






















**Gramin (Arts, Comm. & Sci.) Mahavidyalaya, Vasantnagar**  
 Kotgyal, Tq. Mukhed Dist. Nanded  
**Department of Computer Science**  
 Short Term Course in office Automation  
 (2019 – 2020)  
 Admission List

Sr. No.	Name of the Student	Class	Signature
1	Bacchewar Pranita Vankatesh	B. Sc. S. Y.	
2	Jadhav Godavari Govind	B. Sc. S. Y.	
3	Kunthewad Anita Rajesh	B. Sc. S. Y.	
4	Panchal Dnyaneshwar Dattatraya	B. Sc. S. Y.	
5	Shaikh Sana Jakir	B. Sc. S. Y.	
6	Shaikh Saba Manjur Ahmed	B. Sc. S. Y.	
7	Shinde Krashnaprasad Shivaji	B. Sc. S. Y.	
8	Chauhan Kalika Kailassingh	B. Sc. S. Y.	
9	Phulwalkar Jayram Ishwar	B. Sc. S. Y.	
10	Vibhute Ashwini Narsingrao	B. Sc. S. Y.	
11	Jadhav Prajakta Ashok	B. Sc. T. Y.	
12	Mujawar Juber Atik	B. Sc. T. Y.	
13	Narangale Virendra Rajendra	B. Sc. T. Y.	
14	Jedhe Kavita Kailas	B. Sc. T. Y.	
15	Jedhe Manish Kailas	B. Sc. T. Y.	
16	Karale Dnyaneshwar Nilkanth	B. Sc. T. Y.	
17	Kachave Neeta Chandrakant	B. Sc. T. Y.	
18	Aglave Rajendra Bharat	B. Sc. T. Y.	
19	Kacheboinwad Namdev Shankar	B. Sc. T. Y.	
20	Chavan Pradip Ganpat	B. Sc. T. Y.	

  
 Head.

  
 Principal  
 Gramin Arts, Comm. & Science  
 Mahavidyalaya, Vasantnagar (Kotgyal)  
 Tq. Mukhed Dist. Nanded (M.S.)

**Gramin (Arts, Comm. & Sci.) Mahavidyalaya, Vasantnagar**  
Kotgyal, Tq. Mukhed Dist. Nanded  
**Department of Computer Science**

**Short Term Course in office Automation**

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**Objective of the Course:**

The course is designed to equip a student to use computers for professional as well as day to day use. It provides theoretical background as well as in depth knowledge of Software/packages. After completing the course the incumbent will be digitally literate and will be able to:

- Acquire confidence in using computers in Office and General Life;
- Will be able to identify the basic components of computers and terminology;
- Understand file management;
- Create documents using word processor, spreadsheet & presentation software;
- Understand computer networks, and browse the internet, content search, email and collaborate with peers;
- Use e-Governance applications; and use computer to improve existing skills and learn new skills
- Understanding Social Networking platform

**Learning Outcomes:**

After completion of the course, students would be able to documents, spreadsheets, make small presentations and would be acquainted with internet.

**Duration of the Course : 30 Hours**

**Job Role : Computer Operator, Data Entry Operator and Social Media Operator**

## Outline of Course

Sr. No.	Chapter Name	Course Outline
1	<b>Chapter-1</b> <b>Introduction to Computer</b>	Introduction Objectives Computer and Latest IT gadgets and their applications Basics of Hardware and Software Hardware Central Processing Unit Input devices, Output devices Computer Memory & storage Software Application Software, Systems Software Utility Software, Mobile Apps Open source and Proprietary Software
2	<b>Chapter-2</b> <b>Introduction to Operating System</b>	Introduction Objectives, Operating System Basics of Operating system Operating Systems for Desktop and Laptop Operating Systems for Mobile Phone and Tablets User Interface for Desktop and Laptop Task Bar, Icons & shortcuts Running an Application Operating System Simple Setting Using Mouse and Changing its Properties Changing System Date and Time Changing Display Properties

		<p>To Add or Remove Program and Features          Adding, Removing &amp; Sharing Printers          File and Folder Management, Types of file Extensions</p>
3.	<p><b>Chapter-3</b>  <b>WORD</b>  <b>PROCESSING</b></p>	<p>Introduction          Objective          Word Processing Basics          Opening Word Processing Package          Title Bar, Menu Bar, Toolbars &amp; Sidebar          Creating a New Document          Opening and Closing Documents          Opening Documents, Save and Save As          Closing Document, Using The Help          Page Setup, Print Preview          Printing of Documents          PDF file and Saving a Document as PDF file</p>
		<p>Text Creation and manipulation          Document Creation, Editing Text, Text Selection          Cut, Copy and Paste, Font, Color, Style and Size selection,          Alignment of Text, Undo &amp; Redo          AutoCorrect, Spelling &amp; Grammar, Find and Replace,          Formatting the Text, Paragraph Indentation, Bullets and          Numbering, Change case, Header &amp; Footer          Table Manipulation          Insert &amp; Draw Table, Changing cell width and height,          Alignment of Text in cell          Delete / Insertion of Row, Column and Merging &amp;          Splitting of Cells, Border and Shading, Mail          Merge, Shortcut Keys</p>

