

An Online Certificate Course  
on  
**Hone Your Computer Skill with  
Microsoft Office**

**25<sup>th</sup> June -- to -- 2<sup>nd</sup> July, 2021**  
(Including Saturday, Sunday)

Conducted by the Department of Library  
Maharani Kasiswari College



**Course Completion Report**  
July, 2021

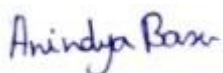
Report Prepared By

**Anindya Basu**

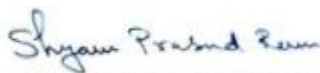
Librarian

Maharani Kasiswari College

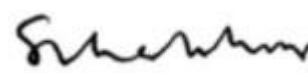
**Official Communication**



Anindya Basu  
Course Coordinator  
Librarian



Shyam Prasad Ram  
Course Coordinator  
Librarian



Dr. Sima Chakraborty  
Organizing Secretary  
Principal

## Proposal for 32 Hours Certificate Course 25th June to 2nd July (2021) Inbox x



**Librarian, Maharani Kasiswari College** <mkclibrarian@gmail.com>  
to simac2912, maharani, mkcollegeprincipal

Wed, Jun 9, 10:18 PM

Respected Madam,

This is to inform you that, Department of Library is proposing to organize a 32 hours long Certificate Program titled as "Hone Your Computer Skill with Microsoft Office" from 25th June to 2nd July on digital platform. If you kindly permit us to organize such course, we can move forward and complete all the formalities in due time. We believe the course will help our students immensely and this course is strictly for students.

We look forward for your positive response.

**Thanking you,  
Anindya Basu,  
Course Coordinator,  
Department of Library**

### Details of the Course :-

#### Certificate Course

on

**Hone Your Computer Skill with Microsoft Office**

**Organizing Department :- Department of Library**

**Organizing Secretary :- Dr. Sima Chakraborty, Principal**

**Course Co-ordinator:- Anindya Basu and Shyam Prasad Ram (Librarian)**

## Picture – 1:- Proposal and Permission Letter for the Course (through E-mail)



**MKC Principal** <mkcollegeprincipal@gmail.com>  
to me

Jun 23, 2021, 7:24 PM

You are permitted to conduct the course.

Principal  
Maharani Kasiswari College.

\*\*\*

-

Dr. Sima Chakraborti,  
Principal,  
Maharani Kasiswari College.  
Mob. 9434222687

## Picture – 2 :- Letter of Consent From the Principal (thorough Email)

**Introduction :-** Microsoft Office is a very helpful tool widely used in home, office and schools, to organize, manage and present information, data and figures. It includes Word, to create, polish, and share documents; Excel, to analyze and visualize data; PowerPoint, to create, collaborate, and effectively present ideas; OneNote, to organize ideas into a digital notebook; Outlook, to organize email, coordinate schedules, and stay up to date with contacts; Access, to create custom database and process data; and Publisher, to print and share professional-looking publications.

When it comes to systematic Microsoft Office training, many would be questioned whether it is necessary to undertake professional training for a software that we are already using in our everyday lives. Most of us feel pretty comfortable with using MS Office programs already. However, knowing only the basics of MS Office will not make you stand out in your job search, and practicing only 50% of the functions in MS Office is not enough to advance one's career. This course mainly centred towards 3 office packages : MS Word, MS Excel and MS Powerpoint. The course modules were designed in such a way that the participants would develop a fundamental skill on these very important packages which would help them to grow professionally.

### **Justification of the Course :-**

As these packages have been integral part in every profession, it is the urgent need of the hour to learn them and get trained professionally. Open a job posting from any industry, one can notice that Microsoft Office efficiency is listed under required skills and qualifications for all positions. In fact, proficiency in MS Office is one of the top 3 skills desired by employers. Whether one is looking for a job in Business Accounting, Office Administration, Project Administration, Sales, or Insurance Advisory, in current job market, knowledge of Microsoft Office tools is very essential.

Documentation, data handling and presentation is the need of every existing business. The importance of MS Office tools like Word, Excel and PowerPoint is quite significant to all types of businesses. When looking for a job, proficiency in MS Office will position you as the most promising candidate to employers.

In addition, proficient MS Office skills will bring one's confidence and increase his/her productivity when delivering your responsibilities on the job. Microsoft Office training can give ones the confidence to use the tools. Having MS Office skills professionally trained with significantly increases work efficiency and confidence, which will also bring professionals with a sense of job satisfaction at work.

Keeping this in mind, the department have undertaken to organize such events which can enable themselves to sharpen their skills and build up career properly in future.

This course was conducted in online mode using the facility of Google Meet and Google Classroom and a strict evaluation process was kept to judge the quality of learning among them. The participants, who have completed all the evaluation steps, have received certificates from our end.

## **Course Highlights**

### **Certificate Course**

**on**

### **Hone Your Computer Skill with Microsoft Office**

**Organizing Department :-** Department of Library

**Organizing Secretary :-** Dr. Sima Chakraborty, Principal

**Course Co-ordinator:-** Anindya Basu and Shyam Prasad Ram  
(Librarian)

**Rapporteur:-** Dr. Tapan Kumar Chand (IQAC Co-ordinator)

**Course Duration :-** 32 Hours

**Date:-** 25th June to 2nd July, 2021

**Organizing Department :-** Department of Library

**Mode of Teachings :-** Online Mode (Google Meet and Classroom)

**Target Audience :-** 1st and 2nd Year Students of LST and 3rd Year  
Students of TTMV department

**Pre-requisites :-**

1. Each participant must have her Laptop/Desktop as this course is completely practical oriented
2. Each participant must submit assignment before due date

**Topics Covered in the Course:-**

#### **Microsoft Word**

1. Basics of Microsoft Word
2. Word Designs
3. Hyperlink, Bookmark, Chart, Wordarts, Object Insertion
4. Page Layout

5. Reference Making
6. Mail Merge
7. Zotero Reference Manger in Word
8. Bengali /Indic Language Writing in MS Word

### MS Powerpoint

1. Overview of MS Powerpoint
2. Different Effects

### MS Excel

1. Basics of Excel
2. Chart Making
3. Symbol Insertion
4. Formula Use
5. Use-cases of Logical Function
6. Use-cases of Statistical Functions
7. Use-cases of Text Functions
8. Data Insertion from External Sources
9. Sorting and Filtering
10. Data Tools Use Cases
11. Data Grouping and Ungrouping
12. Practical Applications

### Schedule of the Course

<b>Date</b>	<b>Session-1 8.00am – 10.00am</b>	<b>Session-2 3.00pm – 5.00pm</b>
<b>25.06.2021(Wed)</b>	<b>Amit Choudhuri</b>	<b>Amit Choudhuri (10:30 to 12:30)</b>
<b>26.06.2021(Thu)</b>	<b>Amit Choudhuri (8:00-9:00)</b>	<b>Aparajita Datta (9:00-10:00 &amp; 10:30-12:30)</b>
<b>27.06.2021(Fri)</b>	<b>Anindya Basu</b>	<b>Anindya Basu</b>
<b>28.06.2021(Sat)</b>	<b>Anindya Basu</b>	<b>Anindya Basu</b>
<b>29.06.2021(Sun)</b>	<b>Anindya Basu</b>	<b>Anindya Basu</b>
<b>30.06.2021(Mon)</b>	<b>Anindya Basu</b>	<b>Anindya Basu</b>
<b>01.07.2021(Tue)</b>	<b>Anindya Basu</b>	<b>Anindya Basu</b>

<b>02.07.2021(Wed)</b>	<b>Anindya Basu</b>	<b>Student's Presentation and Valedictory Session</b>
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**Participants:-** There has no registration charges, Online Registrations are free for our students. Registration is mandatory for all participants. 20 students from two departments registered themselves for the course; out of them 17 have successfully completed the course as well as received the certificates.

