

**TATKARE CHARITABLE TRUSTS,  
DR.S.N.D. ARTS, COMMERCE & SCIENCE COLLEGE,  
GOVE-KOLAD, ROHA-RAIGAD**

**DEPARTMENT OF COMMERCE**

**DATE-25/06/2021**

# **NOTICE**

All T.Y.B.COM Student of COMMERCE faculty is hereby inform that the Department of COMMERCE have organized Skill Development Course for MS OFFICE course start form 01/07/2021 to 30/07/2021. Interested Students can give there name Date 28/06/2021 to Class Teacher .

  
**Head**  
**Department of Commerce**



  
**PRINCIPAL**  
TCT Dr. Shree. Nanasahab Dharmadhikari  
Arts, Commerce & Science College Gove-Kolad  
Tal. Roha, Dist. Raigad.

**TATKARE CHARITABLE TRUSTS,  
DR.S.N.D. ARTS, COMMERCE & SCIENCE COLLEGE,  
GOVE-KOLAD, ROHA-RAIGAD  
ACADEMIC YEAR 2021-2022  
Department of Commerce**

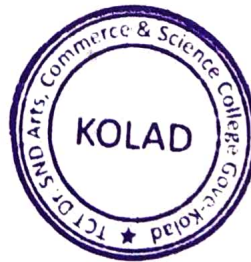
**Skill Development Course  
Sub – MS OFFICE**

## TIME TABLE

**CLASS – T.Y.B.COM**

**DATE -01/07/2021 TO 28/07/2021**

DAYS	TIME
MONDAY	1.30PM TO 2.30PM
TUESDAY	1.30PM TO 2.30PM
WEDESDAY	1.30PM TO 2.30PM
THURSDAY	1.30PM TO 2.30PM
FRIDAY	1.30PM TO 2.30PM
SATURDAY	1.30PM TO 2.30PM



  
**PRINCIPAL**  
TCT Dr. Shree. Nanasaheb Dharmadhikari  
Arts, Commerce & Science College Gove-Kolad  
Tal. Roha, Dist. Raigad.

# MS OFFICE FULL COURSE



## Course Overview

This course covers Basic to Advanced topics of MS Word, MS Excel, MS PowerPoint and Internet and Emailing.

**Entry Requirement-** Beginners of MS Office Course

**Duration-** 30hrs.

**Mode of course-** Face to face Instructor led Training

**Materials-** Course books will be provided to each participant

## Course Content

### MS WINDOWS, COMPUTER BASICS

- Computer Basic, Creating Folder, Paint
- Directories, input units, Output unit
- Central Processing Units,
- What is hard ware, what is Soft ware
- Windows short cut keys

## **MS WORD**

### **Module 1: Text Basics**

- Typing the text, Alignment of text
- Editing Text: Cut, Copy, Paste, Select All, Clear
- Find & Replace

### **Module 2: Text Formatting and saving file**

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Change the Text Case
- Line spacing, Paragraph spacing
- Shading text and paragraph
- Working with Tabs and Indents

### **Module 3: Working with Objects**

- Shapes, Clipart and Picture, Word Art, Smart Art
- Columns and Orderings - To Add Columns to a Document
- Change the Order of Objects
- Page Number, Date & Time
- Inserting Text boxes
- Inserting Word art
- Inserting symbols
- Inserting Chart

### **Module 4: Header & Footers**

- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Add section break to a document



## **Module 5: Working with bullets and numbered lists**

- Multilevel numbering and Bulletedting
- Creating List
- Customizing List style
- Page bordering
- Page background

## **Module 6: Tables**

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option

## **Module 7: Styles and Content**

- Using Build- in Styles, Modifying Styles
- Creating Styles, Creating a list style
- Table of contents and references
- Adding internal references
- Adding a Footnote
- Adding Endnote

## **Module 8: Merging Documents**

- Typing new address list
- Importing address list from Excel file
- Write and insert field
- Merging with outlook contact
- Preview Result
- Merging to envelopes
- Merging to label
- Setting rules for merges

