

MES Asmabi College, P Vemballur, Kodungallur



Research Department of Commerce


Certificate Course- MS Office 2023-24


AS23MSO

Curriculum and Evaluation Procedures

Department	: Research Department of Commerce
Name of the Course	: Certificate Course in MS Office
Course Code	: AS23MSO
Coordinator	: Dr Sefiya K M & Deepa K A
Head of the Department	: Chithra P
Maximum number of students	: 50
Duration of the course	: 30 Hours
Level	: UG
Teaching Methodology	: Direct teaching, illustrations, and hands-on training sessions.
Teaching aids	: PPT and office software like MS Office

1. Deepa K. A. 
2. Dr. Sefiya K. M. 
Course co-ordinators.

Chithra P. 
HOD


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KODUNGALLUR - 690 671





MES Asmabi College, P Vemballur, Kodungallur
Research Department of Commerce

Certificate Course- MS Office 2023-24

List of students enrolled

Sl No.	Roll No.	Name	Class	Signature
1	UG22BCM01	FARSEENA P N	II B.Com Co-operation	Farsena
2	UG22BCM04	MUHAMMED SHABEEB M A	II B.Com Co-operation	Abg
3	UG22BCM05	MUJEEB RAHMAN K K	II B.Com Co-operation	Mujeeb
4	UG22BCM06	NAJVA U	II B.Com Co-operation	Najava
5	UG22BCM07	ABINSHA P N	II B.Com Co-operation	Abinsha
6	UG22BCM08	AJANYA K R	II B.Com Co-operation	Ajanya
7	UG22BCM09	ANSILA BASHEER	II B.Com Co-operation	ansila
8	UG22BCM11	DILSHAD P R	II B.Com Co-operation	Dilshad
9	UG22BCM13	FATHIMATHU SAFA T M	II B.Com Co-operation	fathimathu
10	UG22BCM14	JAISHNAV C J	II B.Com Co-operation	Jaishnav
11	UG22BCM16	SETHULAKSHMI P S	II B.Com Co-operation	Sps
12	UG22BCM18	SHAZIA M A	II B.Com Co-operation	Shazia
13	UG22BCM21	SUMAYYA EA	II B.Com Co-operation	Summaya
14	UG22BCM22	THANSIL T S	II B.Com Co-operation	Thansil
15	UG22BCM24	ADHIL AMAN PS	II B.Com Co-operation	Adhil
16	UG22BCM25	AHALLYA P A	II B.Com Co-operation	Ahallya
17	UG22BCM26	AISWARYA T M	II B.Com Co-operation	aiswarya
18	UG22BCM30	AMAN K ASLAM	II B.Com Co-operation	Amam
19	UG22BCM31	AMEENA AE M	II B.Com Co-operation	Ameena
20	UG22BCM32	ANAGHA K G	II B.Com Co-operation	Anagha
21	UG22BCM33	ANSIYA NASEER	II B.Com Co-operation	ansiya
22	UG22BCM34	ANUJITH DAS C S	II B.Com Co-operation	Anujith das
23	UG22BCM35	ARYA C A	II B.Com Co-operation	ARYA
24	UG22BCM36	ASNA A A	II B.Com Co-operation	A
25	UG22BCM39	AYSHA MARIYAM P A	II B.Com Co-operation	Ayshamariyam
26	UG22BCM45	FATHIMATH SUHARA	II B.Com Co-operation	F.S
27	UG22BCM46	GOPIKA T J	II B.Com Co-operation	Goopika Tj
28	UG22BCM48	M ANAGHA	II B.Com Co-operation	Managha
29	UG22BCM50	MOHAMED AHSAN A N	II B.Com Co-operation	Mohamed Ahsan
30	UG22BCM51	MOHAMED FADHIL	II B.Com Co-operation	Fadhil
31	UG22BCM53	MUHSINA T B	II B.Com Co-operation	Muhsina
32	UG22BCM54	NASWEEHA NASRIN	II B.Com Co-operation	Nasweeha
33	UG22BCM55	NAZRIN V N	II B.Com Co-operation	Nazrin
34	UG22BCM56	PAVITHRA M P	II B.Com Co-operation	Pavithra
35	UG22BCM58	SANMAYA A S	II B.Com Co-operation	Sanmaya
36	UG22BCM59	SHABANA M S	II B.Com Co-operation	Shabana

