

ESTD: 1967

P.B.No: 03



V.M.V.SANGHA'S
VIJAY MAHANTESH KRUPAPOSHIT

S.R.VASTRAD ARTS, SCIENCE & VIJAY SHANKARAPPA BELLIHAI COMMERCIAL COLLEGE, HUNGUND 587118

Tq:Hungund

Affiliated by

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V. M. V. V. Sangha's
Vijaya Mahantesh Krupaposhit S. R. Vastrad Arts, Science and V. S.
Bellihal Commerce College, Hungund – 587 118

Hands on Training Programme for Teaching Faculty

Topic: Microsoft Word

20th July 2020 to 31st July 2020

Syllabus

Sl. No.	Topic	Duration
01	1. Getting started with Word 2007: Microsoft Word Window Interface, Creating, Saving, Opening and Closing Word Document.	2 Hours
02	2. Text Basics: Text Alignment, Moving Text, Copying Text, Select All and Clear. Find and Replace.	2 Hours
03	3. Formatting Text: Formatting Text – Font Size, Font Style, Font Colour, Bold, Italic and Underline. Changing Text Case.	2 Hours
04	4. Paragraph Formatting: Line Spacing, Paragraph Spacing, Shading Text and Paragraph.	2 Hours
05	5. Working with Objects: ClipArt, Picture, WordArt, Smart Art. Inserting Page Number, Date and Time. Inserting Text Box. Inserting Chart, Inserting Symbols.	2 Hours
06	6. Header and Footer: Inserting Custom Header and Footer. Inserting Objects in the Header and Footer. Add Section Break to a Document.	2 Hours
07	7. Working with Bullets and Numbering: Creating Numbered List, Creating Bulleted List, Customizing List Style, Multilevel Numbering and Bulleting.	2 Hours
08	8. Merging Document: Typing New Address List, Write and Insert Field, Preview Result, Merging to Envelope, Merging to Label.	2 Hours
09	9. Proofing the Document: Check Spelling, Check Grammar Errors, Spelling AutoCorrect Option	2 Hours
10	10. Printing: Page Setup, Setting Margins, Print Preview and Print.	2 Hours

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Principal

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Hands on Training Programme for Teaching Faculty

Topic: Microsoft Word

Faculty Attendance List

Sl. No.	Name of the Faculty	Designation	20 th July	21 st July	22 nd July	23 rd July	24 th July	27 th July	28 th July	29 th July	30 th July
01	Prof.(Smt) S. K. Math	Principal	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
02	Prof. B.B.Kadli	Associate Professor	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	ARS	<i>[Signature]</i>
03	Dr. S. R. Golagond	Assistant Professor	Sh.	Sh.	Sh.	Sh.	Sh.	Sh.	Sh.	Sh.	Sh.
04	Prof. L. N. Kulkarni	Assistant Professor	✓	✓	✓	✓	✓	✓	✓	✓	✓
05	Prof. S. R. Nagannavar	Assistant Professor	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
06	Prof. S.B.Chalageri	Director of Physical Education	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
07	Dr. Thippeswamy D.S	Assistant Professor	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
08	Prof. B. A. Kantli	Assistant Professor	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	ARS	<i>[Signature]</i>

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Hands on Training Programme for Teaching Faculty

Topic: Microsoft Excel

15th December 2021 to 25th December 2021

Syllabus

Sl. No.	Topic	Duration
01	1. Introduction to Excel: Introduction to Excel interface, Understanding rows and columns, Naming Cells, Working with excel workbook and sheets	2 Hours
02	2. Working With Sheets: Adding, Removing, Renaming and Deleting Worksheets.	2 Hours
03	3. Perform Calculations: Creating Simple Formulas, Setting up your own formula, Mathematical Functions.	2 Hours
05	4. Sort and Filter Data with Excel: Sort and filtering data, Using number filter, Text filter, Custom filtering, Removing filters from columns.	2 Hours
06	5. Create Charts: Inserting Charts, Create chart with Chart Tool, Design, Format, and Layout options, Adding chart title, Changing layouts, Chart styles, editing chart data range, editing data series.	2 Hours
07	6. Analyse Data Using PivotTables and Pivot Charts: Understand PivotTables, Create a PivotTable. Create Pivot Chart from pivot Table.	2 Hours
08	7. Protecting and sharing the work book: Protecting a workbook with a password, Track changes, Working with Comments.	2 Hours
09	8. Use Macros to Automate Tasks: Creating and Recording Macros, Assigning Macros to the work sheets, Saving Macro enabled workbook.	2 Hours
10	9. Proofing and Printing: Page setup, Setting print area, Inserting custom Header and Footer. Page Setup, Setting margins, Print Preview, Print.	2 Hours

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Hands on Training Programme for Teaching Faculty

Topic: Microsoft Excel

Faculty Attendance List

Sl. No.	Name of the Faculty	Designation	15 th Dec	16 th Dec	17 th Dec	18 th Dec	20 th Dec	21 st Dec	22 nd Dec	23 rd Dec	24 th Dec
01	Prof.(Smt) S. K. Math	Principal									
02	Prof. B.B.Kadi	Associate Professor								ASB	
03	Dr. S. R. Golagond	Assistant Professor									
04	Prof. L. N. Kulkarni	Assistant Professor	✓	✓	✓	✓	✓	✓	✓	✓	✓
05	Prof. S. R. Nagannavar	Assistant Professor					ASB				
06	Prof. S.B.Chalageri	Director of Physical Education									
07	Dr. Thiippeswamy D.S	Assistant Professor									
08	Prof. B. A. Kanthi	Assistant Professor								ASB	


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