**E-Certificates :-** The successful candidates have received e-certificates.

**Resource Persons :-** In house teaching staffs of the college.

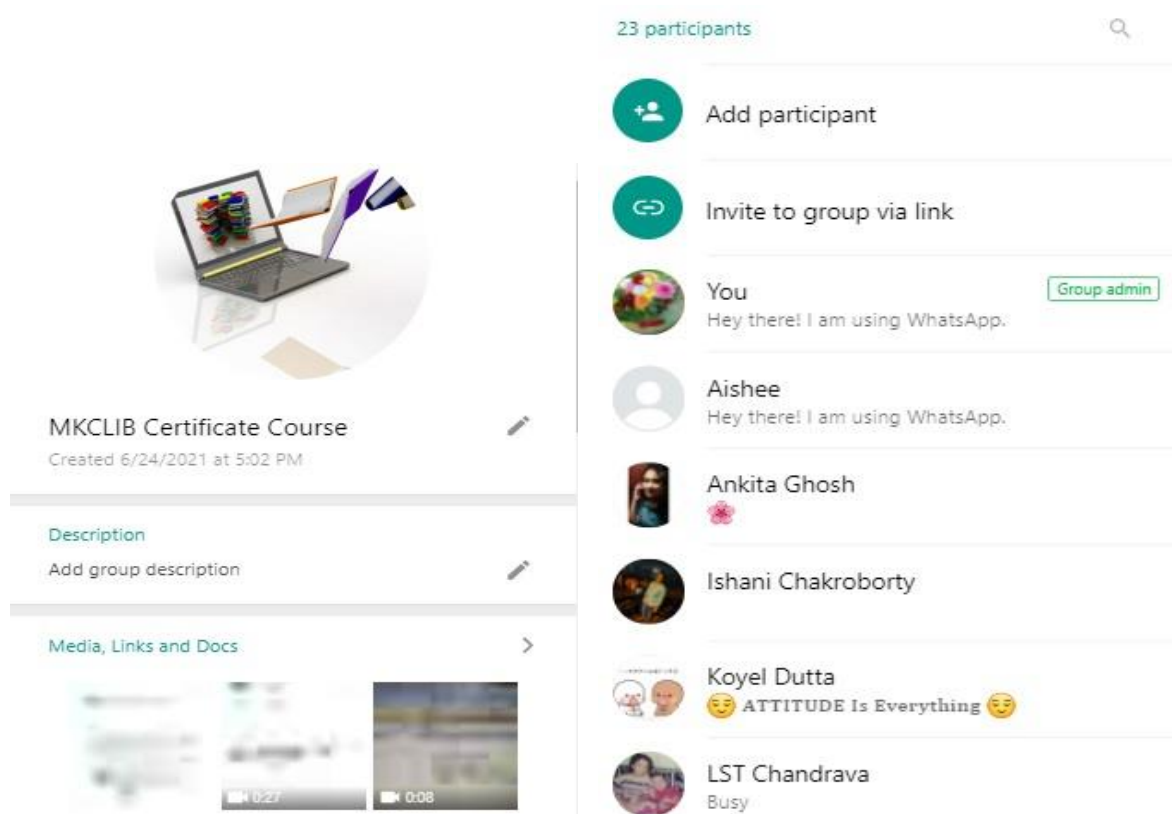
**Details of the Participants:-**

Name	Email	Mobile No	Department
TANNIKA BHATTACHARYA	estoytannika22@gmail.com	9062393180	<b>TTMV</b>
MOUSUMI BHATTACHARYYA	bhattacharyyamousumi004@gmail.com	7872766913	<b>LST</b>
ISHANI CHAKROBORTY	ishanichakroborty686@gmail.com	93309 16773	<b>LST</b>
AHANA DAS	ahanad402@gmail.com	87775 99849	<b>LST</b>
BIDISHA DAS	Sahabidisha25@gmail.com	6289712453	<b>TTMV</b>
KOYEL DUTTA	koyeldutta48@gmail.com	86173 27740	<b>LST</b>
SUCHISMITA GHANTI	suchismitaghanti2000@gmail.com	70299 21142	<b>LST</b>
ANKITA GHOSH	ankitaghosh3344@gmail.com	90731 77370	
ANKITA GOSWAMI	goswamiankita13@gmail.com	8276992528	
SUMITRA MAITY	sumitramaity56@gmail.com	6289885105	<b>LST</b>
SUPARNA MAJURI	suparnamajuri60@gmail.com	9883300770	<b>LST</b>
SHRUTI PANDA	shrutipanda489@gmail.com	6296955931	<b>LST</b>
AISHEE ROY	staraishee77@gmail.com	<b>89188 77344</b>	<b>LST</b>
CHANDRAVA ROY	chandraroy67658@gmail.com	8620008303	<b>LST</b>
SHROYETA SAHA	shroyeta47056@gmail.com	89106 42381	<b>LST</b>
RUPSA SARKAR	rupsa093@gmail.com	9433553899	<b>LST</b>
MUKTI VERMA	muktivarma67@gmail.com	6289 065 096	<b>LST</b>
SHREYA MUKHERJEE		70591 09836	TTMV

SHRUTI MONDAL			<b>LST</b>
PRITI HALDER	halderpriti367@gmail.com	6289 721 015	<b>LST</b>

## Online Communication Media :-

### Whatsapp Group



For instruction and communication with the students, a whatsapp group was created with all the participants. Creating such groups or community is a common practice now-a-days among the academia.

