

BUNTS SANGHA'S
S.M.SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES, POWAI.
NAAC ACCREDITED 'A' GRADE
IMC RBNQA CERTIFICATE OF MERIT 2019

Student Enrichment Activity Approval Form 2021-22

Department: Department of Information Technology

Program: "Certificate course on Microsoft Office Skills"

Objectives:

- ✓ To be proficient in important Microsoft Office programs
- ✓ To be able to create documents for printing and sharing
- ✓ To be able to create and share presentations

Resource Persons:

1. Asst. Prof. Nabila Kazi,
2. Asst Prof Himani Shukla,
3. Asst Prof Raveena Shetty

Date: 16th Feb 2022- 8th March 2022

Time: 5pm No of Hours - [30hrs]

Venue: Zoom

Cost/Budget: 21000/-

Proposed by: Asst. Prof. Himani Shukla



Coordinator



Principal

Certificate Course: Microsoft Office Skills

Course Name: Office Skills

Course Objectives	Provide hands-on use of Microsoft Office applications like Word, Excel, and PowerPoint. Completion of the assignments will result in MS Office applications knowledge and skills.
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Course Outcomes	After finishing the course students will be able to: Identify when to use each of the Microsoft Office applications to build proficient and academic documents. Use Microsoft Office applications to create personal, academic and business documents as per existing professional and/or industry values. Certificate Course: Microsoft Office Skills Course Name: Office Skills
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Unit	Details	Lectures
I	In-charge: Asst.Prof.Himani S. MS Word Basic: Getting Started, Explore Window, Entering Text, Save Document. Editing Documents: Insert Text, Select Text, Delete Text, Move Text, Copy & Paste, and Find & Replace. Formatting Text: Setting Text Fonts, Text Decoration, Change Test Case & Color, Text Alignment, Indent Paragraphs, Create Bullets, Set Line Spacing, Borders & Shades, Set Tables.	8

	<p>Formatting Pages: Adjust Page Margins, Header & Footer, Add Page Numbers, Insert Page Breaks, Insert Blank Page, Cover Pages, and Page Orientation.</p> <p>Working with Tables: Create a Table, Rows & Columns, Move a Table, Resize a Table, Merging a Table, Split a Table, Spilt Cells, Add Formula, Borders & Shades.</p> <p>Advanced Operations: Quick Styles, Use Templates, Auto Correction, Auto Formatting, Tables of Contents, Preview Documents, Printing Documents, Email Documents, Translate Documents.</p>	
<p>II</p>	<p>In-charge: Asst.Prof.Raveena S.</p> <p>MS Excel Excel Basics: Getting Started, Explore Window, Entering Values, Save Workbook, Create Worksheet, Copy Worksheet, Hiding Worksheet, and Delete Worksheet, Close Workbook.</p> <p>Editing Worksheet: Insert Data, Select Data, Delete Data, Move Data, Rows & Columns, Copy & Paste, Find & Replace, Spell Check, Special Symbols, Insert Comments, Add Text Box, Undo Changes.</p> <p>Formatting Cells: Setting Cell Type, Setting Fonts, Text Decoration, Rotate Cells, Setting Colors, Text Alignments, Merge & Wrap, Borders and Shades, Apply Formatting.</p> <p>Advanced Operations: Data Filtering, Data Sorting, Using Ranges, Data Validation, Using Styles, Using Themes, Using Templates, Using Macros, , Printing Worksheets, Data Tables, Pivot Tables, Simple Charts, Pivot Chart, Keyboard Short.</p> <p>In-charge: Asst.Prof.Himani S.</p> <p>Formatting Worksheets: Sheet Options, Adjust Margins, Page Orientation, Header and Footer, Insert Page Breaks, Set Background, Freeze Panes, Conditional Format.</p> <p>In-charge: Asst.Prof.Nabila K.</p> <p>Working with Formula: Creating Formulas, Copying Formulas, Formula Reference, Using Functions, Built-in Functions.</p>	<p>16</p>

	<p>List of Formulas will be covered:</p> <p>Mathematical Functions : SUM , MIN , MAX, AVERAGE , COUNT , ISNUMBER , RAND , ROUND , MEDIAN , MOD ,</p> <p>Conditional Functions : IF & NESTED IF, SUMIF , AVERAGEIF</p> <p>Date Functions : DAYS , NOW , MONTH , MINUTE , YEAR</p> <p>String Functions : LEFT, RIGHT , MID , ISTEXT, FIND , REPLACE , REPEAT , SUBSTITUTE , LEN</p> <p>Lookup Functions : VLOOKUP , HLOOKUP</p>	
<p>III</p>	<p>In-charge: Asst.Prof.Nabila K.</p> <p>Create and manage presentations</p> <p>Create a presentation: Create a new presentation, create a presentation based on a template, import</p> <p>Word document outlines</p> <p>Insert and format slides: Insert specific slide layouts; duplicate existing slides; hide and unhide slides; delete slides; apply a different slide layout; modify individual slide backgrounds; insert slide</p> <p>headers, footers, and page numbers</p> <p>Modify slides, handouts, and notes: Change the slide master theme or background, modify slide</p> <p>master content, create a slide layout, modify a slide layout, modify the handout master, modify the notes master</p> <p>Order and group slides: • Create sections, modify slide order, rename sections</p> <p>Change presentation options and views: Change slide size, change views of a presentation, set file properties</p> <p>Configure a presentation for print: Print all or part of a presentation; print notes pages; print</p> <p>handouts; print in color, grayscale, or black and white</p> <p>Configure and present a slide show: Create custom slide shows, configure slide show options,</p>	<p>6</p>

rehearse slide show timing, present a slide show by using Presenter View

Insert and format text, shapes, and images

Insert and format text: Insert text on a slide, apply formatting and styles to text, apply WordArt

styles to text, format text in multiple columns, create bulleted and numbered lists, insert hyperlinks

Insert and format shapes and text boxes: Insert or replace shapes, insert text boxes, resize shapes

and text boxes, format shapes and text boxes, apply styles to shapes and text boxes

Insert and format images: Insert images, resize and crop images, apply styles and effects

Order and group objects: Order objects, align objects, group objects, display alignment tools

