

Certificate Course in Office Automation 2017-18

The outcome of the Programme:

The participants gained knowledge in technical writing and its relevance in this technological era. It enhances the quality of the document which is par with the international standards.

Course Name:

Certificate Course in **Office Automation** : Open to All

Course Offered and Designed by:

Department of Computer Science, Sacred Heart College, Chalakudy.

1. Dr Sr Mini T V
2. Dr Jisha Jose Panackal
3. Ms Julie P A
4. Ms Sindhu T

Course Syllabus :

Unit – I

Introduction to Computer & History of development of computers : Computer system concepts Characteristics Capabilities and limitations Generations of computers. Basic components of a computer system – Control Unit, ALU, I/ O Devices, memory – RAM, ROM, EPROM, PROM, Flash Memory and other types of memory

Unit –II

Windows : Windows concepts, features, windows structure, desktop, taskbar, start menu, my computer, Recycle Bin. Windows Accessories – Calculator, Notepad, Paint, WordPad, Character map. Windows Explorer – Creating folders and other Explorer facilities. Entertainment – CD Player, DVD Player, Media Player, Sound Recorder, Volume Control.

Unit – III

Microsoft Office (MS Word) Word Processing: MS Word- Introduction to MS Word: features, Creating, Saving and Opening documents in Word, Interface, Toolbars, Ruler, Menus, Keyboard Shortcut. Editing a Document – Moving, Scrolling in a document, Opening Multi document windows, Editing Text –Printing documents – Print a document from the standard toolbar, Print a document from the menu, Formatting Documents: Paragraph formats, Aligning Text and Paragraph, Borders and Shading, Headers and Footers, Multiple Columns.

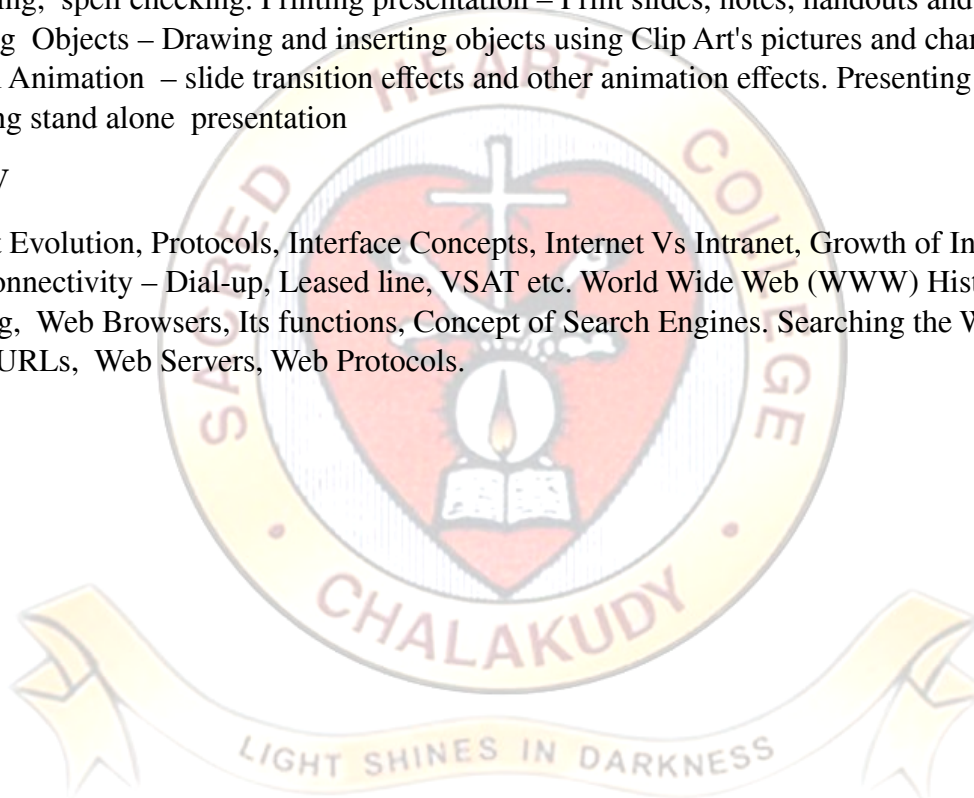
Worksheet(MS Excel): Worksheet basics Creating worksheet, entering data into worksheet, heading information, data, text, dates, Cell formatting values, saving & protecting worksheet. Toolbars and Menus, keyboard shortcuts–Working with formulas & cell referencing. - Auto sum Working with ranges –sorting. Formatting of worksheet –alignment, character styles, column width, date format, borders & colours, currency signs. Previewing & Printing worksheet –headers and footers. Graphs and charts –formatting grid lines & legends, previewing & printing charts.

Unit –IV

Presentation Graphics: MS Power Point Features and various versions Creating presentation using Slide master and template in various colour scheme –Alignment, editing, inserting, deleting, selecting, formatting of text, find and replace text. Bullets, footer, paragraph formatting, spell checking. Printing presentation – Print slides, notes, handouts and outlines. Inserting Objects – Drawing and inserting objects using Clip Art's pictures and charts. Custom Animation – slide transition effects and other animation effects. Presenting the show – making stand alone presentation

Unit –V

Internet Evolution, Protocols, Interface Concepts, Internet Vs Intranet, Growth of Internet, ISP, Connectivity – Dial-up, Leased line, VSAT etc. World Wide Web (WWW) History, Working, Web Browsers, Its functions, Concept of Search Engines. Searching the Web, HTTP, URLs, Web Servers, Web Protocols.



