Online Add –On Course

On

Fundamentals of Computer and Applications of Microsoft Office

Organised by:

Department of Geography

Swarnamoyee Jogendranath Mahavidyalaya

A State Aided General Degree College, Affiliated to Vidyasagar University, West Bengal

Course Duration: 28.09.2022 - 28.11.2022

Platform: Google Meet

For Registration Please Contact:

Aparesh Mondal

Assistant Professor & Head

Department of Geography

Swarnamoyee Jogendranath Mahavidyalaya

Last Date for Registration: 22.09.2022

Chief Patron:

Dr. Ratan Kumar Samanta

Principal, Swarnamoyee Jogendranath Mahavidyalaya

Course Instructor:

Aparesh Mondal

Assistant Professor & Head

Department of Geography

S. J. Mahavidyalaya

Add-on Course on Fundamentals of Computers and Applications of Microsoft Office

Organized by: the Department of Geography
Swarnamoyee Jogendranath Mahavidyalaya
Date: - 28.09.2022-28.11.2022

What is MS Office Course:

Microsoft (MS) Office is an essential suite of desktop applications designed to help in organizing, managing, and presenting information, significantly enhancing work efficiency for professionals. Despite substantial investments in licensing by companies, a lack of comprehensive knowledge often results in not fully leveraging all available features, leading to reduced productivity. This institute's Microsoft Office Training aims to provide complete knowledge of Microsoft Office's suite, ensuring participants can fully utilize previously underused resources.

The training covers an extensive array of programs including Excel, Publisher, Notepad, Word, Access, and PowerPoint, detailing the application, utility, and rationale behind each program's use.

MS Office (Microsoft Office) Computer Course Curriculum:

1. MS Word - Document Creation and Management
2. MS Excel - Spreadsheet Management and Data Analysis
3. PowerPoint - Presentation Design and Implementation

MS Word Course Overview:

➢ Mastering the updated MS Word interface.

➢ Creating and accessing documents, including the use of templates.

➢ Editing and formatting text, paragraphs, and entire documents for professional outputs.

➢ Utilizing MS Word for desktop publishing tasks such as designing brochures, flyers, and business cards.

➢ Incorporating elements like headers, footers, images, graphics, and videos into documents.

MS Excel Course Overview:

➢ Introduction to fundamental formulas and calculations.

➢ Basics of managing accounting tasks.

➢ Creation and application of Pivot Tables for advanced data modeling.

➢ Efficient management and organization of worksheets.

➢ Implementing conditional formatting to highlight data.

➢ Exploration of essential Excel functions and data sorting techniques.

➢ Introduction to Visual Basic for Applications (VBA) and a comprehensive exploration of 100+ projects to apply skills.

PowerPoint Course Overview:

➢ Navigating the PowerPoint interface with ease.

➢ Crafting new presentations from the ground up or utilizing professionally designed templates.

➢ Enhancing presentations with the addition of text, images, sounds, videos, and charts.

➢ Formatting presentation elements and designing slides with themes, colors, and special effects for visual appeal.

➢ Animating slide objects and applying engaging effects to transitions for dynamic presentations.

➢ Using Master Slides for streamlined editing and customization.

➢ Preparing and timing slide shows for impactful delivery.

Skills Acquired in the MS Office Course:

This MS Office Course equips you with highly sought-after skills in the computer job market. By mastering MS Office, individuals can:

a) Create professional-grade documents.

b) Design marketing materials such as pamphlets, posters, flyers, brochures, ID cards, entry cards, and document covers.

c) Perform data entry and data management tasks efficiently.

d) Develop animated and themed presentations.

e) Handle online communication through emails and engage with social media platforms.

f) Enhance online research and information retrieval skills.

g) Fulfil roles such as computer operator, document creator, office administrator, internet operator, accountant, and billing operator.

h) This comprehensive skill set opens up numerous opportunities in various sectors, significantly enhancing employability and job performance.

Syllabus:

Unit- 1: Introduction to Microsoft Office

Objective: Familiarize students with the Microsoft Office Suite, including an overview of Word, Excel, and PowerPoint.

Content: Introduction to the interface of each application, basic functionalities, creating and saving documents.

Activities: Hands-on exercises to explore each application's interface and create simple documents.

Unit- 2-4: Microsoft Word

- **Unit- 2**

Objective: Learn basic document creation, formatting, and editing in Word.