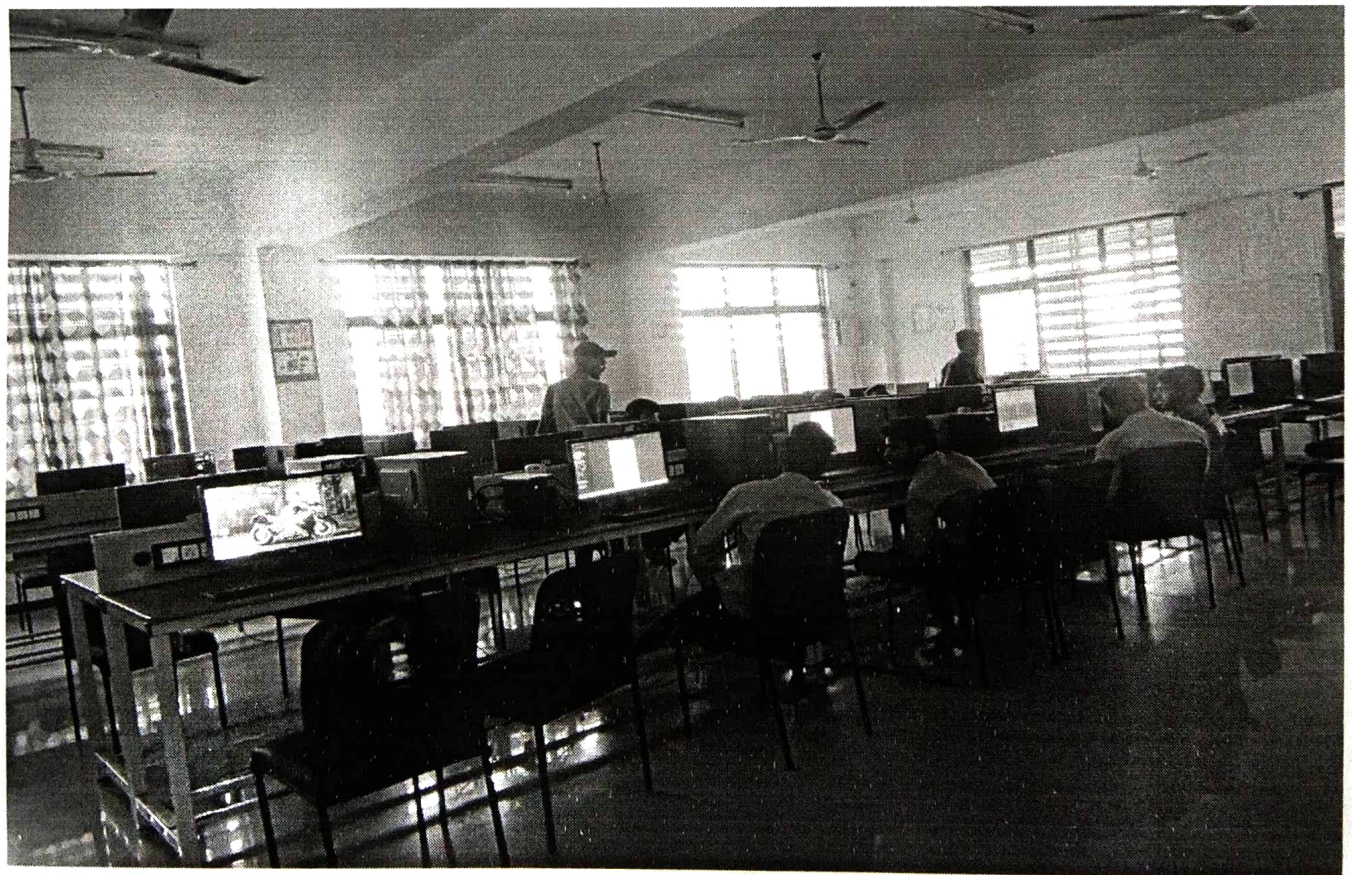
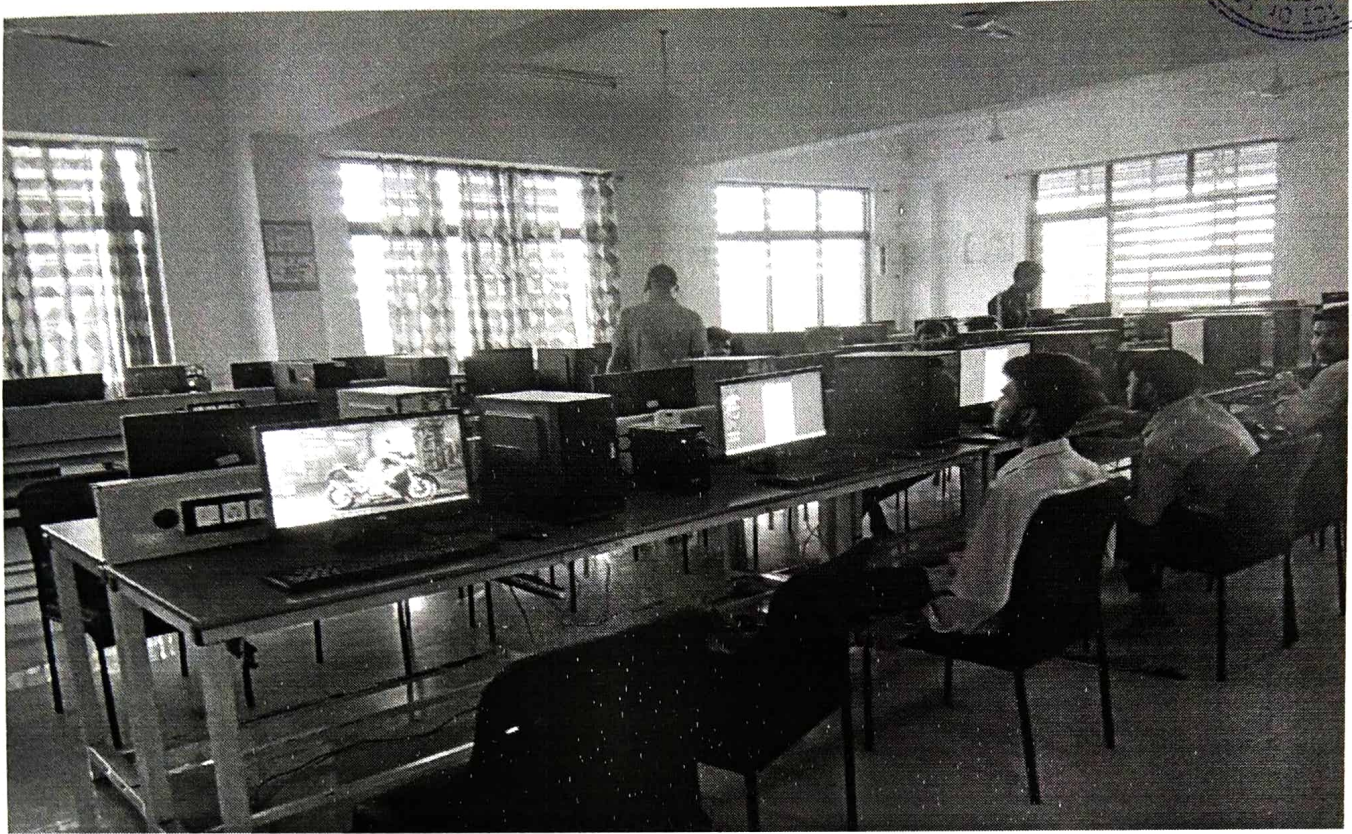
TATKARE CHARITABLE TRUSTS SHREE NANASAHEB DHARMADHIKARI  
ARTS COMMERCE AND SCIENCE COLLEGE  
ACADEMIC YEAR 2021-2022  
Department of COMMERCE  
Skill Development Course  
Sub - (MS OFFICE )  
CLASS- T.Y.B.COM

