



MANGALMAY
INSTITUTE OF MANAGEMENT AND TECHNOLOGY

—Greater Noida—



Value Added Course

On

Fundamentals of Computer Application

Resource Person
Mr. Ashish Mishra

Venue: Block-C, MIMT

12th Feb to 2nd May 2024

Toll Free : 1800 103 3797 | www.mangalmay.net.in

Plot No. 8 & 9 Knowledge Park -II, Greater Noida, Delhi-NCR, India



Schedule of Certification Course on “Fundamentals of Computer Application”

Duration:30 hours

Sr. No.	Resource Person	Topic Covered	Date & Time
1.	Mr. Ashish Mishra	MS Word : <ul style="list-style-type: none">• Creating, editing, saving and printing text documents	12/02/2024 09:30am-10:30am
2.	Mr. Ashish Mishra	<ul style="list-style-type: none">• Font and paragraph formatting	13/02/2024 09:30am-10:30am
3.	Mr. Ashish Mishra	<ul style="list-style-type: none">• Simple character formatting	19/02/2024 09:30am-10:30am
4.	Mr. Ashish Mishra	<ul style="list-style-type: none">• Inserting tables, smart art, page breaks	20/02/2024 09:30am-10:30am
5.	Mr. Ashish Mishra	<ul style="list-style-type: none">• Using lists and styles	26/02/2024 09:30am-10:30am
6.	Mr. Ashish Mishra	<ul style="list-style-type: none">• Working with images	27/02/2024 09:30am-10:30am
7.	Mr. Ashish Mishra	<ul style="list-style-type: none">• Using Spelling and Grammar check	04/03/2024 09:30am-10:30am



8.	Mr. Ashish Mishra	<ul style="list-style-type: none">Understanding document properties	05/03/2024 09:30am-10:30am
9.	Mr. Ashish Mishra	<ul style="list-style-type: none">Mail Merge	11/03/2024 09:30am-10:30am
10.	Mr. Ashish Mishra	MS Excel : <ul style="list-style-type: none">Spreadsheet basics	12/03/2024 09:30am-10:30am
11.	Mr. Ashish Mishra	<ul style="list-style-type: none">Creating, editing, saving and printing spreadsheet	18/03/2024 09:30am-10:30am
12.	Mr. Ashish Mishra	<ul style="list-style-type: none">Working with function & formulas	19/03/2024 09:30am-10:30am
13.	Mr. Ashish Mishra	<ul style="list-style-type: none">Modifying worksheets with color & autoformats	27/03/2024 09:30am-10:30am
14.	Mr. Ashish Mishra	<ul style="list-style-type: none">Graphically representing data : Charts & Graphs	28/03/2024 09:30am-10:30am
15.	Mr. Ashish Mishra	<ul style="list-style-type: none">Speeding data entry : Using Data Forms	01/04/2024 09:30am-10:30am
16.	Mr. Ashish Mishra	<ul style="list-style-type: none">Analyzing data : Data Menu, Subtotal, Filtering Data	02/04/2024 09:30am-10:30am
17.	Mr. Ashish Mishra	<ul style="list-style-type: none">Formatting worksheets	08/04/2024 09:30am-10:30am



18.	Mr. Ashish Mishra	<ul style="list-style-type: none">Securing & Protecting spreadsheets	09/04/2024 09:30am-10:30am
19.	Mr. Ashish Mishra	MS Power Point : <ul style="list-style-type: none">Opening, viewing, creating, and printing slides	15/04/2024 09:30am-10:30am
20.	Mr. Ashish Mishra	<ul style="list-style-type: none">Applying auto layouts	16/04/2024 09:30am-10:30am
21.	Mr. Ashish Mishra	<ul style="list-style-type: none">Adding custom animationUsing slide transitions	18/04/2024 09:30am-10:30am
22.	Mr. Ashish Mishra	<ul style="list-style-type: none">Graphically representing data : Charts & Graphs	19/04/2024 09:30am-10:30am
23.	Mr. Ashish Mishra	<ul style="list-style-type: none">Creating Professional Slide for Presentation	22/04/2024 09:30am-10:30am
24.	Mr. Ashish Mishra	Internet : <ul style="list-style-type: none">Understanding how to search/Google	23/04/2024 09:30am-10:30am
25.	Mr. Ashish Mishra	<ul style="list-style-type: none">Bookmarking and going to a specific webpage	24/04/2024 09:30am-10:30am
26.	Mr. Ashish Mishra	<ul style="list-style-type: none">Copy and Paste Internet content into your word file and emails	25/04/2024 09:30am-10:30am
27.	Mr. Ashish Mishra	Online Applications : <ul style="list-style-type: none">Google Doc/Sheet/Slide	29/04/2024 09:30am-10:30am



