

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

Year 2021-22

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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.

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



A handwritten signature in purple ink, appearing to read 'Anesh'.

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



(Handwritten signature)

Principal

Sahakar Maharshi Late
Bhaskarrao Shingne Arts College
Khamsaon Dist. Buldana

2021-22

Value Added Certificate Course: Basics of Computers (Code: V33407)

Started 30/12/2021

Time to take your

CERTIFICATE COURSE IN COMPUTER BASICS

[Enroll now](#)

SMBS Arts College, Khamgaon



Learn hands on

Practice extra hours

Update yourself



Resuming from 21Feb 22, 10:30am

Coordinator
Dr. Nilima Deshmukh

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

email: - smbartscoll@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

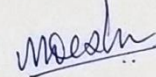
Resolution no.02: The subject of granting permission for the applications received for starting Add on / certificate course/ Value added courses and the attached syllabi was discussed by the members of the committee. The application forms received on 01/01/2022 were discussed in the meeting and the committee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

Secoinded by: Dr. M. A. Wasnik



Secretary

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

Sahakar Maharshi Late Bhaskarrao Shingne Art College, Khamgaon

Value Added Certificate Course – Basic of Computers V33407

Session 2021-22 List of Students

Sr. No.	Name of Students	Class	Signature
1.	Priyanka Mhaske	B.A. II	P.R. Mhaske
2.	Punjab Ingle	B.A. II	P. S. Ingle
3.	Rutuja Mane	B.A. II	R.M. Mane
4.	Sakshi Chavan	B.A. I	S.S. Chavan
5.	Sakshi Todkar	B.A. II	Sakshi Todkar
6.	Samyak Sadanshiv	B.A. I	Samyak Sadanshiv
7.	Samyak Wankhede	B.A. I	S.G. Wankhede
8.	Suhas Tayade	B.A. I	Suhas Tayade
9.	Tejaswini Sabe	B.A. I	T.U. Sabe
10.	Urmila Gujar	B.A. I	U.G. Gujar
11.	Vishnu Shirkare	B.A. II	Vishnu Shirkare
12.	Abhijit Sadanshiv	B.A. I	Abhijit
13.	Adarsh Wakode	B.A. I	A.R. Wakode
14.	Arti Khond	B.A. I	A.V. Khond
15.	Bhagwat Shirsat	B.A. I	B.R. Kshirsat
16.	Bhushan Khandare	B.A. I	Bhushan Khandare
17.	Buddhabhushan Wankhade	B.A. I	Bhushan Wankhade
18.	Ishwar Sarode	B.A. II	I.V. Sarode
19.	Mangesh Ghorade	B.A. III	M.S. Ghorade
20.	Nimbaji Solanke	B.A. I	N.V. Solanke
21.	Pallavi Hiwarkar	B.A. I	P.D. Hiwarkar
22.	Atul Sadanshiv	B.A. I	Atul Sadanshiv



Umesh
Co-ordinator

Sabkar Maharshi Late Bhaskarrao Shingne Art College, Khamgaon
Value Added Certificate Course - Basic of Computers V33407

Attendance Sheet

Sr. No.	Name of Students	30 Dec '22	31 Dec '21	01 Jan '22	03 Jan '22	04 Jan '22	05 Jan '22	21 Feb '22	22 Feb '22	26 Feb '22	28 Feb '22	03 March '22	04 March '22	5 March '22	7 March	8 March	9 March	10 March	11 March	12 March	14 March	15 March	16 March	17 March	19 March	21 March	22 March	23 March	24 March	25 March	26 March	28 March	29 March	30 March	31 March
1.	Priyanka Mhaske	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2.	Punjab Ingle	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3.	Rutuja Mane	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4.	Sakshi Chavan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5.	Sakshi Todkar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6.	Samyak Sadanshiv	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7.	Samyak Wankhede	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8.	Suhas Tayade	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9.	Tejaswini Sabe	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10.	Urmila Gujar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11.	Vishnu Shirkare	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12.	Abhijit Sadanshiv	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Assessments: Assignment I - 03 Jan '22
Assignment II - 04 Mar '22
Presentations - 28 May '22

14.	Arti Khond	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
15.	Aashish Sadanshiv	P	A	A	A	A	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
16.	Avinash Sadanshiv	P	P	A	A	A	A	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
17.	Bhagwat Shirsat	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
18.	Bhushan Khandare	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19.	Buddhabhushan Wankhade	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
20.	Dikshant More	P	P	P	A	P	P	A	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
21.	Ishwar Sarode	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
22.	Mangesh Ghorade	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
23.	Nimbaji Solanke	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
24.	Pallavi Hiwarkar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
25.	Atul Sadanshiv	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	



