To

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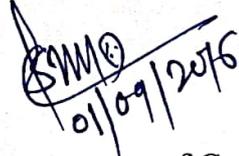Science College, Anjangaon Surji

Subject: Permission for conducting Add-on Course entitled "Office Automation" for the session 2016-2017

Hon'ble Sir,

With reference to the above subject, we kindly request you to grant us permission for conducting the said course in the department of Computer Science. The duration of the course will be 30 hours (2 hours X 15 working days). The syllabus of the course is enclosed herewith this letter for your kind consideration. The course will be helpful to our students in view point of their development towards Data Entry Operator or Word Processor.

Date: 01/09/2016

Place: Anjangaon Surji

Head, Department of Computer sci.
H O D
Computer Science
Smt.R.S.College,Anjangaon

Enclosures:

1. Syllabus of Add-on Course

OFFICE AUTOMATION

Duration – 30 Hours

Allocation of total hours for each chapter:

Sr No	Chapter	Theory in Hours	Practical in Hours
1.	Computer Internet	1	1
2.	Windows XP	2	2
3.	Word Processing (MS-Word)	3	3
4.	Worksheet (MS-Excel)	3	3
5.	Power Point presentation	3	3
6.	Database Management (MS-Access)	3	3
Total – 30 Hours		15	15

Jobs/Career: Data Entry Operator or Word Processor.

Syllabus:

1. Computer & Internet:
   - 1.1. Organization of computer.
   - 1.2. Input/output devices.
   - 1.3. System and Application Software.
   - 1.4. Networking and Topologies.
   - 1.5. Introduction to Internet and Services.

2. Windows XP:
   - 2.1 Windows Concept.
   - 2.2 Installation of Hardware & Software.
   - 2.3 System Tools.
   - 2.4 Windows Explorer.

3. Word Processing:
   - 3.1. MS-Word with advanced features.
   - 3.2. Toolbars
   - 3.3. Document Formatting
   - 3.4. Functions
   - 3.5. Handling Graphics

4. Worksheet:
   - 4.1. Basics of MS-Excel
   - 4.2. Toolbars and Menus
   - 4.3. Formatting of worksheet
   - 4.4. Working with formulae
   - 4.5. Graphs and Charts
   - 4.6. Database and Macros

5. MS Power Point:
      5.1. Basics of MS- Power Point
      5.2. Power point screen
      5.3. Bulleted and Numbering
      5.4. Audio and Video Facility
      5.5. Graphics and Animation
6. Database Management:
      6.1. Basics of Database
      6.2. Introduction to MS- Access
      6.3. Design Database and Key
      6.4. Tables and Forms
      6.5. Reports and Wizard

REFERENCES:

1. Computer Concepts and Microsoft office with Internet by Fact education solution pvt. Ltd.
2. Microsoft Office word 2007 by Curtis Frye, Joan Preppermau and Joyce Cox.
3. Windows XP Home Edition by David Pogue.

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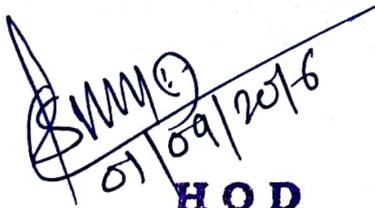
01/09/2016

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Anjangaon Surji

Department of Computer Science

NOTICE

Date: 2nd September 2016

All the students of BSc-III are hereby informed that the Department of Computer science is going to start an *Add-on Course of Office Automation* from 10th September to 30th September 2016. Students, who are interested to participate in the said course, can confirm their admission on or before 10 September 2016.

02|09|2016

Head of Department

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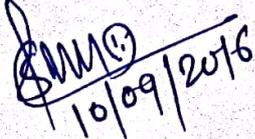
Department Of Computer Science

Add-on Course

Office Automation

TIME TABLE

Session 2016-17

SN	DATE	TIME	TOPIC
1	10 Sept 2016	10 AM to 11:30 AM	Inauguration
2	12 Sept 2016	09 AM to 11 AM	Chapter I
3	13-14 Sept 2016	09 AM to 11 AM	Chapter II
4	15-17 Sept 2016	09 AM to 11 AM	Chapter III
5	19-21 Sept 2016	09 AM to 11 AM	Chapter IV
6	22-24 Sept 2016	09 AM to 11 AM	Chapter V
7	26-28 Sept 2016	09 AM to 11 AM	Chapter VI
8	30 Sept 2016	09 AM to 11 AM	Exam

10/09/2016

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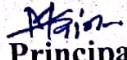
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Department Of Computer Science

Session: 2016-17

List of Enrolled students for Add-on Course "Office Automation"