Insert tables, charts, SmartArt, and media

Insert and format tables: Create a table, insert and delete table rows and columns, apply table styles,

import a table

Insert and format charts: Create a chart, import a chart, change the Chart Type, add a legend to a

chart, change the chart style of a chart

Insert and format SmartArt graphics: Create SmartArt graphics, convert lists to SmartArt graphics,

add shapes to SmartArt graphics, reorder shapes in SmartArt graphics, change the color of SmartArt

graphics

Insert and manage media: Insert audio and video clips, configure media playback options, adjust media

window size, set the video start and stop time, set media timing options

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B.Sc (Information Technology) Course Code: SMSIT102 Course Name: Microsoft Office Skills Platform: Online(Zoom Meet) Hours: 30hrs	
DATE & TIME	TOPICS COVERED
16-2-2022 – 2:00PM-04:00PM	Word: Accessing word, Introduction, Home -tab (Clipboard, Font, Paragraph, Style, and Editing), Insert- tab (Header & Footer). Difference between Word & Doc file.
17-2-2022-2:00PM- 04:00PM	Word: Insert-tab (Pages, Illustrations, Media, Links, Comments, text, Tables-introduction).
18-2-2022-2:00PM- 04:00PM	Word: Insert-tab (Tables), Design-tab (Themes, Document Formatting, Page Background), Layout -tab (Page Setup, Paragraph, Arrange)
23-2-2022-2:00PM- 04:00PM	Hands-on Session in Lab-8.
13-3-2022-2:00PM- 04:00PM	Excel: Header & Footer, Margins, Orientation, Freeze Panes, Page breaks, Background, Conditional Formatting.
22-2-2022- 5:00PM- 07:00PM	MS Excel Excel Basics: Getting Started, Explore Window, Entering Values, Save Workbook, Create Worksheet, Copy Worksheet, Hiding Worksheet, and Delete Worksheet, Close Workbook.
27-2-2022- 11:00AM-01:00PM	Editing Worksheet: Insert Data, Select Data, Delete Data, Move Data, Rows & Columns, Copy & Paste, Find & Replace, Spell Check, Special Symbols, Insert Comments, Add Text Box, Undo Changes.
1-3-22- 5.00 PM to 7.00 PM	Formatting Cells: Setting Cell Type, Setting Fonts, Text Decoration, Rotate Cells, Setting Colors, Text Alignments, Merge & Wrap, Borders and Shades, Apply Formatting.
11-3-22 - 3.00 PM to 5.00 PM	Advanced Operations: Data Filtering, Data Sorting, Using Ranges, Data Validation, Using Styles, Using Themes, Using Templates, Using Macros, , Printing Worksheets, Data Tables, Pivot Tables, Simple Charts, Pivot Chart, Keyboard Short.

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<p>07-03-22- 05:30PM- 07:30PM</p>	<p>Create a presentation: Create a new presentation, create a presentation based on a template, import Word document outlines Insert and format slides: Insert specific slide layouts; duplicate existing slides; hide and unhide slides; delete slides; apply a different slide layout; modify individual slide backgrounds; insert slide headers, footers, and page numbers Modify slides, handouts, and notes: Change the slide master theme or background, modify slide master content, create a slide layout, modify a slide layout, modify the handout master, modify the notes master Order and group slides: • Create sections, modify slide order, rename sections Change presentation options and views: Change slide size, change views of a presentation, set file properties Configure a presentation for print: Print all or part of a presentation; print notes pages; print handouts; print in color, grayscale, or black and white Configure and present a slide show: Create custom slide shows, configure slide show options, rehearse slide show timing, present a slide show by using Presenter View.</p>
<p>08-03-22- 06:00PM- 08:00PM</p>	<p>Insert and format text, shapes, and images Insert and format text: Insert text on a slide, apply formatting and styles to text, apply WordArt styles to text, format text in multiple columns, create bulleted and numbered lists, insert hyperlinks Insert and format shapes and text boxes: Insert or replace shapes, insert text boxes, resize shapes and text boxes, format shapes and text boxes, apply styles to shapes and text boxes Insert and format images: Insert images, resize and crop images, apply styles and effects Order and group objects: Order objects, align objects, group objects, display alignment tools Insert tables, charts, SmartArt, and media Insert and format tables: Create a table, insert and delete table rows and columns, apply table styles, import a table Insert and format charts: Create a chart, import a chart, change the Chart Type, add a legend to a chart, change the chart style of a chart Insert and format SmartArt graphics: Create SmartArt graphics, convert lists to SmartArt graphics, add shapes to SmartArt graphics, reorder shapes in SmartArt graphics, change the color of SmartArt graphics Insert and manage media: Insert audio and video clips, configure media playback options, adjust media window size, set the video start and stop time, set media timing options.</p>

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10-03-22 - 06:00PM-08:00PM	Introduction to MS Formulas & Functions : Mathematical Functions : SUM , MIN , MAX, AVERAGE , COUNT , ISNUMBER , RAND , ROUND , MEDIAN , MOD , Conditional Functions : IF & NESTED IF, SUMIF , AVERAGEIF Date Functions : DAYS , NOW , MONTH , MINUTE , YEAR
11-03-22-05:30PM-07:30PM	String Functions : LEFT, RIGHT , MID , ITEXT, FIND , REPLACE , REPEAT , SUBSTITUTE , LEN Lookup Functions : VLOOKUP , HLOOKUP
16-03-22-12:30PM-02:30PM	Hands-on Session- Covered all Microsoft Formulae prescribed in syllabus - MSc IT- LAB - OFFLINE

