

Shri Sarda Education Society's
(A Linguistic Minority Education Institute)
Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji, Dist Amravati – 444705
NAAC Accredited 'A' with CGPA 3.21

Department of Commerce
Certificate Course in MS Word
(Academic Session: 2023-2024)

Summary Report

- Course conducted: "A Certificate Course in MS Word"
- Students Benefitted: 35
- Course conducted: From 09.01.2024 to 20.02.2024

Objective:

- ✓ To adequate students with basic strategies to deal with MS Word.
- ✓ To make students equipped for preparing different type of documents and files.
- ✓ To teach basics of Formatting in MS Word.

MS Word, being the foundation of computer fundamentals, the course dealt with dynamic aspects of **MS Word**. An optimal utilization of available resources had been made so as to provide a platform to the students for maximum practice and exposure to MS Word. The course will prove beneficial for the students. The Certificate Course entitled "**A Certificate Course in MS Word**" was conducted by the Department of Commerce in the academic Session **2023-24 from 9th of January to 20th of February, 2024**. The duration of the course was **30 days (1 hour everyday)** in which **thirty five students** were admitted.



Head of the Department



Teacher-in-Charge



Principal

Smt. Radhabai Sarda College
of Arts, Commerce & Science
Anjangaon Surji



Permission Letter

To
The Principal,
Smt Radhabai Sarda Arts, Commerce &
Science College, Anjangaon Surji

Subject: Regarding permission to conduct Certificate Course in MS Word during the academic session 2023-2024.

Hon'ble Sir,

With reference to the above subject, I request you to grant us permission to conduct the said course in the Department of Commerce. The duration of the course will be of 30 hours (1 hour X 30 working days). The syllabus of the course is enclosed herewith for your kind consideration. The course will be fruitful for the students to uplift their computer efficiency.

With regards,

Date: 30.12.2023



Yours faithfully,



Place: Anjangaon Surji



Dr Vivek Vilas Patil
Assistant Professor
Department of Commerce

Enclosures:

1. Syllabus of the Certificate Course.

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Department of Commerce
Certificate Course in MS Word
Course Content
(Academic Session: 2023-2024)

Unit	Topic	Distribution of Marks
I	Chapter 1: Introduction to Microsoft Word 2016 • Overview of Microsoft Word interface • Creating a new document • Opening, saving, and closing documents • Understanding the Ribbon and Tabs • Customizing the Quick Access Toolbar	10 Marks
II	Chapter 2: Basic Text Formatting • Font formatting (size, style, color) • Paragraph formatting (alignment, indentation, spacing) • Bullets and numbering • Using styles for consistent formatting	10 Marks
III	Chapter 3: Working with Tables • Creating and formatting tables • Inserting and deleting rows and columns • Merging and splitting cells • Sorting and filtering data in tables	10 Marks
IV	Chapter 4: Inserting and Editing Graphics • Adding images and shapes • Adjusting image layout and text wrapping • SmartArt and WordArt	10 Marks

V	Chapter 5: Document Layout and Design • Page setup (margins, orientation, size) • Headers and footers • Page numbering • Columns and section breaks	10 Marks
	Q & A session Final review and assessment	

Books Recommended:

- Rajeev Gandhi Youth Computer Saksharta Mission (RGYCSM)-MS OFFICE WORD
- Mastering MS-Office-ATSS CBSCA PUBLICATIONS-Ms. Gloriya Sarjerao Kardile, Ms. Sonali U. Kadwadkar
- Fundamentals of Computers-V. Rajaraman(PHI)



Teacher in Charge



Prof & Head

Department of Commerce



Sarda Education Society (Trust)'s
(A Linguistic Minority Educational Institute)

SMT RADHABAI SARDA ARTS, COMMERCE & SCIENCE COLLEGE

ANJANGAON SURJI- 444705, DIST- AMRAVATI (Maharashtra)
(Affiliated to Sant Gadge Baba Amravati University, Amravati)

NAAC Accredited 'A' with CGPA 3.21

Dr Bashisth Choubey
PRINCIPAL

Website: www.rscollege.ac.in
E-mail: smtrscollege@gmail.com



Phone : 07224 - 295678
Cell No : 9423853815
Cell No : 7620541674

Date: 02.01.2024

Department of Commerce Certificate Course in MS Word

Notice

All the students from the faculty of commerce are hereby informed that **A Certificate Course in MS Word** is going to be commenced in the Department of Commerce. All those interested students may forward their names to Dr Vivek Vilas Patil, Assistant Professor of the Department till 6th January, 2024.

