

SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSE 2021-22

TRAINING FOR ESSENTIAL

FEATURES



- Hands-on experience with MS Office Packages
- Creation of websites
- Familiarizing with formatting techniques

ADVANTAGES

Computer skills are the basic requirement for a large number of jobs. Almost any office job apply for will require to possess basic typing and data entry skills, as well as a basic understanding of how to use an operating system. Most office work requires job applicants to be familiar with office productivity software as well, such word processors and spreadsheet programmes





ABOUT THE COURSE

This course aims to impart basic computer related skills which are essentially required to be a business professional

SAINTGITS

COLLEGE ON

OBJECTIVES

The course will help students in developing websites using Wix and simulation of formulas and functions in google forms. The programme will give an insight on MS word and MS powerpoint

EXPECTED OUTCOMES

- Develop websites using Wix
- Simulation of formulas and functions in google forms
- Discuss the components of MS word
- Explore advanced features in MS word & powerpoint

DURATION

30 Hours

CONTENT

- Essential online tools
- Online data collection
- Word Processing packages
- Formatting techniques & Presentation package





SAINTGITS COLLEGE OF APPLIED SCIENCES

Pathamuttom, Kottayam - 686532 Phone : 0481 - 2433787 e-mail : scas@saintgits.org, Web : www.saintgits.org



SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

Training For Essential Computer Skills

Course Code: VBBATECS007

Syllabus

Module I

Essential online tools: creating online websites, purchasing, publishing, editing, layout formatting, editing and contents website creation, editing and content creation using wix.com

Module 2

Online data collection- google form – form creation- sharing- types and question –importing data to excel, percentage data result and interpretations, use and share options, create surveys.

Module 3

Word Processing packages – MS Word 2007 – introduction, features, word user interface elements, creating new documents, basic editing, saving a document, print preview, page orientation, viewing documents, setting tabs, page margins, ruler

Module 4

Formatting techniques: font formatting, paragraph formatting, page setup, header & footer, bullets & numbered list, borders & shading, find & replace, page break & page numbers, mail merging, spelling & grammar checking, thesaurus, formatting tables, drawing, word art, paint rush, document templates, email editor

Module 5

Presentation package – MS PowerPoint 2007 advantages of presentationscreen layout –creating presentation- inserting slides, adding sounds and videos formatting slides- slide layout – views in presentation- color schemebackground- action button – slide transition – custom animation – creating master slides, managing slide show



