

**MES Asmabi College, P Vemballur**

**Department of Mathematics**

**Proposal for the Add-on Course 2023-24**

Department	: Department of Mathematics
Name of the Course	: MICROSOFT OFFICE TRAINING
Course Code	:AS23MO
Name of the Coordinator	:Keerthana S V
Head of the Department	:Ms Nasreen A
Maximum number of students	: 22
Duration of the course	: 30 hrs
Level	: UG
Teaching Methodology	:Interactive Teaching, Collaborative Learning, hands-on experience
Teaching aids	: Ppt, Video tutorials, Virtual Labs
Evaluation procedure	:Quizzes and Homework Assignments, Exams
Collaborating agency, if any	: Nil
Project, Assignment, Internship	: Nil
Date of Registration	:05/07/2023
Tentative date of Course Completion	: 28/03/2024
Date of final exam	:29/03/2024
Date of Issue of Certificate	:04/06/2024

Course fee : 200/-

## Course Structure

Objectives:

1. To enable participants to become proficient users of Microsoft Office applications such as Word, Excel, PowerPoint.
2. To provide skills in data analysis, manipulation, and visualisation using Excel, including formulas, functions, charts, and pivot tables.

### SYLLABUS:

#### Module 1: Microsoft Word( 10hrs)

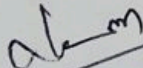
- Introduction to Word interface and navigation.
- Creating and formatting documents: text formatting, styles, and themes.
- Working with tables, graphics, and Smart Art.
- Managing document properties, printing, and sharing.

#### Module 2: Microsoft Excel( 10hrs)

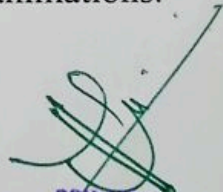
- Introduction to Excel interface and spreadsheet basics.
- Data entry, formatting, and cell customization.
- Formulas and functions: basic calculations and built-in functions.
- Charts and graphs: creating visual representations of data.

#### Module 3: Microsoft PowerPoint( 10hrs)

- Introduction to PowerPoint interface and slide basics.
- Designing and formatting slides: themes, layouts, and master slides.
- Adding multimedia elements: images, audio, video, and animations.
- Slide transitions, timings, and presenting effectively.

  
NASREEN A.  
Assistant Professor (HOD)  
Department of Mathematics  
MES ASMABI COLLEGE  
P. Vemballur, Kodungallur



  
PRINCIPAL  
M.E.S. ASMABI COLLEGE,  
P.O.P. VEMBALLUR,  
KODUNGALLUR - 680 671

**DEPARTMENT OF MATHEMATICS & STATISTICS**

**SYLLABUS AND COURSE PLAN (2023-2024)**

**COURSE NAME:ADD-ON COURSE- MICROSOFT OFFICE  
TRAINING**

**COURSE CODE:AS23MO**

**DURATION:30 HOURS**

**INTAKE:22**

**COURSE OBJECTIVE/SCOPE:**

- 1.To enable participants to become proficient users of Microsoft Office applications such as Word, Excel, PowerPoint.
2. To provide skills in data analysis, manipulation, and visualization using Excel, including formulas, functions, charts, and pivot tables.

**COURSE OUTCOME:**

- 1 Master essential Microsoft Office applications: Word, Excel, PowerPoint.
- 2.Create, edit, and format documents, spreadsheets, presentations, and emails effectively.

**SYLLABUS:**

**Module 1:Microsoft Word( 10hrs)**

- Introduction to Word interface and navigation.
- Creating and formatting documents: text formatting, styles, and themes.
- Working with tables, graphics, and Smart Art.
- Managing document properties, printing, and sharing.

**Module 2:Microsoft Excel( 10hrs)**

- Introduction to Excel interface and spreadsheet basics.
- Data entry, formatting, and cell customization.
- Formulas and functions: basic calculations and built-in functions.
- Charts and graphs: creating visual representations of data.

**Module 3:Microsoft PowerPoint( 10hrs)**

- Introduction to PowerPoint interface and slide basics.
- Designing and formatting slides: themes, layouts, and master slides.
- Adding multimedia elements: images, audio, video, and animations.
- Slide transitions, timings, and presenting effectively.