Sr. No.	NAME OF THE STUDENT	CLASS	ENROLL NO.	MOBILE
1	AKASH MUKUNDRAO AWANDKAR	BSc I	14114792	9096303780
2	KU ANITA TULSHIRAM RAUT	BSc I	14114821	8805084209
3	ANKIT GAJANAN GOTMARE	BSc I	14114758	9890993790
4	KU ANKITA SANJAY KAHANE	BSc I	14114671	9325279230
5	GAURAV DINESH GHUSE	BSc I	13203732	9881673578
6	KU ARTI RAMESHWAR KHAIRKAR	BSc I	14114784	9822697417
7	KU GAURI GOPAL LAHANE	BSc I	14114715	9096169509
8	HARSHAL GANESH DHULE	BSc I	14114699	8007980720
9	KU KOMAL GAJANAN BHAMBURKAR	BSc I	14114710	8600904092
10	KU POOJA SHRIKRISHNARAO KOKATE	BSc I	14114718	9657463110
11	KU PRATIBHA GOPALRAO FATKE	BSc I	14114725	9922169439
12	KU PRATIKSH DILIP BELSARE	BSc I	14114709	9561519893
13	KU PRATIKSHA NANDAKISHOR BHAMBURKAR	BSc I	14114723	8308707599
14	KU PRIYA MURLIDHAR MANGALE	BSc I	14114689	9657483103
15	KU PRIYANKA SHANKARRAO GADBAIL	BSc I	14114703	8698865883
16	KU RENUKA BHASKAR LUTE	BSc I	14114704	9890181514
17	KU ROHINI AMRUTLAL MAHTO	BSc I	14114673	8483942921
18	RUSHIKESH SHUBHASH BHONDE	BSc I	14114817	8605936187
19	KU SAMRUDDHI DILIPRAO TIPARE	BSc I	14114677	9665847724
20	KU SANYUKTA SHIVDAS BHAGAT	BSc I	14114708	9673760470
21	KU SHRUTI RAJU MANKAR	BSc I	14114779	9503466013
22	SHUBHAM PUROSHOTTAM HIRVLAKAR	BSc I	14114744	9503558001
23	KU SMITA VITTHALRAO RECHE	BSc I	14114683	8805660106
24	KU SNEHA GOVARDHAN KADU	BSc I	14114676	8805381474
25	SUBODH SUDAM GHATARE	BSc I	14114777	7650260376
26	KU TEJASVINI VINODRAO NATHE	BSc I	14114681	9096142480
27	KU YOGITA ASHOKRAO LAHANE	BSc I	14114705	9975240058
28	KU DHARATI PRAMOD UMALE	BSc I		7083277576
29	UJJWAL MAHENDRA KAHANE	BSc I		9822166422
30	BHUSHAN R. CHARHATE	BSc I	13107476	9096149527

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Anjangaon Surji

Date: 30/09/2016   Max Marks: 50

Time: 2:00 Hrs.

Q.1 Fill in the blanks. (05)

i. Ctrl + F1 shortcut key is used to ----------------

ii. Save As shortcut key is --------------

iii. ------------- to paste the text.

Iv. Cell name is the combination of ---------- and --------------

v. -------------- is uniquely specified for the powerpoint.

Q.2 Choose the correct word. (05)

i. In Microsoft excel data is store in ------------------- sort.

   a) Ascending   b) Descending c) Both

ii. ----------- is used to apply border around the document.

   a) Page border   b) Document border c) Paragraph border

iii. Background option is applied to ----------- slides.

   a) Single b) All c) Both.

iv. By default, your documents print in _mode.

   a) Print View b) Portrait   c) Landscape

v. What does WWW stand for?

   a) World Wacky Web b) World Wide Web c) World Web Wide

Q. 3 Answer any Four questions.

  All questions carry equal (10) marks.

1. Write short notes on: (10)

    (i) Recycle bin.

    (ii) Networking Neighbourhood.

2. Write the advantages of using MS-Word. (10)

3. Explain the Mail merge in detail with an example. (10)

4. How can you insert a cell, row and column in a worksheet? (10)

5. Explain various types of charts that are available in MS-Excel. (10)

6. Explain the steps to create a report in MS-Access. (10)

7. How will you create and manipulate slides in power point? (10)

8. Explain the following: (10)

    (i) Repositioning of slide.

    (ii) Insertion of animation.