Short Term Course Details Report

SR.NO	StudentId	FullName	MobileNumber	EmailId	Short Term Course Name	Receipt_Date
1	1581967	GAIMAR RUCHIKA SANJAY	8655016203		MICROSOFT OFFICE SKILLS	05/02/2022
2	1596355	SHARMA ABHIJEET RAJESH	9082580733	abhijeetrajesh73@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
3	1596809	CHOUDHARY SUMIT SHESHARAM	9892246603	csumit419@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
4	1606236	DALBANJAN PRANALI PARSHURAM	8433659672	parshurammd@gmil.com	MICROSOFT OFFICE SKILLS	21/02/2022
5	1606700	MIDDA SHAHNAZ KHATOON SAIDUL	7710853679	Shahnazmidda@email.com	MICROSOFT OFFICE SKILLS	05/02/2022
6	1606976	KATE ASMITA ARUN	9769386160	asmitakate396@gmail.com	MICROSOFT OFFICE SKILLS	07/02/2022
7	1681592	DAS DEBASISH DHANANJAY	7506260106	ddas03404@gmail.com	MICROSOFT OFFICE SKILLS	06/02/2022
8	1682541	SAHARKAR JAY BALWANT	8850517641	gauravsaharkar285709@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
9	1701904	WALHEKAR KARTIK VIDYADHAR	9619496408	kartikwalhekar27@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
10	1715525	MAURYA LAXMI DEVANAND	9324399787	LAXMIMAURYA57@GMAIL.COM	MICROSOFT OFFICE SKILLS	12/02/2022
11	1743379	SIDDIQUI MOHD JAMAL GHAZANFAR HUSSAI	7738138491	SIDDJAMAL7860@GMAIL.COM	MICROSOFT OFFICE SKILLS	14/02/2022
12	1922604	MOOLYA JASHIKA JAYA	9969743332	jashikajayamoolya@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
13	2449599	SAHU SRIYAKUMARI SUNIL KUMAR	9082873944	sahusriyakumari@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
14	2449724	LANJEKAR SIDDHESH SANJAY	9372403834	lanjekarsiddhu1@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
15	2449729	VARPE NIKITA DATTATRAY	9326388030	varpenikita995@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
16	2449872	GEJAGE VAISHNAVI TANAJI	9004364283	gejagev7@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
17	2449873	SHUKLA AMIT NAGENDRA	7506753843	amitshukla1011422@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
18	2449877	GUPTA ADARSH SANTOSH	9082043390	adarshmja1348@gmail.com	MICROSOFT OFFICE SKILLS	06/02/2022
19	2449942	VERMA AISHWARYA ARVIND	9619249514	aishwaryaverma00@gmail.com	MICROSOFT OFFICE SKILLS	06/02/2022
20	2449944	SHAH NINAD SEJAL	9820064223	ninadshah6@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
21	2449948	SAWANT RITIKA ARVIND	7304074292	ritikasawant05@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
22	2450391	SIDDIQUE MOHD SOAIB MOHD UMER	8104750220	shoaibsid2858@gmail.com	MICROSOFT OFFICE SKILLS	06/02/2022
23	2451787	SANADHYA JAI HARISH	8850783829	jaisanadhya9@gmail.com	MICROSOFT OFFICE SKILLS	07/02/2022
24	2452009	CHAURASIYA AKASH DAYARAM	9653139153	rv04238@gamil.com	MICROSOFT OFFICE SKILLS	06/02/2022
25	2453109	BASIL ELDHO .	9223255430	basileldho2003@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
26	2457917	PANIGRAHI SULATA BHAGWAN	9930869924	sulatapanigrahi2003@gmail.com	MICROSOFT OFFICE SKILLS	06/02/2022
27	2459724	PRADHUMN VATS	8826656612	pradhumnvats3055@gmail.com	MICROSOFT OFFICE SKILLS	06/02/2022
28	2461605	PATIL SAMEER ANANDA	9702915164	sameerpatil1120@gmail.com	MICROSOFT OFFICE SKILLS	06/02/2022
29	2470983	VARMA ANIKET RAMAKANT	8369729063	av1669479@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
30	2472295	MALGAONKAR SHRMIK SHARAD	8291459262	shramikmalgaonkar99@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022

31	2482676	QAZI FAHAD SHAHID	9594091426	fahadqazi9022@gmail.com	MICROSOFT OFFICE SKILLS	06/02/2022
32	2482677	PATIL ABHIJEET DIGAMABAR	8355822256	abhijeetpatil5544@gmail.com	MICROSOFT OFFICE SKILLS	06/02/2022
33	2482683	YADAV BHAKTI BHARAT	8767724112	bhaktiyadav15aug@gmail.com	MICROSOFT OFFICE SKILLS	15/02/2022
34	2482688	MORAES ARYAN LESLIE	9004289887	moraesaryan@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
35	2488588	SINGH UJJWAL SANTOSH	9326211974	ujjawalsingh9326@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
36	2490490	KULKARNI ANIMESH MANGESH	9969849844	nkniharika25@Gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
37	2500249	MISHRA PRATEEK VINOD	8928578209	prateekmishra1234567890123456	MICROSOFT OFFICE SKILLS	06/02/2022
38	2503150	TIWARI SHIVAM DILIP	8779286158	shivamtiwari20082002@gmail.com	MICROSOFT OFFICE SKILLS	06/02/2022
39	2543282	SINGH GANDHARV DHARMENDRA	7208516180	Shivamclasher789@gmail.com	MICROSOFT OFFICE SKILLS	08/02/2022
40	2678834	AMBRE SAHANIKA SHIVAJI	9819074088	26sahanikaambre@gmail.com	MICROSOFT OFFICE SKILLS	15/02/2022
41	2710324	ZAGADE SHRUTI CHANDRAKANT	8657225868	shrutizagade50@gmail.com	MICROSOFT OFFICE SKILLS	06/02/2022
42	2967047	NADAR ANTONY SEBASTIN MICHAEL RAJ	7045977440	sebastin99nadar@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
43	3022570	BHOIR BHAVESH HARISHCHANDRA	7414972704	bhaveshbhoir7988@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
44	3037586	DIWANI MANN HEMANT	9930287343	diwanimh007@gmail.com	MICROSOFT OFFICE SKILLS	06/02/2022
45	3038780	SATHYA POOMARI	9769175851	prsathya04@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
46	3039244	TIWARI SHARAD SANJAY	9967838079	sharadtiwari969211@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
47	3059301	PANDEY RUPALI AJAY	8779214357	rp9939147@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
48	3059928	GUPTA MITALI RAJESH	8291421110	rajeshgupta119@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022
49	3086318	GHOGARE SAGAR SUDAM	9136386184	sagarghogare568@gmail.com	MICROSOFT OFFICE SKILLS	06/02/2022
50	3087058	SINGH YASHRAJ AMAR	9987967980	Yashrajs776@gmail.com	MICROSOFT OFFICE SKILLS	07/02/2022
51	3163663	RAYKAR SANIKA MOHAN	9022174375	sanikaraykar26@gamil.com	MICROSOFT OFFICE SKILLS	05/02/2022
52	3190043	SINGH ADITYAKUMAR PADMABHUSHAN	9967385935	adityasingh0801@gmail.com	MICROSOFT OFFICE SKILLS	05/02/2022

**BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT
STUDIES.**

Opp. Jalvayu Vihar, Hiranandani Garden, Powai, Mumbai – 400076

Date: 04/02/2022

To,
The Chairman
Powai Education Committee
Powai, Mumbai.

