

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
COLLEGE OF COMPUTER APPLICATION
FOR WOMEN, SATARA**

**[Faculty: B.C.A., B.A. & B.Com.]
Affiliated to SNDTWU, Mumbai**

Criterion 7 – Institutional Values and Best Practices(100)

**7.2.1 Describe two best practices successfully implemented by the
Institution as per NAAC format provide in manual. (30)**

BEST PRACTICE - II

**Title: Computer Literacy Program for Arts and commerce
faculty students.**

CONTENTS

- **Objectives of Certificate Course in MS-Office**
- **Meeting Minutes of Permission to conduct MS-Office.**
- **Annual Summary report**
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- **Question Paper**
- **Certificate**
- **Photo**
- **Outcome of Course**

MAHARSHI KARVE STREE SHIKSHAN SANSTHA'S
COLLEGE OF COMPUTER APPLICATION FOR WOMEN, SATARA

(Faculty BCA, BA & B.Com.)

714/A Shaniwar Peth, Satara. ☎ 02162 – 227647, 231052

Email – bca_college@rediffmail.com, 061.bcasatara@gmail.com

Website – www.maharshikarvebcasatara.org

(Affiliated To S.N.D.T. Women's University, Mumbai)

Govt. Sanction letter no. NGC/1000/NMV/(167/2000)/Mashi-3 Date 29 June 2000.

Certificate Course in MS –Office

Course Description:

The course introduces fundamentals in Computer Basic concepts. In it, students' learn how to use Windows 7 on the PC-compatible computers as well as MS Office 2013 which has the following applications: word processing program (MS-Word), a spreadsheet program (MS Excel), a presentation program (MS PowerPoint) and Database (MS Access).

Windows 7 will be used to illustrate operating system concepts and disk organization. This class is intended for students requiring 'hands-on' knowledge of computer applications.

Course Objectives :

1. To enhance the interest of student in computer.
2. To develop understanding of the basic operations of a computer system and computer applications software.
3. To foster among students an interest and confidence in using computers
4. To introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software, the Internet, networking and mobile computing.
5. To give students an in-depth understanding of why computers are essential components in business, education and society.


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Minutes

1. Confirmation of minutes of the last meeting :

The minutes of the last meeting which held on 9th April, 2014 were read out and confirmed.

2. Discussion on launching new courses:

It was decided to start Certificate Course in MS-Office, Preparatory Course for Banking Examination in the academic year 2014-15.

3. Discussion on Syllabus Framework Design

On the suggestion of various Experts, the contents for Certificate Course of MS- Office and Preparatory Course for Banking Examination are designed by Board of Study members considering the various aspects and need of the students. It was resolved to decide the framework of syllabus and examination pattern of this course. Faculties for various subjects be appointed as a teacher for this course on Rs. 150/- per hr. remuneration.

4. Discussion on Intake Capacity and Fees

It was decided to take 30-35 students per batch for convenience of teaching and learning process. Rs 500/- course fee for Certificate Course in MS-Office and Rs. 2000/- course fee for Preparatory Course for Banking Examination decided in the meeting.


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Govt. Sanction letter no. NGC/1000/NMV/(167/2000)/Mashi-3 Date 29 June 2000

Minutes

1. Confirmation of minutes of the last meeting :

The minutes of the last meeting which held on 19th April, 2015 were read out and confirmed.

2. Discussion on examination and result:

It was decided in the last meeting that the faculties followed the examination framework as prescribed in the syllabus. Around 44 Students completed Certificate Course in German language, 120 for Certificate Course in MS Office and 28 students for Preparatory course for banking examination completed successfully.

3. Discussion on Admission policy for next year:

It was decided that for this course BA, BCOM and BCA students would be considered. The schedule of all the running courses for the next academic year discussed in the meeting.

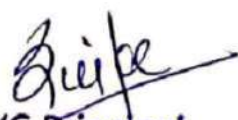
It was resolved to start MKCL KLIC Certificate Courses for all students which includes job-oriented, designing, programming, accounting course etc.

4. Any Other Matter with the Permission of Chair

As no other matter was raised, the meeting ended with vote of thanks.


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Govt. Sanction letter no. NGC/1000/NMV/(167/2000)/Mashi-3 Date 29 June 2000

Minutes

1. Confirmation of minutes of the Last meeting

The minutes of the last meeting which held on 25th April, 2016 were read out and confirmed.

2. Discussion on Syllabus Framework Design

On the suggestion of various Experts, the contents are designed by Board of Study members considering the various aspects and need of the students. It was resolved that the syllabus of Certificate Course in Graphic Designing be approved. Ms. Bhuapli Ingale be appointed as a teacher for this course on Rs. 250/- per hr. remuneration.

3. Discussion on Intake Capacity and Fees

It was decided to take 20 students per batch for convenient teaching and learning process. Rupees 1770/- course fee with GST was decided in the meeting.

