

GOVT. MADHAV SCIENCE COLLEGE, UJJAIN M.P.

**A GRADE ACCREDITED THROUGH NAAC
DST-FIST COLLEGE**



Self-Declaration

This is certified that following students have participated in the stated programme organized by the college in session 2019-20.

Principal
Govt. Madhav Science College Ujjain



DAKSH: An In house programme for Capacity Building of Faculty, Technicians, Office Staff and Students

An Initiative of Internal Quality Assurance Cell

ANNOUNCEMENT:

Daksh Announces it's second in series in house capacity Building Programme for Faculty, Lab Technicians and office staff. The programme will run in synchronised mode as well as will be run in small group of Faculty, Lab Technicians and Office staff, keeping in place COVID precautions of Social distancing, masking and hand sanitization.

Capacity building programme will be organized by Department of Computer Science Govt. Madhav Science P.G.College Ujjain, and is available only for in house Faculty and Technical, Office staff members.

Register and get benefitted.

Dr. Rajendra Kumar Tiwari
Coordinator DAKSH

Supported By:

Dr. Kalpana Singh
Coordinator IQAC
And
Internal Quality Assurance Cell

Approved By:

Dr. Arpan Bhardwaj
Principal & Chairperson IQAC



CAPACITY BUILDING PROGRAMME FOR FACULTY, LAB TECHNICIANS AND OFFICE STAFF.

Code MVMCBP002

SYLLABUS

Introduction of MS-Word, creating, saving, deleting, printing documents, Features of MS-Word: standard toolbar, drawing toolbar, tables. Features of MS-Word: menu bar, toolbar, status bar, current status bar. Insertion of file, pictures, chart, graphs, Clip art. Find and replace, adding headers & footers, Page setup, Date and time setting. Control panel settings, Introduction of MS-Excel: workbook, worksheet. Entering information in a worksheet-numbers, formula, Editing cells, command and function, moving and copying. Inserting and deleting rows and columns, creating charts and graphs. Introduction of MS-power point. Creating power point presentation. Slide show, formatting, inserting clip art, adding object. Applying slide transitions, animation effects. Adding tables, Charts and use of Templates. Use of Internet, Google Access. Search engine. Emails sign up , sign in. Process of sending and receiving Emails. Attaching files and photos in Emails.

EXPERTS:

Ms.Shikha Shivaliya	}	Faculty Computer Science
Ms.Anshu Joshi		
Mr.Anil Prajapati		

MODE:

Synchronized, Small on campus Groups

INTERNAL QUALITY ASSURANCE CELL
GOVT. MADHAV SCIENCE P.G.COLLEGE UJJAIN

Small in campus groups



18TH
SEPTEMBER
2020



S. NO.	DATE	SYLLABUS
1	1/10/2020	Introduction of MS-Word, creating, saving , deleting , printing documents.
2	3/10/2020	Features of MS-Word: standard toolbar, drawing toolbar, tables.
3	/10/2020	Features of MS-Word: menu bar , toolbar, status bar, current status bar.
4	6/10/2020	Insertion of file, pictures, chart, graphs, Clip art.
5	7/10/2020	Find and replace , adding headers & footers
6	8/10/2020	Page setup, Date and time setting.
7	/10/2020	Control panel settings.
8	10/10/2020	Introduction of MS-Excel: workbook, worksheet.
9	12/10/2020	Entering information in a worksheet-numbers, formula.
10	13/10/2020	Editing cells, command and function, moving and copying.
11	14/10/2020	Inserting and deleting rows and columns, creating charts and graphs.
12	15/10/2020	Introduction of MS-power point. Creating power point presentation.
13	16/10/2020	Slide show ,formatting , inserting clip art, adding object.
14	17/10/2020	Applying slide transitions, animation effects.
15	19/10/2020	Adding tables , Charts and use of Templates.
16	20/10/2020	Use of Internet, Google Access. Search engine.
17	21/10/2020	Emails sign up , sign in.
18	22/10/2020	Process of sending and receiving Emails.
19	23/10/2020	Attaching files and photos in Emails.
20	27/10/2020	Feedback and Test.
21	28/10/2020	Feedback and Test
22	30/10/2020	Feedback and Test

Dr. Rajendra Kumar Tiwari
Coordinator DAKSH