

## Summary Report of Value Added Certificate Course - Basics of Computers (Code V33407)

2022-23

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### Course Outcomes:

- Knowledge and ability to use key skills for study and life.
- Ability to use of Basic MS office.
- Skill in use of typing and editing tools for documents creation.
- Creating presentations
- Improved confidence in e-communication
- Safe use of Internet.

## Syllabus

Sahakar Maharshi Late Bhaskarrao Shingne Arts College, Khamgaon,  
Dist. Buldana

Value Added Certificate Course - Basic of Computers (Code V33407)

### SYLLABUS

#### ❖ Unit 1 – INTRODUCTION

- WHAT IS COMPUTER?
- COMPONENTS OF COMPUTER SYSTEM
- HARDWARE AND SOFTWARE
- INPUT & OUTPUT DEVICES
- MOUSE, KEYBOARD, MONITOR
- CPU (CENTRAL PROCESSING UNIT)
- SPEAKER
- PRINTER

#### ❖ Unit 2 - KNOWING COMPUTER

- START, SLEEP MODE, POWER SAVING MODE, SHUT DOWN
- START MENU
- PROGRAMME MENU
- RIBBON, ICONS AND TOOLS
- BASIC APPLICATIONS OF COMPUTERS

#### ❖ Unit 3- MS WORD

- INTRODUCTION
- WORD PROCESSING BASIC
- OPENING WORD PROCESSING
- MENU BAR
- TITLE BAR
- DOCUMENT CREATION
- OPENING & CLOSING DOCUMENTS
- TEXT CREATION & EDITING TEXT
- CUT, COPY, PASTE
- SAVE & SAVE AS
- PAGE SETUP
- PRINT PREVIEW
- PRINTING OF DOCUMENTS
- SPELL CHECK
- FORMATTING THE TEXT
- FONT & SIZE SELECTION



*(Signature)*

**Principal**

Sahakar Maharshi Late  
Bhaskarrao Shingne Arts College  
Khamgaon Dist. Buldana

- INSERT
- ALIGNMENT OF TEXT
- PARAGRAPH INDENTING
- BULLETS & NUMBERING
- TABLES
- CHANGING CELL WIDTH & HEIGHT
- ALIGNMENT OF TEXT IN CELL
- DELETE / INSERTION OF ROWS & COLUMNS
- BORDER & SHADING

#### ❖ Unit 4- MS POWER POINT

- INTRODUCTION
- BASICS OF POWER POINT – OPENING, SAVING
- CREATE A BLANK PRESENTATION
- CREATING A PRESENTATION USING A TEMPLATE
- ENTERING & EDITING TEXT
- INSERTING & DELETING SLIDES IN A PRESENTATION
- INSERTING WORD TABLE OR AN EXCEL SHEET
- ADDING CLIP ART PICTURES
- INSERTING OTHER OBJECTS
- SLIDE SHOW; PRESENTATION OF SLIDES
- 

#### ❖ Unit 5 – COMMUNICATIONS

- WHAT IS AN ELECTRONIC MAIL
- E-MAIL ETIQUETTES
- OPENING E-MAIL ACCOUNTS
- MAILBOX: INBOX & OUTBOX
- CREATING & SENDING A NEW E-MAIL
- REPLYING TO AN E-MAIL MESSAGE
- FORWARDING AN E-MAIL MESSAGE
- SORTING & SEARCHING E-MAILS
- INTERNET
- DOWNLOADING



*(Signature)*  
Principal

Sahakar Maharshi Late  
Bhaskarrao Shingne Arts College  
Khamgaon Dist. Buldan.

## Brochure

Sahakar Maharshi Late Bhaskarrao Shingne Arts College, Khamgaon, Dist. Buldana  
Value Added Certificate Course: Basics of Computers (Code: V33407)

Scheduled to start in Sept. 2022

*Become a confident computer user*

*Lots of Practice*

*Present with Confidence*



### *Course Outcomes*

*Knowledge and ability to use key skills for study and life*

*Ability to use basic MS office*

*Skill in use of typing and editing tools for document creation*

*Creating presentations*

*Improved confidence in e-communication*

Contact: Dr. Nilima Deshmukh, Course Coordinator

Ph: 9552619216

  
Principal

Sahakar Maharshi  
Late Bhaskarrao Shingne Arts  
College, Khamgaon Dist. Buldana

**Authority Approval Letter**

Sahakar Maharshi Late Bhaskarrao Shingne Smruti Arogaya & Shikshan Prasarak Mandal, Khamgaon

