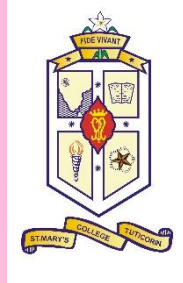


ST. MARY'S COLLEGE (AUTONOMOUS)

Re-accredited with 'A+' grade by NAAC (4th Cycle)

Thoothukudi



CERTIFICATE COURSE FOR UG - I YEAR BASICS OF COMPUTER

SYLLABUS

2022 - 2023



SYLLABUS

Learning Outcomes:

After completion of the course, students would be able:

- To understand the basics of Microsoft Office.
- To create, edit, save and print documents with list tables, header, footer, graphics etc.
- To generate equations, sample calculations, and basic diagrams in Microsoft Word.
- To perform calculations in Microsoft Excel using both manually imputing formulas and built-in Functions.
- To generate simple and effective tables, charts and graphs to describe experimental data in Microsoft Excel.
- To design presentations using image, video, audio, animation and transition in Microsoft Power Point.

Introduction to Microsoft Word

Working with Documents - Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, using Tool bars, Ruler, using Icons. **Formatting Documents** - Setting Font styles, Font selection- style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Equations, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering. **Setting Page style** - Formatting Page, Border & Shading, Columns, Header & footer, Setting Footnotes & end notes – Shortcut Keys; Inserting manual page break, Column break and line break, Setting Document styles, Page Numbering. **Creating Tables**- Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting and Sorting. **Inserting** - ClipArts, Pictures, Shapes, Charts etc., Tools – Word Completion, Spell Checks, Templates. **Printing Documents**.

Introduction to Microsoft Excel

Working with Spreadsheets- Opening Spreadsheet, Menus - main menu, Formula Editing, Formatting, Toolbars, Using Icons, Saving files, setting Margins, Rows, Columns & Cells, Referring Cells & Selecting Cells – Shortcut Keys. **Entering & Deleting Data**- Entering data, Cut, Copy, Paste, Undo, Redo, Filling Continuous rows, columns, Highlighting values, Find, Search & replace, Inserting Data, Insert Cells, Column, rows & sheets, Symbols, Clipart, Pictures, Shapes etc. **Setting Formula** – Financial, Logical, Text, Date & Time,

Mathematical operations etc. **Formatting Spreadsheets-** Labelling columns & rows, Formatting- Cell, row, column & Sheet, Category - Alignment, Font, Border. Worksheet Row & Column Headers, Sheet Name, Row height & Column width, Sheet background, Colour etc, Borders & Shading – Shortcut keys. **Working with sheets** – Sorting, Filtering, Validation, Consolidation, Pivot tables and Subtotal. **Creating Charts** - Drawing. **Printing.**

Introduction to Microsoft PowerPoint

Introduction to presentation – Opening new presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts. **Creating a presentation** - Setting Presentation style, Adding text to the Presentation. Formatting a Presentation - Adding style, Colour, gradient fills, Arranging objects, Adding Header & Footer, Slide Background, Slide layout. Adding Graphics to the Presentation- Inserting pictures, tables etc. into presentation. **Adding Effects to the Presentation-** Setting Animation & transition effect. **Presentation viewer-** Running a Slide Show-Transition and Slide Timings-Automating a Slide Show. **Printing Handouts.**

METHODOLOGY:

Learning Approach:

- Interactive /Participative Learning
- Application based Learning
- Practical Learning
- Problem Solving Method
- Video Lectures
- Individual Exercises (Brainstorming)

Takeaway of the Course:

- Soft copy of the PPT & PDF shared with the students
- Softwares shared with the students

Infrastructure Support:

- A classroom with Projector
- Smart Board
- Computer Lab

ST. MARY'S COLLEGE (Autonomous) -THOOTHUKUDI

I UG Certificate Course 2022- 2023

BASICS OF COMPUTER (SSC)

REPORT

Certificate Courses are offered by St. Mary's College (Autonomous) in Thoothukudi for first-year undergraduate students. Students can learn Microsoft Word, Excel, and PowerPoint Presentation in this Certificate Course. This course drew a total of 22 students from the Self-Supporting Course (SSC). In the computer lab (SSC – G12), practical classes are held for 30 hours. At the conclusion of the course, all students received certificates after passing the theory and practical tests.

ST. MARY'S COLLEGE

REGISTER OF ATTENDANCE

(Autonomous) THOOTHUKUDI - 628 001.

