

JANATA MAHAVIDYALAYA, CHANDRAPUR
DEPARTMENT OF COMMERCE
Information of Short Term Courses

Name of College	Janata Mahavidyalaya, Chandrapur
Name of the Department	Computer Science Department
Name of the Course	MS WORD, EXCEL AND INTERNET
Type (Certificate/Diploma/Degree) (Value added/Skill Oriented Course)	Certificate Course
Duration	03 months (Weekly 2 Hrs Saturday)
Timing	10.00 AM – 12.00 PM (Lab 2)
Fees	Rs 50.00
Intake Capacity	30 students
Introduction/Course Objectives	<p>It offers various tools to easily create professional quality documents and share the information by print, email.</p> <p>Students can add color, use clip art, write in a variety of fonts and sizes and use tables, borders and bullet formatting.</p> <p>Power point presentation was originally designed to provide visuals for group presentations within business organizations.</p>
Course Outcomes/Benefits of the course	<p>Students can create a simple word document like letters reports. It helps to create numerous other documents like calendar and greeting cards. Students able to create electronic slide shows which contains texts, charts, graphs, speakers notes, sound, animation and clip art graphics.</p>
Syllabus	<p>MS WORD: Create a new document. Open, save and print a document. Edit and format text. Change the page layout, background and borders. Insert headers and footers. Insert and edit tables. Insert clip art and pictures to documents. Perform a mail merge. Share and review shared document files.</p> <p>MS EXCEL: Introduction to Microsoft Excel, How to Add, Subtract, Multiply, Divide in Excel, Excel Data Validation, Filters, Grouping, Introduction to formulas and functions in Visualizing data using charts in Excel.</p> <p>INTERNET: Basics of electronic mail, Getting an email account, Sending and receiving emails, Accessing sent emails, Using Emails,</p> <p>Practical Assignments based on MS Word, Excel and Internet</p>
Name of the Course Coordinator	Ms. Vasanti Selote