

II Shrama Evam Jayate II
Shrmajivi Shikshan Prsark Mandal's

**ADARSH MAHAVIDYALAYA OMERGA,
DIST. OSMANABAD**

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE IN

MS OFFICE



ANNUAL REPORT

2021-22

Index

Sr. No	Contents	Page No
1.	About the Department	03
2.	Aims and Objectives of the Course	04
3.	Course Overview	04
4.	Syllabus of the Course	05
5.	Specimen Notices Circulated among the Students	06
6.	Specimen of the Registration Form	07
7.	List of the Students & attendance	08
8.	Time Table	13
9.	Question Paper	14
10.	Assessment Procedure:	17
11.	Results	18
12.	Specimen of the Certificate	19
13.	Course Outcome	20

1. About the Department:

The department of Computer Science was established in 2000.

The department has four faculty members.

Sr. No.	Faculty Name	Designation	Qualification
1	Mr. Mulajkar Achut Ratnakar	Assistant Professor & Head	M.Sc.
2	Smt. Gund Bhagyashri Bibhishan	Assistant Professor	M.Sc.
3	Mr. Reddy Sanath	Assistant Professor	M.Sc.

The department has the two computer lab (UG + PG) with upgraded software. we have been trying our level best to give quality education from the date of the establishment of the department. Most of the students in our college are from rural and farming background, so, when they join our college they do not have any touch the globalization We just try to make them familiar Computer system and remove the fear of computer from their mind. We offer the courses as follow:

1) B.Sc. (Optional Computer)

2) M.Sc. (Computer Science)

Master of Computer Science (2005) is a two years postgraduate program designed to train future professionals, rather than mere 'degree holders'. This course caters to the needs of e-commerce in industry where the students would ultimately find employment and therefore, has a completely different approach to learning.

3) C. C. C. (Compulsory Computer Course) as Introductory course (B.A -I, B.Sc I)

4) M.S. office (Ms. Excel, Ms. Word, Ms. Powerpoint)

2. Aims and Objectives of the Course

- To enhance the students' skills by using MS OFFICE
- To help the Students explain their thoughts by using MS OFFICE
- To help the learner get rid of his present flaws and mistakes in office skills
- To help the learner to make their presentations
- To impart better typing skills.
- To build up the learners confidence in presentations using PPT's

3. Course overview

Microsoft Office is software which was developed by Microsoft in 1988. This Office suite comprises various applications which form the core of computer usage in today's world.

From the examination point of view, questions from MS Office and its applications are frequently asked in all the major Government Exams conducted in the country.

Competitive exams including Bank, SSC, Railways, Insurance, etc. have Computer Knowledge as an integral part of their exam syllabus and candidates must note that it can be the most scoring too.

No lengthy calculations or solutions are required to answer Computer knowledge-based questions and instead of complex questions, straightforward and direct questions are asked which makes answering them even easier.

Thus, candidates must focus on this section to improve their overall performance and improve their mark sheet. Given below are a few important links which may help candidates with their preparation for competitive exams:

4. Syllabus of the Course

MS Office Applications & its Functions

1. MS Word

- First released on October 25, 1983
- Extension for Doc files is ".doc"
- It is useful in creating text documents
- Templates can be created for Professional use with the help of MS Word
- Work Art, colours, images, animations can be added along with the text in the same file which is downloadable in the form of a document
- Authors can use for writing/ editing their work

To read in detail about Microsoft Word, its features, uses and to get some sample questions based on this program of Office suite, visit the linked article.

2. MS Excel

- Majorly used for making spread sheets
- A spread sheet consists of grids in the form of rows and columns which is easy to manage and can be used as a replacement for paper
- It is a data processing application
- Large data can easily be managed and saved in tabular format using MS Excel
- Calculations can be done based on the large amount of data entered into the cells of a spread sheet within seconds
- File extension, when saved in the computer, is ".xls"

Also, visit the Microsoft Excel page to get more information regarding this spread sheet software and its components.

3. MS PowerPoint

- It was released on April 20, 1987
- Used to create audio-visual presentations
- Each presentation is made up of various slides displaying data/ information
- Each slide may contain audio, video, graphics, text, bullet numbering, tables etc.
- The extension for PowerPoint presentations is ".ppt"
- Used majorly for professional usage
- Using PowerPoint, presentations can be made more interactive

In terms of Graphical user interface, using MS PowerPoint, interesting and appealing presentation and documents can be created. To read more about its features and usage, candidates can visit the linked article.