Content: Creating documents, text formatting, paragraph formatting, bullets and numbering.

Activities: Exercises on document formatting, creating a formatted report.

- **Unit- 3**

Objective: Explore intermediate features of Word.

Content: Tables, headers and footers, inserting images and shapes, text wrapping.

- **Unit- 4**

Objective: Master advanced Word functionalities.

Content: Mail Merge, references (Table of Contents, citations), track changes, comments.

Unit- 5-7: Microsoft Excel

- **Unit- 5**

Objective: Understand Excel basics and data entry.

Content: Spreadsheet basics, data entry, formatting cells, basic formulas (SUM, AVERAGE).

Activities: Exercise on creating a personal budget spreadsheet.

- **Unit-6**

Objective: Delve into intermediate Excel functions and chart creation.

Content: Logical functions (IF), charts and graphs.

- **Unit-7**

Objective: Master advanced Excel features.

Content: PivotTables, advanced data analysis, conditional formatting, macros.

Activities: Exercise on creating a dashboard for business analytics.

- **Unit 8-10: Microsoft PowerPoint**
- **Unit- 8**

Objective: Learn the basics of creating presentations.

Content: Creating slides, inserting text and images, basic animations and transitions.

- **Unit-9**

Objective: Enhance presentations with intermediate features.

Content: Custom animations, inserting charts and tables, slide master.

- **Unit- 10**

Objective: Explore advanced PowerPoint functionalities.

Content: Integrating multimedia, action buttons, hyperlinking slides, collaborating on presentations.

- **Unit- 11: Integration of Word, Excel, and PowerPoint**

Objective: Learn how to integrate content from Word, Excel, and PowerPoint effectively.

Content: Embedding and linking documents, using Excel data in Word and PowerPoint, creating consistent branding across documents.

- **Unit- 12: Course Review and Final Project**

Objective: Review key concepts and skills learned throughout the course, and apply them in a comprehensive final project.

Content: Review sessions for each application, final project guidelines.

This course design ensures that students not only learn the technical skills associated with Microsoft Office but also understand how to apply these tools effectively in various contexts.

Phone: 7501133806

SWARNAMOYEE JOGENDRANATH MAHAVIDYALAYA

Govt. Aided General Degree College | Estd.: 2014
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www.sjmahavidyalaya.in | Email: sjmahavidyalaya@gmail.com

Ref. No.: 104/22   **Date: 15/09/2022**

Notice

This is to hereby notify that all the students of Dept. of Geography, Swarnamoyee Jogendranath Mahavidyalaya is going to organize an add-on course on "Fundamentals of Computers and Application of Microsoft Office" on and from 28.09.2022 to 28.11.2022. in our department through online mode. The course will be delivered by lecture, hands on training, interaction and doubt clearance along with PPT presentation on different topics on Microsoft Office. Available seat to register the program is 30. The students pursuing Geography honours (UG) are eligible to apply for the course. No registration fees will be taken from the students to pursue this course. The last date of registration for this course is 22/09/2022.

Principal 15/09/22
Swarnamoyee Jogendranath Mahavidyalaya
Amdabad :: Purba Medinipur :: Pin-721650

Swarnamoyee Jogendranath Mahavidyalaya
Department of Geography
Add-on Course on Fundamentals of Computers and Applications of Microsoft Office
Date: - 28.09.2022-28.11.2022
<u>Online Mode</u>
Programme Schedule

	Day	Date	Time	Title of Lecture	Name of the Teacher	Remarks
Session 2022-2023	Wednesday (Inauguration)	28.09.2022	9.00AM-10.00AM	Welcome address by Dr. Ratan Kumar Samanta, Principal & Program Co-Ordinator Atin Kumar Maity, Importance of this certificate course by Prasad Ranjan Chakrabarty, IQAC, Co-Ordinator, Swarnamoyee Jogendranath Mahavidyalaya.		To join the meeting on Google Meet, click this link: https://meet.google.com/knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz
	Thursday	29.09.2022	5.30 P.M. - 07.30 P.M.	**Introduction to Microsoft Office** Introduction to the interface of each application	Aparesh Mondal Assistant Professor & Head Department of Geography Swarnamoyee Jogendranath Mahavidyalaya	To join the meeting on Google Meet, click this link: https://meet.google.com/knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz

