

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

2022-23

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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.,M.Phil
3	Mr. Reddy Sanath	Assistant Professor	M.Sc.
4	Mr. Takale Ankush Venkat	Assistant Professor	M.Sc. SET

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 a 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)
2022-23**

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 2nd August 2022 and submit the same on or before 13th August 2022 at the Department of Computer science and the lectures will begin from 18th August 2022. 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 : (2022-23)

1	BOLSHETTE VAISHANAVI SOMNATH	16	KOLI SANJIVANI SAYABA
2	CHAVAN RITESH ABHIMANYU	17	KURLEKAR VIJAYSHREE VITTHAL
3	DINDEGAVE AKANKSHA SURESH	18	LAMTURE ASHWINI LIMBRAJ
4	GHODAKE MAYURI TULSHIRAM	19	MANIYAR SIMRAN JABBAR
5	GURAV AKSHAY DADARAO	20	MOHITE HRUTUJA LALASAHEB
6	HALKATTI AARTI SHIVKUMAR	21	PASARE POOJA RAJU
7	HOGADE SANTOSH AMRUT	22	PATIL SHILPA DILIPRAO
8	HOLKAR JYOTI BALBHIM	23	PATNE PRIYA YUVRAJ
9	IRALLAPALLE GANESH RAM	24	PAWAR PRASAD BHASKAR
10	JADHAV PRIYANKA VAJJINATH	25	PUJARI ASHA MAHALING
11	JAMADAR RAJU VISHNU	26	SHABADE FARMAN ALLAUDIN
12	KAMBLE NIKITA GOPAL	27	RANMALE SWATI MADHUKAR
13	KAMBLE SNEHA SANJAY	28	PAWAR SUJAL HIRACHAND
14	KARKE ARTI VILAS	29	SURYAWANSHI ADITYA SANJAY
15	KARKE SHIVKANYA VYANKAT	30	RATHOD VISHAL PRAKASH

Sr. No	Name of Student	MF	18/08	19/08	20/08	22/08	23/08	24/08	25/08	26/08	27/08	29/08	30/08	01/09	02/09	03/09	05/09
1	BOLSHETTE VAISHANAVI SOMNATH	F	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P
2	CHAVAN RITESH ABHIMANYU	M	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A
3	DINDEGAVE AKANKSHA SURESH	F	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
4	GHODAKE MAYURI TULSHIRAM	F	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
5	GURAV AKSHAY DADARAO	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	HALKATTI AARTI SHIVKUMAR	F	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
7	HOGADE SANTOSH AMRUT	M	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
8	HOLKAR JYOTI BALBHIM	F	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P
9	IRALLAPALLE GANESH RAM	M	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A
10	JADHAV PRIYANKA VAIJINATH	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	JAMADAR RAJU VISHNU	M	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
12	KAMBLE NIKITA GOPAL	F	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P
13	KAMBLE SNEHA SANJAY	F	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P

14	KARKE ARTI VILAS	F	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
15	KARKE SHIVKANYA VYANKAT	F	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
16	KOLI SANJIVANI SAYABA	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	KURLEKAR VIJAYSHREE VITTHAL	F	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P
18	LAMTURE ASHWINI LIMBRAJ	F	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P
19	MANIYAR SIMRAN JABBAR	F	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
20	MOHITE HRUTUJA LALASAHEB	F	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
21	PASARE POOJA RAJU	F	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	PATIL SHILPA DILIPRAO	F	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P
23	PATNE PRIYA YUVRAJ	F	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A
24	PAWAR PRASAD BHASKAR	M	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P
25	PUJARI ASHA MAHALING	F	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
26	SHABADE FARMAN ALLAUDIN	M	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	RANMALE SWATI MADHUKAR	F	A	P	P	P	P	P	A	P	P	P	P	P	P	P	A
28	PAWAR SUJAL HIRACHAND	M	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
29	SURYAWANSHI ADITYA SANJAY	M	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
30	RATHOD VISHAL PRAKASH	M	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P

