

**TATKARE CHARITABLE TRUSTS,
DR. SHREE NANASAHEB DHARMADHIKARI
ARTS, COMMERCE & SCIENCE COLLEGE,
GOVE-KOLAD.**

DEPARTMENT OF COMMERCE

DATE-26/12/2023

NOTICE

All T.Y.B.Com Student of Commerce faculty is hereby inform that the Department of Commerce have organized Soft Skill Development Course on MS OFFICE is scheduled on 01/01/2024 to 30/01/2024. This course is free of cost. Interested Students can give their name to HOD.

NOTE- Detail Time-Table will be displayed soon.


Head
Department Of Commerce




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

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

ACADEMIC YEAR 2023-2024

Department of Commerce

Skill Development Course

Sub – MS OFFICE

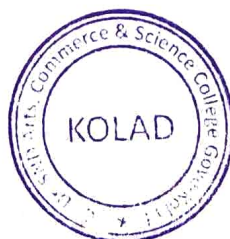
TIME TABLE

CLASS – T.Y. B.COM

DATE -01/01/2024 TO 30/01/2024

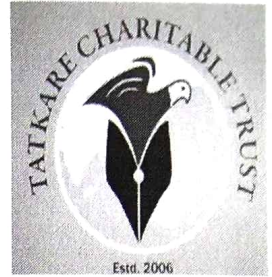
DAYS	TIME
MONDAY	1.30PM TO 2.30PM
TUESDAY	1.30PM TO 2.30PM
WEDESDAY	1.30PM TO 2.30PM
THURSDAY	1.30PM TO 2.30PM
FRIDAY	1.30PM TO 2.30PM
SATURDAY	1.30PM TO 2.30PM


(Mr. Vivek Koli)
Course co-ordinator




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.

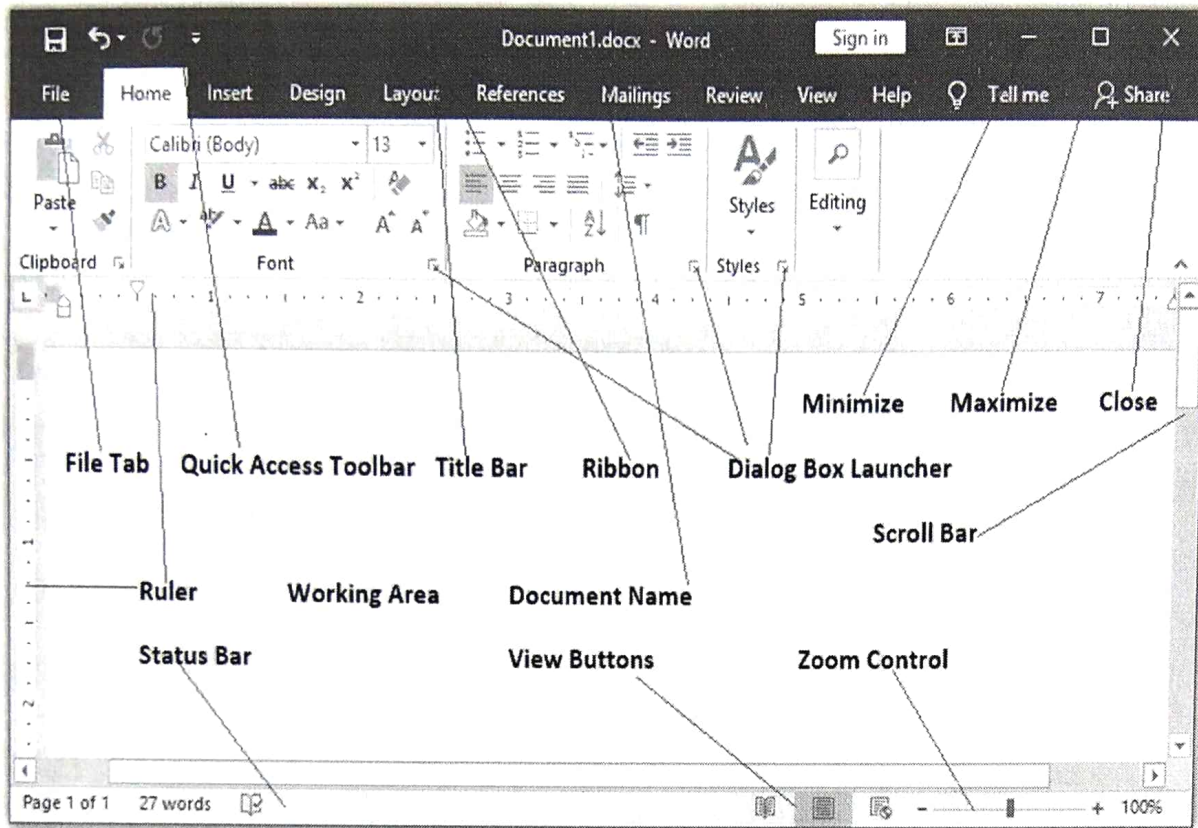
Mode of course- Face to face Instructor led Training

