

V. M. V. V. Sangha's  
Vijaya Mahantesha 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**

20<sup>th</sup> July 2020 to 31<sup>st</sup> July 2020

**Syllabus**

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

V. M. V. V. Sangha's  
**Vijaya Mahantesha Krupaposhit S. R. Vastrad Arts, Science and V. S.  
Bellihal Commerce College, Hungund – 587 118**  
**Hands on Training Programme for Teaching Faculty**

**Topic: Microsoft Excel**

**15<sup>th</sup> December 2021 to 25<sup>th</sup> December 2020**

**Syllabus**

<b>Sl. No.</b>	<b>Topic</b>	<b>Duration</b>
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
----	--	---------

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**

**20<sup>th</sup> July 2020 to 31<sup>st</sup> July 2020**

**Aims and Objectives**

The Microsoft Word training course aims to provide new users with the essential skills needed to create, edit and print professional looking documents using text, tables, lists and pictures as well as covering simple mail merge.

**Outcomes**

By the end of this course, should be able to:

- Work with the basic features of the Word.
- Create a new document.
- Work with document.
- Display documents using various views.
- Select and work with text in a document.
- Use a range of text formatting techniques.
- Format paragraphs.
- Work effectively with features that affect the page layout of your document.
- Create and modify tables.
- Insert and work with clip art and pictures.
- Use the mail merge wizard to perform mail merges.
- Print a document.
- Create high quality document designs and layouts.

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 Excel**

**15<sup>th</sup>December 2021 to 25<sup>th</sup> December 2020**

**Aims and Objectives**

The Microsoft Excel course aims to provide new users with a foundation knowledge of Excel's core features such as formula, formatting, navigation, printing and creating charts

**Outcomes**

By the end of this course, should be able to:

- Navigate your way around Excel.
- Create and work with a new workbook.
- Open and navigate within workbooks and worksheets.
- Understand and work with ranges in a worksheet.
- Understand create and work with formula and functions used to perform calculations.
- Copy and paste data.
- Understand and use formula cell referencing.
- Use fund formatting techniques.
- Align the contents of cells in a number of ways.
- Format rows and columns in a worksheet.
- Understand and use the number formatting features.
- Print workbook data.
- Create effective charts.

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 - Examination**

**Topic: Microsoft Word**

*I. Answer the following questions. Each carry 2 marks.*

*10X2=20*

1. How do you create a new document in MS Word?
2. What is difference between 'Save' and 'Save As' options?
3. Write the shortcut keys for 'Copy' and 'Paste'.
4. Mention the paragraph alignment options available in MS Word.
5. What do you mean by bullets in MS Word?
6. Mention the 'Page Orientation' Options available in MS-Word.
7. What do you mean by 'Subscript' and 'Superscript'?
8. How do you insert a table in MS-Word?
9. How spelling and grammatical mistakes are identifies in MS-Word?
10. What is the use of 'Mail-Merge' in MS-Word?

*II. Perform the following in Ms-Word. Each carry 10 Marks.*

*3X10=20*

1. Create a leave letter for applying 3 days leave in MS-Word.
2. Create an individual time table in MS-Word using tables.
3. Create an IA Text question paper in MS-Word.

**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 - Examination**

**Topic: Microsoft Excel**

*I. Answer the following questions. Each carry 2 marks.*

*10X2=20*

1. How do you create a new workbook in MS Excel?
2. Define Cell and Active Cell?
3. How do you rename a sheet in MS Excel?
4. What are the types of data that we can enter in Excel cell?
5. What is cell address? Give example.
6. What is AutoSum in Excel?
7. What is sorting in Excel?
8. What are charts in Excel?
9. Write the steps to enter formula in MS Excel.
10. Define Pivot Chart and Pivot Table.

*II. Perform the following in Ms-Word. Each carry 10 Marks.*

*3X10=20*

4. Create an 'IA Marks Sheet' in Excel having columns – Reg No., Name, Class, I IA, II IA, Assignment & Attendance and calculate Total IA Marks using appropriate formula of 5 students.
5. Create 'Students' Result' sheet in Excel of your department students, and use appropriate formula for calculating pass percentage.
6. Insert a Chart in Excel using Students' Result data that you have created in Excel.