



Phone: 7501133806

SWARNAMOYEE JOGENDRANATH MAHAVIDYALAYA

Govt. Aided General Degree College | Estd.: 2014

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

www.sjmahavidyalaya.in | Email: sjmahavidyalaya@gmail.com

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

3. SYLLABUS COVERED

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.

**4. TIME-TABLE; offered only once during the assessment period in
2022-23**



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

Online Mode

Programme Schedule

Day	Date	Time	Title of Lecture	Name of the Teacher	Remarks
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

Session 2022-2023

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

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	Or open Meet and enter this code: knv-qnrh-mpz 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 Session		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
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Amrita
27/11/2022
Course Coordinator
Swamamoyee Jogendranath Mahavidyalaya

Banad
27/09/2022
Principal
Swamamoyee Jogendranath Mahavidyalaya
Amritabad :: Purba Medinipur :: Pin-721650



5. AWARD LIST with top 5 students' marks highlighted; certificates attached thereafter

Phone: 7501133806

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Add – on Course
on

Fundamentals of Computers and Applications of Microsoft Office

Award List



Roll No.	Name of the Students	Semester	Full Marks	Marks Obtained
1.	Susmita Giri	V	25	21
2.	Somasree Das	V	25	20
3.	Supriya Khatua	V	25	18
4.	Sumon Dogra	V	25	22
5.	Sulata Jana	V	25	19
6.	Sampa Rana	V	25	17
7.	Somnath Dhara	V	25	23
8.	Mitali Bera	V	25	18
9.	Gayatri Sheet	V	25	14
10.	Sweety Mondal	V	25	16
11.	Moumita Giri	V	25	19
12.	Dibyendu Pramanik	III	25	16
13.	Biswajit Das	III	25	18
14.	Sibaprasad Manna	III	25	15
15.	Subhajit Maity	III	25	19
16.	Abhinandan Jana	III	25	16
17.	Krishnendu Jana	III	25	20
18.	Souman Acharya	III	25	14
19.	Santanu Sasmal	III	25	18
20.	Rinki Khatua	III	25	17
21.	Barsha Das	III	25	17
22.	Tanushree Gayen	III	25	15
23.	Rakhi Manna	III	25	16
24.	Moumita Mondal	I	25	19
25.	Sonali Jana	I	25	18
26.	Samrat Barik	I	25	14
27.	Jayashree Jana	I	25	18
28.	Pampa Giri	I	25	17
29.	Dipali Jana	I	25	14
30.	Sumita Maity	I	25	16

Banad

Principal

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

Arindam

Course Coordinator

Swarnamoyee Jogendranath Mahavidyalaya



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Certificate of Participation

This is to certify that Somnath Dhara 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.



Course Coordinator
Swarnamoyee Jogendranath Mahavidyalaya



Dr. Ratan Kumar Samanta
Principal
Swarnamoyee Jogendranath Mahavidyalaya
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Certificate of Participation

This is to certify that Sumon Dogra 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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Dr. Ratan Kumar Samanta
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Certificate of Participation

This is to certify that Susmita Giri 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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Dr. Ratan Kumar Samanta
Principal
Swarnamoyee Jogendranath Mahavidyalaya
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Certificate of Participation

This is to certify that Somasree Das 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.


Course Coordinator
Swarnamoyee Jogendranath Mahavidyalaya


Dr. Ratan Kumar Samanta
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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.


Course Coordinator
Swarnamoyee Jogendranath Mahavidyalaya


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

6. QUESTION PAPER

Swarnamoyee Jogendranath Mahavidyalaya

At + P.O.- Amdabad, Nandigram – II, Purba Medinipur

Add- On Course Examination

Fundamentals of Computers and Applications of Microsoft Office

Session-2022

Full Marks: 25

Time: 1 Hour

Part-I

❖ **Answer the following questions**

15×1

1. What is the primary function of a computer's Central Processing Unit (CPU)?

- A) To store data
- B) To process data
- C) To display information
- D) To connect to the internet

2. Which of the following is an example of an operating system?

- A) Microsoft Word
- B) Adobe Photoshop
- C) Windows 10
- D) Google Chrome

3. What does RAM stand for in computer terminology?

- A) Random Access Memory
- B) Read Access Memory
- C) Read-Only Memory
- D) Rapid Access Memory

4. Which Microsoft Office application is primarily used for word processing?

- A) Microsoft Excel
- B) Microsoft PowerPoint
- C) Microsoft Word
- D) Microsoft Access

5. In Microsoft Excel, what is the term for a pre-defined formula that performs calculations using specific values?

- A) Function
- B) Algorithm
- C) Template
- D) Script

6. Which feature in Microsoft Word allows you to quickly change the appearance of text?

- A) Templates
- B) Styles
- C) Macros
- D) Tables

7. What is the default file extension for a Microsoft PowerPoint presentation?

- A) .ppt
- B) .pptx
- C) .docx
- D) .xlsx

8. In Microsoft Excel, what does the function SUM() do?

- A) Subtracts numbers
- B) Multiplies numbers
- C) Adds numbers together
- D) Divides numbers