Teacher-in Charge

Head, Dept. of Commerce

Principal

Smt. Radhabai Sarda College
of Arts, Commerce & Science
Anjangaon Surji



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Department of Commerce

Certificate Course in MS Word

(Academic Session: 2023-2024)

List of Students Enrolled

Sr. No.	Name of the Student	Class
1	Alpesh Sanjay Wankhade	B. COM. I
2	Aniket Nandkishor Shingare	B. COM. I
3	Ankita Dipak Pande	B. COM. I
4	Ashvini Ajayrao Dulambe	B. COM. I
5	Bhagyashri Manohar Gujar	B. COM. I
6	Bhargavi Sudhir Sarkate	B. COM. I
7	Gauri Rajendra Charhate	B. COM. I
8	Janhavi Ganesh Berad	B. COM. I
9	Kalyani Sanjay Rande	B. COM. I
10	Komal Ravindra Aswar	B. COM. I
11	Krunal Dayalnath Nath	B. COM. I
12	Kumkum Naresh Kukade	B. COM. I
13	Nishant Ganesh Thakare	B. COM. I
14	Priyal Umesh Dhande	B. COM. I
15	Punam Nandkishor Patil	B. COM. I
16	Renuka Anil Mahore	B. COM. I
17	Sakshi Sudhakar Masurkar	B. COM. I
18	Samiksha Shankar Sontakke	B. COM. I
19	Samiksha Shridhar Bhamburkar	B. COM. I
20	Sarvesh Chandrashekhar Rohi	B. COM. I
21	Shravanee Sanjayrao Bhamburkar	B. COM. I
22	Sonali Deepak Wanare	B. COM. I
23	Vaishnavi Vinod Misalkar	B. COM. I
24	Vedika Subhash Thorat	B. COM. I

Sr. No.	Name of the Student	Class
25	Ankita Gajanan Fiske	B. COM. II
26	Divya Suresh Thorat	B. COM. II
27	Kajal Prabhakar Bhele	B. COM. II
28	Payal Santosh Sawale	B. COM. II
29	Pranjali Gajanan Raut	B. COM. II
30	Rasika Gajanan Gawande	B. COM. II
31	Sakshi Sunil Wankhade	B. COM. II
32	Tanavi Purushottam Hagone	B. COM. II
33	Utkarsha Shivaji Wankhade	B. COM. II
34	Vaishnavi Ramesh Pakhare	B. COM. II



Teacher-in Charge



Head, Dept. of Commerce



Principal

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Department of Commerce
Certificate Course in MS Word

(Academic Session: 2023-2024)

Attendance Sheet

Sr No	Name of the Student	1	2	3	4
	Alpesh Sanjay Wankhade	Aniket Nandkishor Shingare	Ankita Dipak Pande	Ashvini Ajayrao Dulambe	
9.01.2024	Aniket	Aniket	Aniket	Aniket	
10.01.2024	Aniket	Aniket	Aniket	Aniket	
11.01.2024	Aniket	Aniket	Aniket	Aniket	
12.01.2024	Aniket	Aniket	Aniket	Aniket	
13.01.2024	Aniket	Aniket	Aniket	Aniket	
15.01.2024	Aniket	Aniket	Aniket	Aniket	
16.01.2024	Aniket	Aniket	Aniket	Aniket	
17.01.2024	Aniket	Aniket	Aniket	Aniket	
18.01.2024	Aniket	Aniket	Aniket	Aniket	
19.01.2024	Aniket	Aniket	Aniket	Aniket	
20.01.2024	Aniket	Aniket	Aniket	Aniket	
22.01.2024	Aniket	Aniket	Aniket	Aniket	
25.01.2024	Aniket	Aniket	Aniket	Aniket	
27.01.2024	Aniket	Aniket	Aniket	Aniket	
29.01.2024	Aniket	Aniket	Aniket	Aniket	
30.01.2024	Aniket	Aniket	Aniket	Aniket	
31.01.2024	Aniket	Aniket	Aniket	Aniket	
01.02.2024	Aniket	Aniket	Aniket	Aniket	
02.02.2024	Aniket	Aniket	Aniket	Aniket	
05.02.2024	Aniket	Aniket	Aniket	Aniket	
06.02.2024	Aniket	Aniket	Aniket	Aniket	
07.02.2024	Aniket	Aniket	Aniket	Aniket	
08.02.2024	Aniket	Aniket	Aniket	Aniket	
09.02.2024	Aniket	Aniket	Aniket	Aniket	
10.02.2024	Aniket	Aniket	Aniket	Aniket	
12.02.2024	Aniket	Aniket	Aniket	Aniket	
13.02.2024	Aniket	Aniket	Aniket	Aniket	
14.02.2024	Aniket	Aniket	Aniket	Aniket	
17.02.2024	Aniket	Aniket	Aniket	Aniket	
20.02.2024	Aniket	Aniket	Aniket	Aniket	