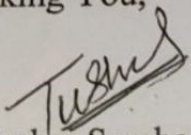
Respected Sir,

This is to inform you that Department of Information Technology will be conducting 2 Certificate courses in this semester. For the said courses we will be collecting in advance a sum of rupees per student as mentioned below. For every course we are expecting approximately 30 to 40 student participation.

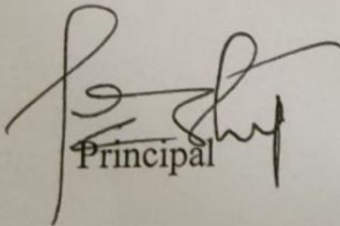
Course Number.	Name of Course	Amount to be collected from the students per head (Rs)
1	Microsoft Office Skills	500
2	Digital Design	500

The above amount will be deposited into the college bank account.

Thanking You,


Dr. Tushar Sambare

Coordinator, (Department of Information Technology)


Principal

General Manager
(A & A)

Treasurer

Secretary

Vice Chairman

Vice Chairman

Chairman

Timestamp	ROLL NO	FULLL NAME (SURNAME THEN FIRST NAME)
2022/03/07 7:30:00 PM GMT+5:30	12	Das Debasish
2022/03/07 7:30:00 PM GMT+5:31	128	Sathya Poomari
2022/03/07 7:30:00 PM GMT+5:32	113	Gupta Adarsh
2022/03/07 7:30:00 PM GMT+5:33	33	Ambre Sahanika shivaji
2022/03/07 7:30:00 PM GMT+5:34	159	Sanadhya Jai Harish
2022/03/07 7:30:00 PM GMT+5:35	161	Tiwari Sharad Sanjay
2022/03/07 7:30:00 PM GMT+5:36	38	Mishra prateek vinod
2022/03/07 7:30:00 PM GMT+5:37	134	Nadar Antony sebastin Michael raj Selvi
2022/03/07 7:30:00 PM GMT+5:38	121	Pandey Rupali Ajay
2022/03/07 7:30:00 PM GMT+5:39	60	Raykar Sanika Mohan
2022/03/07 7:30:00 PM GMT+5:40	109	ELDHO BASIL
2022/03/07 7:30:00 PM GMT+5:41	47	Patil Abhijeet Digambar
2022/03/07 7:30:00 PM GMT+5:42	158	Sahu Sriya Sunil
2022/03/07 7:30:00 PM GMT+5:43	179	Singh Ujjwal Santosh
2022/03/07 7:30:00 PM GMT+5:44	135	Moolya Jashika Jaya
2022/03/07 7:30:00 PM GMT+5:45	127	Lanjekar siddhesh sanjay
2022/03/07 7:30:00 PM GMT+5:46	126	Kulkarni Animesh
2022/03/07 7:30:00 PM GMT+5:47	73	Nikita
2022/03/07 7:30:00 PM GMT+5:48	98	Gupta Mitali Rajesh
2022/03/07 7:30:00 PM GMT+5:49	75	Verma AISHWARYA
2022/03/07 7:30:00 PM GMT+5:50	74	VATS PRADHUMN
2022/03/07 7:30:00 PM GMT+5:51	161	Sawant Ritika

Timestamp	ROLL NO	FULLL NAME (SURNAME THEN FIRST NAME)
2022/03/10 7:59:49 PM GMT+5:30	83	Walhekar Kartik Vidyadhar
2022/03/10 7:58:49 PM GMT+5:30	109	ELDHO BASIL
2022/03/10 7:56:50 PM GMT+5:30	165	Siddiqui jamal
2022/03/10 7:56:52 PM GMT+5:30	132	Midda shahnaz
2022/03/10 7:56:56 PM GMT+5:30	98	Gupta Mitali Rajesh
2022/03/10 7:56:57 PM GMT+5:30	96	Diwani Mann
2022/03/10 7:56:58 PM GMT+5:30	147	Patil Sameer
2022/03/10 7:57:01 PM GMT+5:30	64	Shukla Amit
2022/03/10 7:57:02 PM GMT+5:30	104	Gaimar Ruchika Sanjay
2022/03/10 7:57:04 PM GMT+5:30	157	Sharma Abhijeet Rajesh
2022/03/10 7:57:05 PM GMT+5:30	135	Jashika Jaya Moolya
2022/03/10 7:57:06 PM GMT+5:30	161	Sawant Ritika
2022/03/10 7:57:07 PM GMT+5:30	113	Gupta Adarsh
2022/03/10 7:57:12 PM GMT+5:30	179	Singh Ujjwal Santosh
2022/03/10 7:57:13 PM GMT+5:30	158	Sahu Sriya Sunil
2022/03/10 7:57:15 PM GMT+5:30	128	Sathya Poomari
2022/03/10 7:57:17 PM GMT+5:30	134	Nadar Antony sebastin Michael raj Selvi
2022/03/10 7:57:29 PM GMT+5:30	144	Panigrahi Sulata
2022/03/10 7:57:57 PM GMT+5:30	12	Das Debasish
2022/03/10 7:57:58 PM GMT+5:30	60	Raykar Sanika Mohan
2022/03/10 7:58:10 PM GMT+5:30	47	Patil Abhijeet Digambar
2022/03/10 7:58:22 PM GMT+5:30	38	Mishra prateek vinod
2022/03/10 7:58:55 PM GMT+5:30	127	Lanjekar siddhesh sanjay
2022/03/10 7:59:11 PM GMT+5:30	126	Kulkarni Animesh
2022/03/10 7:59:32 PM GMT+5:30	186	Aniket Ramakant Verma
2022/03/10 8:08:27 PM GMT+5:30	162	Shah Ninad
2022/03/10 8:24:31 PM GMT+5:30	159	Sanadhya Jai Harish