Thursday	3.11.2022	5.30 P.M. - 07.30 P.M.	Basic functionalities Creating and saving documents.	Aparesh Mondal Assistant Professor & Head Department of Geography Swarnamoyee Jogendranath Mahavidyalaya	To join the meeting on Google Meet, click this link: https://meet.google.com/knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz
Saturday	5.11.2022	5.30 P.M. - 07.30 P.M.	**Microsoft Word** Creating documents, text formatting.	Arpita Majumder Assistant Professor Department of Geography Swarnamoyee Jogendranath Mahavidyalaya	To join the meeting on Google Meet, click this link: https://meet.google.com/knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz
Monday	7.11.2022	5.30 P.M. - 07.30 P.M.	**Microsoft Word** Paragraph formatting, bullets and numbering.	Arpita Majumder Assistant Professor Department of Geography Swarnamoyee Jogendranath Mahavidyalaya	To join the meeting on Google Meet, click this link: https://meet.google.com/knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz
Thursday	10.11.2022	5.30 P.M. - 07.30 P.M.	**Microsoft Word** Tables, headers and footers, inserting images and shapes, text wrapping. Mail Merge, references (Table of Contents, citations), track changes, comments.	Arpita Majumder Assistant Professor Department of Geography Swarnamoyee Jogendranath Mahavidyalaya	To join the meeting on Google Meet, click this link: https://meet.google.com/knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz

Friday	11.11.2022	5.30 P.M. - 07.30 P.M.	**Microsoft Word** Mail Merge, references (Table of Contents, citations), track changes, comments.	Arpita Majumder Assistant Professor Department of Geography Swarnamoyee Jogendranath Mahavidyalaya	To join the meeting on Google Meet, click this link: https://meet.google.com/knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz
Saturday	12.11.2022	5.30 P.M. - 07.30 P.M.	**Microsoft Excel** Spreadsheet basics, data entry, formatting cells, basic formulas (SUM, AVERAGE).	Dr. Durba Basu Assistant Professor & Head Department of English Swarnamoyee Jogendranath Mahavidyalaya	To join the meeting on Google Meet, click this link: https://meet.google.com/knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz
Thursday	17.11.2022	5.30 P.M. - 07.30 P.M.	**Microsoft Excel** Logical functions (IF), charts and graphs.	Dr. Durba Basu Assistant Professor & Head Department of English Swarnamoyee Jogendranath Mahavidyalaya	To join the meeting on Google Meet, click this link: https://meet.google.com/knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz
Friday	18.11.2022	5.30 P.M. - 07.30 P.M.	**Microsoft Excel** PivotTables, advanced data analysis, conditional formatting, macros.	Dr. Durba Basu Assistant Professor & Head Department of English Swarnamoyee Jogendranath Mahavidyalaya	To join the meeting on Google Meet, click this link: https://meet.google.com/knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz
Saturday	19.11.2022	5.30 P.M. - 07.30 P.M.	**Microsoft PowerPoint** Creating slides, inserting text and images, basic animations and transitions.	Aparesh Mondal Assistant Professor & Head Department of Geography Swarnamoyee Jogendranath Mahavidyalaya	To join the meeting on Google Meet, click this link: https://meet.google.com/knv-qnrh-mpz

					Or open Meet and enter this code: knv-qnrh-mpz
Monday	21.11.2022	5.30 P.M. - 07.30 P.M.	**Microsoft PowerPoint** Custom animations, inserting charts and tables, slide master.	Aparesh Mondal Assistant Professor & Head Department of Geography Swarnamoyee Jogendranath Mahavidyalaya	To join the meeting on Google Meet, click this link: https://meet.google.com/ knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz
Thursday	24.11.2022	5.30 P.M. - 07.30 P.M.	**Microsoft PowerPoint** Integrating multimedia, action buttons.	Aparesh Mondal Assistant Professor & Head Department of Geography Swarnamoyee Jogendranath Mahavidyalaya	To join the meeting on Google Meet, click this link: https://meet.google.com/ knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz
Friday	25.11.2022	5.30 P.M. - 07.30 P.M.	**Microsoft PowerPoint** Hyperlinking slides, collaborating on presentations.	Aparesh Mondal Assistant Professor & Head Department of Geography Swarnamoyee Jogendranath Mahavidyalaya	To join the meeting on Google Meet, click this link: https://meet.google.com/ knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz
Saturday	26.11.2022	5.30 P.M. - 07.30 P.M.	**Integration of Word, Excel, and PowerPoint** Embedding and linking documents, using Excel data in Word and PowerPoint.	Parimal Mandal Assistant Professor & Head Department of Sanskrit Swarnamoyee Jogendranath Mahavidyalaya	To join the meeting on Google Meet, click this link: https://meet.google.com/ knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz