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**MES ASMABI COLLEGE P VEMBALLUR**  
**ADD ON COURSE- MICROSOFT OFFICE TRAINING 2023-2024**  
**CODE:AS23MO**

**LIST OF STUDENTS ENROLLED**

SL No	NAME	CLASS	SIGNATURE
1	SINSIYA M M	II BSC MATHS	<i>[Signature]</i>
2	ISMAYEEL FAYIS C	II BSC MATHS	<i>[Signature]</i>
3	MOHAMED NAIMUDEEN	II BSC MATHS	<i>[Signature]</i>
4	MOHAMED SHAHID U B	II BSC MATHS	<i>[Signature]</i>
5	HUSNA JAHAN O M	II BSC MATHS	<i>[Signature]</i>
6	KRISHNAPRIYA T V	II BSC MATHS	<i>[Signature]</i>
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*[Signature]*  
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*[Signature]*

*[Signature]*  
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 P.O.P.VEMBALLUR,  
 KODUNGALLUR-680670



# CERTIFICATE

DEPARTMENT OF MATHEMATICS & STATISTICS  
ADD-ON PROGRAM  
MES ASMABI COLLEGE, P VEMBALLUR

This is to certify that **HUSNA JAHAN O M** has completed the Add-on course of **SECOND YESR BSC MATHEMATICS** conducted by **MES Asmabi** on course **Microsoft Office Training** department of **Department of Mathematics & Statistics** College P Vemballur, Kodungallur during the academic year 2023-2024

P. VEMBALLUR  
28/03/2023

Coordinator

HOD

PRINCIPAL

**DEPARTMENT OF MATHEMATICS & STATISTICS**  
**ADD-ON COURSE- MICROSOFT OFFICE TRAINING(2023-2024)**  
**COURSE CODE:AS23MO**

**CURRICULUM**

Microsoft Office training typically covers a range of applications that are part of the Microsoft Office suite.

**1. Microsoft Word**

- Basics of word processing
- Formatting text and paragraphs
- Working with tables and lists
- Inserting and formatting graphics
- Headers and footers
- Mail merge and forms

**2. Microsoft Excel**

- Introduction to spreadsheets
- Data entry and formatting
- Formulas and functions (basic to advanced)
- Creating charts and graphs
- Sorting and filtering data
- PivotTables and PivotCharts
- Data validation and protection

**3. Microsoft PowerPoint**

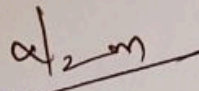
- Creating and formatting slides
- Adding multimedia (images, audio, video)
- Slide transitions and animations
- Slide master and templates
- Presenting effectively (tips and techniques)

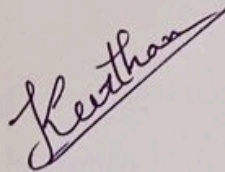
- Collaboration features (comments, version history)

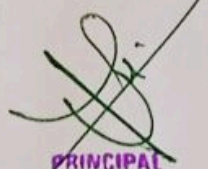
## THE EVALUATION PROCEDURE

The evaluation procedure for Microsoft Office training typically involves several key stages to assess its effectiveness and relevance:

- Knowledge-based assessments (multiple-choice, short-answer).
- Skills-based assessments (practical tasks like formatting documents or creating formulas).
- Certification exams like Microsoft Office Specialist (MOS).

  
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**DEPARTMENT OF MATHEMATICS**

**MES ASMABI COLLEGE P VEMBALLUR**

**COURSE NAME:ADD-ON COURSE-MICROSOFT OFFICE TRAINING  
2023-2024**

**TEST**

**TIME:1 HOUR**

**MARK:20**

**(Answer all questions)**

1. Which feature in Microsoft Word allows you to automatically adjust the spacing between selected paragraphs?
  - A) Line spacing
  - B) Paragraph spacing
  - C) Justification
  - D) Indentation
  
2. Which option in Word allows you to create a bulleted list?
  - A) Insert > Table
  - B) Insert > Shapes
  - C) Home > Bullets
  - D) Layout > Columns
  
3. What is the keyboard shortcut to insert a new page break in Microsoft Word?
  - A) Ctrl + Enter
  - B) Alt + Enter
  - C) Ctrl + Shift + Enter
  - D) Alt + Shift + Enter
  
4. Which feature in Word allows you to change the appearance of selected text to make it stand out?

- A) Font style
  - B) WordArt
  - C) Highlighter
  - D) Text box
5. Which function in Excel is used to find the highest value in a range of cells?
- A) MAX
  - B) SUM
  - C) AVERAGE
  - D) COUNT
6. What does the formula =A1+B1+C1 do in Excel?
- A) Adds the values in cells A1, B1, and C1
  - B) Multiplies the values in cells A1, B1, and C1
  - C) Divides the values in cells A1, B1, and C1
  - D) Subtracts the values in cells A1, B1, and C1
7. Which Excel feature allows you to visually represent data using bars, lines, or pie slices?
- A) PivotTable
  - B) Chart
  - C) Filter
  - D) Sort
8. What is the shortcut key to select the entire worksheet in Excel?
- A) Ctrl + A
  - B) Ctrl + Shift + A