”

Apart from the applications mentioned above, various other applications are included in the MS Office suite but these are most commonly used ones and questions based on the same may be asked in the upcoming exams as well.

6. Specimen Notices Circulated among the Students:

I. NOTICE FOR REGISTRATION (Certificate Course in MS OFFICE) 2021-22

All the students of B.Sc.F.Y. are informed that the Department of Computer science has taken initiative and started one Certificate Course in MS OFFICE for the first year students. The period of the course will be 30 Hrs and it'll be conducted by the faculty of the Department of Computer science.

Those who are interested in getting registered for the said course can collect the registration from from the Department of Computer science from 04 Sept 2021 and submit the same on or before 11 Sept 2021 at the Department of Computer science and the lectures will begin from 15th Sept. 2021. The admission process for the said course will be run on the basis of first come first serve and the intake capacity for the every discipline will be only 30.

Course Duration: 30 Hrs



H.O.D
(Mr. Mulajkar A.R.)

7. REGISTRATION FORM (Specimen):

S.S.P.M'S
ADARSH MAHAVIDYALAYA, OMERGA, DIST. OSMANABAD, MS
(APPLICATION/REGISTRATION FORM FOR CERTIFICATE COURSE MS OFFICE BEING
RUN BY THE DEPARTMENT OF COMPUTER SCIENCE)

To,

The Principal/HoD,
ADARSH MAHAVIDYALAYA, OMERGA,
TQ. OMERGA, DIST. OSMANABAD, MS.



Respected Sir,

I am applying for admission as a student for Certificate Course in **MS OFFICE** for the Academic Year 2022-23. **Class:** **Roll No.:**.....

WhatsApp:..... **E-mail:**

I furnish my particulars/ details as below:

Surname	First Name	Father's/Husband's Name
.....
.....

Sex: Male/Female:..... **Nationality:**..... **Date of Birth:**...../...../.....

Category: OPEN/SC/ST/OBC (Non-Creamy-Layer) / Minorities :

.....

Address:.....

.....

Last Year Examination:.....**Obtained Marks:**.....**Out of:**.....

Per.(%):.....

I hereby declare that, the information given above is true to the best of my knowledge. I will be responsible for any discrepancy, arising from the given information. I assure that I will strictly follow the rules and regulations prescribed by the college and University. I will attend all activities (Seminar, Conference, Workshop, Guest Lectures, Symposium, etc.) being organized by the department of computer science

Signature of the Student

8. LIST OF STUDENT AND ATTENDANCE : (2021-22)

1	LIMBALE DAMINI SURESH	16	SONTAKKE VISHWAJEET TULSHIDAS
2	BHALERAO SONALI DEVIDAS	17	PAWAR ABHISHEK FULCHAND
3	DESHTWAR ARADHANA AJAY	18	AGALAVE KAVITA SHIVAJI
4	KAMBALE PRIYANKA DHONDIRAM	19	BANSODE NIKITA TUKARAM
5	KOKARE ANKUSH NAMDEV	20	BANDGAR YUVRAJ BHIM
6	KOLNURE SWATI RAJENDRA	21	CHAVAN KRISHNA SANJAY
7	LAMTURE LAXMI BALAJI	22	DESHPANDE VEDANT DHONDOPANT
8	MIRGALE AKASH SHRIMANT	23	INGALE PRASHANT VINAYAK
9	MULE PALLAVI SHANKAR	24	DONGAVE NIKITA PRAKASH
10	MULLA ANJUM MAHETAB	25	KILLARE YOGESH LAXMAN
11	NAIK ARTI MOHAN	26	MAMALE ASHWINI DASHRATH
12	PADNURE ASHISH CHANDRAKANT	27	SAKHARE SWATI SATISH
13	PALAMPALLE PRASHANT VILAS	28	BIRAJDAR ABHISHEK BALAJI
14	PANCHAL POONAM BABURAO	29	NAKADE POOJA BHASKAR
15	PAWAR AARTI RAMRAO	30	SURWASE SANKET TANAJI

