

**DEPARTMENT OF MATHEMATICS**  
**DEVA MATHA COLLEGE, KURAVILANGAD**

Affiliated to Mahatma Gandhi University, Kottayam



**REPORT**

of

**ADD-ON COURSE**

in

**MICROSOFT OFFICE**

*(Conducted for II year B.Sc. Mathematics students)*

**Academic Year : 2021-2022**



*Deva Matha College*  
*Kuravilangad, Kottayam,*  
*Kerala - 686633*

## **Add-on Course in**

### **DMCK/MATH/AD20/2021: MICROSOFT OFFICE**

Duration: 30 hours

Number of students enrolled: 22

Co-ordinator: Jyothy Thomas

### **SUMMARY REPORT - MS OFFICE**

The Department of Mathematics has offered Add-On course on MS OFFICE for II year B. Sc. Mathematics students of the college. 22 students from II UG Mathematics participated in the programme. The duration of the course was 30 hours. The course covered basics of MS Word, MS PowerPoint and MS Excel. Ms. Thushara Nair was the instructor. The course helped students to improve their soft skill.

### **Course Objectives**

- Create and edit documents
- Create slides and powerpoint presentations
- Work with data in spreadsheets

### 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.)**



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- 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

### **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

### **LIST OF STUDENTS**

Sl. No	Name of candidate
1	ALBIN SEBASTIAN
2	AMAL JOY
3	AMBADI ASOKAN
4	ANOOJA MANU
5	FEMI JACOB
6	KEERTHANA SHABU
7	KRISHNA K R



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9	RIYA GIREESH
10	ROMY RAJU
11	ALIN MARY SANTHOSH
2	ANN ROSE GEORGE
13	ANUSREE S
14	ARYA SAJEEV
15	ATHIRA BABU
16	DEVIKA B
17	DEVIKA SURESH
18	ELIZABETH REJI
19	FATHIMA K N
20	HARITHA HARI
21	JOHNSYMOL JOY
22	KRISHNA M NAIR

**Attendance Sheet – Add on – MicroSoft Office -2021-22**





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## FEEDBACK- ADD ON- MS OFFICE AND INTERNET (2021-22)

Time/Date	How satisfied are you with the course?	Are you satisfied with the quality of teaching?	Do you participate actively in the course?	How well do the course achieve the stated learning objectives?	How well do you see your view of satisfaction for the curriculum met for the course?	Please write 2 things that you liked or disliked most about the classroom style?
30/02/22 14:10:48	Very satisfied	Yes	Yes	Very well	Optim	1. Teaching method was good 2. I was active and easy to understand
30/02/22 16:04:11	Very satisfied	Yes	Yes	Somewhat well	Optim	Easy to understand Basic things are taught very well
30/02/22 11:20:18	Satisfied	Yes	Yes	Very well	Neutr	Very well explained Class was clear and understanding
30/02/22 11:30:07	Very satisfied	Yes	Yes	Very well	Optim	
30/02/22 11:10:32	Very satisfied	Yes	Yes	Very well	Optim	Liked the way of teaching
30/02/22 11:51:37	Very satisfied	Yes	Yes	Very well	Optim	Teacher taught simply and the mode of teaching was very friendly approach towards us as we cleared our doubts
30/02/22 20:08:29	Very satisfied	Yes	Yes	Very well	Optim	Topic - Database explained in a simple like about Microsoft through this course Database are very well - I'll could understand easily
30/02/22 19:11:59	Very satisfied	Yes	Yes	Very well	Optim	Good teaching with clarity
30/02/22 4:15:46	Very satisfied	Yes	Yes	Very well	Neutr	The course must have been completely at last, but it could be more useful. Online classes were understandable but not at all satisfied.
30/02/22 11:38:21	Very satisfied	Yes	Yes	Very well	Optim	Liked the way of teaching
30/02/22 11:02:42	Very satisfied	Yes	Yes	Very well	Optim	Like the way of teaching
30/02/22 11:42:00	Very satisfied	Yes	Yes	Very well	Optim	Class is very good especially the way of teaching - I can easily understand the concepts very well... Overall I
30/02/22 11:42:27	Very satisfied	Yes	Yes	Very well	Optim	The topic is very necessary to understand
30/02/22 11:42:52	Very satisfied	Yes	Yes	Very well	Optim	The class was good
30/02/22 21:38:20	Very satisfied	Yes	Yes	Very well	Neutr	The online classes are so comfortable and easy to understand
30/02/22 21:38:11	Very satisfied	Yes	Yes	Very well	Neutr	Easy understandable videos
30/02/22 21:57:02	Very satisfied	Yes	Yes	Very well	Neutr	They must be effective
30/02/22 21:58:51	Very satisfied	Yes	Yes	Very well	Neutr	Well explained, easy to understand
30/02/22 21:58:51	Very satisfied	Yes	Yes	Very well	Neutr	Teaching style
30/02/22 22:18:48	Very satisfied	Yes	Yes	Very well	Neutr	The way this teacher teaches the topics are really interesting, it is very simple to follow and the topics are really useful for us
30/02/22 22:41:44	Satisfied	Yes	Yes	Neutr	Neutr	Nothing, everything was fine
30/02/22 19:30:38	Satisfied	Yes	Yes	Somewhat well	Neutr	Easy to understand Basic things are taught really well



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### Exam Marksheet

Sl. No	Name of candidate	Grade
1	ALBIN SEBASTIAN	A <sup>+</sup>
2	AMAL JOY	A <sup>+</sup>
3	AMBADI ASOKAN	A <sup>+</sup>
4	ANOOJA MANU	A <sup>+</sup>
5	FEMI JACOB	A <sup>+</sup>
6	KEERTHANA SHABU	A <sup>+</sup>
7	KRISHNA K B	A <sup>+</sup>
8	MONISHA JOSE	A <sup>+</sup>
9	RIYA GIREESH	A <sup>+</sup>
10	ROMY RAJU	A <sup>+</sup>
11	ALIN MARY SANTHOSH	A <sup>+</sup>
2	ANN ROSE GEORGE	A <sup>+</sup>
13	ANUSREE S	A <sup>+</sup>
14	ARYA SAJEEV	A <sup>+</sup>
15	ATHIRA BABU	A <sup>+</sup>
16	DEVIKA B	A <sup>+</sup>
17	DEVIKA SURESH	A <sup>+</sup>
18	ELIZABETH REJI	A <sup>+</sup>
19	FATHIMA K N	A <sup>+</sup>
20	HARITHA HARI	A <sup>+</sup>
21	JOHNSYMOL JOY	A <sup>+</sup>
22	KRISHNA M NAIR	A <sup>+</sup>



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**PHOTO**



**SAMPLE CERTIFICATE**



*Senthil Mathew*  
 Principal  
 Deva Matha College  
 Kuravilangad - 686 633



*Jyothy Thomas*

Add on coordinator: Jyothy Thomas