Timestamp	ROLL NO	FULLL NAME (SURNAME THEN FIRST NAME)
2022/03/11 7:28:09 PM GMT+5:30	109	ELDHO BASIL
2022/03/11 7:28:13 PM GMT+5:30	83	Walhekar Kartik Vidyadhar
2022/03/11 7:28:15 PM GMT+5:30	12	Das Debasish
2022/03/11 7:28:18 PM GMT+5:30	165	Siddiqui Jamal
2022/03/11 7:28:18 PM GMT+5:30	74	VATS PRADHUMN
2022/03/11 7:28:24 PM GMT+5:30	132	Midda shahnaz
2022/03/11 7:28:26 PM GMT+5:30	131	Maurya laxmi
2022/03/11 7:28:32 PM GMT+5:30	127	Lanjekar siddhesh sanjay
2022/03/11 7:28:34 PM GMT+5:30	147	Patil Sameer
2022/03/11 7:28:35 PM GMT+5:30	60	Raykar Sanika Mohan
2022/03/11 7:28:41 PM GMT+5:30	161	Tiwari Sharad Sanjay
2022/03/11 7:28:46 PM GMT+5:30	179	Singh Ujjwal Santosh
2022/03/11 7:28:50 PM GMT+5:30	126	Kulkarni Animesh
2022/03/11 7:28:54 PM GMT+5:30	144	Panigrahi Sulata
2022/03/11 7:28:57 PM GMT+5:30	98	Gupta Mitali Rajesh
2022/03/11 7:28:59 PM GMT+5:30	186	Aniket ramakant Verma
2022/03/11 7:29:00 PM GMT+5:30	161	Sawant Ritika
2022/03/11 7:29:05 PM GMT+5:30	96	Diwani Mann
2022/03/11 7:29:18 PM GMT+5:30	158	Sahu Sriya Sunil
2022/03/11 7:29:50 PM GMT+5:30	19	Ghogare Sagar Sudam
2022/03/11 7:30:00 PM GMT+5:30	102	Dalbanjan Pranali
2022/03/11 7:30:04 PM GMT+5:30	150	Saharkar jay
2022/03/11 7:31:24 PM GMT+5:30	135	Moolya Jashika Jay
2022/03/11 7:31:58 PM GMT+5:30	159	Sanadhya Jai Harish

Timestamp	Name	Class	Roll_No	Any Suggestion
2022/02/16 6:02:01 PM GMT+5:30	Bhakti Bharat yadav	Option 1	79	.
2022/02/16 6:02:17 PM GMT+5:30	shivamclasher789@gmail.com	Option 1	178	No
2022/02/16 6:02:35 PM GMT+5:30	Chaurasiya Akash Dayaram	Option 1	105	No
2022/02/16 6:02:38 PM GMT+5:30	Shramik Malgaonkar	Option 1	129	.
2022/02/16 6:02:40 PM GMT+5:30	Maurya laxmi	Option 1	131	tyit B .
2022/02/16 6:02:52 PM GMT+5:30	Aryan Moraes	Syit B	135	null
2022/02/16 6:02:57 PM GMT+5:30	Patil Sameer	SY BSCIT	147	-
2022/02/16 6:03:04 PM GMT+5:30	Ruchika Gaimar	TYIT	104	.
2022/02/16 6:03:04 PM GMT+5:30	Mitali Rajesh Gupta	Fybscit	98	.
2022/02/16 6:03:05 PM GMT+5:30	Prateek Mishra	SyitA	38	.
2022/02/16 6:03:06 PM GMT+5:30	Amit shukla	Option 1	64	Google forms
2022/02/16 6:03:06 PM GMT+5:30	Shramik Malgaonkar	SYBscIT	129	Thank You ðŸ™„
2022/02/16 6:03:07 PM GMT+5:30	Debasish Das	Option 1	12	Drawing diagram,charts
2022/02/16 6:03:10 PM GMT+5:30	Aditya Singh	FYBAF	60	Nope
2022/02/16 6:03:12 PM GMT+5:30	Mann Diwani	FYBScIT - B	96	.
2022/02/16 6:03:12 PM GMT+5:30	Animesh Kulkarni	syit b	126	no
2022/02/16 6:03:13 PM GMT+5:30	Bhoir bhavesh harishchandra	Option 1	85	.
2022/02/16 6:03:14 PM GMT+5:30	Sathya Poomari	Fybsc.it	128	.
2022/02/16 6:03:18 PM GMT+5:30	Singh Ujjwal Santosh	Option 1	179	Nothing
2022/02/16 6:03:18 PM GMT+5:30	Sahu Sriya Sunil	Sybscit	158	.
2022/02/16 6:03:21 PM GMT+5:30	Walhekar Kartik Vidyadhar	Tybscit -A	83	ðŸ™–
2022/02/16 6:03:23 PM GMT+5:30	Pranali Dalbanjan	TyBscit	102	No
2022/02/16 6:03:24 PM GMT+5:30	BASIL ELDHO	SY B. Sc. I. T.	109	None.
2022/02/16 6:03:25 PM GMT+5:30	Abhijeet Rajesh Sharma	TYIT B	157	.
2022/02/16 6:03:25 PM GMT+5:30	Aniket Ramakant Verma	SY IT	186	Ye melody itni chocolatey kyu hai
2022/02/16 6:03:26 PM GMT+5:30	Nadar Antony sebastin Michael raj	Option 1	134	I want to learn how to make Google form
2022/02/16 6:03:28 PM GMT+5:30	Singh Gandharv Dharmendra	Sybscit	178	No
2022/02/16 6:03:57 PM GMT+5:30	Midda shahnaz	TYBSCIT-B	132	.
2022/02/16 6:03:58 PM GMT+5:30	Shruti Chandrakant Zagade	SYIT	171	.
2022/02/16 6:03:58 PM GMT+5:30	Prateek Mishra	Bsc Syit(A)	38	..
2022/02/16 6:03:59 PM GMT+5:30	Siddhesh sanjay lanjekar	Sybscit	127	-
2022/02/16 6:04:04 PM GMT+5:30	Rupali Ajay Pandey	FYBSCIT	121	No
2022/02/16 6:04:20 PM GMT+5:30	Ghogare Sagar Sudam	FyBscit A	19	I like it maam . Thank you
2022/02/16 6:04:26 PM GMT+5:30	Jashika Jaya Moolya	TYBSCIT	135	No