4. Discussion on Examination framework design

Examination will conduct as per the given in the syllabus. It includes practical questions for Certificate Course in Graphic Designing.

From this year, for Certificate Course in MS Office, the examination will conduct for 80 marks. (Internal-20 and external-60)

5. Discussion on Admission Policy for next year:

There was a discussion on the admission policy for the upcoming year.

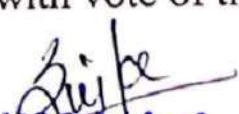
6. Any Other Matter with the Permission of Chair:

As no other matter was raised, the meeting ended with vote of thanks.


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Annual Summary Report

Year : 2019-20

Name of the Course : Certificate Course in MS-Office

Fees : Rs. 590 /-

Name of the Teacher : Ms. Sonali Kulkarni

Sr. No.	Batch No.	Duration(From – to)	Time	Students per batch
1	1	22/7/2019 to 23/8/2019	12.10 - 2.10	21
2	2	26/9/2019 to 25/10/2019	12.10 - 2.10	31
3	3	1/10/2019 to 19/10/2019	12.10 - 2.10	32
4	4	3/12/2019 to 18/12/2019	12.10 - 2.10	32
5	5	1/1/2019 to 25/1/2019	12.10 - 2.10	32
6	6	6/1/2020 to 1/2/2020	12.10 - 2.10	19
			Total	167


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Annual Summary Report

Year : 2018-19


Name of the Course : Certificate Course in MS-Office

Fees : Rs. 580 /-

Name of the Teacher : Ms.Sonali Kulkarni

Sr. No.	Batch No.	Duration(From – to)	Time	Students per batch
1	1	16/7/2018 to 18/8/2018	12.10 - 2.10	32
2	2	20/7/2018 to 15/9/2018	12.10 - 2.10	29
3	3	18/9/2018 to 13/10/2018	12.10 - 2.10	32
4	4	3/12/2018 to 31/12/2018	12.10 - 2.10	31
5	5	1/1/2019 to 25/1/2019	12.10 - 2.10	32
6	6	28/1/2019 to 20/2/2019	12.10 - 2.10	29
7	7	22/3/2019 to 30/3/2019 (Daily 4hours)	12.10 - 2.10	17
			Total	202


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Annual Summary Report

Year : 2017-18


Name of the Course : Certificate Course in MS-Office

Fees : Rs. 300/-

Name of the Teacher : Ms. Anisa Mulla

Sr. No.	Batch No.	Duration	Time	Students per batch
1	1	20/6/2017 to 2/6/2017	12.10 - 2.10	28
2	2	18/9/2017 to 14/10/2017	12.10 - 2.10	17
3	3	4/12/2017 to 7/1/2018	12.10 - 2.10	26
4	4	19/1/2018 to 15/2/2018	12.10 - 2.10	33
5	5	24/2/2018 to 13/3/2018	12.10 - 2.10	28
6	6	2/5/2018 to 20/5/2018	12.10 - 2.10	35
			Total	167


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Annual Summary Report

Year : 2016-17

Name of the Course : Certificate Course in MS-Office

Fees : Rs. 300/-

Name of the Teacher : Ms. Anisa Mulla

Sr. No.	Batch No.	Duration	Time	Students per batch
1	1	20/6/2016 to 2/6/2016	12.10 - 2.10	30
2	2	26/7/2016 to 7/9/2016	12.10 - 2.10	22
3	3	14/9/2016 to 14/10/2016	12.10 - 2.10	30
4	4	5/12/2016 to 24/12/2016	12.10 - 2.10	35
5	5	19/1/2017 to 15/2/2017	12.10 - 2.10	17
6	6	2/5/2017 to 20/5/2017	12.10 - 2.10	31
			Total	165


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[Faculty: B.C.A., B.A., B.Com.]

CERTIFICATE COURSE IN MICROSOFT OFFICE
21 Days (42 Hours)
SYLLABUS

Fundamental of Computers

Introduction and history of computers - What is Computer?, Part of computer, Generations of computer

Application of computers

Characteristics of Computers-

Speed, Accuracy, Memory, Deligence, Versatitliy, Connectivity, Automatic, No I.Q., No Feelings

Block Diagram of a computer-CPU, Input, Output

Types of Computer-Analog, Digital, Hybrid

Classification of computer-micro, mini, mainframe and supercomputers

Day-1 **Hardware**

CPU-Motherboard, RAM, ROM, Hard Disk, Processor, SMPS,

Devices-Input Devices-Keyboard, Mouse, Camera, Smartphone, scanner
Output Devices-Monoitor, Printer, Speaker, headphones

Port-Serial Port, Parallel Port, USB, PS/2


Introduction to Operating System

Introduction to Operating System, Definition

PC Operating Systems-DOS, LINUX and WINDOWS


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Paint, Notepad, Wordpad

Day-2 WINDOWS O/s Concept, Features-My Computer, Recycle Bin, Windows Explorer Desktop-Icons, Task bar (Start button, Start menu, Quick Access Toolbar, System Tray) My Computer-Disk Partition, Folders, Subfolders, Files, cut, copy, paste. **Paint** - File Tab, Quick Access Toolbar, Home Tab-Clipboard, Image, Tools, Shapes, Colors. **View Tab** - Zoom, Show or Hide, Display. **Shortcut Keys**.