Monday	28.11.2022	06.00 PM onwards	Valedictory Sesson		To join the meeting on Google Meet, click this link: https://meet.google.com/knv-qnrh-mpz Or open Meet and enter this code: knv-qnrh-mpz

Online Add –On Course

On

Fundamental of Computer and Applications of Microsoft Office

Department of Geography

Swarnamoyee Jogendranath Mahavidyalaya

Course Duration: 28.09.2022-28.11.2022

(30 hours)

Student Registration List

Sl. No.	Name	Gender	Religion	Caste	Semester	Roll No.	Contact No.	E-Mail Id	Signature with date
1.	Susmita Giri	Female	Hinduism	General	V	70	8116347992	susmiagiri1001@gmail.com	Susmita Giri
2.	Somasree Das	Female	Hinduism	SC	V	73	6296459778	somasreedas2002@gmail.com	Somasree Das
3.	Supriya Khatua	Female	Hinduism	General	V	74	8159045216	khatuasupriya043@gmail.com	Supriya Khatua
4.	Sumon Dogra	Male	Hinduism	General	V	77	9883202754	sumondogra0@gmail.com	Sumon Dogba
5.	Sulata Jana	Female	Hinduism	General	V	78	7679827603	sulatajana98765@gmail.com	Sulata Jana
6.	Sampa Rana	Female	Hinduism	OBC-B	V	32	8348709956	samparana2001@gmail.com	Sampa Rana
7.	Somnath Dhara	Male	Hinduism	General	V	76	7585011560	somnathdhara7585@gmail.com	Somnath Dhara
8.	Mitali Bera	Female	Hinduism	SC	V	30	9123761885	mitalibera229@gmail.com	Mitali Bera
9.	Gayatri Sheet	Female	Hinduism	SC	V	69	9883795237	gayatrisheet8@gmail.com	Gayatri Sheet
10.	Sweety Mondal	Female	Hinduism	OBC-B	V	31	6296345409	sweetymondal988@gmail.com	sweety mondal
11.	Moumita Giri	Female	Hinduism	General	V	75	9883894676	girimoumita143@gmail.com	Moumita Giri
12.	Dibyendu Pramanik	Male	Hinduism	General	III	27	8927103683	pramanikdibyendu601@gmail.com	Dibyendu Pramanik
13.	Biswajit Das	Male	Hinduism	General	III	5	6297521956	dasvombal293@gmail.com	Biswajit Das
14.	Sibaprasad Manna	Male	Hinduism	SC	III	6	7584007473	mannasibaprasad30@gmail.com	Sibaprasad Manna
15.	Subhajit Maity	Male	Hinduism	General	III	30	7063359560	maitysubhajit869@gmail.com	Subhajit Maity

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16.	Abhinandan Jana	Male	Hinduism	General	III	24	7908480638	abhinandanjana86@gmail.com	*Abhinandan Jana*
17.	Krishnendu Jana	Male	Hinduism	General	III	14	9800346888	janakrishnendu991@gmail.com	*Krishnendu Jana*
18.	Souman Acharya	Male	Hinduism	General	III	15	8927027316	soumanacharya756@gmail.com	*Souman Acharya*
19.	Santanu Sasmal	Male	Hinduism	General	III	86	7548927665	sasmalsantanu51@gmail.com	*Santanu Sasmal*
20.	Rinki Khatua	Female	Hinduism	General	III	19	9883987137	kahtuajapi@gmail.com	*Rinki Khatua*
21.	Barsha Das	Female	Hinduism	SC	III	17	8101769356	dbarsha172@gmail.com	*Barsha Das*
22.	Tanushree Gayen	Female	Hinduism	SC	III	16	9907367468	tanushreegayen76@gmail.com	*Tanushree Gayen*
23.	Rakhi Manna	Female	Hinduism	General	III	114	8967248289	rm7435037@gmail.com	*Rakhi Manna*
24.	Moumita Mondal	Female	Hinduism	OBC-B	I	123	7908616461	moumita790861@gmail.com	*Moumita Mondal*
25.	Sonali Jana	Female	Hinduism	General	I	103	9339716642	sonalijana9339@gmail.com	*Sonali Jana*
26.	Samrat Barik	Male	Hinduism	General	I	109	6296181475	samratbarik2003@gmail.com	*Samrat Barik*
27.	Jayashree Jana	Female	Hinduism	General	I	115	9749804021	Jjayashree452@gmail.com	*Jayashree Jana*
28.	Pampa Giri	Female	Hinduism	General	I	104	7384211917	pampagiri2021@gmail.com	*Pampa Giri*
29.	Dipali Jana	Female	Hinduism	General	I	128	8597835548	sahapapai064@gmail.com	*Dipali Jana*
30.	Sumita Maity	Female	Hinduism	General	I	111	7864877374	msumita647@gmail.com	*Sumita maity*