The Link of the Group is – <https://chat.whatsapp.com/GksuJNbgThC4ZVfUG53nMI>

### Google Classroom

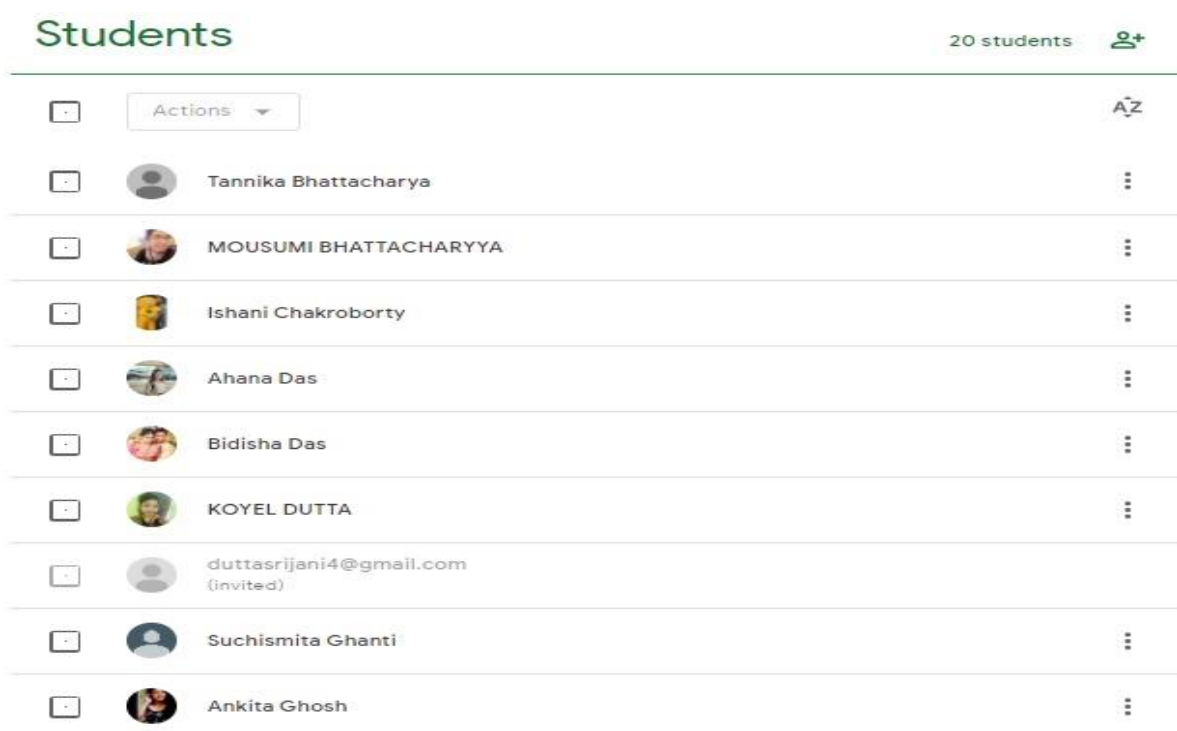
Google Classroom is a suite of online tools that allows teachers to set assignments, have work submitted by students, to mark, and to return graded papers. It, effectively, was created as a way to get rid of paper in classes and to make digital learning possible. During corona pandemic, it's not easy to arrange physical workshop like this and Google Classroom has given us unique opportunity to use this tool to manage a class virtually. This learning management system is integrated with several other Google products such as – Google Site, Google Docs,



Google Mail, Google Worksheet, Google Drive. This integrated environment is very easy to learn, manage and deploy virtual classroom efficiently. That's why, Google Classroom has been taken to manage the course classes virtually.



Picture – 5:- Snapshot of the Stream of the Created Google Classroom



Picture-6 :- Snapshot of the students section of the Google Classroom

The Link of the Google Classroom is –

<https://classroom.google.com/c/MzY1NTUxODkyODIx>

Stream

Classwork

People

Grades

+ Create

Google Calendar Class Drive folder



Assignment : Excel 6

Due Jul 10, 11:59 PM



Assignment : Excel 5

Due Jul 10, 11:59 PM



Assignment: MS Word 5

Due Jul 10, 11:59 PM



Assignment 4: MS Word

Due Jul 10, 11:59 PM



Day 8 Session 2: Video of the Lecture

Posted Jul 2



Day 8 Session 2 : File to Download

Posted Jul 2



Day 8 Session 1 : Video of the Lecture

Posted Jul 2



Assignment on Excel: 3

Due Jul 10, 11:59 PM



EXCEL ASSIGNMENT 2

Due Jul 10, 11:59 PM

Picture-7:- Snapshots of the Classwork in the Google Classroom

# Session Proceedings

## Day 1 Session 1

Date:- 25/06/2021

Resource Person :- Amit Choudhuri, SACT, Computer Science Dept.

Module :- MS Word

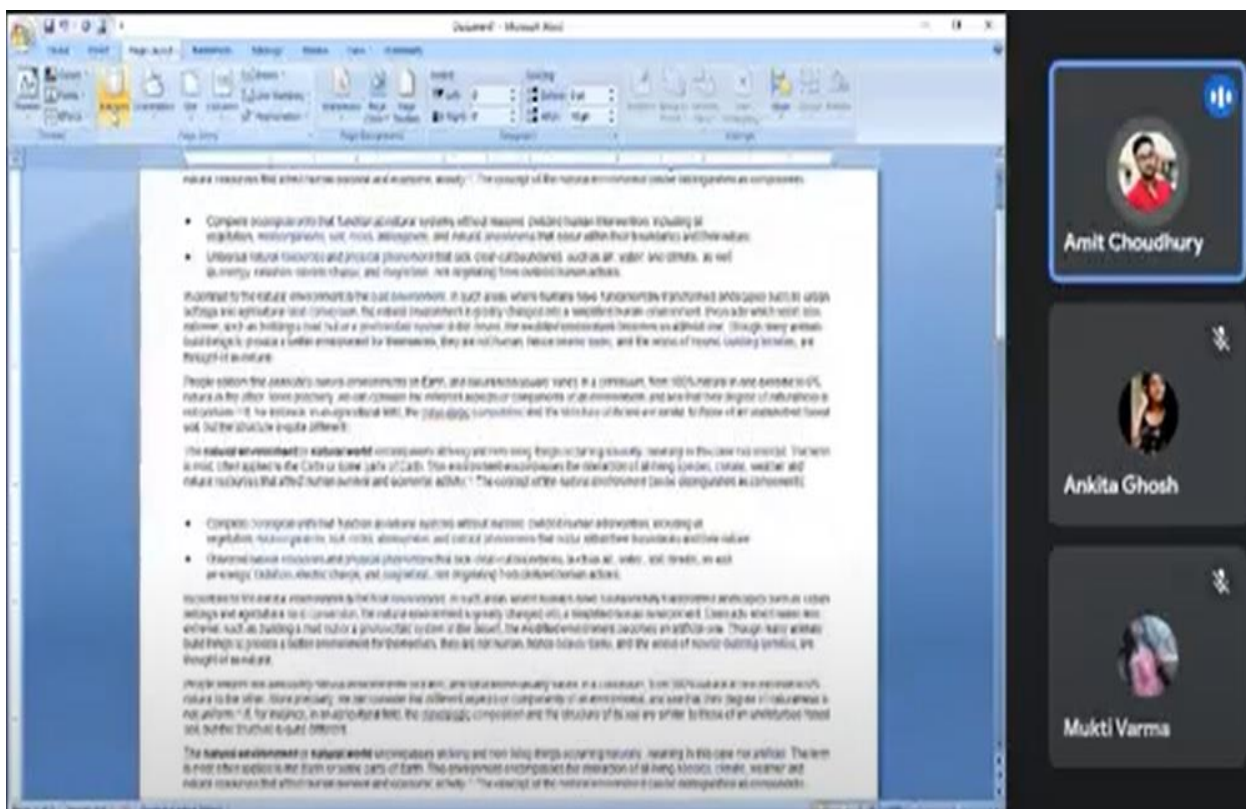
Recorded Video Link :-

<https://classroom.google.com/c/MzY1NTUxODkyODIx/m/MzY2MDE4MjI1ODg1/details>

Google Meet Link :- <https://meet.google.com/ikv-abwm-dfr>

Time :- 09:00 AM – 11:00 AM (Duration 2 Hours)

Cumulative Count of Hours : 2 Hours



The screenshot displays a Google Meet interface. On the left, a Microsoft Word document is open, showing text about environmental science. The document content includes:

nature resources that affect human survival and economic activity. The concept of the natural environment (basic geographical environment)

- Complex ecosystems that function as natural systems without human interference including all vegetation, microorganisms, soil, rocks, atmosphere, and natural processes that occur within their boundaries and their values
- Universal natural resources and physical phenomena that seek direct utilization, such as air, water, and forests, as well as energy resources, climate change, and migration, not originating from direct human actions

In contrast to the natural environment is the built environment, in such areas where humans have substantially transformed and/or cover built-up settings and agriculture land. (In contrast, the natural environment is usually changed into a simplified human environment, especially when there are activities, such as buildings that build a productive system of the land. The modified environment becomes an artificial one. Though they within built settings, provide a better environment for themselves, they are not human, hence become toxic, and the source of noise, dusting particles, air thought of pollution)

People often use the words natural environment in Earth, and human-made environment in a contrast. Non-100% nature in one sense is not nature in the other. More precisely, we can consider the different aspects or components of an environment, and see that the degree of naturalness is not uniform. For example, in an agricultural field, the ecological composition and the structure of soil are similar to those of an undisturbed forest soil, but the structure is quite different.