28.	Mr. Ashish Mishra	<ul style="list-style-type: none">● Google Classroom	30/04/2024 09:30am-10:30am
29.	Mr. Ashish Mishra	<ul style="list-style-type: none">● Google Form	01/05/2024 09:30am-10:30am
30.	Mr. Ashish Mishra	<ul style="list-style-type: none">● Digilocker	02/05/2024 09:30am-10:30am



SYLLABUS

Certification Course on “Fundamentals of Computer Application”

Duration:30 hours

MS Word

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Mail Merge

MS Excel

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheet
- Working with function & formulas
- Modifying worksheets with color & autoformats
- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets

MS Power Point

- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding custom animation
- Using slide transitions
- Graphically representing data : Charts & Graphs
- Creating Professional Slide for Presentation

Internet

- Understanding how to search/Google
- Bookmarking and going to a specific webpage
- Copy and Paste Internet content into your word file and emails

Online Applications



Mangalmai Institute of Management Technology
Greater Noida (U.P.)



- Google Form
- Google Doc/Sheet/Slide
- Google Classroom
- Digilocker

Assessment :

Theory : 40%

Practical : 60%



07th Feb, 2024

NOTICE

This is to inform all the students of B.A.B.Ed IVth year that the Certification Course on **Fundamentals of Computer Application** running from **12th Feb to 02nd May, 2024** designed to equip students with essential technical skills and awareness. This course will empower you to:


- **Increased confidence and productivity**
- **Improved problem-solving skills**
- **Stronger foundation for further IT learning**
- **Lifelong digital literacy**

Course Details :

- **Timings :09:30AM-10:30AM.**
- **Resource Person : Mr. Ashish Mishra, Assistant Professor, MIMT, Greater Noida**

Course certificate will be issued after the successful completion of the course. It's mandatory for all the registered students to attend all the classes regularly.


Dr. Bhavna Joshi
HOD


Mr. Tejendra Kumar
Convener

Annexure:

Syllabus
Schedule

CC to:

Principal
IQAC Coordinator
Coordinators
Faculty Members
Notice Board
Office File



	Report
Name of the Course	Certification Course on “ Fundamentals of Computer Application ”
Date	12th Feb to 02nd May, 2024
Venue	Block C, MIMT
Organized by	School of Education, MIMT
Participated by	Students of B.A.B.Ed. IVth year
Convener	Mr. Tejendra Kumar, Assistant Professor, MIMT
Resource Person	Mr. Ashish Mishra, Assistant Professor, MIMT
Objective	<p>On completion of Certification Course on “Fundamentals of Computer Application”, the prospective teacher educator will be able to:</p> <p>General Skills :</p> <ul style="list-style-type: none">• Understanding computer hardware and software• Operating system basics• Productivity applications• Internet and communication tools• Basic computer troubleshooting <p>Specific Skills :</p> <ul style="list-style-type: none">• Digital literacy• Introduction to web• Database management



