

DEPARTMENT OF MATHEMATICS
DEVA MATHA COLLEGE, KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



REPORT
OF
ADD-ON COURSE
IN
MS OFFICE AND INTERNET

(Conducted for I DC students)

Academic Year: 2019-20

Add-on Course in

MS OFFICE AND INTERNET

Duration: 30 hours

Number of students enrolled: 29

Course Objectives

- Create and edit documents
- Create slides and PowerPoint presentations
- Work with data in spreadsheets
- Give an idea on World Wide Web

Syllabus

Module 1- MS WORD (10hrs.)

- Introduction
- Saving, opening, closing and printing
- Arranging text on a page
- Using fonts effectively
- Clip Art - creating Word Art
- Working with table
- Using mail merge to create form letters
- Adding headers and footers

Module 2 - MS POWERPOINT (10 hrs.)

- Creating a simple presentation
- Working with wizards and templates
- Adding text
- Starting new slide
- Saving presentation
- Applying slide effects and animation

Module 3 - MS EXCEL (10hrs.)

- Introduction
- Workbook, Worksheets and cells
- Using the formula bar
- Using auto calculate
- Editing a cell using data fill
- Writing formula
- Freezing cells
- Renaming worksheet
- Excel charts
- Centering a heading
- Changing row/column height/width
- World Wide Web

Course Outcome

- Create, edit and work in a word document.
- Create PowerPoint presentations and posters.
- Create and apply functions in excel sheets
- Improves soft skills

Mode of Evaluation

Attendance and Examination

Photo



Attendance Sheet – Add on – MS Office and Internet 2019-20

Department of Mathematics
Address: 202321-20, D.D.S.

Attendance Page

Sl. No.	Name of the Candidate	Register No.	Date	2019-20									
				Jan	Feb	Mar	Apr	May	Jun	Jul			
1	Aradhya	101		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Aradhya	102		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Aradhya	103		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Aradhya	104		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Aradhya	105		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Aradhya	106		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Aradhya	107		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	Aradhya	108		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	Aradhya	109		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	Aradhya	110		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	Aradhya	111		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	Aradhya	112		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13	Aradhya	113		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14	Aradhya	114		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15	Aradhya	115		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16	Aradhya	116		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17	Aradhya	117		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18	Aradhya	118		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19	Aradhya	119		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20	Aradhya	120		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Sd/- Jyoti Jaiswal

Sl. No.	Name of the Candidate	Register No.	Date	Jan	Feb	Mar	Apr	May	Jun	Jul
21	Aradhya	121		✓	✓	✓	✓	✓	✓	✓
22	Aradhya	122		✓	✓	✓	✓	✓	✓	✓
23	Aradhya	123		✓	✓	✓	✓	✓	✓	✓
24	Aradhya	124		✓	✓	✓	✓	✓	✓	✓
25	Aradhya	125		✓	✓	✓	✓	✓	✓	✓
26	Aradhya	126		✓	✓	✓	✓	✓	✓	✓
27	Aradhya	127		✓	✓	✓	✓	✓	✓	✓
28	Aradhya	128		✓	✓	✓	✓	✓	✓	✓
29	Aradhya	129		✓	✓	✓	✓	✓	✓	✓
30	Aradhya	130		✓	✓	✓	✓	✓	✓	✓

Sd/- Jyoti Jaiswal

Seal of the Organising Unit / Agency

Name of the Organising Unit / Agency

FEEDBACK- ADD ON- MS OFFICE AND INTERNET (2019-20)

1. Class No.	2. Name.	3. Department	4. How do you rate the course as a whole?	5. How do you rate the resource person?	6. How do you rate the usefulness of this course?
821	Anand Alex	B. Com	5	5	5
830	Joseph Dalu	B. Com	5	5	5
848	Radhika M K	B. Com	4	5	5
1114	Alwin Thomas	B. Com(SF)	5	5	5
1116	Anandhu K S	B. Com(SF)	5	5	5
505	Aswathy N M	Economics	5	5	5
508	NeethuShaji	Economics	5	5	5
531	Anjali Shaji	Economics	4	5	5
533	Anjumol C R	Economics	5	5	5
534	Ann Maria Shibu	Economics	5	5	5
535	Archana V R	Economics	5	5	5
538	ChinnuThankachan	Economics	5	5	5
540	KanyamolSaji	Economics	5	4	5
545	SangeethaShaji	Economics	5	5	5
550	ThasniSudheer	Economics	5	5	5
642	N A AsnaThasnim	English	5	5	5
1009	Aswin Raj	English(SF)	5	4	5
19	Nandhu Ramesh	Mathematics	5	5	5
20	Russal Praveen	Mathematics	5	5	5
25	AnjanaAjikumar	Mathematics	4	5	5
109	Nithin S	Physics	5	5	5
112	AnittaTomy	Physics	5	4	5
126	Mijo Joseph	Physics	5	5	5
137	Treesa Thomas	Physics	4	5	5
411	JaseraAnsar	Zoology	5	5	5
433	Amisha Anna Chacko	Zoology	5	5	5
434	Anaina Joy	Zoology	5	5	5

450	ParvathyBabu	Zoology	4	5	5
451	ParveenaBanu	Zoology	5	5	5

Exam Marksheet

Name.	Department	Grade
Anand Alex	B. Com	A
Joseph Dalu	B. Com	S
Radhika M K	B. Com	S
Alwin Thomas	B. Com(SF)	S
Anandhu K S	B. Com(SF)	S
Aswathy N M	Economics	A
NeethuShaji	Economics	A
Anjali Shaji	Economics	A
Anjumol C R	Economics	A
Ann Maria Shibu	Economics	A
Archana V R	Economics	A
ChinnuThankachan	Economics	Ab
KanyamolSaji	Economics	A
SangeethaShaji	Economics	A
ThasniSudheer	Economics	A
N A AsnaThasnim	English	A
Aswin Raj	English(SF)	A
Nandhu Ramesh	Mathematics	A
Russal Praveen	Mathematics	S
AnjanaAjikumar	Mathematics	A
Nithin S	Physics	A
AnittaTomy	Physics	A
Mijo Joseph	Physics	A
Treesa Thomas	Physics	A
JaseraAnsar	Zoology	A
Amisha Anna Chacko	Zoology	A
Anaina Joy	Zoology	A
ParvathyBabu	Zoology	A
ParveenaBanu	Zoology	A

SAMPLE CERTIFICATE



Dr. Brincy Mathew
Principal
Deva Matha College
Kuravilangad - 686 633

Brincy Mathew

Dr. Brincy Mathew
Add-on Course General Coordinator