2022/02/16 6:04:27 PM GMT+5:30	Ninad Shah	Bsc IT	162 *
2022/02/16 6:04:28 PM GMT+5:30	Shoaib Siddiqui	Sy.b.com	229 Can I get recorded lec link
2022/02/16 6:04:30 PM GMT+5:30	jai harish sanadhya	sy bscit	159 no mam understood all the teachings
			.
2022/02/16 6:04:34 PM GMT+5:30	sumit choudhary	tybscit	101
2022/02/16 6:04:38 PM GMT+5:30	Siddiqui jamal	TYIT-B	165 no Ma'am if possible sessions 5-7 hosakte hai kya.. Doubts 1) Format text effects and 2)Format Painter
2022/02/16 6:05:27 PM GMT+5:30	Sulata Bhagwan Panigrahi	SYBSCIT	144 kal firse revise krwa Do please.
2022/02/17 5:55:29 PM GMT+5:30	Walhekar Kartik Vidyadhar	Tybscit -A	83 ðŸ˜–
2022/02/17 5:55:33 PM GMT+5:30	Singh Gandharv Dharmendra	Sybscit B	178 No
2022/02/17 5:55:34 PM GMT+5:30	Sathya Poomari	Fybscit	128 Nothing ma'am
2022/02/17 5:55:35 PM GMT+5:30	Ambre Sahanika shivaji	Sy bscit	33 No
2022/02/17 5:55:37 PM GMT+5:30	Saharkar Jay	Tybsc it	150 .
2022/02/17 5:55:42 PM GMT+5:30	Patil Sameer	SY BSCIT	147 .
2022/02/17 5:55:46 PM GMT+5:30	Jashika Jaya Moolya	TYITB	135 .
2022/02/17 5:55:47 PM GMT+5:30	Adarsh Gupta	syIT B	113 no suggestion
2022/02/17 5:55:50 PM GMT+5:30	Abhijeet Rajesh Sharma	TYIT B	157 .
2022/02/17 5:55:53 PM GMT+5:30	Sanika Mohan Raykar	FY bsc IT	60 No
2022/02/17 5:55:54 PM GMT+5:30	Pranali Dalbanjan	TyBscit	102 No.
2022/02/17 5:56:01 PM GMT+5:30	Bhakti yadav	Bscit A	79 No sur
2022/02/17 5:56:01 PM GMT+5:30	Aryan Moraes	SYIT B	135 Null
2022/02/17 5:56:02 PM GMT+5:30	Mitali Rajesh Gupta	Fybscit	98 .
2022/02/17 5:56:11 PM GMT+5:30	Aniket Ramakant Verma	Sy IT	186 ..
2022/02/17 5:56:12 PM GMT+5:30	Nadar Antony sebastin Michael raj Selvi	Sy it	134 Mam how to add text in shape
2022/02/17 5:56:14 PM GMT+5:30	Shivam Dilip Tiwari	Sy.b.sc.it A	71 No
2022/02/17 5:56:21 PM GMT+5:30	Siddhesh Sanjay Lanjekar	Sybscit	127 -
2022/02/17 5:56:23 PM GMT+5:30	Patil Abhijeet Digambar	SYBSCIT-B	47 Best ever session
2022/02/17 5:56:34 PM GMT+5:30	Tiwari Sharad Sanjay	F.Y B.Sc.I.T/B	161 No ma'am
2022/02/17 5:56:38 PM GMT+5:30	Mann Diwani	F.Y.B.Sc.I.T.	96 .
2022/02/17 5:56:45 PM GMT+5:30	Maurya laxmi	Ty-it -B	131 .
2022/02/17 5:56:56 PM GMT+5:30	Animesh Kulkarni	Sy.it B	126 Nothing
2022/02/17 5:57:16 PM GMT+5:30	Nikita	A	73 No