37	UG22BCM60	SOSHYA P S	II B.Com Co-operation	PS Soshya
38	UG22BCM61	SURYAGAYATHRI M S	II B.Com Co-operation	Sec
39	UG22BCM62	THUFAILA SHERIN P T	II B.Com Co-operation	Thufaila
40	UG22BCM63	VISHNUPRIYA P S	II B.Com Co-operation	Vishnu Priya

1. Deepa.K.A. 
2. Dr. Sefiga.K.M 



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Chithra P




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**RESEARCH DEPARTMENT OF COMMERCE
MES ASMABI COLLEGE, P.VEMBALLUR**

Certificate Of Appreciation

This certificate is presented to

JAISHNAV C J

For the successful completion of the Certificate course in
MS Office, conducted by Research Department of Commerce, MES
Asmabi College, P.Vemballur, during the academic year 2023- 2024

Deepa. K. A
Convenor

Dr. Sefiya. K.M
Convenor

Chithra. P
HOD

Prof (Dr). A Biju
Principal

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Course Description:

This course aims to provide students with comprehensive knowledge and hands-on experience in MS Office applications, including MS Word, MS Excel, and MS PowerPoint, as well as an introduction to Internet and Email functionalities. The course will cover fundamental concepts, practical skills, and advanced features to enhance proficiency in office-related tasks.

Syllabus

Module 1: Computer Fundamentals (4 hours)

1. Definition and history of computers
2. Generations and applications of computers
3. Block diagram and working principle of computers
4. Types of computers
5. Introduction to various operating systems (OS)
6. Software and types of software
7. Introduction to computer hardware components
 - Input devices
 - Output devices
 - Types of memory
 - Central Processing Unit (CPU)

Module 2: MS Word (7 hours)

1. Working with Documents
 - Opening, entering text, saving, and closing files
 - Editing text documents: select, move, copy, cut, paste, delete, find & replace, undo, redo, zoom in & out
2. Formatting Text and Pages
 - Font styles, sizes, colors, and effects
 - Paragraph and page formatting
3. Working with Tables and Charts
4. Mail Merge
5. Proofing and Printing Documents
6. Shortcut keys for efficiency

Module 3: MS Excel (8 hours)

1. Spreadsheet and its Applications
 - Opening and editing worksheets
 - Insert, move, select, delete, copy, cut, paste, find & replace, redo, undo
2. Formatting Cells
 - Cell types, fonts, rotate, alignment, merge & wrap, borders & shades
3. Formatting Worksheets
 - Sheet options, margin, orientation, page breaks, freeze panes, conditional formatting
4. Inserting Charts
5. Working with Formulas
 - Basic formulas
 - Simple & multiple IF statements
6. Printing Worksheets

Module 4: MS PowerPoint (6 hours)

1. Creating Presentations
 - Adding new slides, text, and text boxes
 - Setting slide backgrounds
2. Editing and Formatting Presentations
3. Adding Slide Notes
4. Saving Presentations
5. Reviewing and Running Slide Shows



Module 5: Internet and Email (5 hours)

1. Concept of Internet
2. Search Engines and Downloading
3. Understanding URLs
4. Surfing the Web
5. Using E-governance and Social Media Websites
6. Basics of Email


- Email Addressing
- Creating and opening an email account
- Creating and sending a new email
- Replying to, forwarding, sorting, and searching emails

Assessment and Evaluation:

- Continuous assessment through practical assignments .
- Final project involving the creation and presentation of documents, spreadsheets, and slides
- Written test on theoretical aspects

1. Deepa.K.A. 
2. Dr. Seetha.K.M. 

Course co-ordinators


Chithra.P.
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Safiya T.J

MES Asmabi College, P Vemballur, Kodungallur
Research Department of Commerce
MS Office 2023-24 - Final Examination

Duration: 2 hours

Total Marks: 60

Instructions:

- Answer all questions in Section A.
- Answer any four questions from Section B.
- Answer any two questions from Section C.
- Ensure that practical questions are answered with the appropriate software application steps.

