

AISHE Code : C-8679

Shri Hurakadli Ajja Shikshan Samiti's

Phone : 0836-2436182



**Smt. Kallawwa Shivappa Jigalur Arts &
Dr. (Smt.) Sushila Murigeppa Sheshgiri Commerce
College for Women,**



Near R. N. Shetty Stadium, Behind Sahitya Bhavan, DHARWAD-580 008

E-mail : shasswcd@gmail.com

Web : shasswcd.org

No. WCD

Date :

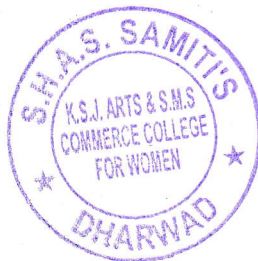
5.1.3: Capacity building and skills enhancement initiatives taken by the institution

Programme No.4

This is to certify that in association with IQAC, college has conducted special programme on Fundamentals of Computer & MS Office.

The details of the activity is uploaded herewith.

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4.	Signed attendance of the students participants	5 - 6



Gayatri 15/06/2022
Principal
S.H.A.S. Samiti's
Smt. K. S. Jigalur Arts and
Dr. (Smt) S. M. Sheshgiri Commerce
College for Women, Dharwad

NOTICE

All the students of the college are hereby informed that a training programme on FUNDAMENTALS OF COMPUTER & MS-OFFICE for BA & B.Com students will be conducted from Feb 15th to March 16th 2017 by Student Welfare Section. Students should take the benefit of the programme. Interested students can give their name to the Student Welfare Officer, Smt. Shobha S. Sajjan on or before 08/02/2017.

Date: 03/02/2017


Smt. Shobha S. Sajjan
Student Welfare Officer


Principal
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Syllabus

Fundamentals of Computer & MS Office

Unit –I : Introduction to Computer

Definition of Computer ,Block diagram of computer CPU ,ALU, Control Unit, Computer Memory, Input Devices, Output devices & other devices.

Unit –II : Windows

Introduction to window, starting windows, Desktop ,Startup menu, working with programs & icons. Working with files & folders-creating ,deleting, opening, renaming files & folders. My computer, My Documents, Recycle bin.

Unit –III : MS –Word

Word processing S/W ,opening, creating, saving document, print & print preview, find & replace, cut, copy, paste border & shading, change case, bullets & numbering spelling & grammar Mail merge, Table handling.

Unit –IV : MS-Excel

Spreadsheet, S/W, opening, creating, saving worksheet, print & print preview, rows & columns, formatting worksheet, charts/graphs.

Unit –V: MS-Power Point

MS-Power point, Slides, power point views, transition & Animation build effects.



[Signature]
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Indira Kelenalogi

**A TRAINING PROGRAMME
ON
FUNDAMENTALS OF COMPUTER & MS-OFFICE FOR BA&B.COM STUDENTS
FROM FEB 15TH TO MARCH 16TH 2017**



Trainer: Smt. Indira Melamalagi, Principal: Dr. Rajeshwari V.Sali,
Convener: Smt. Shobha S. Sajjan.



Principal
Samiti's
Arts and
Shigiri Commer
Dharwad

A TRAINING PROGRAMME
ON
FUNDAMENTALS OF COMPUTER & MS-OFFICE FOR BA&B.COM STUDENTS
FROM FEB 15TH TO MARCH 16TH 2017



Egrip
Principal
S.H.A.S. Samiti's
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Shri Hurakadli Aija Shikshana Samiti's

Smt.K.S.Jigalur Arts And Dr.(Smt.) S.M.Sheshgiri Commerce College for Women,Dharwad

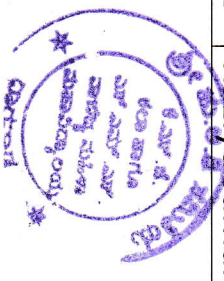
Training for B.A & B.COM Students On Fundamentals of Computer & MS -Office

Attendance Sheet

Feb 15TH TO March 16TH 2017 TIME : 3.00p.m-4.00pm

S.N	Name of the Students	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Malashree B.Ratolli	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
2	Preeti P.kammam	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
3	Rekha G.Palankar	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
4	Rekha B.Javali	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
5	Kavita L.Betageri	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
6	Rubina Nadif	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
7	Laxmi.Chandrangi	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
8	Mamata C.S	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
9	Naneshwari A.N	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
10	Meghana R.K	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
11	Sujatha M.Naik	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
12	Raziya Jamakhan	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present

Signature



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Individer

Signature of the Faculty

31

Signature of the Principal

Principal

S.H.A.S. Samiti's

Smt. K. S. Jigalur Arts and

Dr. S. M. Sheshgiri, Commerce

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