4.	<b>Chapter-4</b> <b>SPREAD</b> <b>SHEET</b>	<p>Introduction</p> <p>Objectives</p> <p>Elements of Spread Sheet</p> <p>Creating of Spread Sheet</p> <p style="padding-left: 40px;">Concept of Cell Address [Row and Column] and selecting a Cell</p> <p style="padding-left: 40px;">Entering Data [text, number, date] in Cells, Page Setup, Printing of Sheet</p> <p style="padding-left: 40px;">Saving Spreadsheet, Opening and Closing</p> <p>Manipulation of Cells &amp; Sheet</p> <p style="padding-left: 40px;">Modifying / Editing Cell Content</p> <p style="padding-left: 40px;">Formatting Cell (Font, Alignment, Style )</p> <p style="padding-left: 40px;">Cut, Copy, Paste &amp; Paste Special</p> <p style="padding-left: 40px;">Changing Cell Height and Width</p> <p style="padding-left: 40px;">Inserting and Deleting Rows, Column</p> <p style="padding-left: 40px;">AutoFill, Sorting &amp; Filtering</p> <p style="padding-left: 40px;">Freezing panes</p> <p>Formulas, Functions and Charts</p> <p style="padding-left: 40px;">Using Formulas for Numbers (Addition, Subtraction, Multiplication &amp; Division)</p> <p style="padding-left: 40px;">AutoSum, Functions (Sum, Count, MAX, MIN, AVERAGE), Charts (Bar, Pie, Line)</p>
5.	<b>Chapter-5</b> <b>Presentation</b>	<p>Introduction</p> <p>Objectives</p> <p>Creation of Presentation</p> <p>Creating a Presentation Using a Template</p> <p>Creating a Blank Presentation</p>

		<p>Inserting &amp; Editing Text on Slides</p> <p>    Inserting and Deleting Slides in a Presentation</p> <p>    Saving a Presentation, Manipulating Slides</p> <p>Inserting Table, Adding ClipArt Pictures</p> <p>Inserting Other Objects</p> <p>    Resizing and Scaling an Object</p> <p>    Creating &amp; using Master Slide</p> <p>Presentation of Slides</p> <p>    Choosing a Set Up for Presentation</p> <p>    Running a Slide Show</p> <p>    Transition and Slide Timings</p> <p>    Automating a Slide Show</p> <p>Providing Aesthetics to Slides &amp; Printing</p> <p>    Enhancing Text Presentation</p> <p>    Working with Color and Line Style</p> <p>    Adding Movie and Sound</p> <p>    Adding Headers, Footers and Notes</p> <p>    Printing Slides and Handouts</p>
6.	<p><b>Chapter-6</b></p> <p><b>INTRODUCTI</b></p> <p><b>ON TO</b></p> <p><b>INTERNET</b></p> <p><b>AND WWW</b></p>	<p>Introduction</p> <p>    Objectives</p> <p>Basic of Computer Networks</p> <p>Network Topology</p> <p>    Internet</p> <p>        Concept of Internet &amp; WWW</p> <p>        Applications of Internet</p> <p>        Website Address and URL</p> <p>        Introduction to IP Address</p>



	<p>ISP and Role of ISP</p> <p>Internet Protocol</p> <p>Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering)</p> <p>Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.)</p> <p>Exploring the Internet</p> <p>Surfing the web</p> <p>Popular Search Engines</p> <p>Searching on Internet</p> <p>Downloading Web Pages</p> <p>Printing Web Pages</p>
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**Examination :**

After completion of course, Department will conduct Theory (One Hour) and Practical (Three Hours) Examination for 100 Marks (Theory : 40 and Practical : 60).

**Books recommended for reference and reading :**

- Fundamentals of computers - V.Rajaraman - Prentice- Hall of india
- Computer Fundamentals - P. K. Sinha Publisher: BPB Publications
- Microsoft Office 2007 Bible - John Walkenbach, Herb Tyson, Faith Wempen, Cary N. Prague, Michael R. Groh, Peter G. Aitken, and Lisa A. Bucki - Wiley India pvt.ltd.
- <https://bosslinux.in/sites/default/files/BOSS4.0-Usermanual.pdf> (For EduBOSS3.0)
- <https://wiki.openoffice.org/wiki/Documentation>
- <http://windows.microsoft.com/en-in/windows/windows-basics-all-topics>

*Head*

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 Mahavikyalaya, Vasantsagar (Kolhapur)  
 Tal. Mukhed Dist. Nanded (M.S.)