Section A: (2 marks each)

Answer all questions.

1. Define the term "Operating System".
2. List two examples of input devices.
3. Explain the use of "Mail Merge" in MS Word.
4. What is the function of the "SUM" formula in MS Excel?
5. How can you insert a new slide in MS PowerPoint?
6. What is the purpose of the "Undo" and "Redo" commands in MS Office applications?
7. Describe the basic components of an email address.
8. What is a URL and its significance in web browsing?
9. How can you format a cell to display currency in MS Excel?
10. What are the basic steps to create a new email account?

Section B: (5 marks each)

Answer any four questions.

1. Describe the different types of memory used in a computer.
2. Explain how to use conditional formatting in MS Excel with an example.
3. Discuss the steps involved in creating and editing a table in MS Word.
4. How do you set up a slide show in MS PowerPoint? Mention any three options available for customizing slide transitions.
5. Explain the process of searching for information using a search engine. Mention any two tips for effective web searches.
6. What are the steps to apply paragraph formatting in an MS Word document? Give examples of at least three different formatting options.

1. Deepa.K.A.
2. Dr. Sefiya.K.M.

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Section C: (10 marks each)

Answer any two questions.

1. **Practical Question:** Create a spreadsheet in MS Excel to manage the monthly expenses of a small business. Include columns for date, expense category, description, amount, and a total expenses calculation at the end of the month. Use formulas to calculate the total expenses and demonstrate how to apply conditional formatting to highlight expenses over a certain amount.
2. **Practical Question:** Design a PowerPoint presentation for a marketing pitch. Include at least five slides with the following content: title slide, product overview, market analysis, marketing strategy, and conclusion. Explain the steps involved in adding slide notes, setting slide backgrounds, and using animation effects.
3. **Theoretical and Practical Question:** Discuss the importance of using proofing tools (like spell check and grammar check) in MS Word. Demonstrate with examples how to use these tools to review and correct a document. Additionally, explain how to set up a document for printing, including page orientation and margins.
4. **Theoretical Question:** Explain the history and evolution of computers from the first generation to the present. Discuss the significant advancements and how they have impacted modern computing.

1. Deepa . K . A .



2. Dr. Sefiya . K . M .



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Research Department of Commerce

Certificate Course- MS Office 2023-24

Mark list of students enrolled

SI No	Roll No.	Name	Assignment & Project (40)	Examination (60)	Total marks (100)
1	UG22BCM01	FARSEENA P N	37	51	90
2	UG22BCM04	MUHAMMED SHABEEB M A	40	55	91
3	UG22BCM05	MUJEEB RAHMAN K K	37	49	87
4	UG22BCM06	NAJVA U	37	49	84
5	UG22BCM07	ABINSHA P N	36	54	91
6	UG22BCM08	AJANYA K R	40	52	92
7	UG22BCM09	ANSILA BASHEER	40	47	85
8	UG22BCM11	DILSHAD P R	40	47	84
9	UG22BCM13	FATHIMATHU SAFA T M	35	50	89
10	UG22BCM14	JAISHNAV C J	37	51	87
11	UG22BCM16	SETHULAKSHMI P S	38	52	89
12	UG22BCM18	SHAZIA M A	36	53	90
13	UG22BCM21	SUMAYYA EA	35	57	94
14	UG22BCM22	THANSIL T S	35	53	90
15	UG22BCM24	ADHIL AMAN PS	36	52	88
16	UG22BCM25	AHALLYA P A	35	51	91
17	UG22BCM26	AISWARYA T M	38	55	95
18	UG22BCM3	AMAN K ASLAM	35	58	96