The natural environment in natural world encompasses all things existing naturally, meaning in this case the natural. There is no other aspect in the built or semi built parts of Earth. The environment encompasses the interaction of all living beings, climate, weather and natural resources that affect human survival and economic activity. The concept of the natural environment (basic geographical environment)

• Complex ecosystems that function as natural systems without human interference including all vegetation, microorganisms, soil, rocks, atmosphere, and natural processes that occur within their boundaries and their values

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On the right side of the screen, a vertical list of participants is visible:

- Amit Choudhuri (with a microphone icon)
- Ankita Ghosh (with a microphone icon)
- Mukti Varma (with a microphone icon)

## Day 1 Session 2

Date:- 25/06/2021

Resource Person :- Amit Choudhuri, SACT, Computer Science Dept.

Recorded Video Link :-

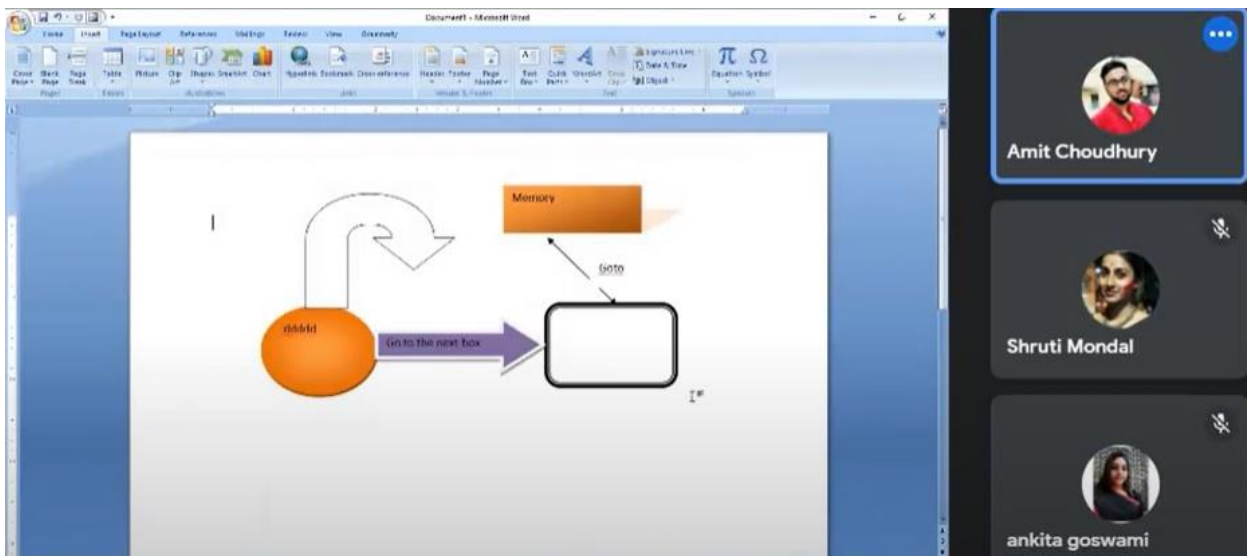
[https://drive.google.com/file/d/1BZAQ4mCXL\\_ivTJkANxFLu8ahh0p3jDux/view?usp=sharing](https://drive.google.com/file/d/1BZAQ4mCXL_ivTJkANxFLu8ahh0p3jDux/view?usp=sharing)

Google Meet Link :- <https://meet.google.com/nmi-yrba-fws>

Time :- 1:00 PM – 3:00 PM

Module :- MS Word

Cumulative Count of Hours : 4 Hours



The image shows a screenshot of a Microsoft Word document and a Google Meet interface. The Word document is titled "Document1 - Microsoft Word" and contains a diagram. The diagram features an orange circle on the left with the text "goto" inside it. A curved arrow starts from the top of the circle and points back to the top of the circle. A straight arrow points from the right side of the circle to a white rectangular box on the right. Above the box is an orange rectangular box labeled "Memory". A straight arrow points from the "Memory" box to the white box, with the text "goto" written next to it. The Google Meet interface is on the right side of the screenshot, showing three participants: Amit Choudhuri, Shruti Mondal, and ankita goswami.

## Day 2 Session 1

Date:- 26/06/2021

Resource Person :- Amit Choudhuri and Aparajita Dutta, SACT, Computer Science Dept.

Recorded Video Link :-

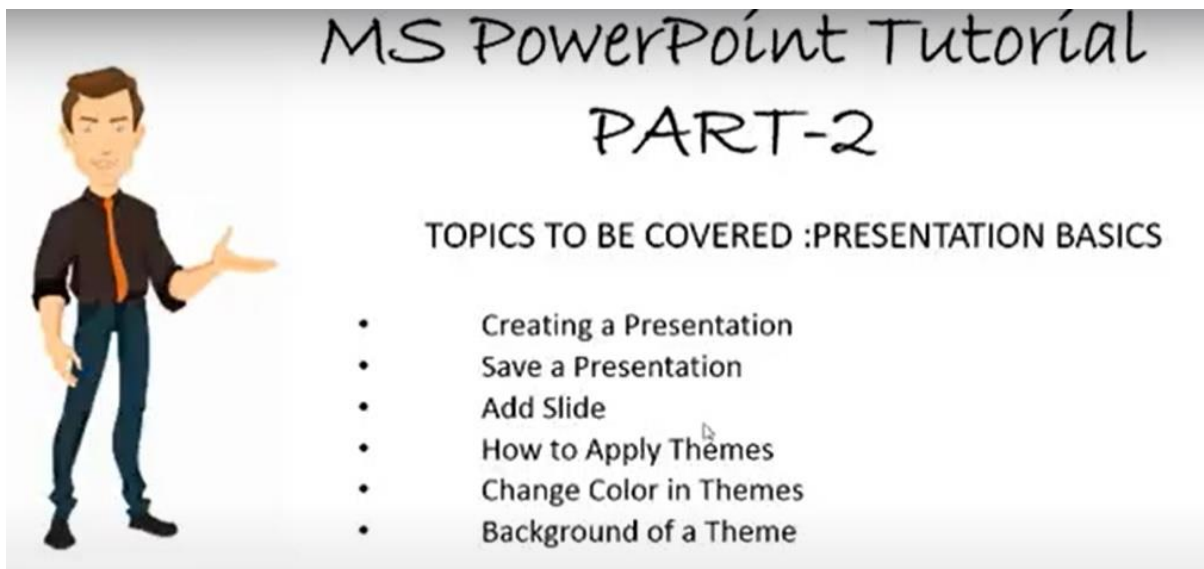
<https://drive.google.com/file/d/1tCJyGCvWW8wC7GaAf1SAdmFSvXTIfOCD/view?usp=sharing>

Google Meet Link :- <https://meet.google.com/mjy-johm-dij>

Time :- 1:00 PM – 3:00 PM

Module:- MS Word and MS PowerPoint

Cumulative Count of Hours : 6 Hours



The image shows a presentation slide titled "MS POWERPOINT Tutorial PART-2". On the left side, there is a cartoon illustration of a man in a dark shirt and blue pants, gesturing with his right hand. The main text on the slide is "MS POWERPOINT Tutorial PART-2" in a large, handwritten-style font. Below the title, it says "TOPICS TO BE COVERED :PRESENTATION BASICS". A bulleted list follows, listing the topics to be covered.