OUT OF 62 STUDENTS 20 OF THEM COMPLETED THE COURSE SUCCESSFULLY .

STUDENT LIST:

NO.	NAME	DEPARTMENT
1	AJEENA K S	HISTORY
2	BILPHY ABRAHAM	HISTORY
3	KAVITHA V G	HISTORY
4	KAVYA UNNI	HISTORY
5	MEERA V R	HISTORY
6	MEGHA JAYAN	HISTORY
7	MIDHUNA P S	HISTORY
8	NASNAA A	HISTORY
9	NEEHA SAJEEVAN	HISTORY
10	SINJITHA SHAJU M S	HISTORY
11	ANJANA VIJAYAN	ENGLISH
12	ANUPAMA SASIKUMAR	ENGLISH
13	CATHERIN JOSE C	ENGLISH
14	DEVISREE K S	ENGLISH
15	KRIPA THERESA JAMES	ENGLISH
16	NIVIA SUDHARSHAN	ENGLISH
17	SNEHAMOL P S	ENGLISH
18	AJMI P N	ENGLISH
19	AKHILA ABHITHA GEORGE	ENGLISH
20	AMAL MARIYA	ENGLISH

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Re-accredited by NAAC with A⁺ grade (CGPA 3.55)



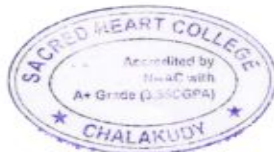
Certificate of Completion

This is to certify that

ANJANA VIJAYAN

Has successfully completed the certificate course on Office Automation during August 2017 to November 2017 and secured A grade

Principal



HOD and Course Coordinator

Grade: A⁺ = 90-100, A=80-89, B=70-79, C=60-69

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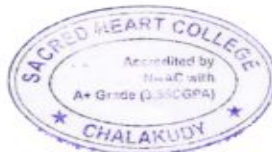
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ANUPAMA SASIKUMAR

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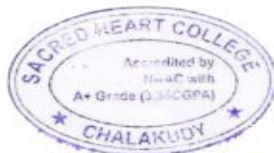
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CATHERINE JOSE C

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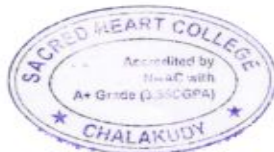
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DEVISREE K S

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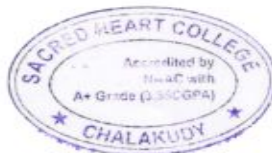
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KRIPA THERESA JAMES

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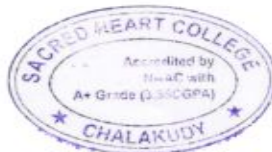
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NIVIA SUDHARSHAN

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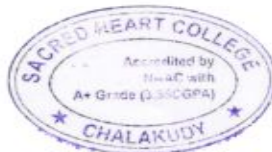
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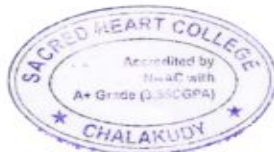
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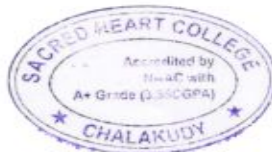
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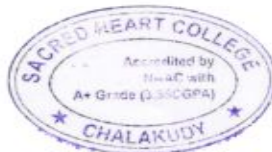
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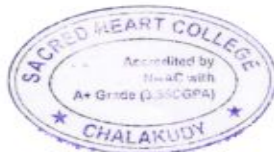
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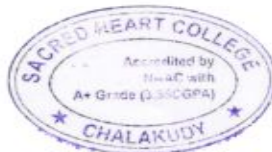
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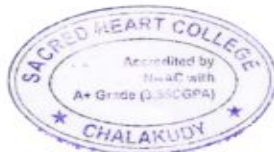
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KAVITHA V G

Has successfully completed the certificate course on Office Automation during August 2017 to November 2017 and secured A grade

A green ink signature of the Principal, consisting of a stylized 'G' followed by a checkmark-like flourish.

Principal



A black ink signature of the HOD and Course Coordinator, featuring a stylized 'S' followed by a flourish.

HOD and Course Coordinator

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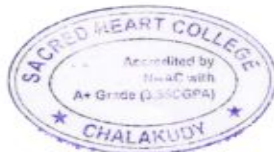
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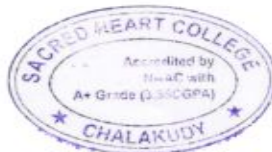
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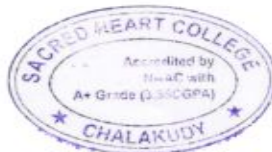
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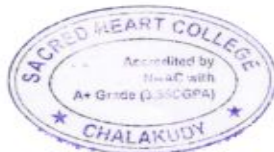
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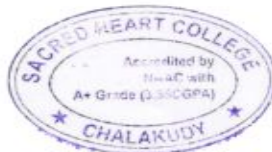
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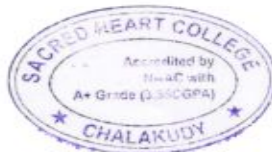
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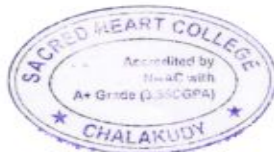
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