22	DESHPANDE VEDANT DHONDOPANT	p	p	p	p	p	p	p	p	p	A	p	p	p	p	p	P
23	INGALE PRASHANT VINAYAK	p	A	p	p	p	p	p	p	p	p	p	p	p	p	p	P
24	DONGAVE NIKITA PRAKASH	p	p	p	p	p	A	p	p	p	p	p	p	p	p	p	P
25	KILLARE YOGESH LAXMAN	p	p	p	p	p	p	p	p	p	p	p	p	p	p	A	P
26	MAMALE ASHWINI DASHRATH	p	p	A	p	p	p	p	p	p	A	p	p	p	p	p	P
27	SAKHARE SWATI SATISH	p	p	p	p	p	p	p	p	p	p	p	A	p	p	p	P
28	BIRAJDAR ABHISHEK BALAJI	p	p	p	A	p	p	p	p	p	p	p	p	p	p	p	P
29	NAKADE POOJA BHASKAR	p	p	p	p	p	p	p	p	A	p	p	p	p	p	p	P
30	SURWASE SANKET TANAJI	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	P

Sr. No	Name of Student	05/10	06/10	07/10	08/10	09/10	11/10	12/10	13/10	14/10	16/10	18/10	19/10	20/10	21/10	22/10
1	LIMBALE DAMINI SURESH	p	p	p	p	p	p	p	p	p	p	p	p	p	p	P
2	BHALERAO SONALI DEVIDAS	p	p	p	p	p	p	p	p	p	p	p	A	p	p	P
3	DESHTWAR ARADHANA AJAY	p	A	p	p	p	p	A	p	p	p	p	p	p	p	P
4	KAMBALE PRIYANKA DHONDIRAM	p	p	p	p	A	p	p	p	p	p	p	p	p	p	P
5	KOKARE ANKUSH NAMDEV	p	p	p	p	p	p	p	p	p	p	p	p	p	p	P
6	KOLNURE SWATI RAJENDRA	p	A	p	p	p	p	p	p	p	A	p	p	p	p	P
7	LAMTURE LAXMI BALAJI	p	p	p	p	p	p	p	p	p	p	p	p	p	p	P
8	MIRGALE AKASH SHRIMANT	p	p	p	p	A	p	p	p	p	p	p	p	p	p	P
9	MULE PALLAVI SHANKAR	p	p	p	p	p	p	p	p	p	p	p	p	p	p	P
10	MULLA ANJUM MAHETAB	p	p	p	p	p	p	p	A	p	p	p	p	p	p	P
11	NAIK ARTI MOHAN	p	p	p	p	p	p	p	p	p	p	p	p	A	p	P
12	PADNURE ASHISH CHANDRAKANT	p	p	A	p	p	p	p	p	p	p	p	p	p	p	P
13	PALAMPALLE PRASHANT VILAS	p	p	p	p	p	p	p	p	p	p	p	p	p	p	P
14	PANCHAL POONAM BABURAO	p	p	p	p	p	p	p	p	p	p	A	A	p	p	P
15	PAWAR AARTI RAMRAO	p	p	p	A	p	p	p	p	p	p	p	p	p	p	P
16	SONTAKKE VISHWAJEET TULSHIDAS	A	p	p	p	p	p	p	A	p	p	p	p	p	p	P
17	PAWAR ABHISHEK FULCHAND	p	p	p	p	p	p	p	p	p	p	p	p	p	p	P
18	AGALAVE KAVITA SHIVAJI	p	p	p	p	p	p	p	p	p	p	A	p	p	p	P
19	BANSODE NIKITA TUKARAM	p	p	p	A	p	p	p	p	p	p	p	p	p	p	P
20	BANDGAR YUVRAJ BHIM	p	p	p	p	p	p	p	p	p	p	p	p	p	A	P

21	CHAVAN KRISHNA SANJAY	p	p	p	p	p	p	p	p	p	p	p	p	p	p	P
22	DESHPANDE VEDANT DHONDOPANT	p	p	p	p	p	p	p	p	A	p	p	p	p	p	P
23	INGALE PRASHANT VINAYAK	p	A	p	p	p	p	p	p	p	p	p	p	p	p	P
24	DONGAVE NIKITA PRAKASH	p	p	p	p	p	A	p	p	p	p	p	p	p	p	P
25	KILLARE YOGESH LAXMAN	p	p	p	p	p	p	p	p	p	p	p	p	p	A	P
26	MAMALE ASHWINI DASHRATH	p	p	A	p	p	p	p	p	p	A	p	p	p	p	P
27	SAKHARE SWATI SATISH	p	p	p	p	p	p	p	p	p	p	p	A	p	p	P
28	BIRAJDAR ABHISHEK BALAJI	p	p	p	A	p	p	p	p	p	p	p	p	p	p	P
29	NAKADE POOJA BHASKAR	p	p	p	p	p	p	p	p	A	p	p	p	p	p	P
30	SURWASE SANKET TANAJI	p	p	p	p	p	p	p	p	p	p	p	p	p	p	P

9. TIME TABLE :

Sr. No.	DAY	TIME	FACULTY NAME	HALL NO
1	MONDAY	04:20 PM	ARM	13
2	TUESDAY	04:20 PM	ARM	13
3	WEDNESDAY	04:20 PM	ARM	13
4	THURSDAY	04:20 PM	BBG	13
5	FRIDAY	04:20 PM	BBG	13
6	SATURDAY	04:20 PM	BBG	13

ARM : MR. MULAJKAR A.R.