# MS POWERPOINT Tutorial PART-2

TOPICS TO BE COVERED :PRESENTATION BASICS

- Creating a Presentation
- Save a Presentation
- Add Slide
- How to Apply Themes
- Change Color in Themes
- Background of a Theme

## Day 2 Session 2

Date:- 26/06/2021

Resource Person :- Aparajita Dutta, SACT, Computer Science Dept.

Recorded Video Link :-

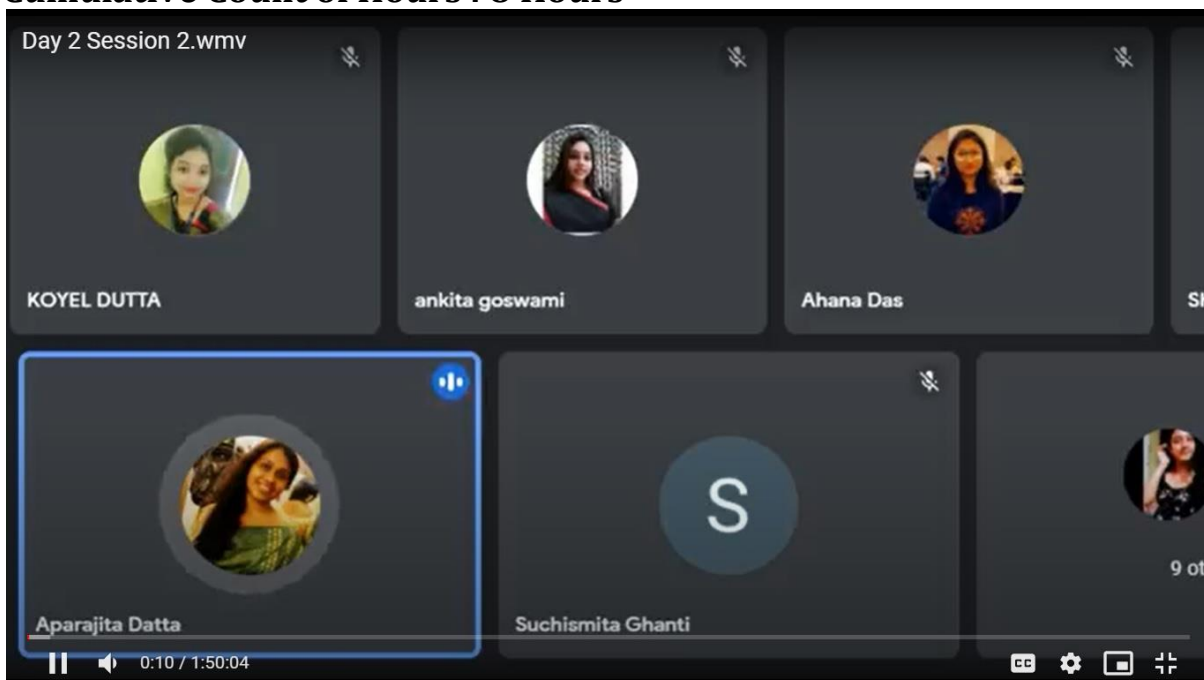
<https://drive.google.com/file/d/1P4pUJc7InMnKNB6HNPXtiUMzH-RdAs1e/view?usp=sharing>

Google Meet Link :- <https://meet.google.com/nfs-qinv-ytt>

Time :- 1:00 PM – 3:00 PM

Module:- MS PowerPoint

Cumulative Count of Hours : 8 Hours



## Day 3 Session 1

Date:- 27/06/2021

Resource Person :- Anindya Basu, Librarian, Dept. Of Library

Recorded Video Link :- Could not be recorded due to technical fault

Google Meet Link :- <https://meet.google.com/hyt-rexb-fiu>

Time :- 9:00 AM – 11:00 AM

Module:- MS Excel

Cumulative Count of Hours : 10 Hours

## Day 3 Session 2

Date:- 27/06/2021

Resource Person :- Anindya Basu, Librarian, Dept. Of Library

Recorded Video Link :-

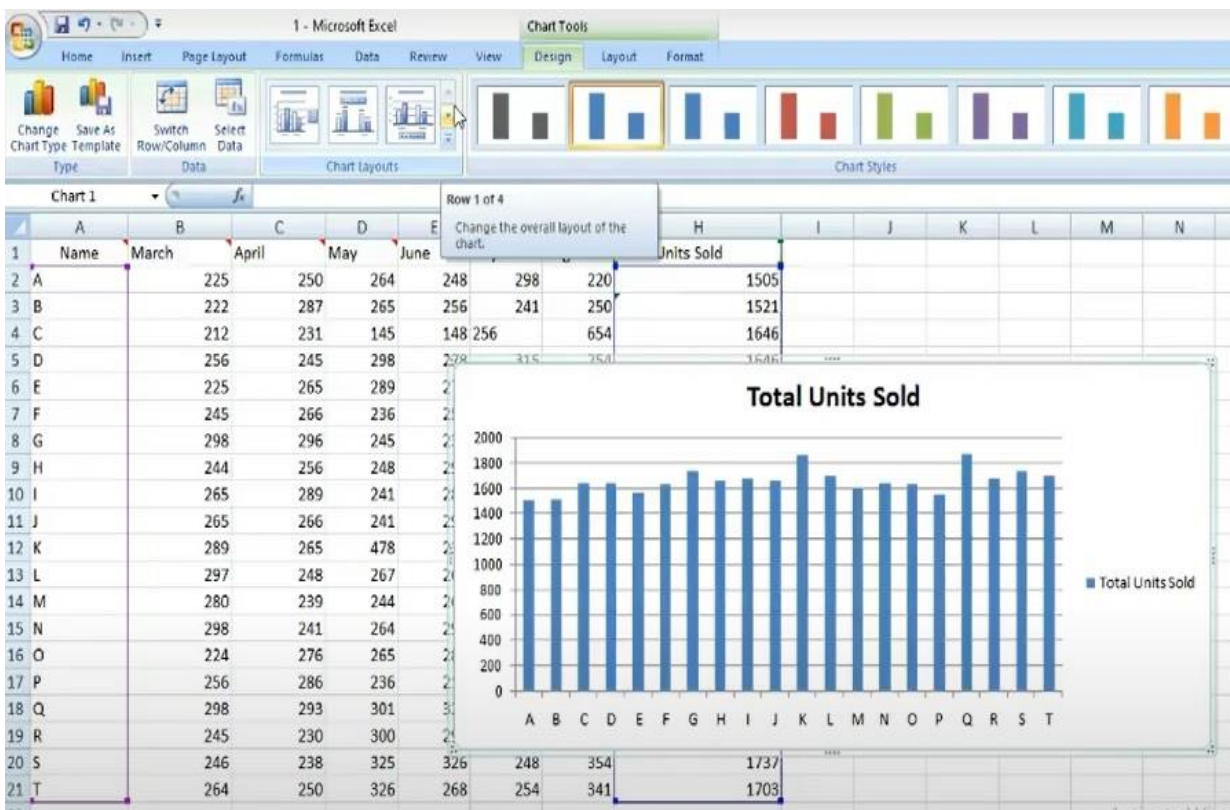
<https://drive.google.com/file/d/1GnmeG6Yq4wUSgOJ6cPZVBjYScKZWmG4/view?usp=sharing>

