

1 Jan 2024

IQAC and Career Guidance & Placement Cell

NOTICE for

Add on Course in Office Automation

The IQAC and Career Guidance & Placement Cell of Karnataka Sangha's Manjunatha College of Commerce organises an ADD-ON Course in collaboration with ICA Institute. Duration : 36 Hrs From Jan 20 onwards (2 hrs each)

Fee : Rs 1800

Venue : College Computer lab

Interested students to give their names to Pawan Sir on or before 15 Jan 2023

Course *Contents* Contains : Introduction of Computer

Fundamental Computer Operation

- Input Devices, Output Devices, Storing and Processing

Introduction of Hardware

- System Hardware and Application Hardware
- To overview of the part of the CPU, RAM, Motherboard, etc.,

Introduction of Software

- System Software and Application Software
- Operating System, Translator Program, Readymade Software and Tailor made

Windows Fundamental

- Folder Creation, Rename, Copy, View
- File Creation, File Properties
- Zip and Extract the Files

Ms-Office Fundamental

Ms-Word

- Resume Creation
- Table Creation
- Templates Creation, Cover Page
- Page Formatting, Print Layouts, Page Setup
- Data Entry , Proofing, Checking Grammar
- Watermark
- SmartArt, Word Art,

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- Hyperlink
- Bookmark
- Insert Comments, Tracking Changes
- Mail Merge
- Create PDF and edit in Word

Ms-Excel

- Managing Workbook and Worksheets
- Conditional Formatting
- Formatting as Table, Filter, Sorting
- Pivot Table, Chart, Slicer, Timeline
- Printing Documents, Print Area, Orientation
- Autosum Formulas, Text Formulas, Financial Formulas
- Date and Time Formulas, Lookup Formulas, Maths Formulas,
- Define Name, Text To Columns
- Data Validation, Goal Seek,
- Protect Sheets and Workbook

Ms-Power point

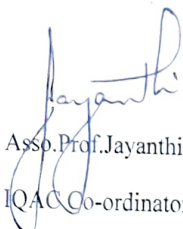
- Slide Creation
- Slide show
- Transitions / Animation
- Create Professional Presentation & Templates
- Add Text Images, Videos, Graphics


Ms-Outlook

- Managing Emails Accounts
- Attachments, Add Signatures
- Calendar Update
- Quick Parts
- Task Scheduling
- Accessibility

Internet

- Surfing Internet
- Reopen Tabs In Chrome
- Internet Setting


 Asso.Prof.Jayanthi Vaikunth
 IQACC Co-ordinator


 Vrunda Yadwad

I/c career guidance
 Placement cell


 Dr.Sushila Vijaykumar

Principal



THIS CERTIFICATE IS PROUDLY PRESENTED

MS OFFICE AUTOMATION

ON THE DAY OF 15 AUGUST 2024 WE CONFER UPON

Mr/Mrs/Miss KAJAL DAMU PAWAR THE HONOUR OF BEING AWARDED

GRADE A FOR SUCCESSFULLY COMPLETING CERTIFICATE COURSE IN

MS OFFICE AUTOMATION AT MANJUNATHA COLLEGE OF COMMERCE, DOMBIVLI (EAST)

15 NOVEMBER 2024

DATE


DIRECTOR
ICA EDU SKILLS- DOMBIVLI


PRINCIPAL
MANJUNATHA COLLEGE OF COMMERCE
Dombivli (East)





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ON THE DAY OF 15 AUGUST 2024 WE CONFER UPON

Mr/Mrs/Miss PRIYANKA RAJU PAWAR THE HONOUR OF BEING AWARDED

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Mr/Mrs/Miss SRUSTHI VILAS BHUJBAL THE HONOUR OF BEING AWARDED

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ON THE DAY OF 15 AUGUST 2024 WE CONFER UPON

Mr/Mrs/Miss PURVA PRADEEP KELUSKAR THE HONOUR OF BEING AWARDED

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ON THE DAY OF 15 AUGUST 2024 WE CONFER UPON

Mr/Mrs/Miss PUNAM VILAS KEGADE THE HONOUR OF BEING AWARDED

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ON THE DAY OF 15 AUGUST 2024 WE CONFER UPON

Mr/Mrs/Miss SANDEEP KISHAN RATHOD THE HONOUR OF BEING AWARDED

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ON THE DAY OF 15 AUGUST 2024 WE CONFER UPON

Mr/Mrs/Miss SHRUTIKA GOVIND GHADIGAONKAR THE HONOUR OF BEING AWARD

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Dombivli (East)





Dombivli, Maharashtra, India

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421301, India

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Long 73.106712°

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Phila
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