Day-3 **Notepad**-File (New, open, save, save as, Exit), Edit (cut, copy, paste, undo, Find Find Next, Replace, Go To, Select All, Time/Date), **Format**-Word Wrap, Font, **View**- Status Bar. **Wordpad** - File Tab, Quick Access Toolbar, Home Tab - Clipboard, Font, Editing, Paragraph, Insert, **View Tab** - Zoom, Show or Hide, Settings

MS-Word

Day-4 Definition of Word Processing, Application of word processing, Basic concepts of word processing, **Introduction** to MS-Word, **Elements of Screen**-Title bar, Ribbon, formatting tool bar (Ribbon), Command group, commands (tools), Ruler, Scroll bar, ruler, title bar, status bar, File tab, Quick access toolbar, Windows Controls. **Shortcut Keys**.

Day-5 **Home Tab- Clipboard**- Cut, copy, paste, Format painter. **Font Effects** - font size, font (name/face), Font Color, Bold, Italic, Underline, Superscript, Subscript, Change case, Text effects, Highlight Color, Clear Formatting. **Paragraph**- Alignment, Bullets, Numbering, Line spacing, Shading, Sort, Border, Increase Indent, Decrease indent. **Styles**- Heading styles. **Editing**-Find, Replace, Select, Go To

Day-6 **Insert Tab - Pages** - Cover Pages, Blank page, break page. **Table**-Insert table, Draw table, Convert text to table, Excel spreadsheet, Quick tables. **Illustrations**-Picture, ClipArt, Shapes, SmartArt, Chart, ScreenShot. **Link**-Hyperlink, **Bookmark**. **Header & Footer**- Header, Footer, Page number, **Text**- WordArt, Textbox, Drop Cap, Date and Time, Object, **Symbols** - Equation, Symbol.

Day-7 **Page Layout**-Page Setup-Margins, Orientation, Size, Columns, Line Numbers. **Page Background**-Page Color, Page Borders. **Paragraph**- Indent, Spacing, **Print Preview**, **Print**.

Day-8 **Mailing Tab**-Mail Merge. **View Tab**-Macros.

Day-9 **Review Tab- Proofing**- Spelling & Grammar, Research, Thesaurus, Word Count, **View Tab**-Show-Ruler, Gridlines, Navigation Pane. **Zoom**- Zoom, One Page, Two Pages, Page Width. **Window**- New Window, Arrange All, Split, Switch Windows


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MS-Excel


Day-10	Spreadsheet Basics, Screen overview-Title bar, Ribbon, formatting tool bar(Ribbon), Command group, commands(tools), Ruler, Scroll bar, ruler, title bar, status bar, File tab, Quick access toolbar, Windows Controls, cell, worksheet, workbook, data range. Shortcut Keys. File Tab-New, Open, Save, Save as. Home Tab- Clipboard- Cut, copy, paste, Format painter. Font Effects - font size, font (name/face), Font Color, Bold, Italic, Underline, Border, Fill Color, Paragraph - Alignment, Orientation, Decrease Indent, Increase Indent, Wrap Text, Merge & Center, Number
Day-11	Cells -Insert, Delete, Format. Insert Tab - Table, Illustrations-Picture, ClipArt, Shapes, SmartArt, Chart, ScreenShot. Charts. Link-Hyperlink, Text-Text Box, Header & Footer, WordArt, Object, Symbols-Equation, Symbol.
Day-12	Page Layout -Page Setup-Margins, Orientation, Size, Print Area, Print Preview, Print. Breaks, Background. Extend Selection, Custom list
Day-13	Styles -Conditional Formatting, Format as Table, Cell Styles. Editing - AutoSum, Clear, Sort & Filter, Find, Replace, Select, Go To,
Day-14	Formulas - Insert Function -Sum, Average, Min, Max, Count, Today, Date, Day, Month, Year, Len.
Day-15	Data -Data Validation, What-If Analysis-Goal Seek. Review -Comment, Protect Sheet.