Google Meet Link :- <https://meet.google.com/hcu-srco-eny>

Time :- 2:00 PM – 4:00 PM

Module:- MS Excel

Cumulative Count of Hours : 12 Hours







## Day 4 Session 2

Date:- 28/06/2021

Resource Person :- Anindya Basu, Librarian, Dept. Of Library

Recorded Video Link :-

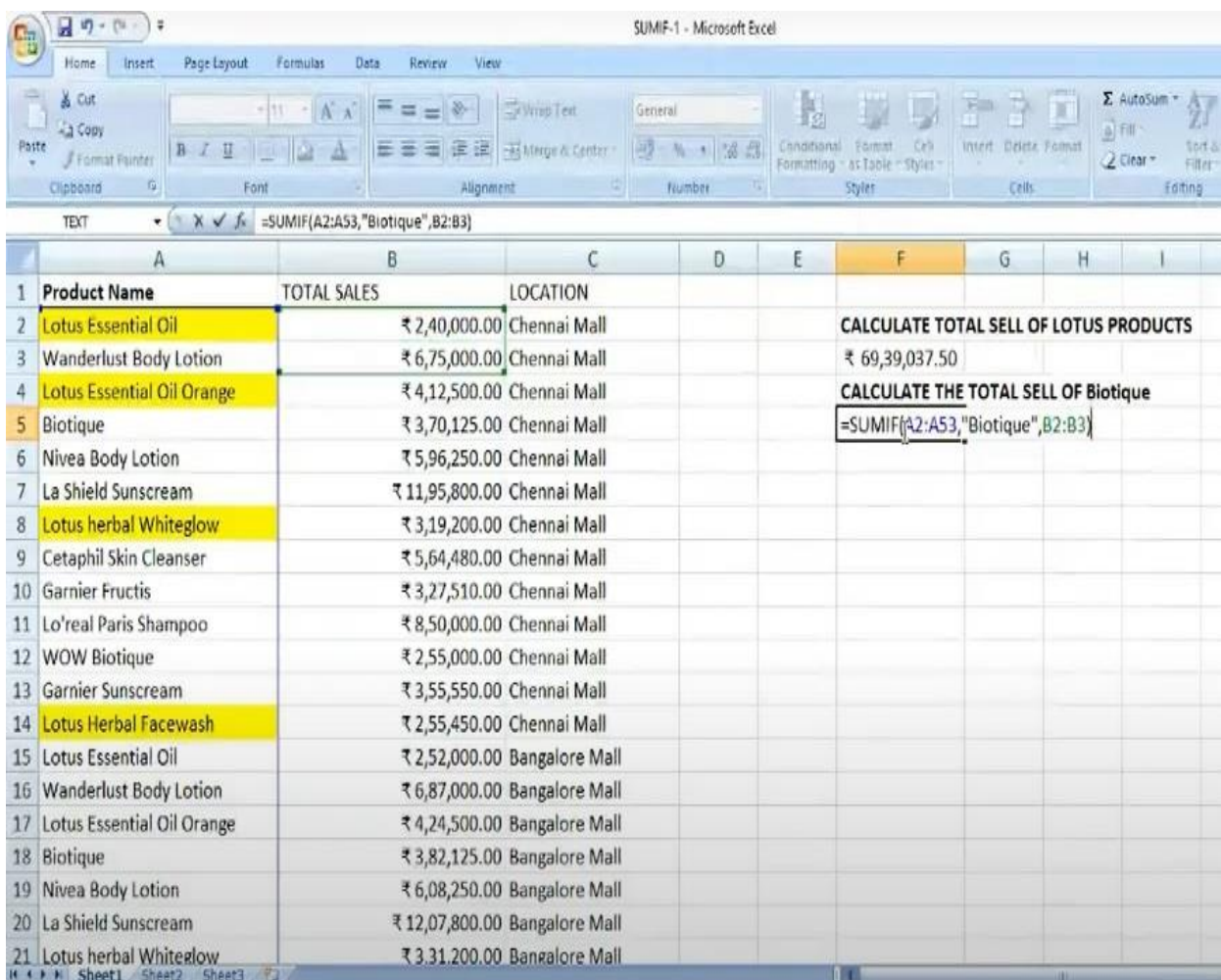
<https://drive.google.com/file/d/1hQIAMzZCFRH7GIZbRj2KtccjXduY6ebA/view?usp=sharing>

Google Meet Link :- <https://meet.google.com/poa-tben-jno>

Time :- 2:00 PM – 4:00 PM

Module:- MS Excel

Cumulative Count of Hours : 16 Hours



The screenshot shows a Microsoft Excel spreadsheet titled 'SUMIF-1 - Microsoft Excel'. The spreadsheet has columns A through I and rows 1 through 21. The data is organized as follows:

Product Name	TOTAL SALES	LOCATION						
Lotus Essential Oil	₹ 2,40,000.00	Chennai Mall						
Wanderlust Body Lotion	₹ 6,75,000.00	Chennai Mall						
Lotus Essential Oil Orange	₹ 4,12,500.00	Chennai Mall						
Biotique	₹ 3,70,125.00	Chennai Mall						
Nivea Body Lotion	₹ 5,96,250.00	Chennai Mall						
La Shield Sunscreen	₹ 11,95,800.00	Chennai Mall						
Lotus herbal Whiteglow	₹ 3,19,200.00	Chennai Mall						
Cetaphil Skin Cleanser	₹ 5,64,480.00	Chennai Mall						
Garnier Fructis	₹ 3,27,510.00	Chennai Mall						
Lo'real Paris Shampoo	₹ 8,50,000.00	Chennai Mall						
WOW Biotique	₹ 2,55,000.00	Chennai Mall						
Garnier Sunscreen	₹ 3,55,550.00	Chennai Mall						
Lotus Herbal Facewash	₹ 2,55,450.00	Chennai Mall						
Lotus Essential Oil	₹ 2,52,000.00	Bangalore Mall						
Wanderlust Body Lotion	₹ 6,87,000.00	Bangalore Mall						
Lotus Essential Oil Orange	₹ 4,24,500.00	Bangalore Mall						
Biotique	₹ 3,82,125.00	Bangalore Mall						
Nivea Body Lotion	₹ 6,08,250.00	Bangalore Mall						
La Shield Sunscreen	₹ 12,07,800.00	Bangalore Mall						
Lotus herbal Whiteglow	₹ 3,31,200.00	Bangalore Mall						

The formula bar shows the formula: `=SUMIF(A2:A53,"Biotique",B2:B3)`. The spreadsheet also contains text labels in column F: 'CALCULATE TOTAL SELL OF LOTUS PRODUCTS' and 'CALCULATE THE TOTAL SELL OF Biotique'.