BBG : GUND B. B.

COMPUTER LAB : 13

10. SPECIMEN QUESTION PAPER & ANSWER KEY

Microsoft Office – Sample Questions and Answers

Given below are a few sample questions based on the pattern in which they may be asked in the competitive exams from the topic of MS Office.

Q 1. To create a new paragraph in MS Word document, which of the following keyboard keys can be used?

1. Tab
2. Enter
3. Alt
4. alt+@
5. Shift

Answer: (2) Enter

Q 2. Which of the following is not a version of MS Office?

1. Microsoft Office 3.0
2. Microsoft Office XP
3. Microsoft Office 2007
4. Microsoft Office 1995
5. Microsoft Office 2009

Answer: (5) Microsoft Office 2009

Solution: No version named Microsoft Office 2009 was ever released by Microsoft for the Office suite

Q 3. What is the name of the file created on MS Excel to manage data in tabular form by managing them into various cells?

1. Document
2. Docsheet
3. Workspace
4. Worksheet
5. Spreadsheet

Answer: (5) Spreadsheet

Solution: The data in MS Excel is managed on sheets called spreadsheets which comprise rows and columns called cells

Q 4. Which of these is the file extension for Microsoft PowerPoint presentation?

1. .ppp
2. .ppt
3. .mpp
4. .mp3
5. .mpt

Answer: (2) .ppt

Q 5. Which of the given type of software is similar to that of an Accountant's worksheet?

1. Spreadsheet
2. Database
3. Graphics
4. Document
5. PowerPoint Presentation

Answer: (1) Spreadsheet

Apart from the Computer Knowledge section, the links to the syllabus page for the other sections have been given below in the table. Candidates are advised to check the detailed section-wise syllabus below:

Q 6. Which keyboard keys can be used to align the text to the left side of the document in MS Word?

1. Alt+L
2. Alt+Spacebar
3. Ctrl+L
4. Ctrl+Spacebar
5. Tab+L

Answer: (3) Ctrl+L

Q 7. The block in an MS Excel spreadsheet where a column and row intersects each other is called _____. What shall come in place of the blank?

1. Key block
2. Cell
3. Square
4. Box
5. None of the above

Answer: (2) Cell

Q 8. Which of the given combinations of keyboard keys can be used as a shortcut to paste the text without removing its formatting?

1. Ctrl+C
2. Ctrl+Alt+V
3. Alt+Shift+V
4. Shift+Enter+V
5. Shift+Ctrl+V

Answer: (5) Shift+Ctrl+V

Q 9. Which of the given combinations of File type and its extension is incorrect?

1. MS Word – .doc
2. MS Excel – .xls
3. MS PowerPoint – .ppt
4. MS Outlook – .out
5. All of the above are correct

Answer: (4) MS Outlook – .out

Solution: The correct extension for MS Outlook file is .pst

Q 10. The cell reference for a range of cells that starts in cell D2 and goes over to column F and down to row 12 is?

1. D2:F12
2. D-2:F-12
3. F12:D2

4. F-12:D-2
5. None of the above

Answer: (1) D2:F12

Q 11. Which of the following is not a view format for a PowerPoint presentation?

1. Slide View
2. Outline View
3. Slide Show View
4. Presentation View
5. All of the above are a view format

Answer: (2) Outline View

Q 12. MS Access is considered to be DBMS. What does S stand for in DBMS?

1. System
2. Solution
3. Software
4. Settings
5. None of the above

Answer: (3) Software

Q 13. Which keyboard shortcut key can be used to save a document directly?

1. Ctrl+S
2. Ctrl+D
3. Ctrl+F
4. Alt+S
5. Shift+S

Answer: (1) Ctrl+S

Q 14. Which of the following MS Office applications be used to show the development data of a company with pictorial and audio/visual format, where each page gives different information?

1. MS Word
2. MS Excel
3. MS Outlook
4. MS PowerPoint
5. MS Access

Answer: (4) MS PowerPoint

Q 15. What is the command "Ctrl + PageUp" used for?