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Department of Computer Science

Result of Add-on Course (2016-17)

Office Automation

SN	NAME OF STUDENT	OUT OF 50	MARKS OBTAINED
1	AKASH MUKUNDRAO AWANDKAR	50	44
2	KU ANITA TULSHIRAM RAUT	50	45
3	ANKIT GAJANAN GOTMARE	50	48
4	KU ANKITA SANJAY KAHANE	50	47
5	GAURAV DINESH GHUSE	50	40
6	KU ARTI RAMESHWAR KHAIRKAR	50	42
7	KU GAURI GOPAL LAHANE	50	43
8	HARSHAL GANESH DHULE	50	45
9	KU KOMAL GAJANAN BHAMBURKAR	50	41
10	KU POOJA SHRIKRISHNARAO KOKATE	50	42
11	KU PRATIBHA GOPALRAO FATKE	50	40
12	KU PRATIKSH DILIP BELSARE	50	44
13	KU PRATIKSHA NANDAKISHOR BHAMBURKAR	50	43
14	KU PRIYA MURLIDHAR MANGALE	50	42
15	KU PRIYANKA SHANKARRAO GADBAIL	50	44
16	KU RENUKA BHASKAR LUTE	50	49
17	KU ROHINI AMRUTLAL MAHTO	50	47
18	RUSHIKESH SHUBHASH BHONDE	50	42
19	KU SAMRUDDHI DILIPRAO TIPARE	50	48
20	KU SANYUKTA SHIVDAS BHAGAT	50	43

21	KU SHRUTI RAJU MANKAR	50	
22	SHUBHAM PUROSHOTTAM HIRVLAKAR	50	42
23	KU SMITA VITTHALRAO RECHE	50	40
24	KU SNEHA GOVARDHAN KADU	50	42
25	SUBODH SUDAM GHATARE	50	44
26	KU TEJASVINI VINODRAO NATHE	50	45
27	KU YOGITA ASHOKRAO LAHANE	50	42
28	KU DHARATI PRAMOD UMALE	50	42
29	UJJWAL MAHENDRA KAHANE	50	40
30	BHUSHAN R. CHARHATE	50	44
			45

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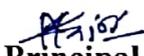
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SHRI. SARDA EDUCATION SOCIETY'S

SMT. RADHABAI SARDA ARTS, COMMERCE AND SCIENCE COLLEGE

ANJANGOAN SURJI, DIST. AMRAVATI

Certificate

This is to certify that _____ of _____ has successfully completed Add-on Course entitled *"Office Automation"* conducted by the Department of Computer Science from 10/09/2016 to 30/09/2016 at Smt. Radhabai Sarda Arts, Commerce & Science College, Anjangoan Surji, Dist. Amravati.

Head of the Department
HOD

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Department Of Computer Science

Session: 2016-17

Summary Report & Course Outcome

The department of Computer science had undertaken the Add-on course **"Office Automation"** during the session **2016-2017**. The course was of 30 hours duration in which 30 students had taken admission. All these students have completed the course successfully.

The outcome of this course is as follows:-

♦ It helps the students to get acquainted with IT.

♦ Students would be able to make documents and spreadsheets.

♦ To make small presentations through PowerPoint.

♦ Students would be acquainted with internet or World Wide Web.

♦ Career in Data Entry Operator or Word Processor.

03/10/2018

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Department of Computer science

Add-on Course

(Academic Session: 2016-17)

Attendance Sheet

Name of the Course: Office Automation

| Sr No | Name of participants | Class | Signature/Attendance/Theory–Sep-2016 |
			12	13	14	15	16	17	19	20	21	22	23	24	26	27	28
1	AKASH M.AWANDKAR	BSc-3	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
2	ANITA T. RAUT	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	ANKIT G. GOTMARE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	ANKITA S. KAHANE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	GAURAV D. GHUSE	BSc-3	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
6	ARTI R. KHAIRKAR	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	GAURI G. LAHANE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	HARSHAL G. DHULE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	KOMAL G. BHAMBURKAR	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	POOJA S. KOKATE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	PRATIBHA G. FATKE	BSc-3	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
12	PRATIKSH D. BELSARE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	PRATIKSHA N. BHAMBURKAR	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	PRIYA M. MANGALE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

15	PRIYANKA S. GADBAIL	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	RENUKA B. LUTE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	ROHINI A. MAHTO	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	RUSHIKESH S. BHONDE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	SAMRUDDHI D. TIPARE	BScI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	SANYUKTA S. BHAGAT	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	SHRUTI R. MANKAR	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
22	SHUBHAM P. HIRULAKAR	BSc-3	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P
23	SMITA V. RECHE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	SNEHA G. KADU	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	SUBODH S. GHATARE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	TEJASVINI V. NATHE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	YOGITA A. LAHANE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	DHARATI PRAMOD UMALE	BSc-3	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
29	UJJWAL MAHENDRA KAHANE	BSc-3	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
30	BHUSHAN R. CHARHATE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

28/09/2016

Head of the department
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Department of Computer science
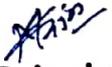
Add-on Course