Roll		Month	7	7	8	P	8	9	9	11	11	1)	11	12	12	12		010	12	030	3 8	30	30	50	do	to	IN	Joc	80	or	N	7	
No	Name of Student	Date	-	26	8	A COLOR	16	6	10	9	12	16	18	7	10	16	21	28	21			212	ali	210	0 18	102	02	NG	7	7	8	-	
1	A Arundhathi Devi	Hour	2	2	.3	3	11	2	1	1	2	. 2	.3	1	2	5	1	4	40	4		40	+ -	35	15	13	3	4	4	5	5		
2			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	\times	X	XX	<	XX		X	· X	X	X	X	X	ž I	×	-	
3	A S Chandramouleeswaran Adarsh Ak		X	a	X	X	X	a	X	a	X	X	×	a	a	XX	$\langle \rangle$	\times	50	al	ax		10	10	tx	X	X	X	X	X	X		
4			a	X	X	X	X	X	X	×	X	X	×	×	a	a	a	a.	X.	XI	20	25		x O	Ú X	a	a	X	X	X	X	-	
and the second	Adhith Pradeep		X	X	X	X	0	0	a	X	X	X	X	X	X	a	X	XD	XX	XX	$\langle \rangle$	15	15	$\langle \rangle$	(x	X	X	X	a	al	X	-	
	Advaith V		a	a	X	X	X	X	X	X	X	X	X	X	X	a	a	X	X	XX	()	× D	XC	2X	1x	X	X	A	a	at	X		
	Adwaith K Sunil		X	a	X	X	X	X	X	a	X	X	a	X	X	a	X	XD	$\langle \rangle$	へ>	$\langle \rangle$	< X	1>	10	1x	Í	X	a	1	al	Ż	-	
_	Ajel Sam Mammen		a	a	X	X	X	X	X	X	X	X	X	X	X	04	\times	a	X	XX		ΧX	1	<x< td=""><td>1x</td><td>K</td><td>a</td><td>10</td><td>a</td><td>a</td><td>at</td><td></td><td></td></x<>	1x	K	a	10	a	a	at		
and the second second	Akhil V Nair		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	\times	al	XZ	25	٢X	th	<i>i</i> x	X	X	X	X	X	X	X		
	Akshay G Sam		X	X	X		a	X	X	X	X	X	X	X	X	X		\times	XI	2)	()	<u> </u>		1X		X	X	R	a	a	àt		
	Akshay Mohan		X	X	X	X	X	X	0	X	X	X	à	X	X	X	X	XX	$\langle $	at	5	< x			X	Ja	CI	5	X	X	X	-	
	Alan George Varghese		a	X	X	X	X	X	a	X	X	X	X	\times	\times	X	àľ	al	</td <td>ab</td> <td>25</td> <td>23</td> <td>10</td> <td>2C</td> <td>ťx</td> <td>a</td> <td>X</td> <td>R</td> <td>a</td> <td>a</td> <td>X</td> <td>-</td> <td></td>	ab	25	23	10	2C	ťx	a	X	R	a	a	X	-	
12	Alan Joseph		X	X	X	X	TX	X	X	X	X	X	X	X	X	X	X	X	20	20	is	<>	J.	X	X	JX	X	a	a	at	T	-	
13	Aleena Ann Jacob		X	×	X	X	X	X	X	X	X	X	à	X	X	X	al	35	x -	X	2	X	1		10	T	X	X	×	X	X	-	