9. Which Microsoft Office application would you use to create a database?

- A) Microsoft Word
- B) Microsoft Excel
- C) Microsoft Access
- D) Microsoft Outlook

10. What is the purpose of the 'Slide Master' in Microsoft PowerPoint?

- A) To manage slide timings
- B) To create uniform slide designs and formatting
- C) To add animation effects
- D) To manage print layouts

11. In Microsoft Word, what is a 'Header'?

- A) A section at the top of a document for additional information
- B) A formatting style for text
- C) A tool for spell checking
- D) A way to highlight text

12. What is the main use of Microsoft Outlook?

- A) Creating spreadsheets
- B) Managing emails and calendars
- C) Designing brochures
- D) Editing videos

13. In Microsoft Excel, what does the term 'cell' refer to?

- A) A block of text
- B) A single box in a spreadsheet
- C) A command in a menu

- D) A type of chart

14. Which feature in Microsoft Word helps in finding synonyms for a word?

- A) Spell Check
- B) Grammar Check
- C) Thesaurus
- D) Dictionary

15. What does the shortcut 'Ctrl + C' do in most Microsoft Office applications?

- A) Paste content
- B) Cut content
- C) Copy content
- D) Close the application

Answer: C) Copy content

Part-II

❖ **Complete any one task question.**

10×1

1. Microsoft Word: Document Formatting

Create a 2-page document in Microsoft Word that includes the following elements:

- A title with a title style applied.
- A table of contents based on headings used in the document.
- Three sections, each with different heading levels (Heading 1, Heading 2, etc.).
- A bulleted list in one section and a numbered list in another.
- Insert a table with 3 columns and 4 rows, and include some sample data.
- Add a footer with page numbers.

2. Microsoft Excel: Data Analysis

Using Microsoft Excel, create a spreadsheet with the following data:

- Columns: Product Name, Units Sold, Unit Price, Total Sales.
- Enter data for at least five products.
- Use a formula to calculate the Total Sales for each product (Units Sold * Unit Price).
- Create a summary table that shows the total units sold, total sales, and average unit price.
- Insert a chart that visually represents the total sales per product.

3. Microsoft PowerPoint: Presentation Design

Design a 5-slide PowerPoint presentation on a topic of your choice. The presentation should include:

- A title slide with the presentation title and your name.
- At least one slide with a bullet-point list.
- One slide with an image and caption.
- A slide with a table or chart.
- Apply animations to at least one slide element and a transition effect between slides.

7. ANSWER SHEETS of top 5 students

SWARNAMOYEE JOGENDRANATH MAHAVIDYALAYA
Name ... Somnath Dhara
Yr BA Gen./... ..(Hons.) Roll No

28
Answered
30/11/2022

Add-on course on "Fundamentals of Computers and Applications of Microsoft Office"

1.) What is the primary function of a computer's central processing unit (CPU)?

=> B) To process data

1

2.) Which of the following is an example of an operating system?

=> C) Windows 10

1

3.) What does RAM stand for in computer tech terminology?

=> A) Random Access Memory

1

4.) Which Microsoft Office application is primarily used for word processing?

=> ~~A) Function~~

C) Microsoft Word

1

5.) In Microsoft Excel, what is the term for a pre-defined formula that performs calculations using specific values?

⇒ A) Function

①

6.) Which ^{feature} in Microsoft Word allows you to quickly change the appearance of text?

⇒ B) Styles

①

7.) What is the default file extension for a Microsoft PowerPoint presentation?

⇒ A) PPT

~~①~~

8.) In Microsoft Excel, what does the function SUMO do?

⇒ C) Adds numbers together

①

9.) Which Microsoft Office application would you use to create a database?

⇒ c) Microsoft Access

10.) What is the purpose of the 'Slide Master' in Microsoft PowerPoint?

⇒ B) To create uniform slide designs and formatting

11.) In Microsoft Word, what is a 'Header'?

⇒ B) A formatting style for text

12.) What is the main use of Microsoft Outlook?

⇒ Managing emails and calendars

13.) In Microsoft Excel, what does the term 'cell' refer to?

⇒ B) A single box in a spreadsheet

14) Which feature in Microsoft Word helps in finding synonyms for a word?

⇒ c) Thesaurus

10

15) What does the shortcut 'Ctrl+C' do in most Microsoft office applications?