MS-Powerpoint

Day-16	Getting Started in powerpoint, Introduction, Screen Overview, Creating a Presentation. Shortcut Keys
Day-17	Home Tab -Clipboard, Creating & editing slides, Slide Layout, Font Effects -Font size, name, bold, italic, underline, text color, fill color, Increase font size, Decrease font size, Clear formatting, Character spacing, Text Shadow, Strikethrough. Paragraph -Alignment, Columns, Bullets, Numbering, Text Direction, Align Text, Convert Text to SmartArt, Drawing -Shapes, Arrange, Quick styles, Shape fill, Shape outline, Shape effects. Editing -Find, Replace, Select.
Day-18	Insert Tab - Table, Picture, ClipArt, Screenshot, Photo Album Shapes, SmartArt, Chart, Hyperlink, Action, Text Box, Header and footer, WordArt, Date & Time, Slide, Number, Equation, Symbol, Object, Video, Audio
Day-19	Design Tab -Themes, Colors, Effects, Background, Transition -Transition to slide, Timing, Animation, Slide Show, Presentation views


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Internet

Day-20

What is Internet?, Use of Internet, **Concept** -Site, WWW, Http, Web browser, Web server, search engine, social sites, domain name, server down, online, email or mail, attachment, compose, cc, bcc.

Connect to Internet,

Day-21

E-mail-Create E-mail A/c, Send mail, Send mail with attachment, Check received mail, Download attachment of received mail


Examination: Practical-50 Marks

Theory- 10 Marks

No. of Students(Batchwise): _____


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**College of Computer Application
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714 A, Shaniwar Peth, Satara-415002
Activity Report Year**

Name of the Department - Skill Dev. Course.

Name of the activity - Cert. Course in ms-office.

Date	Time	Venue
Jan. 2019	12.10 - 2.00 pm.	BCA Comp. Lab

Faculty	Activity for Student/Staff	Nature - Academic/ Extra-Curricular/Other
BA B.Com	Student	

Support/Assistance/Organized by -

Brief Information about the activity -

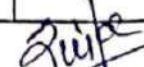
Summary of the activity	Total app. students - 32
	Guidance by - Soral Kulkarni
	Fees - 590/-
	Theory - 25, Practical - 75%
	Sessions Completed.
Objectives for conducting the activity	
Methodology	Lectures, Practical.
Outcome	32 successfully comp. this course & got certificate.

Proof Attached - Letters/Student or staff list of participation/certificate/ Photos/ any other.

1) Photos	2) Participation List	3) Letters	4) Certificate	5) Others
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Notice
attendance
R.P.
Resub.

Activity Report Year 2017-18

Name of the Department - Skill Dev. Courses.

Name of the activity - Certificate Course in the office

Date	Time	Venue
Mar. 20/8	12.10 - 2.00pm	BCA Comp. Lab.

Faculty	Activity for Student/Staff	Nature - Academic/ Extra-Curricular/Other
BA BCom	Student	

Support/Assistance/Organized by -

Brief Information about the activity -

Summary of the activity	Total 28 Students appeared for this course.
	Theory + Practical (25+75)
	Fees - 500/-
	Guidance by - Dighe Madam.
	Sessions Completed.
Objectives for conducting the activity	
Methodology	Theory + Practical
Outcome	28 Students completed this course successfully & got certificate.

Proof Attached - Letters/Student or staff list of participation/certificate/ Photos/ any other.

1) Photos	2) Participation List	3) Letters	4) Certificate	5) Others
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Notice
Att.
QP
Result

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Activity Report Year 2017-18

Name of the Department - Skill Development Courses

Name of the activity - Certificate Course in ms-office

Date	Time	Venue
Sept-17	12-10-200pm	BCA Comp. Lab.

Faculty	Activity for Student/Staff	Nature - Academic/ Extra-Curricular/Other
BA Bcom	Student	

Support/Assistance/Organized by -

Brief Information about the activity -

Summary of the activity	Total 28 students appeared
	Guidance by Sneha Dighe.
	Fees - Rs. 500/-
	Theory + Practical (25+25)
	Sessions Completed.
Objectives for conducting the activity	-
Methodology	Theory + Lecture.
Outcome	26 successfully completed this
	course & got certificate.

Proof Attached - Letters/Student or staff list of participation/certificate/ Photos/ any other.

1) Photos	2) Participation List	3) Letters	4) Certificate	5) Others
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Signature
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For Women, Satara
(Faculty B.C.A., B.A., B.Com.)

Notice
Att.
Q.P.
Result

Name of the Department - Skill Dev Course

Name of the activity - Certificate Course in MS-Office

Date	Time	Venue
Dec. 20/6	12.10 - 2.00 pm	BCA Comp. Lab.

Faculty	Activity for Student/Staff	Nature - Academic/ Extra-Curricular/Other
BA Bcom	Student	

Support/Assistance/Organized by -

Brief Information about the activity -

Summary of the activity	Total 35 students appeared
	Guidance by - Anisa mulla.
	Fees. 300.
	Theory (25) + Practical (75)
	Sessions completed
Objectives for conducting the activity	
Methodology	Theory + Practical
Outcome	35 Students completed this
	course successfully.