14	Alvin Roy		a	X	>	XX	1×	a	X	X	X	X	à	à	X	X	~	X	X	XX	1	21>	< ×	X	X	X	X	X	X	×	X	1	
15	Alwin Elias Chandy		X	1X	Q	Íx	tx	X	X	×	X	X	a	\times	×	a	à		X	XU	X :	XX	XX	10	X	X	X	R	a	a	X		
16	Amrutha Anil		X	X	X	X	X	X	X	X	X	X	×	\mathbf{X}	$\overline{\times}$	X	a	\times	<u>c</u>	X	c 5	14		< X	Ta	IX	a	X	X	X	X	-	
17	Ananth Suresh		0	X	X	X	X	X	X	a	X	X	X	X	X	X	a	XX		X	2 A	(X	c x	17		X	X	X	X	X	a		
18	Angel Merin Shaji		X	K	1~	1	X	X	Ń	X	X	\sim	X	X	$\overline{\mathbf{x}}$	X	at	XX				x	x	NO	1x	0	a	X	X	X	X	1	
	Anwin Varghese Thomas		ľχ	Ŕ	10	10	x	X	x	X	X	$\hat{\mathbf{X}}$	X	X	$\widehat{\mathbf{v}}$	X	x	X	¢ K	31	2/	25	00	210	4x	a	a	X	X	X	X		
	Aparna K Ramesh		X	X	X	X	Ťx	X	X	X	X	X	X	X	X	X	a	XI	24>	XX	CI	AX	< I>	10	40	la	a	X	X	X	X		
	Arpit V Mathew		X		X	X	1×		Ø	X	X	X	à	à	X	X	a	XD	5	ab	1	× Z	$\langle \rangle$	XX	>	d X	X	X	a	a	a		
	Aswin Reghunath		1×	Ŕ	1	1¢	1×	X	X	X	5		X	X	a	X	X	Xb		xD	× 5			XX	XX	XC	X	X	X	X	al		
	Avaneetha Ani		X	K	Tx			1 X	X	X	X	X	X	X	X	X	a	X	~ ~	X	K S	X	X	<>	0	1>	a	-x	X	X	X	1	
23	Bhagyalakshmi S Panicker		12	X	¥.	10	15	X	X	R	X	X	X	à	X	X	X	X	x ·	XX		xb	3		¢ x	15	1×	a	X	X	Ka	GEOF	API
State State State	Bittu K Thampan		1 \$		1	农	A	In	1	à	X		à	X	à	X	X	X	at	XC	25	XD	X	XO	4>	10	d's	12	da	a	· A	-	-
23	Charu Lekshmi		X	V	N	1Z	10	10	X	X	X	X	a	1	a	X	X	A	X	a	×	xI	23	>	5	K)	57	x >	< 7	TE	TX	1	3
	Dan John George		12	ia	TA	TV	TV	1	NA	15	15	1x	X	X	X	XI	XI	XI	XI	XI	21.	X	XI	XÍ	xIx	TX	TX	X	TX	T	X	3	*
Contraction of the	Deepak Sabu	1	5	1	10	T	K	n	1V	A	5	0	G	5	4	X	a	X	X	2.	X	at.	x	X	xN	T		cx	TX	N	the second	TUTE	m
28	Деерак зави		6	X	X	X	A	X	1	X	6	S	N	A	0	<u>_</u>	-	-	xt	2	à	X	VI	v.	i	t	1	1.	1.	TY	A.	UTTO	M.K
	Irine Mariam Chacko		X	X	X	X	X	X	X	X	X	~	X	a	a	X	a	0	1	1	1	1	1	CY.	P	X	10	¥	¥	F	K	13	-
30	Jacob Viji		X	X	X	X	X	X	X	X	X	x	X	X	a	Xda	a	X	X	X	04	XL	XI	X	XIC	4	XIC	50	SZ	SP.	NA A	* -	

