DEPARTMENT OF BOTANY

DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam

Report

on

ADD-ON COURSE

In

Microsoft Word- Basics

Conducted for III DC Students

Academic Year: 2021-22

The Botany Department of Deva Matha College Kuravilangad has organised an Add-on Course in **Microsoft Word- Basics** for the III DC Botany students of the college.

32 students registered and successfully completed the course. The course was conducted during the months of February and March of 2022. The course is of 30 hours duration including online sessions along with Hands- on sessions. The course is planned and executed online via Google Classroom and live sessions are conducted through Google Meet platform. Evaluation process included attendance, test papers and project evaluation. At the end of the course, the students are expected to prepare their sixth semester project draft using Microsoft word. The same will be considered for evaluation.

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ADD ON COURSE in

DMCK/BOT/AD 02/2021:Microsoft Word- Basics

Course Coordinator**: Dr. Varghese M.C., Assistant Professor & Head, Dept. of Botany**
Duration**: 30 Hours**
Intake in a batch**: 35**

OBJECTIVES

1. To enable students to create and edit documents
2. To understand creating charts and tables for data.
3. To save and send prepared document through different media such as e-mail and whatsapp.

SYLLABUS

Module 1: **Introduction to MS-Word**
        Identify the Word Interface
        Create a Word Document
        Help

Module 2: Editing a Document
        Navigate and Select Text
        Modify Text
        Find and Replace Text

Module 3: Formatting Text and Paragraphs
    Apply Character Formatting
    Align Text Using Tabs
    Display Text as List Items
    Control Paragraph Layout
    Apply Borders and Shading
    Apply Styles
    Manage Formatting
Module 4: Adding Tables
    Insert a Table
    Modify a Table
    Format a Table
    Convert Text to a Table
Module 5: Managing Lists
    Sort a List
    Renumber a List
    Customize a List
Module 6: Inserting Graphic Objects
    Insert Symbols and Special Characters
    Add Images to a Document
Module 7: Controlling Page Appearance
    Apply a Page Border and Color
    Add Headers and Footers
    Control Page Layout
Module 8: Proofing a Document
    Check Spelling and Grammar
    Other Proofing Tools
    Check Accessibility
Module 9: Customizing the Word Environment
    Customize the Word Interface
    Additional Save Options

COURSE OUTCOMES

By the end of this course, students should be able to:
- work with the basic features of Word
- create a new document
- work with a document
- display documents using various views
- select and work with text in a document
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- create and modify tabs and tables

- insert and work with clip art and pictures
- use the Mail Merge Wizard to perform mail merges
- print a document
- find the information you need in Help
- create high quality document designs and layouts.

References

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RESOURCE PERSON

1. **Dr. Varghese M.C.** Assistant Professor & Head Department of Botany
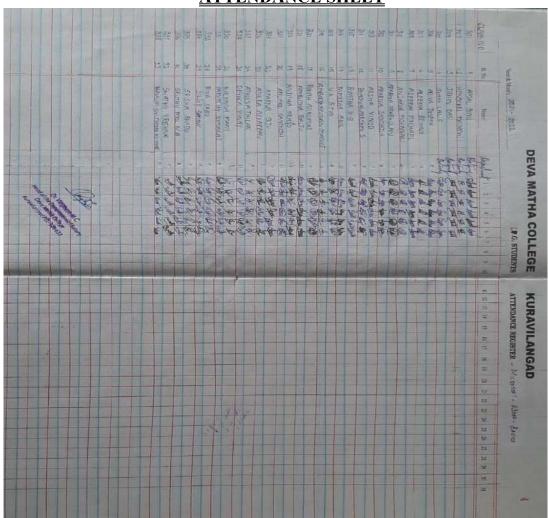   Deva Matha College, Kuravilangad