Proof Attached - Letters/Student or staff list of participation/certificate/ Photos/ any other

1) Photos	2) Participation List	3) Letters	4) Certificate	5) Others
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(Faculty : BA, BCom, BCA)

Certificate Course in MS-OFFICE

Batch_5

Batch Starts From : February_2018

Batch Ends On : March_2018

Sr. No.	Roll. No.	Name of the Student
1	FYA17-21	BADEKAR NISHA RAJU
2	FYA17-25	BHOSALE PALLAVI JAYWANT
3	FYA17-1	DESHMUKH SUBHANGI SARJERAO
4	FYA17-27	DHANAWADE PRIYANKA VITTHAL
5	FYA17-3	GAIKWAD RASIKA SHIVAJI
6	FYA17-29	GHORPADE PRATIKSHA PRABHAKAR
7	FYA17-6	HELVI SONALI RAMCHANDRA
8	FYA17-31	JADHAV KOMAL MARUTI
9	FYA17-32	JADHAV PAYAL SANJAY
10	FYA17-34	KALAKE KOMAL BABANK
11	FYA17-37	KATKAR JYOTI BALASO
12	FYA17-38	KHAN RUKSAR SILEDAR
13	FYA17-41	KHARAT SWATI TANAJI
14	FYA17-42	KIRDAT BHAGYASHRI PRAKASH
15	FYA17-43	KULKARNI PRANALI VIDYADHAR
16	FYA17-45	LAKERI GAURI NITIN
17	FYA17-50	MANE POONAM HIRAJI
18	FYA17-55	MELAT SUREKHA KONDIBA
19	FYA17-56	MORE AARATI RAMESH
20	FYA17-10	MORE MAYURI ARUN
21	FYA17-11	MULLA RAHIANA RAMJAN
22	FYA17-61	PADALE YOGINI SANJAY


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Certificate Course in MS-OFFICE

23	FYC17-64	PAWAR SWATI TATYABA
24	FYC17-65	SAKUNDE PRIYANKA RAMESH
25	FYC17-99	SAPKAL PRIYANKA BHIMRAO
26	FYC17-68	WAIKAR MAYURI ARUN


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Principal's Sign
on
College
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Certificate Course in MS-OFFICE

Batch_3

Batch Starts From : December_17

Batch Ends On : January_2018

Sr. No.	Roll No.	Name of The Student
1	FYC17-69	AWATE KAJAL DHANANJAY
2	FYC17-70	AWATE TEJAL DHANANJAY
3	FYC17-72	CHAVAN MILAN NAMDEV
4	FYC17-73	CHAVAN SWARANJALI SANJAY
5	FYC17-19	DEVROKHE RUTUJA KISAN
6	FYC17-75	JADHAV RUTUJA SAMBHAJI
7	FYC17-31	JADHAV SHWETA SURESH
8	FYC17-76	JAGTAP POOJA BABAN
9	FYC17-77	KHARAT PRIYA DATTARAM
10	FYC17-39	KHUDE SNEHAL SHASHIKANT
11	FYC17-49	MANE CHITRA VINAYAK
12	FYC17-79	MULANI KHUSHBU JAHIRUDDIN
13	FYC17-80	MULLA ARZOO SALIM
14	FYC17-82	NEVASE AISHWARYA BHAGWAN
15	FYC17-83	NIKAM PRATIKSHA JAYVANT
16	FYC17-84	NIMBALKAR PALLAVI DNYANESHWAR
17	FYC17-85	NIPANE RUCHITA RAJENDRA
18	FYC17-61	PALANGE SHIVANI SANJAY
19	FYC17-86	PANDIT PRIYANKA SHAM
20	FYC17-87	PATHAN GULJAR FIROZ
21	FYC17-88	PATIL ANUJA SANJAY
22	FYC17-63	PAWAR KOMAL HINDURAO


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Maharshi Karve Stree Shikshan Samstha's
College of Computer Application for Women, Satara
(Faculty : BA, BCom, BCA)

Certificate Course in MS-OFFICE

23	FYA17-63	PAWAR ASHWINI GORAKHNATH
24	FYA17-64	PAWAR PALLAVI MADHAV
25	FYA17-14	SHAIKH ROHUN NISAR
26	FYA17-73	SURYAWANSHI DIPTI NARAYAN
27	FYA17-74	VANJARI AISHWARYA SANDIP
28	FYA17-16	ZENDE RUKSAR MUNIR


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Principal's Sign
College of Computer Application for Women, Satara
(Faculty B.A., B.Com., BCA)

