</p>
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## Greater Noida (U.P.)



Outcome	<p>The learning outcomes of the certification course on “<b>Fundamental of Computer Application</b>” are:</p> <ul style="list-style-type: none"><li>• Students will be able to claim proficiency in Word, PowerPoint and Excel.</li><li>• Students will be able to independently create professional-looking documents, presentations and spreadsheets.</li><li>• Students will be familiar with some advanced functions of Word, PowerPoint and Excel.</li><li>• Students will be able to claim proficiency in creating e-content for teaching.</li></ul> <p>179 students of B.Ed II year had done this course. The course was highly interactive and extremely motivated the students.</p>
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## **Expert Profile**

### **Mr. Ashish Mishra**

**Core Skills** : ERP Coordinator, NAAC Criteria 2(Teaching, Learning & Evaluation), PAR report, CBCS Instruction Scheme developer, Class Incharge /Coordinator, Value added course developer

**Qualification** : B.Tech (E&IE), B.Ed. M.Ed., M.A. (Economics), UPTET, CTET, UGC NET

**Experience** : 4 Years

**Research Area** : Education, Economics, Computer Science