## Day 6 Session 1

**Date:- 30/06/2021**

**Resource Person :- Anindya Basu, Librarian, Dept. Of Library**

**Recorded Video Link :-**

[https://drive.google.com/file/d/1VvZaj\\_Twqh1yGfSjFnTembqDctW5bKUZ/view?usp=sharing](https://drive.google.com/file/d/1VvZaj_Twqh1yGfSjFnTembqDctW5bKUZ/view?usp=sharing)

**Google Meet Link :- <https://meet.google.com/oab-kznc-fow>**

**Time :- 9:00 AM – 11:00 AM**

**Module:- MS Excel**

**Cumulative Count of Hours : 20 Hours**

TEXT	START NUMBER	NUM CHAR	EXTRACTED TEXT
Mountain regions are globally importan	10	25	regions are globally impo
Alve Ectomycorrhizal fungi (EMF) are a	25	50	gi (EMF) are a diverse and essential biota of fore
This article explains why the Choson go	21	60	why the Choson government and the military in particular e
Land-use, the extent of cover, and intra	45	80	ed competition with larger predators will influence habitat use by mesocarnivores. Und
The Atlantic forest is an intensely frag	25	80	in intensely fragmented and globally important ecological hotspot. In this contex
Biological invasions are a global threat	20	80	is a global threat to biodiversity. Since the spread of invasive alien plants
We present an algorithm and an implem	90	100	in implementation to insert broadleaves or needleleaves into a quantitative structure model according
New laser scanning technologies are se	20	120	technologies are set to revolutionize the way in which we measure and understand changes in ecosystem struc
In Detroit, Michigan, a non-profit organi	90	90	profit organization responsible for planting street trees on city-owned property in neighbo
Multi-level collective actions and instit	10	100	al collective actions and institutions play an important role in natural resource governance and rur
Understanding maternity roost requirem	10	100	Understanding maternity roost requirements is fundamental to guide timber production fore
The taxonomic diversity (TD) of tropical	20	90	ity (TD) of tropical flora and fauna tends to increase during secondary succession. This
In this article I discuss the factors contr	25	100	is the factors contributing to the drafting and approval of the forestry incentives law (PINPEP) in G
SYNTAX MID(TEXT,START NUMBER,NUM CHAR)			

## Day 6 Session 2

Date:- 30/06/2021

Resource Person :- Anindya Basu, Librarian, Dept. Of Library

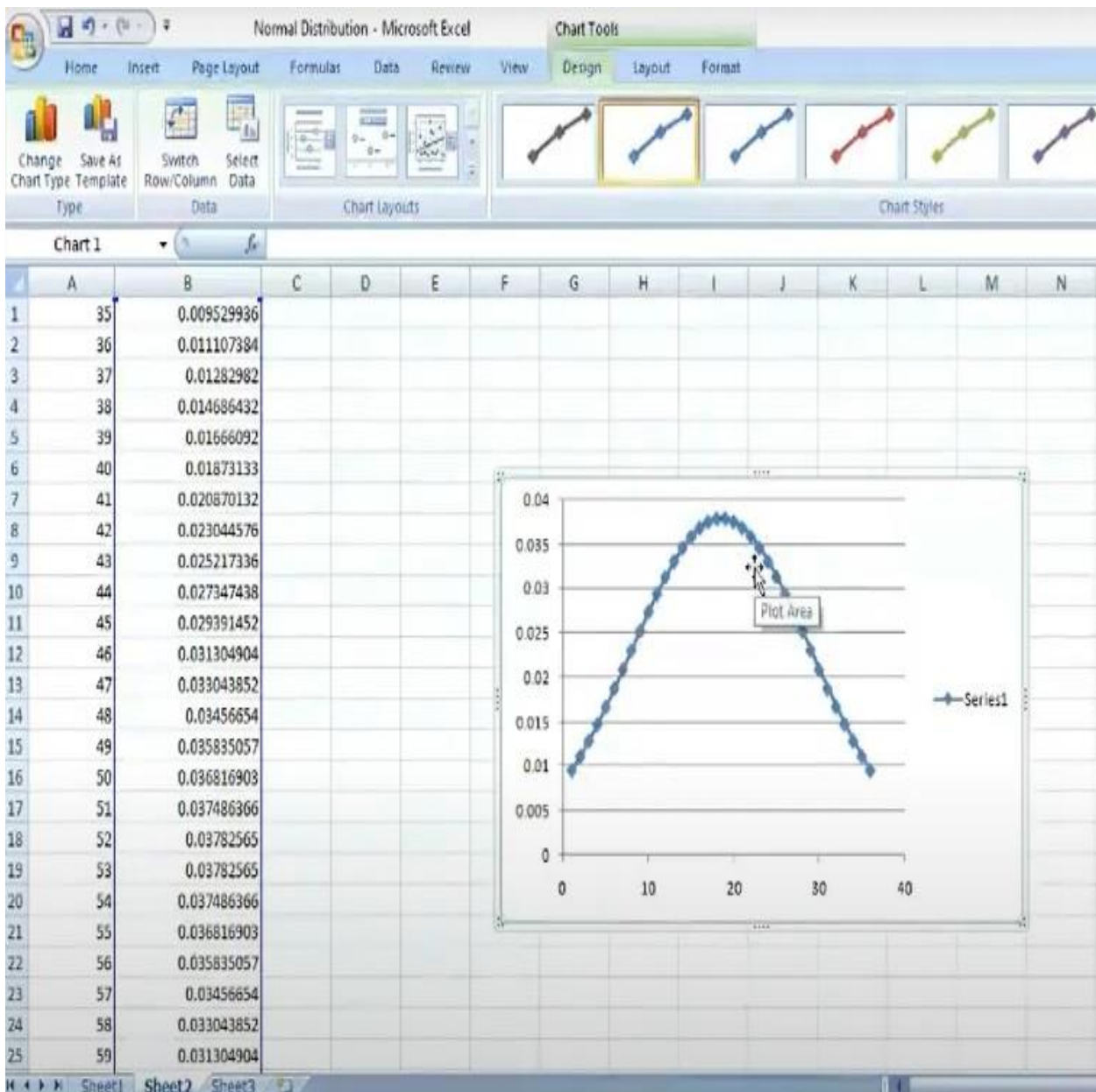
Recorded Video Link :- [https://drive.google.com/file/d/1GjpQwzBF-NyDmCbZ\\_XX6V0xPScbktwSH/view?usp=sharing](https://drive.google.com/file/d/1GjpQwzBF-NyDmCbZ_XX6V0xPScbktwSH/view?usp=sharing)

Google Meet Link :- <https://meet.google.com/cof-bxon-qzk>

Time :- 2:00 PM – 4:00 PM

Module:- MS Excel & MS Word

Cumulative Count of Hours : 22 Hours



## Day 7 Session 1

Date:- 31/06/2021

Resource Person :- Anindya Basu, Librarian, Dept. Of Library

Recorded Video Link :-

<https://drive.google.com/file/d/12LEC5DgsNMjj3rXwxz1EFCEzZFCzxL6p/vi?usp=sharing>