(Aparesh Mondal)

Course Co-ordinator

Course Coordinator
Swarnamoyee Jogendranath Mahavidyalaya

Samanta 27.09.22

(Dr. Ratan Kumar Samanta)

Principal

Principal
Swarnamoyee Jogendranath Mahavidyalaya
Amdabad :: Purba Medinipur :: Pin-721650

Page 2 of 2

Add-on course on
REGISTER OF ATTEND-
FOR THE MONTH

Fundamentals of Computers & Applications of MS Office
ANCE OF PUPILS
OF _____ 2022

ATTEND -

Serial No.	Roll No.	NAME OF PUPILS	Sl No & dt. of Adm in the Adm. Reg	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1.	01	Susmita Giri		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2.	02	Somasree Das		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
3.	03	Supriya Khatua		P	P	P	P	P	P	P	P		P	P	P	P	P	P				
4.	04	Sumon Dogra		P	P	P	P	P	P	P	P		P	P	P	P	P	P				
5.	05	Sulata Jana		P	P	P	P	P	P	P		P	P	P	P	P	P					
6.	06	Sampa Rana		P	P	P	P	P	P	P	P		P	P	P	P	P	P				
7.	07	Somnath Dhara		P	P	P	P	P	P	P	P	·	P	P	P	P	P	P				
8.	08	Mitali Bera		P	P	P	·	P	P	P	P	P	P	P	P	P	P	P				
9.	09	Gayatri Sheet		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
10.	10	Sweety Mondal		P	P	P	P	P	P	P	P	P	P	P	·	P	P					
11.	11	Moumita Giri		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
12.	12	Dibyendu Pramanik		P	P	P	P	P	P	·	P	P	P	P	P	P	P	P				
13.	13	Biswajit Das		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
14.	14	Sibaprasad Manna		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
15.	15	Subhajit Maity		P	P	P	P	P	P	P	P	P	P	P	·	P	P	P				
16.	16	Abhinandan Jana		P	·	P	P	P	P	P	P	P	P	P	P	P	P	P				
17.	17	Krishnendu Jana		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
18.	18	Souman Acharya		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
19.	19	Santanu Sasmal		P	P	P	·	P	P	P	P	P	P	P	P	P	P	P				
20.	20	Rinki Khatua		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
21.	21	Barsha Das		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
22.	22	Tanushree Gayen		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
23.	23	Rakhi Manna		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
24.	24	Moumita Mondal		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
25.	25	Sonali Jana		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
26.	26	Samrat Barik		P	P	P	·	P	P	P	P	P	P	P	P	P	P	P				
27.	27	Jayashree Jana		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
28.	28	Pampa Giri		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
29.	29	Dipali Jana		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
30.	30	Sumita Maity		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				

No. Present daily ... ...

No. Absent daily ... ...

TOTAL ...