* *

JJ

Roll		Month	17	4	8	8	8	9	9	11	11	11	11	12	12	12	12	01	020	03	03 0	030	23	05	05	05	06	06	04	OC.	068	06
No	Name of Student	Date	19	26	2	9	16	6	10	9	12	16	18	7	10	16	21	28	21	F	14	210	22	12	16	18	2	03	06	7	78	8
		Hour	2	2	3	1	1	2	1	1	2	-2	3	1	2	5	1	4	4	4	1	4	4	3	5	5	3	3	04	4	50	5
31	Jayanth S		X	a	X	×	x	×	×	X	X	X	×	X	×	×	a	×	a	a	X	×	X	X	a	×	X	X	al	ac	ab	1
32	Jerin Benny		X	×	X	X	×	a	X	X	X	×	×	X	×	+	×	×	a	×	X	X	X	X	X	X	X	X	a	a	a.	X
33	Jiya Jayan		X	X	X	X	×	X	A	a	X	X	×	X	×	×	a	X	a	X	×	×	X	X	X	X	a	X	X	XI	21	$\overline{\mathbf{x}}$
34	Joel John Mathew		X	X	x	X	X	×	50	X	X	X	X	×	×	×	×	×	X	X	X	×	X	X	a	X	X	X	X	X	XI	X
35	Jyothika Suresh		X	X	X	X	x	×	à	X	×	X	X	X	×	×	×	×	×	×	X	×	×	X	X	X	X	X	X	a	at	X
36	Kiran Krishna		X	X	x	X	X	×	A	x	X	X	a	X	×	×	X	×	X	×	X	×	X	X	a	la	a	X	X	X	X	X
37	Krishnendu Rajeev		X	X	20	X	x	×	X	4	X	X	X	×	×	×	X	×	×	×	X	a	X	X	X	X	X	X	X	à	at	X
38	Maria Sebastian		X	x	X	×	×	x	74	X	X	X	X	×	×	X	X	×	×	X	X	×	X	X	X	X	X	V	X	X	. 1	X
39	Mohammed Shershad		X	X	X	×	×	X	X	X	X	X	X	×	X	a	X	×	×	X	×	×	X	CL	a	X	X	X	X	X	X	X
40	Muhammad Irfan		X	X	20	X	a	X	X	X	X	X	à	X	a	X	a	×	×	X	X	×	X	a	X	X	X	X	X	X	X	X
41	Neha Reji		X	X	X	X	X	A	x	4	X	X	X	X	a	X	a	×	×	a	X	X	à	X	X	V	a	IV	Y	X	VI	T I
42	Nikhil John Joseph		X	X	X	X	A	X	X	X	X	X	X	X	X	×	X	X	X	X	×	~	X	X	a	tç	V	1	a	a	al	3
43	Noyal Jacob Cherian		1x	X	6	A	X	X	x	X	X	X	X	X	x	a	â	×	a	a	a	X	a	TY	Ta	TŶ	15	18	10	X	V	SI
44	Pooja Mohandas		Ty	x	20	X	X	X	a	X	X	X	a	X	X	X	X	X	X	X	X	X	X	a	XL	Tx	12	1¢	X	a	a	A
45	Richa Mary Ninan		X	X	x	x	X	a	a	x	X	X	X	X	X	X	a	X	X	a	X	X	X	a	Lx	X	X	X	X	a	at	X
46	Roshan Rogi Eapen		X	X	x	×	a	X	x	X	X	X	X	X	X	X	X	X	×	X	X	1	X	Y	10	IV	a	V	1v	X	X	7
47	Sangeetha B		X	X	X	X	X	X	x	X	X	X	X	X	X	X	a	X	X	X	a	X	X	tŷ	10	X	X	X	a	X	X	2
48	Serene Sunny		x	X	X	X	X	X	x	X	X	X	a	X	×	X	X	X		X	X	X	X	1x	X	Tr	1x	V	X	12	V	X
49	Shalu Susanna Alex		X	X	X	X	1×	X	X	X	X	X	X	X	X	1		-	X	X	1	â	X	In	1	1X	10	1×	Â	t	10	X
50	Sneha Elza Varghese		X	X	X	X	X	X	X	X	X	1	0	X	X		1000	11.	-	×	1V	1v	a	1	T	15	X	1	X	15	S	X
51	Sreepriya Sreelatha		X	X	X	x	x	X	×	N		K	X	X	-	K	-	1	0	-	1		1	TA	A	X	-	17	1	10	1	~
52	Steve Santhosh		X	X	X	X	X		12		1¢	X	X	1x	XX	a	0	-			-	X	1	X	100	1	X	t	12	to	1	A
53	Sumin Joseph John		a		X		1 m	x	á				X	1	Â	-	-	-		X	X	X	X	X	10	10	47	X	X	1A	1×	X
54	Tania K Thomas		X	X	X	X	X	x	X	X				X	0	0	10	11	(X	a		X	X	17	10	47		X	17	a	fr.	a
55	Timothy Biju Thomas		x	á	X	A	X	X	a	N	17	X	X	a	10	X	0	X	X			to	X	X			12	X	17	X	X	X
56	Tiva Elsa Thomas		X	X	5	X	A	1	X	TX V	X	X	7	10	10		10	X	X		-	1º	1	X	0	TX	1	XX	X	X	X	X
		4	6.6	1	1	A	1C	20	K	XX	1		1	1	Tar	EGE/S	IF APA	X		X	X	X	X	17	X	X	1	1)	X	14	IX	12
Our	Tiya Elsa Thomas eppachan T.S yja Jose		g	8	g	8	y	84	C	Ø	(1)	-00	° 0	9/9	E	X	No 1	Ne		3.C	D B	(d	10	16	9 (89	0 0	3V	04	6	rada	1 01
The	uja Jose A								~		-			MIN		16	7	que											~	2		
asi	D B													11	1	200		15	·//							~	N	e	1			
													1	1	3	118-111		+	/					1		0		_	N			
															1	TTOM	KOT	8						1	_	-	/					
													*																			

Toshyja Jose of