- 
1. Which of the following is the brain of the computer?
- a) Central Processing Unit
  - b) Memory
  - c) Arithmetic and Logic unit
  - d) Control unit
2. Which of the following is not a characteristic of a computer?
- a) Versatility
  - b) Accuracy
  - c) Diligence
  - d) I.Q.
3. Which of the following is the smallest unit of data in a computer?
- a) Bit
  - b) KB
  - c) Nibble
  - d) Byte
4. What is an operating system?
- a) interface between the hardware and application programs
  - b) collection of programs that manages hardware resources
  - c) system service provider to the application programs
  - d) all of the mentioned
5. To access the services of the operating system, the interface is provided by the .....
- a) Library
  - b) System calls
  - c) Assembly instructions
  - d) API



6. In operating system, each process has its own .....
- a) open files
  - b) pending alarms, signals, and signal handlers
  - c) address space and global variables
  - d) all of the mentioned
7. The main memory accommodates .....
- a) cpu
  - b) user processes
  - c) operating system
  - d) all of the mentioned
8. The operating system is responsible for?
- a) bad-block recovery
  - b) booting from disk
  - c) disk initialization
  - d) all of the mentioned
9. Which would you choose to display the statistics about a document?
- a) tools, word count
  - b) insert, statistics
  - c) tools, spelling and grammar
  - d) tools, statistics
10. Which of the following is not a type of page margin?
- a) Left
  - b) Right
  - c) Center
  - d) Top
11. Which do you press to force a page break?
- a) CTRL+ALT
  - b) CTRL+ break
  - c) CTRL+ Enter
  - d) Alt + Shift
12. How can you access the font size tool on formatting toolbar?
- a) Ctrl + S
  - b) Ctrl + Shift + S
  - c) Ctrl + P
  - d) Ctrl + Shift + P

13. Switching between portrait and landscape modes involves the:

- a) header and footer toolbar
- b) print layout view
- c) page setup dialog box
- d) All of the above

14. Excel uses the .... Function when creating a data table

- a) Count
- b) Table
- c) Average
- d) Sum

15. In Excel which of the following formulas will Excel not be able to calculate?

- a) =SUM(A1:A5)-10
- b) =SUM(A1:A5)/(10-10)
- c) =SUM(A1:A5)\*.5
- d) =SUM(Sales)-A3

16. In Excel you can quickly change the appearance of your work by choosing Auto Format from the ..... Menu

- a) Format
- b) Edit
- c) View
- d) Tools

17. In Excel using the F11 shortcut key to create a chart on chart sheet creates

- a) A 2-dimensional column chart
- b) A default chart
- c) A 3-dimensional line chart
- d) A 2-dimensional bar chart

18. In Excel you can edit a cell by

- a) Selecting Edit>Edit Cell from the menu
- b) Clicking the formula button
- c) Double clicking the cell to edit it in-place
- d) None of above

19. In Microsoft PowerPoint to select all of the boxes of an organization chart

- a) Press and hold the SHIFT key and click each box
- b) Right click the chart background and then click select all
- c) Clicking and edit and select all
- d) All of above

20. In Microsoft PowerPoint auto clip art is a feature that
- a) Scans your presentation for incorrect spelling of words on each slide
  - b) Automatically places clip art in your presentation
  - c) Scans your presentation for incorrect spelling in word art objects
  - d) All of the above

21. In Microsoft PowerPoint the term used when you press and hold the left mouse key and move the mouse around the slide

- a) Selecting
- b) Highlighting
- c) Moving
- d) Dragging

22. In Microsoft PowerPoint ellipse Motion is a predefined

- a) Color scheme
- b) Animation scheme
- c) Design template
- d) None of these

23. What is the internet?

- a) Programming language
- b) Network connecting computers all over the world
- c) Computer program to transfer data
- d) All of these

24. What is the URL of a website?

- a) It is the location of website on internet
- b) It is used to create internet
- c) It is location of peripheral on internet
- d) None of these

25. What does FTP stand for?

- a) Folder Text Protocol
- b) File Transfer Push
- c) Fixed Terminology Placement
- d) File Transfer Protocol

Practical Question No. 1 : Explain the MS word interface parts. Explain about following commands of MS Word.

- The file tab
- Ribbon tabs
- Groups
- Dialog box launchers

Practical Question No. 2 : Using the data given in Worksheet, get the sum of all the figures within the range.

A	B	C	D	E	F	G	H
		Mon	Tue	Wed	Thu	Fri	Total
1	Breakfast	3560	3186	2952	3395	3436	
2	Lunch	20163	21416	19912	19681	18628	
3	Snacks	2405	3544	2694	3120	3712	
4	Dinner	9873	12172	12642	12711	18846	
5	Total						

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