☆ out

10/2/20

29	30	31	32	33	34	35
Pranjali Gajanan Raut	Rasika Gajanan Gawande	Sakshi Sunil Wankhade	Tanavi Punshotam Hagone	Utkarsha Shivaji Wankhade	Vaishnavi Ramesh Pakhare	Vaibhavi Anil Pordukhe
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	AB	Wankhade	Pawell	Wankhade
Raut	Pawand	Sakshi	Pt Hargobind	Wankhade	AB	Wankhade
AB	AB	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Gennelly	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawand	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawand	Sakshi	AB	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	AB	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	AB	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	AB	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	AB	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	AB	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	AB	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	AB	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	AB	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade
Raut	Pawell	Sakshi	Pt Hargobind	Wankhade	Pawell	Wankhade



PRINCIPAL
Smt. Radhabai Sarda Arts,
Commerce & Science College
Anjanagaon Surji

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Department of Commerce

Certificate Course in MS Word

(Academic Session: 2023-2024)

MARKLIST

Sr. No.	Name of the Student	Class	Theory Exam (Out of 25)	Practical (Out of 25)	Total (Out of 50)
1	Alpesh Sanjay Wankhade	B. COM. I	21	20	41
2	Aniket Nandkishor Shingare	B. COM. I	22	20	42
3	Ankita Dipak Pande	B. COM. I	18	19	37
4	Ashvini Ajayrao Dulambe	B. COM. I	22	23	45
5	Bhagyashri Manohar Gujar	B. COM. I	23	21	44
6	Bhargavi Sudhir Sarkate	B. COM. I	22	21	43
7	Gauri Rajendra Charhate	B. COM. I	20	21	41
8	Janhavi Ganesh Berad	B. COM. I	17	19	36
9	Kalyani Sanjay Rande	B. COM. I	20	22	42
10	Komal Ravindra Aswar	B. COM. I	22	23	45
11	Krunal Dayalnath Nath	B. COM. I	21	22	43
12	Kumkum Naresh Kukade	B. COM. I	19	18	37
13	Nishant Ganesh Thakare	B. COM. I	20	19	39
14	Priyal Umesh Dhande	B. COM. I	19	18	37
15	Punam Nandkishor Patil	B. COM. I	20	21	41
16	Renuka Anil Mahore	B. COM. I	19	20	39
17	Sakshi Sudhakar Masurkar	B. COM. I	22	21	43

Sr. No.	Name of the Student	Class	Theory Exam (Out of 25)	Practical (Out of 25)	Total (Out of 50)
18	Samiksha Shankar Sontakke	B. COM. I	21	19	40
19	Samiksha Shridhar Bhamburkar	B. COM. I	20	18	38
20	Sarvesh Chandrashekhar Rohi	B. COM. I	20	21	41
21	Shravanee Sanjayrao Bhamburkar	B. COM. I	22	21	43
22	Sonali Deepak Wanare	B. COM. I	22	23	45
23	Vaishnavi Vinod Misalkar	B. COM. I	20	22	42
24	Vedika Subhash Thorat	B. COM. I	21	22	43
25	Ankita Gajanan Fiske	B. COM. II	20	21	41
26	Divya Suresh Thorat	B. COM. II	19	18	37
27	Kajal Prabhakar Bhele	B. COM. II	20	21	41
28	Payal Santosh Sawale	B. COM. II	22	22	44
29	Pranjali Gajanan Raut	B. COM. II	23	21	44
30	Rasika Gajanan Gawande	B. COM. II	23	23	46
31	Sakshi Sunil Wankhade	B. COM. II	18	20	38
32	Tanavi Purushottam Hagone	B. COM. II	20	21	41
33	Utkarsha Shivaji Wankhade	B. COM. II	19	22	41
34	Vaishnavi Ramesh Pakhare	B. COM. II	17	20	37
35	Vaibhavi Anil Potdukhe	B. COM. II	19	19	38