1. Moves the cursor one Page Up
2. Moves the cursor one Paragraph Up
3. Moves the cursor one Screen Up
4. Moves the cursor one Line Up
5. None of these

Answer: (1) Moves the cursor one Page Up

11. ASSESSMENT PROCEDURE:

❖ TOTAL MARKS=50

- **THEORY ASSESSMENT – 30 MARKS**
MCQ – 15 QUESTIONS CARRYING 2 MARK EACH
- **PRACTICAL ASSESSMENT – 20 MARKS**

Evaluation	Total Marks	Passing Marks
Theory Assessment	30Marks	12
practical Assessment	20Marks	8



Smt. Gund B. B.
Course Co-coordinator

12. RESULTS:

Sr.	Name of Student	Theory (30)	practical (20)	Total (50)	Certificate No.
1	LIMBALE DAMINI SURESH	22	12	34	COX001
2	BHALERAO SONALI DEVIDAS	24	14	38	COX002
3	DESHTWAR ARADHANA AJAY	26	15	41	COX003
4	KAMBALE PRIYANKA DHONDIRAM	20	16	36	COX004
5	KOKARE ANKUSH NAMDEV	22	17	39	COX005
6	KOLNURE SWATI RAJENDRA	24	18	42	COX006
7	LAMTURE LAXMI BALAJI	28	19	47	COX007
8	MIRGALE AKASH SHRIMANT	23	15	38	COX008
9	MULE PALLAVI SHANKAR	26	16	42	COX009
10	MULLA ANJUM MAHETAB	28	14	42	COX010
11	NAIK ARTI MOHAN	22	18	40	COX011
12	PADNURE ASHISH CHANDRAKANT	22	19	41	COX012
13	PALAMPALLE PRASHANT VILAS	20	20	40	COX013
14	PANCHAL POONAM BABURAO	22	10	32	COX014
15	PAWAR AARTI RAMRAO	28	18	46	COX015
16	SONTAKKE VISHWAJEET ULSHIDAS	26	15	41	COX016
17	PAWAR ABHISHEK FULCHAND	24	16	40	COX017
18	AGALAVE KAVITA SHIVAJI	22	14	36	COX018
19	BANSODE NIKITA TUKARAM	20	15	35	COX019
20	BANDGAR YUVRAJ BHIM	18	19	37	COX020
21	CHAVAN KRISHNA SANJAY	18	18	36	COX021
22	DESHPANDE VEDANT DHONDOPANT	26	18	44	COX022
23	INGALE PRASHANT VINAYAK	24	19	43	COX023
24	DONGAVE NIKITA PRAKASH	28	16	44	COX024
25	KILLARE YOGESH LAXMAN	26	14	40	COX025
26	MAMALE ASHWINI DASHRATH	26	15	41	COX026
27	SAKHARE SWATI SATISH	26	18	44	COX027
28	BIRAJDAR ABHISHEK BALAJI	28	19	47	COX028
29	NAKADE POOJA BHASKAR	22	16	38	COX029
30	SURWASE SANKET TANAJI	18	17	35	COX030

13. SPECIMEN CERTIFICATE

Shramjivi Shikshan Prasarak Mandal's
ADARSH MAHAVIDYALAYA OMERGA



CERTIFICATE NO.

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE

THIS IS TO CERTIFY THAT SHRI/MISS _____ OF CLASS
B.Sc. I, SEM I ROLL NO _____ HAS SUCCESSFULLY ATTENDED A CERTIFICATE COURSE
IN **MS OFFICE** AND QUALIFIED THE EXAM TAKEN ON COURSE **MS OFFICE**, AS UNDER IN

COORDINATOR
(SMT. GUND B.B.)

HEAD OF THE DEPARTMENT
(MR. MULAJKAR A.R.)

14. Course Outcome :

The department of Computer science runs the “Certificate Course in MS OFFICE ” for undergraduate students of first year (B.Sc.). The course has enabled the students to use the Computer correctly and do smart work using office skill. It provides them the necessary tools for job works, presentations and maintains official record smartly. The course enables students to make notes, resumes, bio, own presentations on different topics.

There are 30 students who have completed the course successfully. At the end of the course, the students are able to present their office skills. They are able to organize their notes, different presentations, different records neatly in computer. They could write various types of short texts, paragraphs and essays using MS Word, they could make different presentations for group discussion using PPT, Manage ,access different record by using formulas using MS Excel.

At the end of the course, the students were evaluated by conducting an exam and were awarded a certificate after successful completion of the course.