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19	UG22BCM3 1	AMEENA AE M	35	58	93
20	UG22BCM3 2	ANAGHA K G	36	54	93
21	UG22BCM3 3	ANSIYA NASEER	37	55	90
22	UG22BCM3 4	ANUJITH DAS C S	36	49	88
23	UG22BCM3 5	ARYA C A	39	53	88
24	UG22BCM3 6	ASNA A A	38	48	85
25	UG22BCM3 9	AYSHA MARIYAM P A	40	51	91
26	UG22BCM4 5	FATHIMATH SUHARA	38	54	92
27	UG22BCM4 6	GOPIKA T J	35	56	95
28	UG22BCM4 8	M ANAGHA	39	52	90
29	UG22BCM5 0	MOHAMED AHSAN A N	36	48	88
30	UG22BCM5 1	MOHAMED FADHIL	35	50	85
31	UG22BCM5 3	MUHSINA T B	37	52	92
32	UG22BCM5 4	NASWEEHA NASRIN	37	55	91
33	UG22BCM5 5	NAZRIN V N	37	48	88
34	UG22BCM5 6	PAVITHRA M P	38	47	86
35	UG22BCM5 8	SANMAYAA S	38	47	85
36	UG22BCM5 9	SHABANA M S	35	53	90
37	UG22BCM6 0	SOSHYA P S	38	55	93
38	UG22BCM6 1	SURYAGAYATHRI M S	36	55	92
39	UG22BCM6 2	THUFAILA SHERIN P T	39	52	90
40	UG22BCM6 3	VISHNUPRIYA P S	35	50	85

1. Deepa.K.A.

2. Dr. Sefiya.K.M.



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Report on the MS Office Course for II B.Com Co-operation Students

Course Duration: November 2023 - January 2024

Course Dates: November 4, 18, 25; December 2, 16, 2023; January 6, 2024

Conducted by: Research Department of Commerce, MES Asmabi College

Course Coordinator: Dr Sefiya K M & Deepa K. A.

Head of the Department: Chithra P

Level: Undergraduate (UG)

Total Hours: 30 hours

Number of Students: 40

1. Introduction

The Research Department of Commerce at MES Asmabi College conducted a certificate course in MS Office for the students of II B.Com Co-operation. This course aimed to provide the students with a thorough understanding of various office automation tools and techniques, focusing on practical skills in MS Word, MS Excel, MS PowerPoint, and Internet & Email usage. The course was scheduled over six sessions, with each session covering different aspects of MS Office applications.

2. Course Schedule

The course was conducted on the following dates:

- **November 2023:** 4, 18, 25
- **December 2023:** 2, 16
- **January 2024:** 6

Each session lasted for 5 hours, making a total of 30 hours of comprehensive training.

3. Course Content

The syllabus was structured to cover both theoretical and practical aspects of MS Office:

Module 1: Computer Fundamentals (4 hours)

Module 2: MS Word (7 hours)

Module 3: MS Excel (8 hours)

Module 4: MS PowerPoint (6 hours)

Module 5: Internet and Email (5 hours)

4. Teaching Methodology

The course was delivered through direct teaching, illustrations, and hands-on training sessions. PowerPoint presentations and MS Office software were utilized to provide a comprehensive and interactive learning experience.

5. Student Participation


A total of 40 students from the II B.Com Co-operation program participated in the course. The interactive sessions and practical assignments ensured active participation and engagement from all students.

6. Assessment and Evaluation

The students were evaluated through continuous assessment based on their practical assignments and a final project. The project required them to create and present documents, spreadsheets, and slides using the skills acquired during the course. Additionally, a written test was conducted to assess their understanding of the theoretical concepts.

7. Conclusion

The MS Office course was successfully completed on January 6, 2024. The structured syllabus and interactive teaching methods provided the students with essential skills in office automation tools, enhancing their efficiency and productivity in office-related tasks. The knowledge gained from this course is expected to empower the students in their future professional endeavors.

1. Deepa.K.A 
2. Dr. Sefiya.K.M. 