Batch 4 - Duration Dec.- 2016 to Jan 2017

**College of Computer Application
For Women, Satara
714 A, Shaniwar Peth, Satara-415002**

Sr. No.	Name of the student
1	Kadam Priyanka Shivaji
2	Kumbhar Nilija Ganesh
3	Awade Deepali Sunil
4	Jagtap Saroj Sharad
5	More Tanuja Sunil
6	Nagare Vidya Ramdas
7	Naikwad Shraddha Jagannath
8	Nalawade Poonam Shankar
9	Nawadkar Anuradha Sunil
10	Nawadkar Sneha Subhash
11	Nikam Sonali Balkrishna
12	Nipane Ashwini Baburao
13	Palkar Radhika Shyam
14	Patel Summaiyya Amir
15	Patil Pallavi Bajarang
16	Pawar Nikita Anil
17	Phadtare Jyoti Subhash
18	Phalke Shobha Anil
19	Sabale Pradnya Sanjay
20	Sagare Amruta Bharat
21	Sakate Monali Sunil
22	Salunkhe Poonam Prakash
23	Salunkhe Sarika Suresh
24	Shikarkhane Pooja Prakash
25	Shinde Pooja Ashok
26	Shitole Pooja Dattatray
27	Vanjari Pooja Mahadev
28	Waikar Priyanka Vijay
29	Zad Neha Jagdish
30	Mohite Neha Sandip
31	Salunkhe Sangita Jotiram
32	Patekar Pooja Baban
33	Pawar Ashwini Eknath
34	Shevale Pooja maruti
35	Naipane Ashwhini Baburao



Coordinator

Principal
College of Computer Application
For Women, Satara
(Faculty B.A., B.A., B.Com.)

Coordinator

[0 8956447 : 00000000000000000000]

Batch: 5

Subject Code & Name : MS Office

[illegible]

Month: _____ Year: 20__

Class: _____ Batch: _____

Teacher Name: _____

Subject Code & Name : MS Office _____

Sr No	Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	No. of Lectures Attended
21	Mohite Prashant Sandip	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
22	Nalwade Vatslavaji Eshan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
23	Nikam Archana Dattaram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
24	Nikam Pratiksha Ravindra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
25	Pandit Anurag Nitin	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
26	Pandit Atcharya Satish	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
27	Kokare Deepali Dhondiram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
28	Sapkal Pooja Hammanat	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
29	Sapkal Priyanka Tanaji	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
30	Shankh Shreeta Javed	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
31	Shankh Shifa Shakil	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
32	Suryawanshi Shrutika Mahaji	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
33																								
34																								
35																								

Teacher's Sign: A/Kulkarni

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Coordinator



Principal Sign: [Signature]
Principal
College of Computer Application
For Women, Satara
(Faculty BCA, BA, B.Com)

Maharshi Karve Stree Shikshan Sanstha
College of Computer Application for Women's Satara
[Faculty: B.C.A., B.A., B.Com.]

Batch-6

Class- FY BA

Subject: MS-Office (Final Test)

Date-20.02.2019

Time-12.00 to 1.00 / 1.00 to 2.00

Marks - 60

(25)

(A) Create table

Time Table		Sub: Computer		
Monday	Practical Div A ,B,& C	Div A		Div c
Tuesday		Div B		Weekly Test
Wednesday	Div A	Div C	Test B	A, B, C
Thursday	Div B	Practical Div A ,B,& C	Div A	
Friday	Div C		Guest lecture	
Saturday	Test A		Div A,B and C	
	Test C			

3) Insert one picture and create a photo sheet (Min 16 photos)

2. Make a PPT of 4 slides on Computer parts.

(15)

3 (A) Show following functions

Sheet Name (F1) Tab Color=Blue

(20)

- Day (20 Feb 2019)
- Concatenate (Full Name)
- Date
- Time

(B) Create table Candidate Details. (Min 10 record) Sheet Name (F2) Tab Color=Red

Candidate Name	Qualification	Experience	Previous company name	Male/ Female

Use Conditional Formatting and apply color as given below.

Experience <=2 years = light Green Color

Male = Yellow

Experience > 2 years = Dark Green Color


Female = Red

College of Computer Applications
For Women Satara
214 A, Shivajinagar, Peth, Satara - 415003
MS Office Batch-6 Feb- 2019 class: FYBA

Sr.No	Name	Marks	
		Intenal(20)	Extenal(60)
1	Ashtekar Manasi Mahendra	12	48
2	Avghade Dipali Dilip	12	45
3	Bagwan Aalmas Babalal	10	44
4	Gade Shravani Dattatray	15	43
5	Gadhawe Arpita Dattatray	16	58
6	Gosavi Anjali Dhananjay	8	40
7	Jadhav Amruta Hanmant	16	56
8	Jadhav Priyanka Sanjay	15	49
9	Jadhav Vishakha Satish	16	48
10	Kadam Poonam Ashok	14	47
11	Madane Vishakha Dipak	18	56
12	Mane Akshada Anandrav	12	25
13	Mane Rutuja Prakash	15	48
14	More Pratiksha Laxman	A	A
15	More Supriya Shirang	16	49
16	Nalawade Ankita Chandrakant	12	35
17	Pardeshi Komal Rajesh	14	50
18	Patane Amruta Nandkumar	17	56
19	Pawar Divya Ramdas	10	A
20	Pawar Divya Tanaji	10	40
21	Pawar jayashri Ratan	13	43
22	Pawar Pooja Ravindra	18	56
23	Pimpale Chakuli Pandurang	14	42
24	Sakate Madhavi Shrirang	12	35
25	Shaikh Afrin Mahammad sharif	10	37
26	Shaikh Farhin Mustak	A	A
27	Shelar Ranjana Rajendra	15	50
28	Shinde Amruta Anil	17	55
29	Survase Snehal Krushna	17	51
30	Suryawanshi Priti Ramdas	17	51
31	Waghamale Saundarya Adhik	12	43
32	Wankhede Monika Snatosh	12	40