Sr. No	Name Of Student	1/7/2021	2/7/2021	3/7/2021	5/7/2021	6/7/2021	7/7/2021	8/7/2021	9/7/2021	10/7/2021	12/7/2021	13/7/2021	14/7/2021	15/7/2021
1	ADLIKAR RUCHITA DINESH	P	P	P	P	P	P	P	P	P	P	P	P	P
2	AMBEKAR VAIBHAV SITARAM	P	P	P	P	P	P	P	P	P	P	P	P	P
3	ANGRE PRATIK SHRIPATI	P	P	P	P	P	P	P	P	P	P	P	P	P
4	BAKADE SUBODH ANIL	P	P	P	P	P	P	P	P	P	P	P	P	P
5	BHAGAT NITIKSHA NATHURAM	P	P	P	P	P	P	P	P	P	P	P	P	P
6	BHOI SHRIKANT ROHIDAS	P	P	P	P	P	P	P	P	P	P	P	P	P
7	BHOIR RAVINA RAJESH	P	P	P	P	P	P	P	P	P	P	P	P	P
8	BOBARJI KAIF MUJEEB	P	P	P	P	P	P	P	P	P	P	P	P	P
9	BORANA BHARAT VACHANLAL	P	P	P	P	P	P	P	P	P	P	P	P	P
10	CHAVHAN PURVAK DATTATREY	P	P	P	P	P	P	P	P	P	P	P	P	P
11	DHAGE VIJAYKUMAR SAHEBRAO	P	P	P	P	P	P	P	P	P	P	P	P	P
12	DHASADE OM MAHENDRA	P	P	P	P	P	P	P	P	P	P	P	P	P
13	DHUPKAR DIVYANKA VIJAY	P	P	P	P	P	P	P	P	P	P	P	P	P
14	KADAM YUGALI SANJAY	P	P	P	P	P	P	P	P	P	P	P	P	P
15	KHAMKAR AJAY DATTARAM	P	P	P	P	P	P	P	P	P	P	P	P	P
16	KODE DNYANESHWAR NILESH	P	P	P	P	P	P	P	P	P	P	P	P	P
17	MORE TANVI ANIL	P	P	P	P	P	P	P	P	P	P	P	P	P
18	MORE AKSHAY BALIRAM	P	P	P	P	P	P	P	P	P	P	P	P	P
19	MUNDHE SAIRAJ BABAN	P	P	P	P	P	P	P	P	P	P	P	P	P
20	SARDAL SIDDHI MAHADEV	P	P	P	P	P	P	P	P	P	P	P	P	P