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

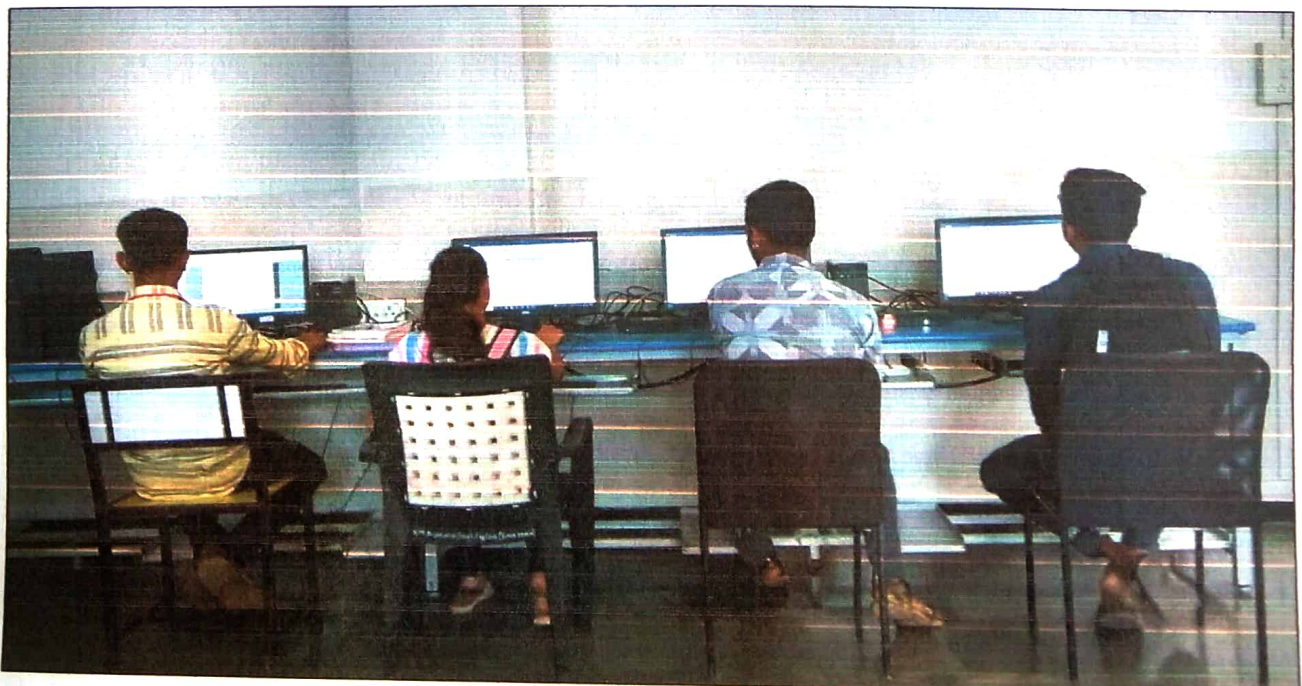
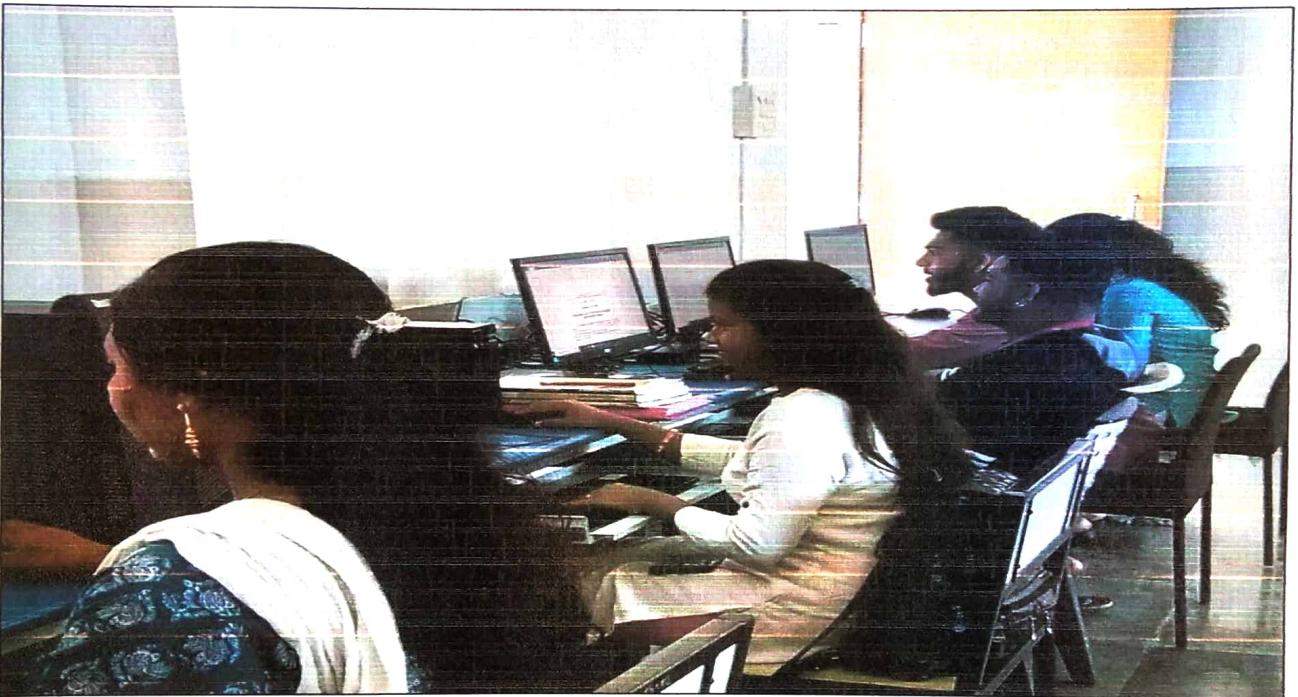
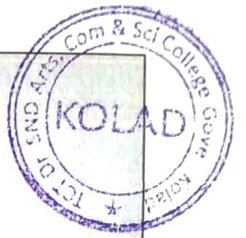
- Shapes, Clipart and Picture, Word Art, Smart Art
- Columns and Orderings - To Add Columns to a Document
- Change the Order of Objects
- Page Number, Date & Time
- Inserting Text boxes
- Inserting Word art
- Inserting symbols
- Inserting Chart