2022/02/17 5:57:25 PM GMT+5:30	Singh Ujjwal Santosh	Sy IT B	179	Nothing
2022/02/17 5:57:26 PM GMT+5:30	Chaurasiya Akash Dayaram	Syit	105	No
2022/02/17 5:57:29 PM GMT+5:30	Ninad Shah	Sy IT	162	*
2022/02/17 5:57:43 PM GMT+5:30	Siddiqui Jamal	TYIT-B	165	..
2022/02/17 5:57:54 PM GMT+5:30	Jai Harish Sanadhya	Sybscit	159	It's awesome to learn new things
2022/02/17 5:59:18 PM GMT+5:30	Ritika Arvind Sawant	Sy IT B	161	Nothing
2022/02/17 5:59:24 PM GMT+5:30	Midda shahnaz	TYBSCIT-B	132	.
2022/02/17 5:59:27 PM GMT+5:30	Prateek Mishra	Syit(A)	38	..
2022/02/17 5:59:32 PM GMT+5:30	Siddhesh Sanjay Lanjekar	sybscit	127	-
2022/02/17 5:59:33 PM GMT+5:30	Sulata Bhagwan Panigrahi	SYBSCIT	144	.
2022/02/17 5:59:45 PM GMT+5:30	Patil Abhijeet Digambar	SYBSCIT-B	47	Best ever session
2022/02/17 5:59:48 PM GMT+5:30	Aniket Ramakant Verma	Sy IT	186	..
2022/02/17 5:59:48 PM GMT+5:30	Ghogare Sagar Sudam	FyBscit A	19	Very nice ðŸ‘œ
2022/02/17 5:59:49 PM GMT+5:30	Ambre Sahanika shivaji	Sy Bsc it	33	No
2022/02/17 6:00:00 PM GMT+5:30	Prateek Mishra	Syit(A)	38	..
2022/02/17 6:00:18 PM GMT+5:30	Sahu Sriya Sunil	Sybscit	158	.
2022/02/18 5:16:05 PM GMT+5:30	Shramik Malgaonkar	SYBscIT	129	.
2022/02/18 5:16:14 PM GMT+5:30	Singh Gandharv Dharmendra	SybscITB	178	.
2022/02/18 5:16:16 PM GMT+5:30	Aditya Singh	FYBAF	60	Nope
2022/02/18 5:16:18 PM GMT+5:30	Mann Diwani	FYBScIT - B	96	.
2022/02/18 5:16:20 PM GMT+5:30	Saharkar Jay	Tybscit	150	.
2022/02/18 5:16:25 PM GMT+5:30	Patil Abhijeet Digambar	SYBSCIT-A	47	.
2022/02/18 5:16:25 PM GMT+5:30	Amitshukla10114@gmail.com	SYBSCIT A	64	.
2022/02/18 5:16:29 PM GMT+5:30	Siddhesh Sanjay Lanjekar	S.Y.B.Sc. IT.	127	-
2022/02/18 5:16:29 PM GMT+5:30	Ruchika Gaimar	TYIT B	104	.
2022/02/18 5:16:29 PM GMT+5:30	Animesh Kulkarni	sy it b	126	..nothing
2022/02/18 5:16:30 PM GMT+5:30	Maurya laxmi	Tyit B	131	.
2022/02/18 5:16:31 PM GMT+5:30	BASIL ELDHO	SYIT B	109	None
2022/02/18 5:16:34 PM GMT+5:30	Prateek Mishra	Syit(A)	38	..
2022/02/18 5:16:38 PM GMT+5:30	Mitali Gupta	Fybscit	98	.
2022/02/18 5:16:43 PM GMT+5:30	Aniket verma	Sy IT	186	-
2022/02/18 5:16:49 PM GMT+5:30	Sathya Poomari	fybscit	128	.
2022/02/18 5:16:53 PM GMT+5:30	Walhekar Kartik Vidyadhar	Tybscit-A	83	ðŸ˜–
2022/02/18 5:17:02 PM GMT+5:30	Tiwari Sharad Sanjay	F.Y.B.Sc.I.T/B	161	No
2022/02/18 5:17:05 PM GMT+5:30	Sanika Mohan Raykar	FY Bsc IT A	60	No

2022/02/18 5:17:05 PM GMT+5:30 Sahu Sriya Sunil	Sybscit	158
2022/02/18 5:17:08 PM GMT+5:30 VATS PRADHUMN	SYIT-A	74 No
2022/02/18 5:17:11 PM GMT+5:30 Ghogare Sagar Sudam	FyBscit	19 Nice
2022/02/18 5:17:15 PM GMT+5:30 Prateek Mishra	Syit(A)	38 ..
2022/02/18 5:17:35 PM GMT+5:30 Nadar Antony sebastin Michael raj Selvi	SYBSCIT	134 Want to learn border
2022/02/18 5:17:37 PM GMT+5:30 Siddiqui Jamal	TYIT-B	165 Very Good Session and I understand everything
2022/02/18 5:17:37 PM GMT+5:30 Rupali ajay pandey	Fybsc IT	121 No
2022/02/18 5:18:07 PM GMT+5:30 Pranali Dalbanjan	TyBscit	102 No .
2022/02/18 5:18:30 PM GMT+5:30 Aishwarya verma	Sybscit	75 No

Timestamp	CLASS	ROLL NO	FULLL NAME (SURNAME THEN FIRST NAME)
2022/03/16 2:16:	SYBScIT	126	Kulkarni Animesh
2022/03/16 2:16:	SYBScIT	147	Patil Sameer
2022/03/16 2:16:	TYBScIT	132	Midda shahnaz
2022/03/16 2:16:	TYBScIT	102	Dalbanjan Pranali Parshuram
2022/03/16 2:16:	SYBScIT	186	Verma ANIKET RAMAKANT
2022/03/16 2:16:	TYBScIT	165	Siddiqui jamal
2022/03/16 2:16:	SYBScIT	105	Chaurasiya Akash Dayaram
2022/03/16 2:16:	TYBScIT	83	Walhekar Kartik Vidyadhar
2022/03/16 2:16:	SYBScIT	134	Nadar Antony sebastin Michael raj Selvi
2022/03/16 2:16:	SYBScIT	127	Lanjekar siddhesh sanjay
2022/03/16 2:17:	SYBScIT	179	Singh Ujjwal Santosh
2022/03/16 2:17:	SYBScIT	64	Shukla Amit
2022/03/16 2:17:	TYBScIT	104	Gaimar Ruchika Sanjay
2022/03/16 2:17:	SYBScIT	113	Gupta Adarsh
2022/03/16 2:18:	TYBScIT	135	Moolya Jashika Jaya
2022/03/16 2:18:	SYBScIT	158	Sahu Sriya Sunil
2022/03/16 2:18:	TYBScIT	131	Maurya laxmi devanand
2022/03/16 2:19:	SYBScIT	144	Panigrahi Sulata
2022/03/16 2:19:	SYBScIT	109	ELDHO BASIL
2022/03/16 2:20:	SYBScIT	73	Nikita

Date: 30th March-2022

Certification Training Programme Report

Objective:

- To know how to use the most common Microsoft Office programs.
- To be able to create documents for printing and sharing.
- To be able to create and share presentations.
- To be able to manage and store data in a spreadsheet.

The B.Sc. IT Department of S. M. Shetty College has organized a certification course in **Microsoft Office Skills** for B. Sc. IT students.

The training course was attended by 44 students. All the participating students benefited with this programme as it would be helping them to get Course Certificates after clearing the exam.