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For Women Satara
(Faculty B.C.A. B.A. B.Com)

MS Office Batch-5 Jan- 2019 class: FYBA

Sr.No	Name	Marks	
		Intenal(20)	Extenal(60)
1	Adagale Aarti Arjun	15	40
2	Amande Nisha Pravin	18	54
3	Ballal Aishwarya Ananda	16	51
4	Bole Aasavri Datta	14	50
5	Chatur Shital Nitin	19	55
6	Chavan Vijaya Vinod	18	55
7	Choudhary Narmada Soparam	16	48
8	Dhanawade Pooja Nathyaba	16	47
9	Gaikwad Mohini Dinkar	14	49
10	Gaikwad Pratiksha Mahadev	15	49
11	Gaikwad Sushmita Ramrao	18	56
12	Gaikwad Vaishnavi Santosh	15	54
13	Gaikwad Rutuja Dilip	19	57
14	Bhintade Divya Ramesh	10	25
15	Gole Amruta Rajendra	16	52
16	Gujar Shubhangi Chandrakant	16	54
17	Hendre Shivani Ajay	17	52
18	zende Farhin Azam	18	55
19	Korade Komal Prakash	18	56
20	Lad Neha Manoj	16	54
21	Mohite Pranita Sandip	10	35
22	Nalwade Vaishnavi Kisan	15	50
23	Nikam Archana Dattaram	19	55
24	Nikam Pratiksha Ravindra	15	50
25	Pandat Anuksha Nitin	14	54
26	Pardishi Aishwarya Satish	18	51
27	Kokare Deepali Dhondiram	10	25
28	Sapkal Pooja Hanmanat	12	30
29	Sapkal Priyanka Tanaji	19	56
30	Shaikh Sheefa Javed	18	A
31	Shaikh Shifa Shakil	18	48
32	Suryawanshi Shrutika Shahaji	18	54


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Maharshi Karve Stree Shikshan Sanstha's

COLLEGE OF COMPUTER APPLICATION FOR WOMEN, SATARA.

(FACULTY B.C.A., B.A., B.COM)

(Affiliated to S.N.D.T. Women's University, Mumbai)

Takes Pleasure in Awarding

Certificate

This is to Certify that Miss More Pooja Jalinder
_____ has successfully completed.
Certificate course in Ms-office The Course was conducted
during the period.

Awarded by



Swipe
Principal

College Of Computer Application
For Women, Satara.

(Success is a journey, not a destination)

MAHARSHI KARVE STREE SHIKSHAN SANSTHA'S
COLLEGE OF COMPUTER APPLICATION FOR WOMEN, SATARA
(Faculty BCA,BA & B.com.)


Certificate Course in Microsoft Office



B.A & B.Com Students successfully completed Certificate Course in MS- Office per year


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For Women, Satara
(Faculty B.C.A. B.A B Com)

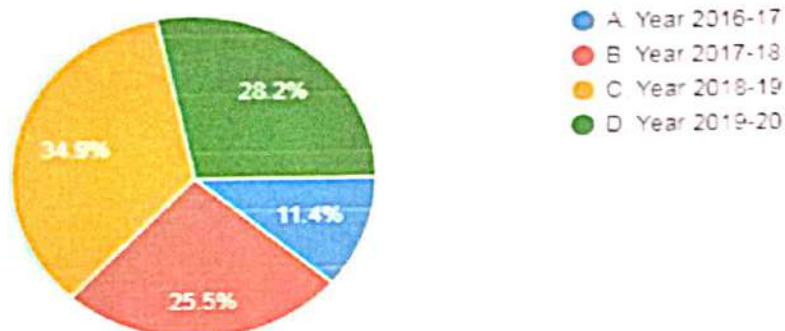
MAHARSHI KARVE STREE SHIKSHAN SANSTHA'S
COLLEGE OF COMPUTER APPLICATION FOR WOMEN, SATARA
(Faculty: B.C.A, B.A., B.Com)

Survey on Outcome of Certificate Course in MS-Office

REPORT

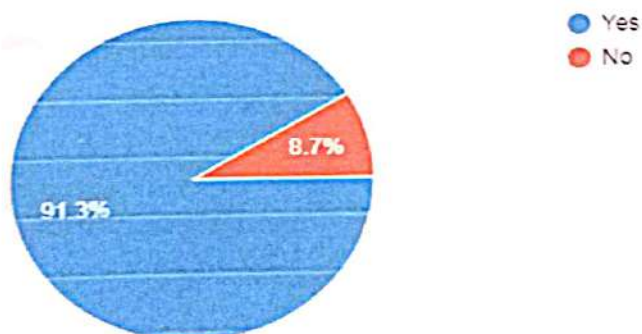
Admission Year (तुम्ही कोणत्या वर्षी कॉलेजमध्ये F.Y ला प्रवेश घेतला?)