⇒ c) Copy content

10

Part-II

3) Power Point:

10

Add-on course on
"Fundamentals of Computers and
Applications of Microsoft office"

1. what is the Primary function of a computer's central Processing unit (CPU)?
=> (B) To process data
2. which of the following is an example of an operating system?
=> (C) windows 10
3. what does RAM stand for in computer terminology?
=> (A) Random Access Memory
4. which Microsoft office application is primarily used for word processing?
=> (C) Microsoft word
5. In Microsoft Excel, which is the term for a pre-defined formula that performs calculations using specific values?
=> (C) Template

6. which feature in Microsoft word allows you to quickly change the appearance of text?
=> A Styles
7. what is the default file extension for a Microsoft PowerPoint presentation?
=> B .pptx
8. In Microsoft Excel, what does the function SUMO do?
=> B Multiplies numbers
9. which Microsoft office application would you use to create a database?
=> C Microsoft Access
10. what is the purpose of the 'Slide Master' in Microsoft PowerPoint?
=> B To create uniform slide designs and formatting
11. In Microsoft word, what is a 'Header'?
=> B A formatting style for text
12. what is the main use of Microsoft outlook?
=> B Managing emails and calendars
13. In Microsoft Excel, what does the term 'cell' refer to?

⇒ ⓑ A single box in a spreadsheet

14. Which feature in Microsoft Word helps in finding synonyms for a word?

⇒ Ⓐ Thesaurus

15. What does the shortcut ~~ⓐ~~ 'Ctrl+C' do in most Microsoft office applications?

⇒ Ⓐ Copy content

Part-II :

1. M.S. Word -

10

Add-on Course

"Fundamentals of Computer and Applications of Microsoft Office"

1. What is the primary function of a computer's central processing unit (CPU)?
⇒ B) To process data. (1)
2. Which of the following is an example of an operating system?
⇒ C) Windows 10 (1)
3. What does RAM stand for in computer terminology?
⇒ A) Random Access memory (1)
4. Which Microsoft Office application is primarily used for word processing?
⇒ C) Microsoft Word (1)
5. In Microsoft Excel, what is the term for a pre-defined formula that performs calculations using specific values?
⇒ A) Function (1)

6. Which feature in Microsoft Word allows you to quickly change the appearance of text?

⇒ (B) styles



7. What is the default file extension for a Microsoft PowerPoint presentation?

⇒ (B) pptx



8. In Microsoft Excel, what does the function SUM do?

⇒ (C) Adds numbers together



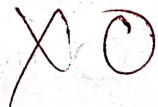
9. Which Microsoft Office application would you use to create a database?

⇒ (C) Microsoft Access



10. What is the purpose of the 'Slide Master' in Microsoft PowerPoint?

⇒ (C) ~~micro~~ TO add animation effects.



11. In Microsoft Word, what is a 'Header'?

⇒ (A) A section at the top of a document for additional information.



12. What is the main use of Microsoft Outlook?
→ (B) Managing emails and calendars (1)
13. In Microsoft Excel, what does the term "cell" refer to?
→ (C) A command in a menu. (X)
14. Which feature in Microsoft Word helps in finding synonyms for a word?
→ (C) Thesaurus (1)
15. What does the shortcut "Ctrl + C" do in most Microsoft Office applications?
→ (C) Copy content (1)

Part - II

2. MS Excel :

(8)

Add-on course on

"Fundamentals of computers and Applications of microsoft office"

1. What is the primary function of a computer's central processing unit (CPU)?
⇒ B) To process data
2. Which of the following is an example of an operating system?
⇒ C) windows 10
3. What does RAM stand for in computer terminology?
⇒ B) Read Access memory
4. Which microsoft office application is primarily used for word processing?
⇒ C) microsoft word.
5. In microsoft Excel, what is the term for a pre-defined formula that performs calculations using specific values?
⇒ A) Function.

6. Which feature in Microsoft Word allows you to quickly change the appearance of text?
⇒ B) Styles
7. What is the default file extension for a Microsoft PowerPoint presentation?
⇒ B) .pptx
8. In Microsoft Excel, what does the function SUM do?
⇒ C) Adds numbers together
9. Which Microsoft Office application would you use to create a database?
⇒ D) Microsoft Outlook
10. What is the purpose of the 'Slide Master' in Microsoft PowerPoint?
⇒ B) To create uniform slide designs and formatting
11. In Microsoft Word, what is a 'Header'?
⇒ A) A section at the top of a document for additional information.
12. What is the main use of Microsoft Outlook?
⇒ B) Managing emails and calendars.

13. In Microsoft Excel, what does the term 'cell reference' mean?

⇒ B) A single box in a spreadsheet (1)

14. Which feature in Microsoft Word helps in finding synonyms for a word?

⇒ C) Thesaurus (1)

15. What does the shortcut 'Ctrl + C' do in most Microsoft Office applications?

⇒ C) Copy content (1)

Part - II

3. MS Excel:

(7)

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Part - II

1) M.S. Word:

3