2022-2023

FOR THE MONTH OF _____

S. No.	Name of Pupils	REGISTER No.	1	2	3	4	5	6	7	8	9	10
1.	Akshaya Meenakshi. K		/	/	/	/	AB	/	/	P	AB	AB
2.	Malathi. M		/	/	/	/	/	/	/	P	/	/
3.	Padma Meenalakshmi. G		/	/	/	/	/	/	/	P	/	/
4.	Priskilla. P		/	AB	/	/	/	/	/	P	/	/
5.	Sangeetha. P		/	/	AB	/	/	/	/	P	/	/
6.	Mathumitha. M		/	/	/	/	/	/	/	/	/	/
7.	Vinnarasi Mercy. A		/	/	/	/	/	/	/	/	/	/
8.	Karthika. J		/	/	/	/	/	/	/	/	/	/
9.	Drudhaya Snowy. D		/	/	/	/	/	AB	/	AB	/	/
10.	Amala Maini. G		/	/	/	/	/	/	/	/	/	/
11.	Jaselin. R		/	AB	/	/	/	/	/	/	/	/
12.	Kaishnaveni. N		/	/	/	/	/	/	/	/	/	/
13.	Mahalakshmi. C		/	/	/	/	/	/	/	/	/	/
14.	Moxieswari. M		AB	/	/	/	/	/	/	/	/	AB
15.	Nesalmeswari. E		/	/	/	/	/	/	/	/	/	/
16.	Shammuga Kani. S		/	/	/	/	/	/	/	/	/	/
17.	Kavitha. S		/	/	AB	/	/	AB	/	/	/	/
18.	Minacklin. J		/	/	/	/	/	/	/	AB	/	/
19.	Rathan devi. D		/	/	/	AB	AB	/	/	/	/	/
20.	Vincy. B		/	/	/	/	/	/	/	/	/	/
21.	Sobana. B		/	/	/	/	/	/	/	/	/	/
22.	Asmitha. R. P		AB	AB	AB	AB	/	AB	/	AB	/	AB
Signature of the Staff			/	/	/	/	/	/	/	/	/	/
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ST. MARY'S COLLEGE (Autonomous) -THOOTHUKUDI

I UG Certificate Course 2022- 2023

BASICS OF COMPUTER (SSC)

COURSE SCHEDULE

Course Code: 22UCBC11

Duration: 30 Hours

S. No.	Topics	Date
1.	MS Word – Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins	01.09.2022
2.	MS Word – Formatting Documents: Setting Font styles, Font selection- style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Equations, Setting Paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering.	02.09.2022
3.	MS Word – Setting Page Style: Formatting Page, Border & Shading, Columns, Header & footer, Setting Footnotes & end notes – Shortcut Keys; Inserting manual page break, Column break and line break, Setting Document styles, Page Numbering.	05.09.2022
4.	MS Word – Creating Tables: Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting and Sorting.	06.09.2022
5.	MS Word – Inserting: ClipArts, Pictures, Shapes, Charts etc., Tools – Word Completion, Spell Checks, Templates - Printing Documents	07.09.2022
6.	MS EXCEL – Opening Spreadsheet, Menus - main menu, Formula Editing, Formatting, Toolbars, Using Icons, Saving files, setting Margins, Rows, Columns & Cells, Referring Cells & Selecting Cells – Shortcut Keys.	08.09.2022
7.	MS EXCEL - Entering data, Cut, Copy, Paste, Undo, Redo, Filling Continuous rows, columns, Highlighting values, Find, Search & replace, Inserting Data, Insert Cells, Column, rows & sheets, Symbols, Clipart, Pictures, Shapes, Charts etc.	09.09.2022
8.	MS EXCEL – Working with formula (AutoSum, logical, text)	12.09.2022
9.	MS EXCEL – Working with formula (Date & Time, Math & Trig, Financial)	13.09.2022

10.	MS EXCEL -- Sorting, Filtering, Validation, Consolidation, Pivot tables and Subtotal.	14.09.2022
11.	MS PPT – Opening new presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts. Creating a presentation - Setting Presentation style, Adding text to the Presentation.	16.09.2022
12.	MS PPT - Formatting a Presentation - Adding style, Color, gradient fills, Arranging objects, Adding Header & Footer, Slide Background, Slide layout.	06.10.2022
13.	MS PPT – Adding transition effect to the Presentation- Inserting pictures, tables etc. into presentation.	07.10.2022
14.	MS PPT – Setting Animation. Presentation viewer- Running a Slide Show- printing handouts	10.10.2022
15.	Certificate Course Final Exam	11.10.2022

ST. MARY'S COLLEGE (Autonomous) -THOOTHUKUDI

I UG Certificate Course 2022-2023

BASICS OF COMPUTER (SSC)

S. No.	Name	Class	Grade
1.	AKSHAYA MEENAKSHI. K	I BBA	A
2.	MALATHI. M	I BBA	A
3.	PADMA MEENALAKSHMI. G	I BBA	A
4.	PRISKILLA. P	I BBA	A
5.	SANGEETHA. P	I BBA	A
6.	MATHUMITHA. M	I B.Sc. Microbiology	A
7.	VINNARASI MERCY ALIS. A	I B.Sc. Microbiology	A
8.	KIRTHIKA. J	I B.Sc. Microbiology	A
9.	IRUDHAYA SNOWY. D	I B.Sc. Microbiology	A
10.	AMALA HARINI. G	I B.Sc. Psychology	A
11.	JASELIN. R	I B.Com Section A	A
12.	KRISHNAVENI. N	I B.Com Section A	A
13.	MAHALAKSHMI. C	I B.Com Section A	A
14.	MARIESWARI. M	I B.Com Section A	C
15.	NESAUMESWARI. E	I B.Com Section A	A
16.	SHANMUGA KANI. S	I B.Com Section A	A
17.	KAVITHA. S	I B.Com Section B	A
18.	MIRAELIN. J	I B.Com Section B	A
19.	RUTHAR DEVI. D	I B.Com Section B	A
20.	VINCY. B	I B.Com Section B	B
21.	SOBANA. B	I B.Com Section B	B
22.	ASMITHA. R. P	I B.Com Section B	C

ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI
(Re-accredited with 'A+' Grade by NAAC)



CERTIFICATE COURSE

CERTIFICATE

This is to certify that Ms. AKSHAYA MEENAKSHI. K of I BBA

has actively participated and successfully completed a course on _____

BASICS OF COMPUTER conducted during the academic year

20 22 - 20 23 with A Grade.

A. V. K. K. K.
Instructor

Lucia Ros
Principal