FEEDBACK

Timestamp	Email Address	Name of the student	Class number	1. How will you rate the syllabus?	course helped to know the basics of MS-	prefer if there is a continuation of the course	4. Give one benefit you got from the course.	
15-05-2022	aparnasanthosh079@g	Aparna Santhosh	312	Very good	Yes	Yes	Got an idea about the software	
15-05-2022	shyamlalkannolankal@g	SYAM LAL S	305	Good	Yes	Yes	Very simple and useful	
15-05-2022	lakshmi09102001bhagy	Bhagyalakshmi S	314	Good	Yes	No	Very simple and useful	
15-05-2022	henschelmathew@gma	HENSCHEL MATHEW	303	Very good	Yes	No	Got an idea about the software, Practi	
15-05-2022	amruthabaiju1710@gm	Amrutha baiju	321	Very good	Yes	Yes	Got an idea about the software, Practi	
15-05-2022	athiraayyappan2002@ g	Athira Ayyappan	326	Excellent	Yes	Yes	Very simple and useful	
15-05-2022	rithyvk79946@gmail.co	V K Rithy	318	Good	Yes	No	Got an idea about the software	
15-05-2022	nimishaanil28@gmail.c	Nimisha Anil	316	Good	Yes	Yes	Got an idea about the software, Practi	
15-05-2022	prasadanjitha1099@gm	Anjitha Prasad	322	Good	Yes	Yes	Got an idea about the software	
15-05-2022	rohithajikumar1479@g	mRohithAjikumar	320	Excellent	Yes	Yes	Got an idea about the software	
15-05-2022	arshavinod161@gmail.c	Arshavinod	313	Very good	Yes	Yes	Got an idea about the software, Practi	
15-05-2022	aleenabenny480@gma	Aleena Benny	307	Very good	Yes	Yes	Very simple and useful	
15-05-2022	aparnaprabhulan17@g	Aparna prabhulan	311	Very good	Yes	Yes	Very simple and useful	
15-05-2022	athulyathilak247@gmai	AthulyaThilak	327	Excellent	Yes	No	Got an idea about the software	
15-05-2022	anu.s.902266@gmail.c	Anumol Santhosh	323	Excellent	Yes	Yes	Very simple and useful	
15-05-2022	swathikrishnaa221@g	nSwathi Krishna	337	Excellent	Yes	Yes	Got an idea about the software	
15-05-2022	aleenamichael14@gma	Aleena Michael	308	Very good	Yes	Yes	Got an idea about the software	
15-05-2022	binthakb@gmail.com	Binitha k b	315	Good	Yes	Yes	Very simple and useful	
15-05-2022	dasj58266@gmail.com	Jithindas	304	Excellent	Yes	Yes	Practical utility is high	
15-05-2022	nandhunandhu02774@	SRISHA SHABU	335	Good	Yes	No	Got an idea about the software	
15-05-2022	ambadymanoj2016@g	mAmbadikannanmanoj	319	Good	Yes	No	Very simple and useful	
15-05-2022	amal77binu@gmail.co	nAmalbinu	301	Very good	Yes	Yes	Got an idea about the software, Very s	
15-05-2022	kalpanamani5252@gm	Kalpana mani	330	Excellent	Yes	Yes	Got an idea about the software	
15-05-2022	parvathysomaraj4@gm	Parvathy Somaraj	331	Excellent	Yes	Yes	Got an idea about the software	
15-05-2022	aparnabijukk2001@gm	Aparna Biju	324	Excellent	Yes	Yes	Got an idea about the software	
15-05-2022	mohanananjana58@gm	ANJANA MOHANAN	310	Good	Yes	Yes	Got an idea about the software, Practi	
15-05-2022	chippybenny2002@gm	ABIYA JOSEPH	306	Very good	Yes	Yes	Got an idea about the software, Practi	
15-05-2022	sruthyambujakshan16@	SruthymolN.A	336	Very good	Yes	Yes	Got an idea about the software, Practi	
15-05-2022	sabun.l8255@gmail.co	mRIYA SABU	332	Good	Yes	No	Practical utility is high	
15-05-2022	vinayasanthoshkumar2	Vinaya Santhoshkumar	338	Very good	Yes	Yes	Got an idea about the software, Practi	
15-05-2022	devikavinay1234@gma	Devika Vinay	329	Good	Yes	Yes	Got an idea about the software	

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Students List

Sl No.	CL. NO.	NAME
1	301	AMAL BINU
2	303	HENSCHEL MATHEW
3	304	JITHINDAS
4	305	SYAM LAL. S
5	306	ABIYA JOSEPH
6	307	ALEENA BENNY
7	308	ALEENA MICHAEL
8	310	ANJANA MOHANAN
9	311	APARNA PRABHULAN
10	312	APARNA SANTHOSH
11	313	ARSHA VINOD
12	314	BHAGYALAKSHMI S
13	315	BINITHA K B
14	316	NIMISHA ANIL
15	318	RITHY V K
16	319	AMBADI KANNAN MANOJ
17	320	ROHITH AJIKUMAR
18	321	AMRUTHA BAIJU
19	322	ANJITHA PRASAD
20	323	ANUMOL SANTHOSH
21	324	APARNA BIJU
22	326	ATHIRA AYYAPPAN.
23	327	ATHULYA THILAK
24	329	DEVIKA VINAY
25	330	KALPANA MANI
26	331	PARVATHY SOMARAJ
27	332	RIYA SABU
28	334	SILGY SIMON
29	335	SRISHA SHABU
30	336	SRUTHYMOL N A
31	337	SWATHI KRISHNA
32	338	VINAYA SANTHOSHKUMAR

ATTENDANCE SHEET

Photo

DEVA MATHA COLLEGE, KURAVILANGAD

CERTIFICATE

THIS IS TO CERTIFY THAT

....

Department of...has successfully completed the Add-on Course titled '**Microsoft Word-Basics**' (DMCK/BOT/AD 02/2021) conducted by the **Department of Botany** of Deva Matha College, Kuravilangad during the academic year 2021-22 with .... grade.

KURAVILANGAD
25/03/2022

DR. SUNIL C. MATHEW
Principal

DR. VARGHESE M.C.
Co-ordinator

DEVA MATHA COLLEGE, KURAVILANGAD

CERTIFICATE

THIS IS TO CERTIFY THAT

DR. VARGHESE M.C.

Assistant professor, Department of Botany has served as the **co ordinator** of the Add-on Course titled '**Microsoft Word-Basics**' (DMCK/BOT/AD 02/2021) organised by the **Department of Botany** of Deva Matha College, Kuravilangad during the academic year 2021-22.

KURAVILANGAD
25/03/2022

DR. SUNIL C. MATHEW
Principal

CONCLUSION

The Add-on Course in **Microsoft Word - Basics** was provided by the Botany Department of Deva Matha College Kuravilangad for the III DC Botany students of the college. 33 students registered and successfully completed the course. The course was conducted during the months of February and March of 2022. The course was executed online via Google Classroom and live sessions were conducted through Google Meet platform. Evaluation process included attendance, test papers and Project evaluation. Feedbacks were collected through Google forms. Certificates are distributed to the participants eligible as per the mode of evaluation including attendance, examination and project evaluation.

Dr. Brincy Mathew

Add-on Course General Coordinator

Principal
Deva Matha College
Kuravilangad - 686 633