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 Bulleting
- Creating List
- Customizing List style
- Page bordering
- Page background





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. *BHOSALE SANIDHYA SAHADEV*

SUCCESSFULLY COMPLETED THE

CERTIFICATION PROGRAM IN MS OFFICE (Microsoft Office)

FROM 01/01/2024 TO 30/01/2024

ORGANISED BY COMMERCE DEPARTMENT

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

DATE : 05/02/2024

PLACE : Kolad

COURSE-IN-CHARGE

H.O.D.

PRINCIPAL

**TATKARE CHARITABLE TRUST's,
DR. S.N.D. ARTS, COMMERCE & SCIENCE COLLEGE,
GOVE-KOLAD, ROHA-RAIGAD
ACADEMIC YEAR 2023-2024**

A Report on the Skill development course on MS OFFICE

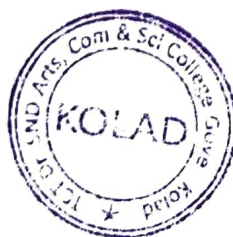
Department of Commerce organized The skill development course on MS OFFICE which was conducted from 01/01/2024 to 30/01/2024, at 01.30 P.M. This course was beneficial for our students to have knowledge on MS office". So it will further helpful for their future goals. We realized the need for such knowledge for the student's 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 as future goals. The course began with an inaugural function at 10:30 A.M. By Principal Dr. Deshmukh V.V. of Dr. Shree Nanasaheb Dharmadhikari Art's, Commerce And Science College Gove-Kolad.

All the sessions were conducted by Mr. Vivek Koli (Course Co-ordinator) 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 participation certificates by Dr. Deshmukh V.V.


(Mr. Vivek Koli)
Course co-ordinator




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