C) Alt + A

D) Shift + A

9. Which view in PowerPoint allows you to see all the slides in a presentation at once?

A) Slide Sorter

B) Notes Page

C) Reading View

D) Slide Show

10. What feature in PowerPoint allows you to add a predefined set of colors, fonts, and effects to a presentation?

A) Templates

B) Themes

C) Animations

D) Transitions

11. How do you add a new slide in PowerPoint?

A) Insert > New Slide

B) Format > New Slide

C) Slide Show > New Slide

D) View > New Slide

12. Which option in Word allows you to insert predefined text, graphics, and formatting into a document?

A) Clip Art

B) AutoFormat

C) AutoText

D) WordArt

13. Which feature in Microsoft Office allows you to collaborate in real-time on documents stored in the cloud?

- A) OneDrive
- B) AutoSave
- C) Office Scripts
- D) SmartArt

14. What is the purpose of using templates in Microsoft Office applications?

- A) To insert animated images
- B) To create preset formats for documents, spreadsheets, or presentations
- C) To share files with colleagues
- D) To delete unnecessary data

15. How can you protect a document in Microsoft Office from unauthorized editing?

- A) Set a password for the file
- B) Change the font style
- C) Add a watermark
- D) Insert a hyperlink

16. Which feature in Microsoft Office allows you to analyze large volumes of data and create reports?

- A) PivotTable
- B) AutoCorrect
- C) SmartArt
- D) Quick Analysis

17. What is the purpose of using the "Find and Replace" feature in Microsoft Office?

- A) To search for specific text and replace it with another
- B) To delete all files in a folder
- C) To create new documents
- D) To change the font size

18 Which option in PowerPoint allows you to apply predefined animations to text or objects on slides?

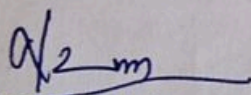
- A) Transitions
- B) Effects
- C) Animations
- D) Custom Animations

19 What is the purpose of the Slide Master in PowerPoint?

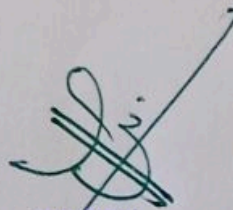
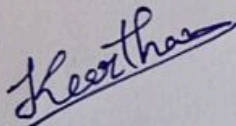
- A) To apply slide transitions
- B) To create speaker notes
- C) To customize the design and layout of all slides
- D) To record slide timings

20. What is the shortcut key to insert a new worksheet in Excel?

- A) Ctrl + N
- B) Ctrl + W
- C) Shift + N
- D) Shift + W



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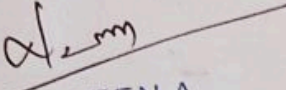
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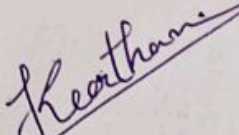
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ADD ON COURSE- MICROSOFT OFFICE TRAINING 2023-2024

CODE:AS23MO

MARK LIST

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**ADD-ON COURSE 2023-2024**

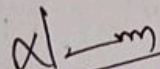
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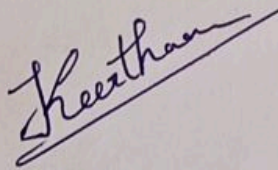
**Report**

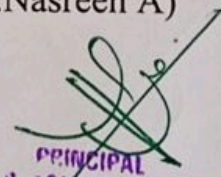
**Department of Mathematics & Statistics**

Course name : MICROSOFT OFFICE TRAINING  
No. of Students attended the class : 22  
Class starting date :10/10/2023  
Class end date :29/03/2024  
Total hours : 30  
Name of coordinator : Keerthana S V (Department of Statistics )  
Teachers handled the class :Sabeena P A,Keerthana S V(Department of  
Mathematics & Statistics)  
Certificate distribution date : 04/06/2024

(certificate distributed by Mathematics HOD Ms.Nasreen A)

  
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**DEPARTMENT OF MATHEMATICS AND STATISTICS**

**ADD-ON COURSE**

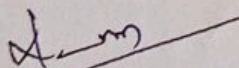
**MICROSOFT OFFICE TRAINING**

**2023-2024**

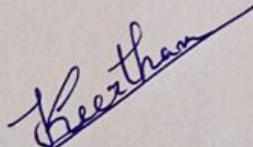
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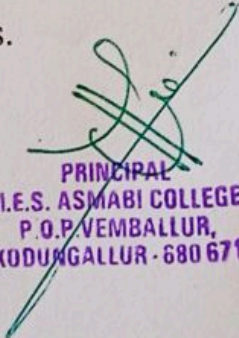
**REPORT AND COURSE OUTCOME**

The Add-on course offered by the Department of Mathematics and Statistics started on 10/10/2023. 22 joined and completed the course. The main objective of this course is to enable participants to become proficient users of Microsoft office applications such as Word, Excel, Powerpoint..The course includes 30 hours of theory and practical class . Certificates were provided to the students on the basis of their attendance and test score. After the completion of the class they got more clarity in Microsoft applications.

  
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