Sr. No	Name Of Student	16/7/2021	17/7/2021	18/7/2021	19/7/2021	20/7/2021	21/7/2021	22/7/2021	23/7/2021	24/7/2021	26/7/2021	27/7/2021	28/7/2021	29/7/2021	30/7/2021
1	ADLIKAR RUCHITA DINESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	AMBEKAR VAIBHAV SITARAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	ANGRE PRATIK SHRIPATI	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	BAKADE SUBODH ANIL	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	BHAGAT NITIKSHA NATHURAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	BHOI SHRIKANT ROHIDAS	P	P	P	P	P	P	P	P	P	P	P	P	P	P
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14	KADAM YUGALI SANJAY	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	KHAMKAR AJAY DATTARAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	KODE DNYANESHWAR NILESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	MORE TANVI ANIL	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	MORE AKSHAY BALIRAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	MUNDHE SAIRAJ BABAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	SARDAL SIDDHI MAHADEV	P	P	P	P	P	P	P	P	P	P	P	P	P	P











Tatkare Charitable Trust's  
**DR. SHREE NANASAHEB DHARMADHIKARI  
ART'S, COMMERCE & SCIENCE COLLEGE,**  
Gove - kolad tal-roha dist-raigad.

# CERTIFICATE

THIS IS TO CERTIFY THAT

Mr./Ms.....**AMBEKAR.....YATIBHAY.....SATTARAM**.....

SUCCESSFULLY COMPLETED THE  
CERTIFICATION PROGRAM IN MS OFFICE (Microsoft Office)

FROM 01/07/2021 To 30/07/2021

ORGANISED BY COMMERCE DEPARTMENT

T.C.T Dr. S.N.D. A.C.Sc COLLEGE GOVE KOLAD .

DATE : 30/07/2021

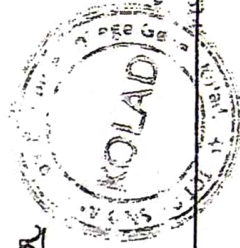
PLACE : Kolad

*Dadwad*

COURSE-IN-CHARGE

*Kolad*

H.O.D.



*[Signature]*

PRINCIPAL

PRINCIPAL

T.C.T. DR. S.N.D. A.C.Sc COLLEGE GOVE - KOLAD



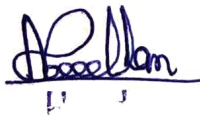
# TCT'S Dr. Shree Nanasaheb Dharmadhikari Art's , Commerce And Science College Gove-Kolad.

## A Report on the Skill development course on MS OFFICE

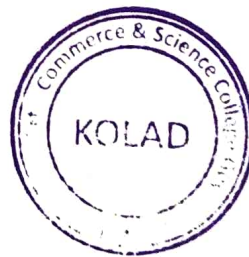
Department of Commerce organized The skill development course MS OFFICE was conducted from 01/07/2021 to 30/07/2021, at 10.30 A.M. This course was beneficial for our students to have knowledge on "Skill Development course on MS office". So it will further helpful for there future goals. We realized the need for such a knowledge for the students upcoming future.

Students will get knowledge about MS OFFICE and this skill development course are free of cost for the students. We realized the need for such a course for future goals. The course began with the inaugural function at 10:30 A.M. By the Dr. Munde S.S. Principal of Dr. Shree Nanasaheb Dharmadhikari Art's , Commerce And Science College Gove-Kolad.

All the sessions were conducted by Asst.Prof. Pratiksha Padwal (Course Coordinator) who spoke on the importance of course for the job. All sessions are distributed as per syllabus / content. 20 Students have Participated in this Course. The Purpose behind this course to encourage in skills and IT. The session ended with giving participants certificates at the by Dr.Munde S.S.



Department of Commerce



PRINCIPAL

TCT Dr. Shree Nanasaheb Dharmadhikari  
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Tal. Rona, Dist. Raigad.