### 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



# INTERNAL QUALITY ASSURANCE CELL GOVT. MADHAV SCIENCE P.G.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:

Approved By:

Dr. Kalpana Singh Coordinator IQAC And Internal Quality Assurance Cell

Dr. Arpan Bhardwaj Principal & Chairperson IQAC



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





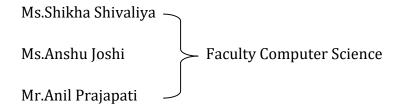
# CAPACITY BUILDING PROGRAMME FOR FACULTY, LAB TECHNICIANS AND OFFICE STAFF.

#### 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:**



#### MODE:

Synchronized, Small on campus Groups



# INTERNAL QUALITY ASSURANCE CELL GOVT. MADHAV SCIENCE P.G.COLLEGE UJJAIN Small in campus groups





| S. NO. | DATE       | SYLLABUS   |
|--------|------------|--|
| 1      | 1/10/2020  | Introduction of MS-Word, creating, saving, deleting, printing documents. |
| 2      |            | Features of MS-Word: standard toolbar, drawing toolbar, tables.          |
|        | 3/10/2020  |  |
| 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