Teacher-in Charge

Head, Dept. of Commerce

Principal

Smt. Radhabai Sarda College
of Arts, Commerce & Science
Anjangaon Surji





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Smt Radhabai Sarda Arts, Commerce & Science College

Anjangaon Surji, Dist-Amravati, Maharashtra

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Department of Commerce

Certificate

This is to certify that **Ankita Dipak Pande** of *Smt Radhabai Sarda Arts, Commerce & Science College* participated in the "Certificate Course in MS Word" held between 09/01/2024 to 20/02/2024 in the session 2023-2024 at *Smt Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji*.

Dr Bashisth Choubey
Principal

Dr Vivek Patil
Teacher-in Charge

Dr Tai Uke
Faculty in Charge, Commerce



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Anjangaon Surji, Dist-Amravati, Maharashtra

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Department of Commerce

Certificate

This is to certify that **Payal Santosh Sawale** of *Smt Radhabai Sarda Arts, Commerce & Science College* participated in the "Certificate Course in MS Word" held between 09/01/2024 to 20/02/2024 in the session 2023-2024 at *Smt Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji*.

Dr Bashisth Choubey
Principal

Dr Vivek Patil
Teacher-in Charge

Dr Tai Uke
Faculty in Charge, Commerce

Shri Sarda Education Society's
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Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji, Dist. - Amravati - 444705

NAAC Accredited 'A' with CGPA 3.21

Department of Commerce
● Certificate Course in MS Word ●
(Academic Session: 2023-2024)

Application Form No.: _____

1. Applicant's Name: Ku Aashvini Ajay Dulambe

2. Father's Name: Ajay Sudam Dulambe

3. Permanent Address: Ajusaipura Surji
Anjangaon



District: Amravati State: Maharashtra Pin Code: 444705

4. Email ID: dulambe ashvini@gmail.com

5. Phone No./Mobile No.:

9	3	2	2	1	6	4	8	9	4
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6. Gender: Male ☐ Female ☒ Date of Birth: 17/7/2006

7. AADHAAR Card No.

4	5	5	9	1	1	2	1	6	6	6	4
---	---	---	---	---	---	---	---	---	---	---	---

8. Class: B. Com 1st year

9. Date of Admission in College: 4729 20-06-2023

10. ID Number: 4729

11. Category: OPEN ☐ OBC ☒ SC ☐ ST ☐ NT ☐ VJ ☐ SBC ☐

12. Languages Known: Marathi ☒ Hindi ☐ English ☐

13. Title of the Course: Certificate Course in MS Word

N.B.: I declare that the information I have given in this application is complete and correct. I am aware that false information grounds for expulsion.

Att
Teacher-in Charge

Dulambe
Applicant's Signature

Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji, Dist. - Amravati - 444705

NAAC Accredited 'A' with CGPA 3.21

Department of Commerce

● Certificate Course in MS Word ●

(Academic Session: 2023-2024)

Application Form No.: _____

1. Applicant's Name: Payal Santosh Sawale

2. Father's Name: Santosh Pundlikrao Sawale

3. Permanent Address: At. Post:- Bhanduraj

Tq:- Anjangaon Surji, Dist:- Amravati

District: Amravati State: Maharashtra Pin Code: 444705



4. Email ID: payalsawale2005@gmail.com

5. Phone No./Mobile No.:

8 7 6 7 2 5 9 1 1 4

6. Gender:

Male

☐

Female

☒

Date of Birth: 05 / 07 / 2005

7. AADHAAR Card No.

3 2 7 2 7 2 2 3 9 3 4 0

8. Class: B.Com II. year

9. Date of Admission in College: 9/08/2023

10. ID Number: 3656

11. Category: OPEN

☐

OBC

☐

SC

☒

ST

☐

NT

☐

VJ

☐

SBC

☐

12. Languages Known: Marathi

☒

Hindi

☒

English

☒

13. Title of the Course:

Certificate Course in MS Word

N.B.: I declare that the information I have given in this application is complete and correct. I am aware that false information grounds for expulsion.

Atit

Teacher-in Charge

Payal

Applicant's Signature