**Sahakar Maharshi Late Bhaskarrao Shingne Arts College,  
Khamgaon, Dist- Buldana (M.S.)**

Affiliated to Sant Gadge Baba Amravati University, Amravati

College Code:-334

12(B) Dated 11 June 2012

2 (f) Dated 20 Oct 2011

Permanent Affiliation – L.NoSGBAU/8/C-300/2012

Dated 22 Feb 2012, NAAC Accredited 'C' grade

Website:-[www.smbcoll.com](http://www.smbcoll.com)

email: - [smbartsoll@rediffmail.com](mailto:smbartsoll@rediffmail.com)

Mobile No.9552619216

ISO 9001: 2015 Certified

True Copy of the Resolution No. 02 of the College Development Committee meeting  
dated 01/01/2022

Subject no. 02: Regarding approval for Add on / certificate course/ Value added courses

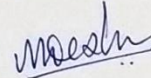
Resolution no.02: The subject of granting permission for the applications received for starting Add on / certificate course/ Value added courses and the attached syllabi was discussed by the members of the committee. The application forms received on 01/01/2022 were discussed in the meeting and the committee unanimously decided to grant approval to the following add on / certificate courses for the benefit of students:

Basic of Computer

Resolution passed unanimously.

Proposed by: Dr. N. D. Deshmukh

Seconded by: Dr. M. A. Wasnik



Secretary

महाविद्यालय विकास समिती  
सहकार महर्षी स्व.भास्करराव शिंगणे  
कला महाविद्यालय खामगांव

## Enrolled Students List

**Sahakar Maharshi Late Bhaskarrao Shingne Arts College, Khamgaon**  
**Value Added Certificate Course – Basics of Computers V33407**  
**2022-23**

**Test Attendance Date - 18/10/22**

Sr. No.	Name of Students	Class	Signature
✓ 1.	Puja S. Bodade	B.A. III	P. S. Bodade
2.	Sangita S. Thak	B.A. III	[Signature]
3.	Mahadeo S. Lande	B.A. III	[Signature]
4.	Nitin P. Jadhao	B.A. III	N.P. Jadhao
5.	Payal C. Helode	B.A. III	Payal C. Helode
6.	Satish R. Ingle	B.A. III	[Signature]
7.	Shubham R. Zhakarde	B.A. III	[Signature]
8.	Shubham S. Jadhao	B.A. III	[Signature]
9.	Mohd Kaifiyaz Mohd Riyaz Mohd	B.A. III	[Signature]
10.	Roshan M. Shegokar	B.A. III	[Signature]
11.	Gaurav K. Hiwrale	B.A. III	G.K. Hiwrale
12.	Ashwini A. Bhojane	B.A. III	Ashwini A. Bhojane
13.	Sachin K. Lathad	B.A. III	[Signature]
14.	Narayan G. Nimbalkar	B.A. III	N.G. Nimbalkar
15.	Punam S. Sonone	B.A. III	[Signature]
✓ 16.	Panchasheela M. Bhojane	B.A. III	Panchasheela M. Bhojane
17.	Sumed S. Wankhade	B.A. III	S.S. Wankhade
18.	Dikshant B. More	B.A. III	[Signature]
19.	Ganesh S. Khirodkar	B.A. III	G. S. Khirodkar
20.	Mukta G. Dhage	B.A. III	[Signature]
21.	Gajanan T. Gawade	B.A. III	[Signature]
22.	Shraddha G. Hingne	B.A. III	[Signature]

[Signature]  
**Coordinator**

[Signature]  
**Principal**  
**Sahakar Maharshi Late**  
**Bhaskarrao Shingne Arts College**  
**Khamgaon Dist. Buldana**



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## Certificate

SAHAKAR MAHARSHI LATE BHASKARRAO  
SHINGNE ARTS COLLEGE,  
KHAMGAON, DIST. BULDHANA

## CERTIFICATE




This certificate is presented to

SANGITA S. Thak, BA III

for successfully completing the Value Added  
Certificate Course in Basics of Computers

V33407 with Grade A

  
Principal

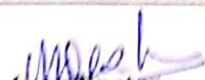
Any Other

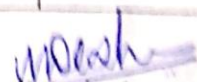
**Sahakar Maharshi Late Bhaskarrao Shingne Arts College, Khamgaon**  
**Value Added Certificate Course – Basics of Computers V33407**  
**2022-23**