Content	<p>Planning & Execution: Mr. Tejendra Kumar Singh was assigned the responsibility to conduct the course. The proposal was forwarded to the Management to get it approved. It was accepted on 6th Feb, 2024. Thereafter, Mr. Ashish Mishra (Assistant Professor, MIMT) was approached to conduct the course. He was convinced and sent the course schedule. The Plan of Action was prepared.</p> <p>Daywise Activity:</p> <p>Day 1 (12/02/2024) Mr Ashish Mishra discussed about Microsoft Word, it is a powerful tool for creating, editing, saving, and printing professional text documents.</p> <p>Day 2 (13/02/2024) Mr Ashish Mishra discussed about Microsoft Word, it offers robust features for customizing the appearance of your text and structuring your paragraphs</p> <p>Day 3 (19/02/2024) Mr Ashish Mishra discussed about</p> <ul style="list-style-type: none">• Font: Choose the typeface, like Times New Roman or Calibri.• Font size: Adjust the size of the characters, like 12pt or 14pt.• Font style: Make text bold, italic, or underline for emphasis.• Font color: Change the color of the text. <p>Day 4 (20/02/2024) Mr Ashish Mishra discussed about</p> <ul style="list-style-type: none">• Tables: Create grids for data with the Insert Table function.• SmartArt: Visualize concepts and relationships using diagrams from the Insert SmartArt menu.• Page Breaks: Control where your text starts a new page with the Insert Page Break option. <p>Day 5 (26/02/2024) Mr Ashish Mishra discussed about MS Word, lists and styles help organize and format the text.</p> <p>Day 6 (27/02/2024) Mr Ashish Mishra discussed about Microsoft Word, which allows to easily insert images from computer or online sources.</p> <p>Day 7 (04/03/2024) Mr Ashish Mishra discussed that with a simple click or keyboard shortcut, students can identify and correct errors, improving your document's professionalism and clarity.</p> <p>Day 8 (05/03/2024) Mr Ashish Mishra discussed about Microsoft Word document which include details like title, author, and keywords, making it easier to find and organize documents later.</p> <p>Day 9 (11/03/2024) Mr Ashish Mishra discussed about Mail Merge in MS Word, it let students create personalized mass emails, letters, labels, or envelopes.</p> <p>Day 10 (12/03/2024) Mr Ashish Mishra discussed about Microsoft Excel, which is a spreadsheet program uses a grid of rows and columns called cells, where you can enter text, numbers, or formulas.</p> <p>Day 11 (18/03/2024) Mr Ashish Mishra discussed about Microsoft Excel, it let students create spreadsheets for organizing data, perform calculations, format for clarity, and save or print their work.</p> <p>Day12 (19/03/2024) Mr Ashish Mishra discussed about MS Excel functions and formulas which are powerful tools that allow users to perform calculations, analyze data, and automate tasks.</p> <p>Day 13 (27/03/2024) Mr Ashish Mishra discussed about Colors, it bring clarity to data, while AutoFormats apply pre-designed styles for a professional look in a single click.</p> <p>Day 14 (28/03/2024) Mr Ashish Mishra discussed about Microsoft Excel as it offers charts and graphs, which are visual representations of your data.</p>
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Day 15 (01/04/2024)

Mr Ashish Mishra discussed about built-in tool which creates a user-friendly form for adding, editing, and navigating your data, streamlining the process compared to manual cell-by-cell entry.

Day 16 (02/04/2024)

Mr Ashish Mishra discussed the data menu, it provides access to filtering, a method to temporarily hide rows not meeting your criteria. Subtotals, another function, can automatically calculate sums or other functions for grouped data.

Day 17 (08/04/2024)

Mr Ashish Mishra discussed how to customize the appearance of your worksheets, making data easier to read and interpret. You can change fonts, number formats, add borders and colors, and more.

Day 18 (09/04/2024)

Mr Ashish Mishra discussed about encrypt the entire workbook with a password, preventing unauthorized access. Alternatively, you can protect individual worksheets, locking cells and allowing specific actions like formatting or sorting.

Day 19 (15/04/2024)

Mr Ashish Mishra discussed how to open existing presentations, design new slides, and customize them with text, images, and layouts. When you're ready, print your slides as handouts or speaker notes.

Day 20 (16/04/2024)

Mr Ashish Mishra discussed about Auto Layouts as it offer a quick way to format your slides with pre-designed arrangements for text, images, charts, and more.

Day 21 (18/04/2024)

Mr Ashish Mishra discussed about Animations which bring elements on a slide to life, while transitions create smooth movement between slides.

Day 22 (19/04/2024)

Mr Ashish Mishra discussed about charts and graphs which are powerful tools to visually represent data, making your presentations clear and impactful.

Day 23 (22/04/2024)

Mr Ashish Mishra discussed about Leverage built-in templates, clear visuals, and concise text to engage your audience.

Day 24 (23/04/2024)

Mr Ashish Mishra discussed how only by entering keywords and using simple techniques, you can find websites, answer questions, and explore new topics – all with a few clicks.

Day 25 (24/04/2024)

Mr Ashish Mishra discussed about Bookmarking on the internet, it lets you save a webpage's address for easy return, so you can revisit it later without having to search for it again

Day 26 (25/04/2024)

Mr Ashish Mishra discussed how you can easily copy text and images from the web and paste them into your Word documents and emails.

Day 27 (29/04/2024)

Mr Ashish Mishra discussed that Google Docs, Sheets, and Slides are free online applications that let you create, edit, and collaborate on documents, spreadsheets, and presentations from anywhere.