(Academic Session: 2016-17)

Attendance Sheet

Name of the Course: Office Automation

Sr No	Name of participants	Class	Signature/Attendance/Practicals-Sep-2016													
			12	13	14	15	16	17	19	20	21	22	23	24	26	27	28
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3	ANKIT G. GOTMARE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	ANKITA S. KAHANE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	GAURAV D. GHUSE	BSc-3	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
6	ARTI R. KHAIRKAR	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	GAURI G. LAHANE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	HARSHAL G. DHULE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	KOMAL G. BHAMBURKAR	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	POOJA S. KOKATE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	PRATIBHA G. FATKE	BSc-3	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
12	PRATIKSH D. BELSARE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	PRATIKSHA N. BHAMBURKAR	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	PRIYA M. MANGALE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

#	Name	Course															
15	PRIYANKA S. GADBAIL	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	RENUKA B. LUTE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	ROHINI A. MAHTO	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	RUSHIKESH S. BHONDE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	SAMRUDDHI D. TIPARE	BScI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	SANYUKTA S. BHAGAT	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	SHRUTI R. MANKAR	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
22	SHUBHAM P. HIRULAKAR	BSc-3	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P
23	SMITA V. RECHE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	SNEHA G. KADU	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	SUBODH S. GHATARE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	TEJASVINI V. NATHE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	YOGITA A. LAHANE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	DHARATI PRAMOD UMALE	BSc-3	P	.	P	P	P	P	P	P	P	A	P	P	P	P	P
29	UJJWAL MAHENDRA KAHANE	BSc-3	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
30	BHUSHAN R. CHARHATE	BSc-3	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Head of the department

28/09/2016

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Anjangaon Surji

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

Application Form for Course Work

(Academic Session: 2016-2017)

Application Form No.: **000234**

Applicant's Full Name : **Akash mukundrao Awandkar**
(In Block Letters)

Class: **BSC- III**   Section : **science**

Date of Birth : **11/06/1996**   Gender : **Male**

Category :

OPEN	OBC	SC	ST	NT	VJ	SBC
	✓					

Aadhaar Card No. :

9	6	8	7	0	5	4	0	3	1	5	3

Name of the Department : **Computer science**

Date of Admission in College: **20/08/2016**   College ID No. : **2596**

Name of the Course Applied For : **Add-on course**

Title of the Course Work : **"Office Automation**

Applicant's Permanent Address : **Add-on program   Vithal Nagar,**

AT/P - Anjangaon Surji

District : **Amravati**   State : **Maharashtra**   Pin Code :

4	9	4	7	0	5

Email ID: **aqwandkar2@gmail.com**

Note: I certify that the above information is true and if it is found incorrect, my application will be rejected at any stage.

A. M. Awandkar
Applicant's Signature

Shri. Sarda Education Society's

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

Application Form for Course Work

(Academic Session: 2016-2017)

Application Form No.: **000249**

Applicant's Full Name: **KU. RENUKA BHASKAR LUTE**
(In Block Letters)

Class: **BSc III**   Section: **Science**

Date of Birth: **14 /10 /1996**   Gender: **Female**

Category:

OPEN	OBC	SC	ST	NT	VJ	SBC
	✓					

Aadhaar Card No.:

Name of the Department: **Computer Science**

Date of Admission in College: **20/08/2016**   College ID No.: **2371**

Name of the Course Applied For: **Add-on Program**

Title of the Course Work: **Office Automation**

Applicant's Permanent Address: **Anjangan surji**

District: **Amaravti** State: **Maharashtra** Pin Code:

4	4	4	7	0	5

Email ID:

Note: I certify that the above information is true and if it is found incorrect, my application will be rejected at any stage.

Applicant's Signature

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

Application Form for Course Work

(Academic Session: 2016-2017)

Application Form No.: **000236**

Applicant's Full Name: Ankit Gajanan Gotmare
(In Block Letters)

Class: BSC III   **Section:** Science

Date of Birth: 14/06/1995   **Gender:** Male

Category:

OPEN	OBC	SC	ST	NT	VJ	SBC	✓

Aadhaar Card No.:

Name of the Department: computer science

Date of Admission in College: 20/08/2016   **College ID No.:** 2511

Name of the Course Applied For: Add-on-program

Title of the Course Work: office automation"

Applicant's Permanent Address: kathipura, Ta-Anjangam surji

District: Amravati   **State:** Maharashtra   **Pin Code:**

4	4	4	7	0	5

Email ID: ankitgotmare749@gmail.com

Note: I certify that the above information is true and if it is found incorrect, my application will be rejected at any stage.

A.G.Gotmare

Applicant's Signature