**Examination Markslist**

**Max Marks: 100**

Sr. No.	Name of Students	MCQs Max: 40	Practical Max: 60	Marks Obtained Max: 100	Grade
1.	Puja S. Bodade	36	54	90	A
2.	Sangita S. Thak	34	56	90	A
3.	Mahadeo S. Lande	38	54	92	A
4.	Nitin P. Jadhao	36	52	88	A
5.	Payal C. Helode	38	52	90	A
6.	Satish R. Ingle	36	60	96	A
7.	Shubham R. Zhakarde	36	45	81	A
8.	Shubham S. Jadhao	38	46	84	A
9.	Mohd Kaifiyaz Md Riyaz Md	36	48	84	A
10.	Roshan M. Shegokar	34	54	88	A
11.	Gaurav K. Hiwrale	36	50	86	B
12.	Ashwini A. Bhojane	36	54	90	A
13.	Sachin K. Lathad	34	46	80	B
14.	Narayan G. Nimbalkar	36	46	82	A
15.	Punam S. Sonone	36	46	82	A
16.	Panchasheela M. Bhojane	40	54	94	A
17.	Sumed S. Wankhade	36	56	92	A
18.	Dikshant B. More	36	54	90	A
19.	Ganesh S. Khirodkar	34	54	88	A
20.	Mukta G. Dhage	36	57	93	A
21.	Gajanan T. Gawade	34	51	85	B
22.	Shraddha G. Hingne	38	44	82	A

  
 Coordinator

  
 Principal  
 Sahakar Maharshi  
 Late Bhaskarrao Shingne Arts  
 College, Khamgaon Dist. Buldana

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Sahakar Maharshi Late Bhaskarrao Shingne Arts College, Khamgaon, Dist. Buldana  
Value Added Certificate Course - Basic of Computers (Code V33407)  
Assignment - Oct 2022

Time: 30 Min

Max Marks : 40

Name of Student: \_\_\_\_\_ Class : \_\_\_\_\_

- 1) What type of resource is most likely to be a shared common resource ?  
a) Printers      b) Speakers      c) Floppy disk drives      d) Keyboards
- 2) In a computer most processing takes place in \_\_\_\_\_ ?  
a) Monitor      b) CPU      c) Printer      d) Scanner
- 3) Who is the father of Computer Science?  
a) Charles Babbage      b) Dr. A P J Kalam      c) Narayan Murthy      d) Henry Roberts
- 4) First page of website is called \_\_\_\_\_  
a) Cover page      b) First page      c) Main Page      d) Homepage
- 5) A fault in a computer program which prevents it from working correctly I known as \_\_\_\_\_ used  
a) Problem      b) bug      c) Error      d) None of the above
- 6) What is the command to select the whole document?  
a) Ctrl+A      b) Ctrl+P      c) Ctrl+C      d) Ctrl+V
- 7) The mouse and keyboard are \_\_\_\_\_ devices  
a) Input      b) Output      c) Internal      d) None of the above
- 8) Full form of LAN is \_\_\_\_\_  
a) Local Advanced Network      b) Large Area Network  
c) Local Area Network      d) Long Area Network
- 9) If you're not using the computer for a few minutes, the best option is to put it in \_\_\_\_\_ mode.  
a) Sleep      b) Shut down      c) Restart      d) Boot
- 10) The commands used to copy a part of word or excel document is \_\_\_\_\_  
a) Ctrl+C      b) Ctrl+X      c) Ctrl+Y      d) Ctrl+P
- 11) The command used to cut a part of word or excel document is \_\_\_\_\_  
a) Ctrl+C      b) Ctrl+X      c) Ctrl+Y      d) Ctrl+P
- 12) The command used to paste a part of word or excel document is \_\_\_\_\_  
a) Ctrl+C      b) Ctrl+X      c) Ctrl+V      d) Ctrl+P
- 13) When sending email letter we must be careful never to mention our \_\_\_\_\_  
a) Name      b) address      c) ATM Password      d) Phone number
- 14) If we want to prepare a list of students' marks in 4 exams with total marks obtained and percentage, \_\_\_\_\_ is best programme.  
a) word      b) excel      c) power point      d) access
- 15) The matter on slides of a PPT should be \_\_\_\_\_  
a) Short & to the point      b) detailed      c) n bold letters      d) all of the above
- 16) \_\_\_\_\_ is the short cut key to start a slide show in PPT.  
a) F5      b) F6      c) F7      d) F4
- 17) Ctrl+Y is command for \_\_\_\_\_  
a) Undo      b) Redo      c) delete      d) escape
- 18) We can navigate to next slide on a PPT by clicking on \_\_\_\_\_ key.  
a) Left arrow      b) Up arrow      c) Right arrow      d) down arrow
- 19) The short cut command to shut down a computer is \_\_\_\_\_  
a) Alt+F1      b) Alt+F4      c) Cltr+F4      d) Cltr+F1
- 20) The amount of vertical space between lines of text in a document is called \_\_\_\_\_  
a) Double space      b) Line spacing      c) Single space      d) Vertical spacing