Day 28 (30/04/2024)

Mr Ashish Mishra discussed that Google Classroom is a free online tool designed to simplify communication and collaboration between teachers and students.

Day 29 (01/05/2024)

Mr Ashish Mishra discussed that Google Forms is a free online tool that lets you create surveys and collect data.

Day 30 (02/05/2024)

Mr Ashish Mishra discussed about Digi Locker which is a secure platform offered by the Indian government to store and manage digital documents like driver's licenses, academic certificates, and more.



Outcome	<p>The learning outcomes of the Certification Course on “Fundamentals of Computer Application” are:</p> <ul style="list-style-type: none">• Identify the different components of a computer system and explain their functions.• Understand the concept of software and its different types.• Use a computer operating system effectively, including managing files and folders.• Work with common productivity applications such as word processing, spreadsheets, and presentations.• Apply basic computer troubleshooting skills. <p>48 students of B.A.B.Ed IVth year had done this course. The course was highly interactive and extremely motivated the students.</p>
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Pictures



Fig 1 : Students working on Internet



Fig 2 : Students working on MS-Office



List of Registered Students for Certification Course on “Fundamentals of Computer Application”

S. No.	Enrol. No.	Student Name	Registration Status	Completion Status
1	20300459	AAKANSHA PARASHAR	Registered	Completed
2	20300461	AKANSHA SAINI	Registered	Completed
3	20300462	ANJALI	Registered	Completed
4	20300463	ANKIT KUMAR	Registered	Completed
5	20300464	ANNPURNA BHARDWAJ	Registered	Completed
6	20300465	ARCHANA BHATI	Registered	Completed
7	20300466	ARJOO LOHIYA	Registered	Completed
8	20300467	ARSHEEN	Registered	Completed
9	20300468	BHOOMIKA PARASHAR	Registered	Completed
10	20300469	CHELISHI BHATI	Registered	Completed
11	20300470	CHELSI SHARMA	Registered	Completed
12	20300471	DAVID BHATI	Registered	Completed
13	20300472	HARSHITA	Registered	Completed
14	20300473	HIMANSHU KUMAR	Registered	Completed
15	20300474	KHUSHBOO NISHA	Registered	Completed
16	20300475	KHUSHBU	Registered	Completed
17	20300477	KOMAL SHARMA	Registered	Completed
18	20300478	MANVI TYAGI	Registered	Completed
19	20300479	NEELAM KUSHWAHA	Registered	Completed
20	20300480	NEHA	Registered	Completed
21	20300481	NEHA BANSAL	Registered	Completed
22	20300482	NEHA BHATI	Registered	Completed
23	20300483	NEHA NAGAR	Registered	Completed
24	20300484	NIKITA PAL	Registered	Completed
25	20300485	NISHA KUMARI	Registered	Completed
26	20300486	NITIKA AWANA	Registered	Completed



27	20300487	PAYAL BHATI	Registered	Completed
28	20300489	PRACHI PAL	Registered	Completed
29	20300490	PREETI SINGH	Registered	Completed
30	20300491	PRITI JAISWAL	Registered	Completed
31	20300492	PRIYA PANDEY	Registered	Completed
32	20300493	RAGINI	Registered	Completed
33	20300496	SADHNA PATEL	Registered	Completed
34	20300497	SAFAQE	Registered	Completed
35	20300498	SAKSHI	Registered	Completed
36	20300499	SHAILJA	Registered	Completed
37	20300500	SHAILY BHATI	Registered	Completed
38	20300501	SHEETAL	Registered	Completed
39	20300502	SHIKHA BHATI	Registered	Completed
40	20300503	SHIKSHA	Registered	Completed
41	20300504	SHRISHTI KASERA	Registered	Completed
42	20300505	SHWETA KHARI	Registered	Completed
43	20300507	SONU	Registered	Completed
44	20300508	SWEETY KHARI	Registered	Completed
45	20300509	TAMANNA BHATI	Registered	Completed
46	20300511	TANNU VIKAL	Registered	Completed
47	20300512	UTKARSH BHATI	Registered	Completed
48	20300514	VARSHA BANSAL	Registered	Completed



Mangalmai Institute of Management Technology
Greater Noida (U.P.)



Expert Profile

Mr. Ashish Mishra

Core Skills: Technical Expert

Qualification: B.TECH.(E&IE), B.ED., M.ED., M.A.(Economics), PGDCA, UGC NET(Education)

Experience: 5+ years

Research Area: Information Communication Technology, Economics and Education