149 responses



Have you completed Certificate course in MS-Office Course in our college? (आपल्या कॉलेजमध्ये तुम्ही MS-Office Course केला आहे का?)

149 responses



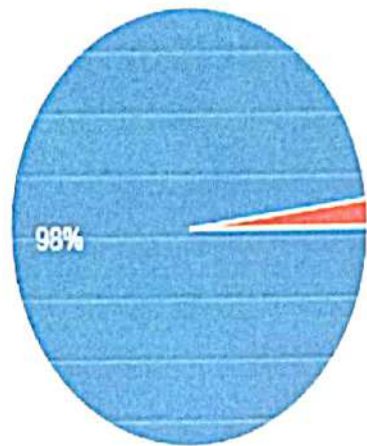

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(Faculty B.C.A., B.A., B.Com.)

Is Certificate course in MS-Office beneficial ?

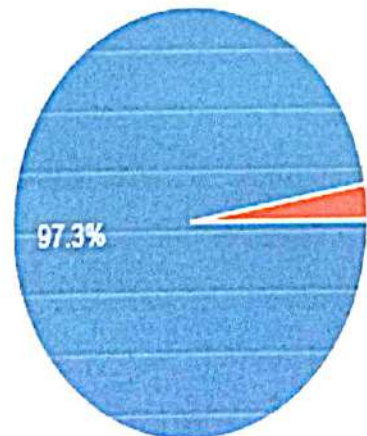
149 responses



● Yes
● No

Did this course help you to use computer easily?

149 responses



● Yes
● No

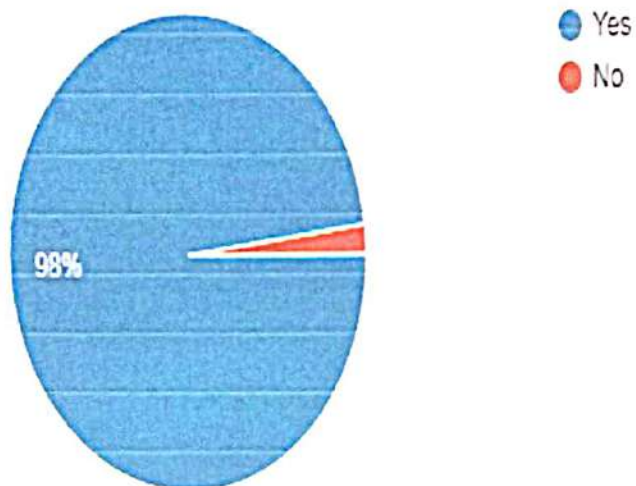

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College of Computer Application
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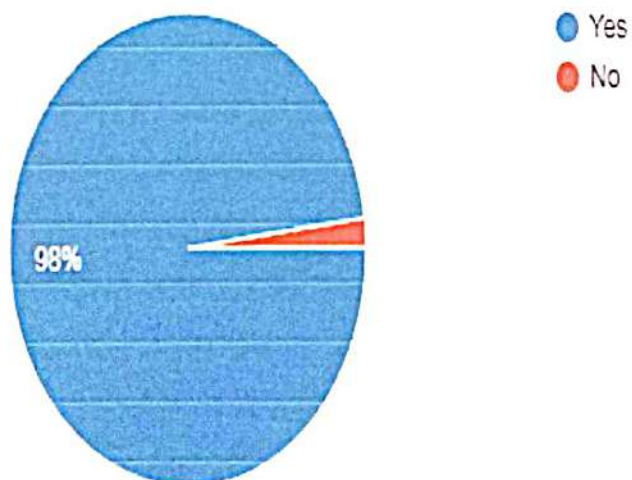
Did this course help you to use Microsoft Word easily?

149 responses



Did this course help you understand how to use Microsoft Excel?

149 responses



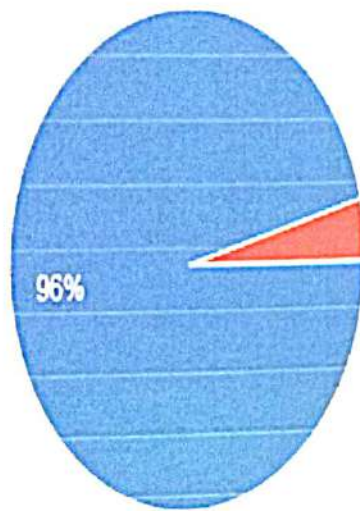

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(Faculty B.C.A., B.A., B.Com.)

Did you understand all the information about Microsoft power point through this course? ?

149 responses



● Yes
● No


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