M. D. Deshmukh
N. D. Deshmukh
Co-ordinator

**Sahakar Maharshi Late Bhaskarrao Shingne Arts College
Khamgaon, Dist. Buldhana**

CERTIFICATE

This Certificate is Presented to :

Priyanka Mhaske

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

V33407 with Grade A+



Mhaske

Principal & Course Coordinator

SAHAKAR MAHARSHI LATE BHASKARRAO SHINGNE ARTS COLLEGE, KHAMGOAN

Application Form 2021 - 2022

Value Added Certificate Course - Basics of Computers

Full Name : Rutuja Madhukar Mane
 Mother's Name : Vimal Madhukar Mane
 Date of Birth : 28 / 12 / 2004
 Local Address : Chandamari fail Khamgoan



Permanent Address : Chandamari fail Khamgoan

Phone No. : 8600771077 E mail: rutujamane1@gmail.com

Adhar No. :

Any Computer

Course in past : Yes/No

If yes, name of course: _____

Vaccination status : One dose/ two doses/ not vaccinated (whichever is applicable) (age < 18)

I wish to apply for the Value Added Certificate Course - Basics of Computers in the college.

I shall abide by the rules and regulations of the college.

Date
30/12/2021

Signature of Applicant
R. M. Mane

FOR OFFICE USE ONLY

Admission granted to Mr./Ms. Rutuja Mane to the Value Added Certificate Course - Basics of Computers for 2021 - 2022

Sahakar Maharshi Late Bhaskarrao Shingne Art College, Khamgaon
Value Added Certificate Course – Basic of Computers V33407
Session 2021-22
Final List of Marks

Sr. No.	Name of Students	Assignment-1 03/01/2022	Assignment-2 04/03/2022	Presentation 30/05/2022	Percentage	Result
1.	Priyanka Mhaske	10	40	42	92	Pass
2.	Punjab Ingle	10	40	40	90	Pass
3.	Rutuja Mane	10	40	44	94	Pass
4.	Sakshi Chavan	09	40	38	87	Pass
5.	Sakshi Todkar	10	40	40	90	Pass
6.	Samyak Sadanshiv	10	40	40	90	Pass
7.	Samyak Wankhede	10	40	40	90	Pass
8.	Suhas Tayade	10	40	46	96	Pass
9.	Tejaswini Sabe	10	40	44	94	Pass
10.	Urmila Gujar	10	40	44	94	Pass
11.	Vishnu Shirkare	10	40	40	90	Pass
12.	Abhijit Sadanshiv	10	40	40	90	Pass
13.	Adarsh Wakode	09	38	36	83	Pass
14.	Arti Khond	09	40	40	89	Pass
15.	Bhagwat Shirsat	09	36	36	81	Pass
16.	Bhushan Khandare	09	34	34	77	Pass
17.	Buddhabhushan Wankhade	10	34	34	77	Pass
18.	Ishwar Sarode	10	40	34	84	Pass
19.	Mangesh Ghorade	10	40	36	86	Pass
20.	Nimbaji Solanke	10	40	40	90	Pass
21.	Pallavi Hiwarkar	10	40	36	86	Pass
22.	Atul Sadanshiv	10	40	46	96	Pass

Coordinator

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





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

Assignment – II

Time : 30 Min

Max Marks : 40

Name of Student : _____ Class : _____

- 1) Who is the father of Computer Science?
a) Charles Babbage b) Dr. A P J Kalam c) Narayan Murthy d) Henry Roberts
- 2) In a computer most processing takes place in _____?
a) Monitor b) CPU c) Printer d) Scanner
- 3) Who is the father of personal computer?
a) Vijay Bhatkar b) Edward Robert c) Charles Babbage d) Narayan Murthy
- 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+V 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+V 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) We can find a name/value in excel file with _____ command.
- a) Ctrl+F b) Ctrl+D c) Ctrl+E d) Ctrl+5
- 20) The short cut command to shut down a computer is _____.
- a) Alt+F1 b) Alt+F4 c) Cltr+F4 d) Cltr+F1

Assignment 1 03/01/2022

- 1) Underline the first word, centre align it, increase font by one size
- 2) Change the colour of the pledge to green.
- 3) Make bold, the word "test".
- 4) Put a question mark on the first question in the test.
- 5) Put a question mark on the second question in the test.
- 6) Put an exclamatory mark on the last line.
- 6) the line spacing of the pledge to 2 points.

Assignment 1 03/01/2022

- 1) Underline the first word, centre align it, increase font by one size
- 2) Change the colour of the pledge to green.
- 3) Make bold, the word "test".
- 4) Put a question mark on the first question in the test.
- 5) Put a question mark on the second question in the test.
- 6) Put an exclamatory mark on the last line.
- 6) the line spacing of the pledge to 2 points.

Value added Certificate Course V33407
Final Assessment: Presentations

