



THE NATIONAL DEGREE COLLEGE, BAGEPALLI

CHICKABALLAPURA DISTRICT, PIN 561 207

Permanently Affiliated to Bangalore University & Re-Accredited 'B+' Grade by NAAC E-mail: nationaldegreecollegebagepalli@gmail.com

Certificate course report 2022-2023

Sl.no	Name of the certificate course	Name of department Department offering	Number of hours conducted	Number of type the course offered	Number of students enrolled
01	OFFICE AUTOMATION TOOLS	COMPUTER SCIENCE	30	01	24





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DEPARTMNET OF COMPUTER SCIENCE SYLLABUS COPY: NAME OF THE CERTIFICATE COURSE:" OFFICE ATUMATION TOOLS" TOTAL ALLOTTED HOURS:30

PROGRAM OUTCOME:

After completing this course satisfactorily, a student will be able to:

- ✓ Exhibit improved understanding of computer operations operate MS-office operations.
- ✓ Gain skills & knowledge to browse and get updated worldwide information.
- ✓ Have learning skills & knowledge to work on simple projects laid on text and numerical data.
- ✓ Gain knowledge on MS-word.
- ✓ Gain knowledge on spread sheet.
- ✓ Gain knowledge on power point presentation.
- ✓ Gain knowledge on Internet.
- ✓ Course Content

MODULE NO	CONTENTS	HOURS
1.	Microsoft Word: Introduction, Features of MS-Word, Open, Save and Close. Editing Documents: Insert Text, formatting text, Cut, Copy, Paste. Find & Replace, Spell Check, Insert special symbols. Formatting Text: Setting text fonts, colors and line Spacing. Text decoration, Alignments, Borders and shades, Creating bullets. Working with table: Creating table, merging cells, Split cells.	10HRS
2.	Microsoft Excel: Introduction, Features of MS-Excel, Creating Worksheet, Cut, Copy, Paste, Find and Replace, Page orientation, Header and Footer, Merge and Wrap. creating formulas, Using build-in functions. Charts, Printing worksheets.	10HRS
3.	Unit-4 Microsoft PowerPoint: Introduction, Features of MS- PowerPoint, creating a presentation, editing slides, previewing a slide show, Add & Format tables, Add & format Charts, Adding pictures, Adding sound & video. Creating PDF file.	10HRS

HEAD OF DEPARTMENT

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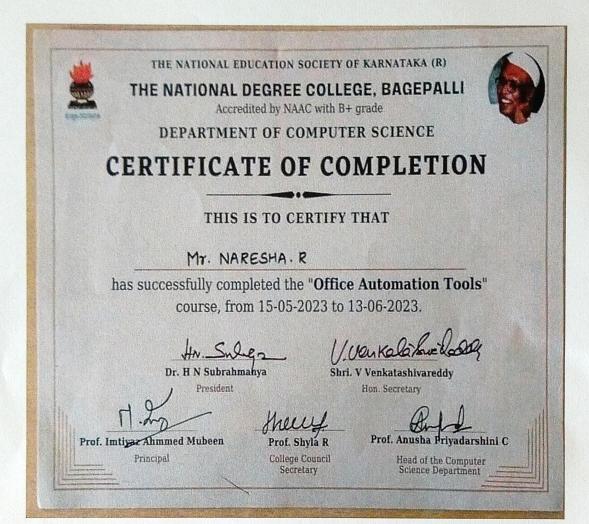
THE NATIONAL EDUCATION SOCIETY OF KARNATAKA (REG.), BASAVANAGUDI, BANGALORE - 4



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