Sr. No	Name of Student	06/09	07/09	08/09	09/09	10/09	12/09	13/09	14/09	15/09	16/09	19/09	20/09	21/09	22/09	23/09
1	BOLSHETTE VAISHANAVI SOMNATH	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P
2	CHAVAN RITESH ABHIMANYU	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P
3	DINDEGAVE AKANKSHA SURESH	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
4	GHODAKE MAYURI TULSHIRAM	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
5	GURAV AKSHAY DADARAO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	HALKATTI AARTI SHIVKUMAR	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P
7	HOGADE SANTOSH AMRUT	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P
8	HOLKAR JYOTI BALBHIM	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
9	IRALLAPALLE GANESH RAM	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
10	JADHAV PRIYANKA VAJJINATH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	JAMADAR RAJU VISHNU	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P
12	KAMBLE NIKITA GOPAL	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A
13	KAMBLE SNEHA SANJAY	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P
14	KARKE ARTI VILAS	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
15	KARKE SHIVKANYA VYANKAT	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	KOLI SANJIVANI SAYABA	A	P	P	P	P	P	A	P	P	P	P	P	P	P	A
17	KURLEKAR VIJAYSHREE VITTHAL	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
18	LAMTURE ASHWINI LIMBRAJ	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
19	MANIYAR SIMRAN JABBAR	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P

20	MOHITE HRUTUJA LALASAHEB	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P
21	PASARE POOJA RAJU	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A
22	PATIL SHILPA DILIPRAO	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
23	PATNE PRIYA YUVRAJ	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
24	PAWAR PRASAD BHASKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	PUJARI ASHA MAHALING	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
26	SHABADE FARMAN ALLAUDIN	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
27	RANMALE SWATI MADHUKAR	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P
28	PAWAR SUJAL HIRACHAND	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A
29	SURYAWANSHI ADITYA SANJAY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	RATHOD VISHAL PRAKASH	P	P	P	P	P	A	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	AVT	13
5	FRIDAY	04:20 PM	AVT	13
6	SATURDAY	04:20 PM	AVT	13

ARM : MR. MULAJKAR A.R.

AVT : MR. TAKALE A.V.

COMPUTER LAB : 13

H.O.D.

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

Mr. Takale A.V.
Course Co-coordinator

12. RESULTS:

Sr.	Name of Student	Theory (30)	practical (20)	Total (50)	Certificate No.
1	BOLSHETTE VAISHANAVI SOMNATH	24	14	38	CO2201
2	CHAVAN RITESH ABHIMANYU	26	15	41	CO2202
3	DINDEGAVE AKANKSHA SURESH	20	16	36	CO2203
4	GHODAKE MAYURI TULSHIRAM	22	17	39	CO2204
5	GURAV AKSHAY DADARAO	24	18	42	CO2205
6	HALKATTI AARTI SHIVKUMAR	28	19	47	CO2206
7	HOGADE SANTOSH AMRUT	23	15	38	CO2207
8	HOLKAR JYOTI BALBHIM	26	16	42	CO2208
9	IRALLAPALLE GANESH RAM	28	14	42	CO2209
10	JADHAV PRIYANKA VAIJINATH	22	18	40	CO2210
11	JAMADAR RAJU VISHNU	22	19	41	CO2211
12	KAMBLE NIKITA GOPAL	20	20	40	CO2212
13	KAMBLE SNEHA SANJAY	22	10	32	CO2213
14	KARKE ARTI VILAS	28	18	46	CO2214
15	KARKE SHIVKANYA VYANKAT	26	15	41	CO2215
16	KOLI SANJIVANI SAYABA	24	16	40	CO2216
17	KURLEKAR VIJAYSHREE VITTHAL	22	14	36	CO2217
18	LAMTURE ASHWINI LIMBRAJ	23	15	38	CO2218
19	MANIYAR SIMRAN JABBAR	26	16	42	CO2219
20	MOHITE HRUTUJA LALASAHEB	28	14	42	CO2220
21	PASARE POOJA RAJU	22	18	40	CO2221
22	PATIL SHILPA DILIPRAO	22	19	41	CO2222
23	PATNE PRIYA YUVRAJ	20	20	40	CO2223
24	PAWAR PRASAD BHASKAR	22	10	32	CO2224
25	PUJARI ASHA MAHALING	28	18	46	CO2225
26	SHABADE FARMAN ALLAUDIN	26	15	41	CO2226
27	RANMALE SWATI MADHUKAR	24	16	40	CO2227
28	PAWAR SUJAL HIRACHAND	22	14	36	CO2228
29	SURYAWANSHI ADITYA SANJAY	20	15	35	CO2229
30	RATHOD VISHAL PRAKASH	18	19	37	CO2230

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
ACADEMIC YEAR 2022-23.

Takale

COORDINATOR
(MR. TAKALE A.V.)

Mulajkar

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.