Hindus -   Muslims -   + Others -

No. of Free Students -   No. of ½ Free Students -

ANCE

	20	21	22	23	24	25	26	27	28	29	30	31	No. of days Present	Late Present	Absent on Leave	Absent without Leave

No. of working days during the Month -
Average Daily Attendance
Percentage of Attendance during the Month -

REMARKS

Inauguration on 28.09.2022
class taken by A. Mondal on 29.09.22
class taken by A. Mondal on 3.11.22
" " " A. Majumder 5.11.22
" " " A. Majumder 7.11.22
" " " A. Majumder on 10.11.22
" " " A. Majumder on 11.11.22
" " " D. Basu on 12.11.22
" " " D. Basu " 17.11.22
" " " D. Basu " 18.11.22
" " " A. Mondal " 19.11.22
" " " A. Mondal " 21.11.22
" " " A. Mondal " 24.11.22
" " " A. Mondal - 25.11.22
" " " P. Mandal . 26.11.22
Valedictory Session on 28.11.22

This register of attendance of pupils is
prepared and maintained by the course-
ordinator. [signature] 29/11/2022
Course Coordinator
Swarnamoyee Jogendranath Mahavidyalaya

[signature] 29.11.22
Principal
Swarnamoyee Jogendranath Mahavidyalaya
Amtalad :: Purba Medinipur :: Pin-721650

Report on the Add-on Course on Fundamentals of Computers and Applications of Microsoft Office

❖ **Course Overview**

The Department of Geography at Swarnamoyee Jogendranath Mahavidyalaya conducted an add-on course on the Fundamentals and Applications of Microsoft Office from September 28, 2022, to November 28, 2022. This course aimed to provide undergraduate students with a thorough understanding and practical skills in the Microsoft Office suite, addressing common gaps in efficient tool utilization and enhancing overall productivity.

❖ **No. of Students Registered for the Course: 30**
❖ **No. of Students Completed the Course: 30**
❖ **No. of Classes held during the course: 14**
❖ **No. of Resource Persons delivered their lecture during the course: 4**
❖ **Course Outcomes:**

1. **Proficiency in Office Tools**: Students have gained comprehensive skills in Microsoft Word, Excel, PowerPoint, and Outlook, enabling them to effectively create, edit, and manage documents, spreadsheets, presentations, and emails.

2. **Data Analysis and Management**: Students have learned to perform advanced data analysis and management tasks using Excel, including the use of formulas, functions, data sorting, filtering, pivot tables, and data visualization tools.

3. **Professional Document Preparation**: Students are now able to create professional-quality documents using Microsoft Word. This includes formatting, integrating graphics and tables, and utilizing references and citations tools for academic and business purposes.

4. **Effective Presentation Skills:** Students have developed the ability to design impactful presentations in PowerPoint, incorporating advanced multimedia elements and presentation techniques to enhance audience engagement.

5. **Collaboration and Communication**: Students have learned to utilize Microsoft Outlook and other Office tools to enhance their communication and collaboration skills in a professional setting, focusing on email management, meeting scheduling, and task organization.

6. **Problem Solving through Automation:** Students have acquired the ability to use Microsoft Office's automation features, like macros in Excel, to solve complex problems efficiently.

7. **Integration and Application:** Students have demonstrated the ability to integrate various Microsoft Office tools to streamline workflows and solve interdisciplinary tasks effectively.

❖ **Conclusion**

The Microsoft Office training course successfully equipped students with essential digital literacy skills, significantly enhancing their productivity and employability. Feedback from participants highlighted increased confidence in using Microsoft Office tools effectively across various tasks.

29.11.22

Principal
Swarnamoyee Jogendranath Mahavidyalaya
Amdabad :: Purba Medinipur :: Pin-721650

29/11/2022.

Course Coordinator
Swarnamoyee Jogendranath Mahavidyalaya

Swarnamoyee Jogendranath Mahavidyalaya

(A Govt. Aided General Degree College:: Affiliated to Vidyasagar University)

At+ P.O.: Amdabad, P.S.: Nandigram, Dist.: Purba Medinipur, PIN- 721650

Certificate of Participation

This is to certify that Krishnendu Jana of 3rd Semester has successfully completed the Add-on course on 'Fundamentals of Computers and Applications of Microsoft Office' organised by the Department of Geography of Swarnamoyee Jogendranath Mahavidyalaya held during 28th September, 2022 to 28th November, 2022.

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Course Coordinator
Swarnamoyee Jogendranath Mahavidyalaya

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Dr. Ratan Kumar Samanta
Principal
Swarnamoyee Jogendranath Mahavidyalaya
Amdabad :: Purba Medinipur :: Pin-721650

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Certificate of Participation

This is to certify that <u>Somasree Das</u> of 5th Semester has successfully completed the Add-on course on 'Fundamentals of Computers and Applications of Microsoft Office' organised by the Department of Geography of Swarnamoyee Jogendranath Mahavidyalaya held during 28th September,2022 to 28th November,2022.

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