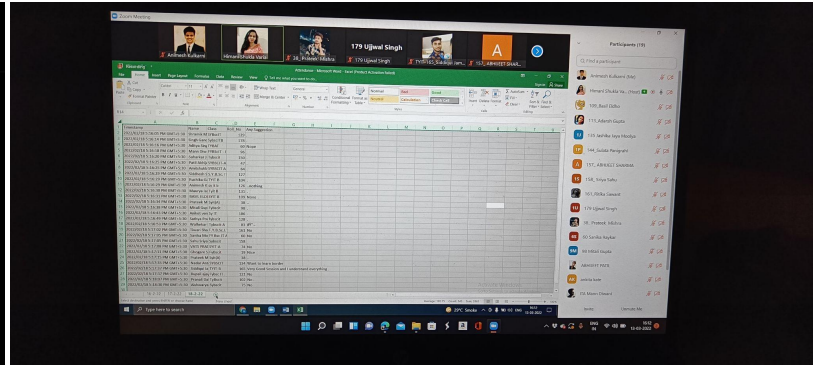
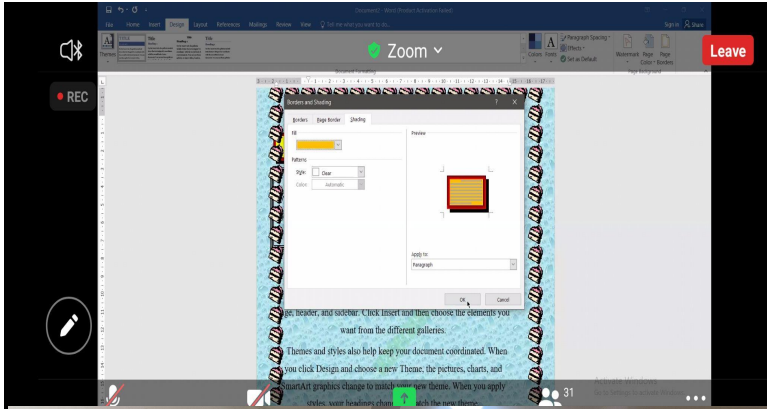
Trainer for the Course:

Internal Faculties

1. Asst Prof Nabila Kazi conducted a session for Microsoft Powerpoint & Excel
2. Asst Prof Himani Shukla conducted a session for Microsoft Word & Excel
3. Asst Prof Raveena Shetty conducted a session for Microsoft Excel.

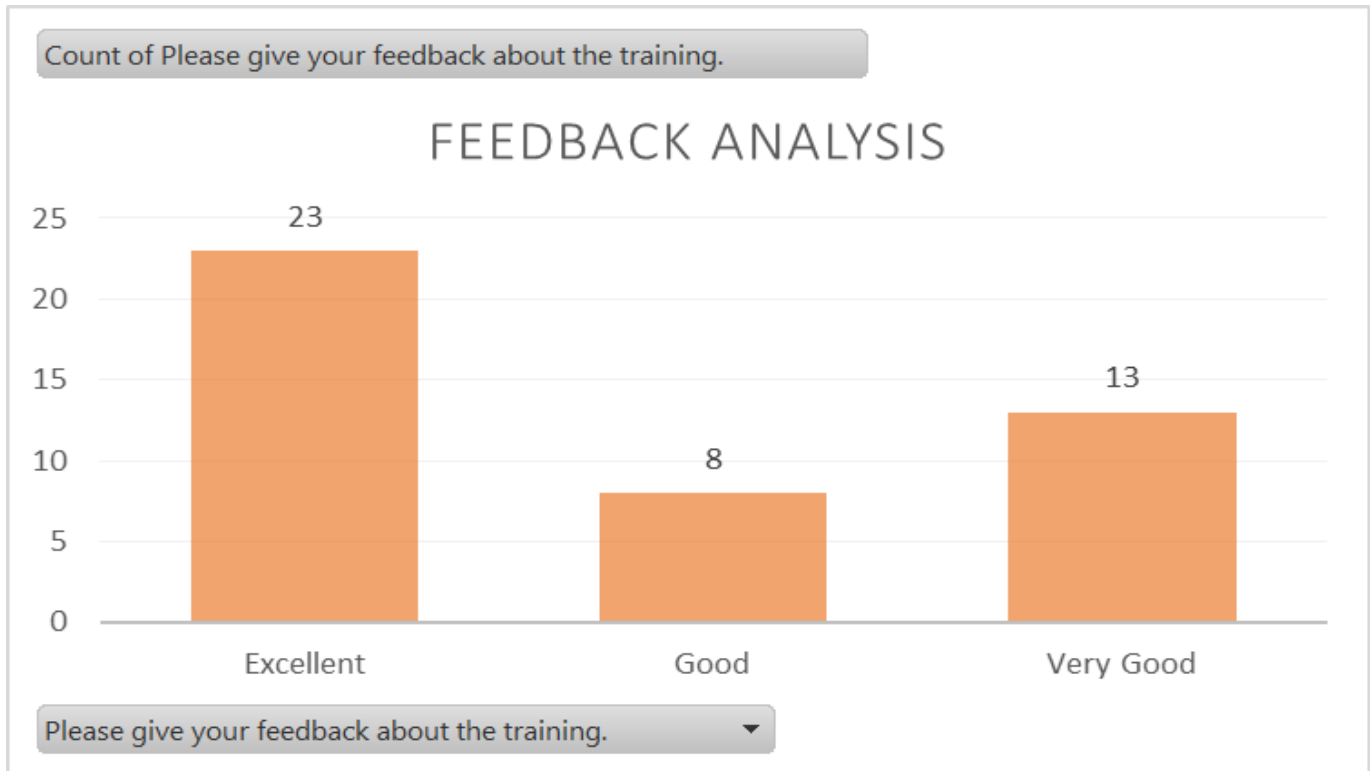
The training was conducted for 15 days [Total 30 hours] (Between 16th February 2022 - 19th March 2022), (2 hours a day) on Zoom Meet(Online) along with 2 handson session offline for Microsoft Word , Excel & Powerpoint.

Photos



Feedback Analysis and ATR:

As per the Feedback received few of the students have suggested to conduct advanced excel course. So next academic year we shall be conducting the course and benefit more students.



Course Outcome:

After completion of the course, learners will be able to claim Office proficiency and will be able to independently create professional-looking documents, presentations, and spreadsheets as well as gain familiarity with some advanced Office functions, including Mail Merge (Word) and formulas (Excel).

Nabilah



Tushar

Dept Co-Ordinator
(Dr. Tushar V Sambare)

Course Convenors

Asst Prof Nabila Kazi

Asst Prof Himani Shukla

Asst Prof Raveena Shetty