Google Meet Link :- <https://meet.google.com/bcc-ibot-bxh>

Time :- 9:00 AM – 11:00 AM

Module:- MS Excel

Cumulative Count of Hours : 24 Hours

The screenshot shows a Microsoft Excel spreadsheet titled 'conditional formatting - Microsoft Excel'. The ribbon is set to 'Conditional Formatting'. The 'More Rules' dropdown menu is open, showing options like 'Highlight Cells Rules', 'Top/Bottom Rules', 'Data Bars', 'Color Scales', 'Icon Sets', 'New Rule...', 'Clear Rules', and 'Manage Rules...'. The spreadsheet data is as follows:

Students' Name	Mathematic	Physics	Chemistry	Biology
Amala	75	85	74	80
Bimala	71	82	66	74
Amal	70	80	69	75
Bimal	80	78	90	80
Subimal	90	77	71	83
Sukomol	74	75	74	82
Sukumari	65	71	79	81
Haren	84	79	78	80
Harun	74	84	80	90
Jhantu	72	82	86	82
Montu	65	83	87	76
Sontu	42	87	94	79
Rontu	80	88	95	82

## Day 7 Session 2

Date:- 31/06/2021

Resource Person :- Anindya Basu, Librarian, Dept. Of Library

Recorded Video Link :-

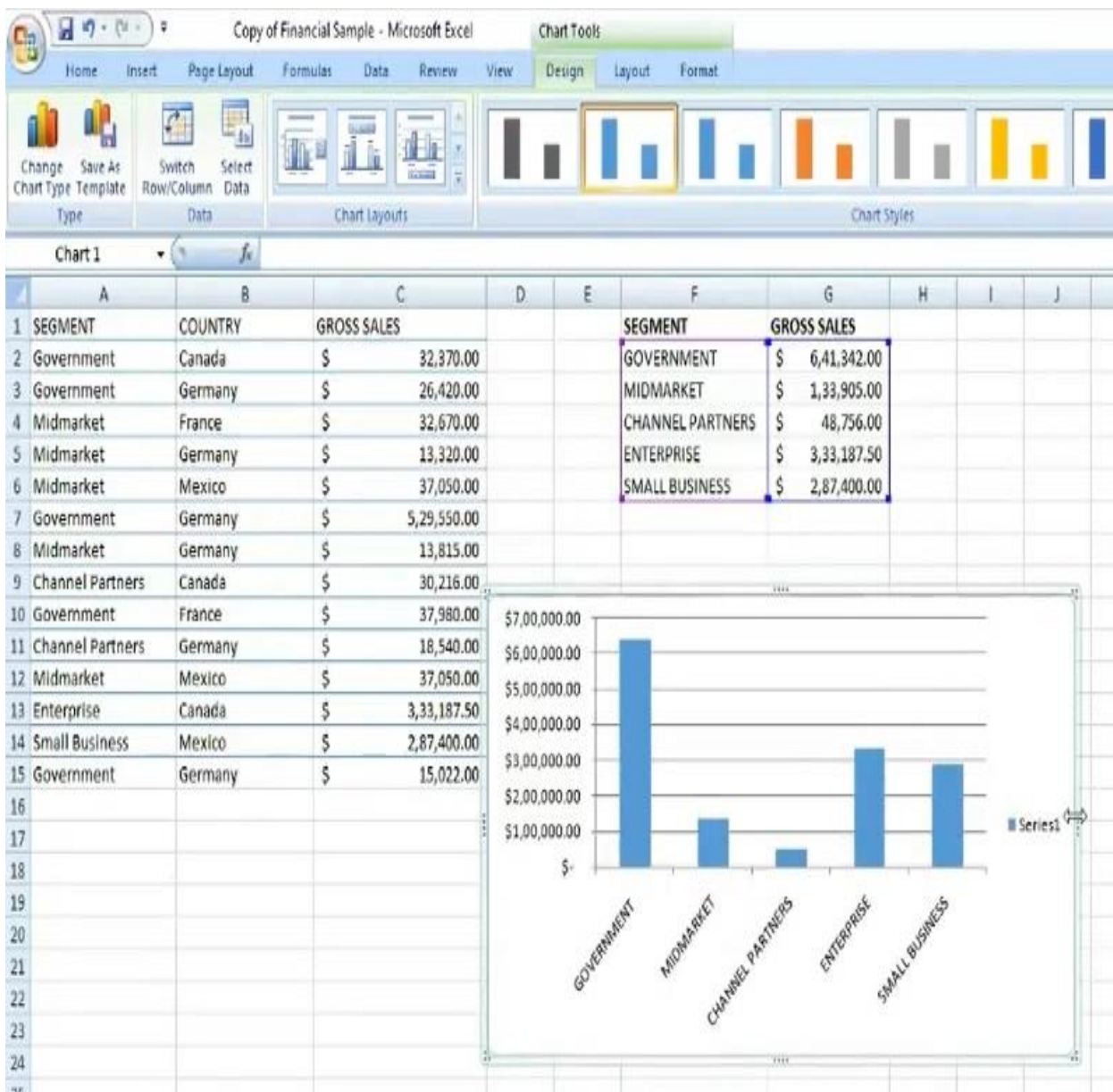
<https://drive.google.com/file/d/1b079WGjAvHxBD3Bo0ouVngOs7qu9Zlu9/view?usp=sharing>

Google Meet Link :- <https://meet.google.com/ecd-ecwh-bmr>

Time :- 2:00 PM – 4:00 AM

Module:- MS Excel

Cumulative Count of Hours : 26 Hours



## Day 8 Session 1

**Date:- 31/06/2021**

**Resource Person :- Anindya Basu, Librarian, Dept. Of Library**

**Recorded Video Link :-**

<https://drive.google.com/file/d/1TJU7Wrqn7Dq1IYcQaP38659iYR4-FL0w/view?usp=sharing>

**Google Meet Link :- <https://meet.google.com/ae-rztb-trt>**

**Time :- 9:00 AM – 11:00 AM**

**Module:- MS Excel**

**Cumulative Count of Hours : 28 Hours**

The screenshot shows a Microsoft Excel spreadsheet titled "ATTENDANCE SHEET". The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, and View. The active cell is E20, containing the formula `=DATEDIF(E11,E12,"ym")`.

	A	B	C	D	E	F	G	H	I	J	K
3	22-09-2020	2020	29-10-2020		08:20:55 AM	8	20	55			
4	23-09-2020	2020	29-09-2019		09:21:56	9	21	56			
5	24-09-2020	2020	30-09-2019								
6	25-09-2020	2020	01-10-2019								
7											
8											
9	24-05-2018	5	24		DATE DIFFERENCE						
10											
11			3 Years 7 Months 24 days		21-08-1994						
12					02-07-2021						
13		17-01-2022			9812 DAYS						
14	CURRENT DATE & TIME				322 MONTHS						
15	02-07-2021 09:01 NOW()				26 YEARS						
16											
17											
18											
19											
20											
21											

Additional text in the spreadsheet:

- Row 6: 10:50 AM AFTER 2:30 HOURS
- Row 7: 05:50 AM BEFORE 2:30 HOURS
- Row 17: 160 It's ignoring years, it's simply calculating day difference between two numbers
- Row 18: 12 ignoring months, it gives the number of days between 2 dates
- Row 20: 10

## Day 8 Session 2

Date:- 31/06/2021

Resource Person :- Anindya Basu, Librarian, Dept. Of Library

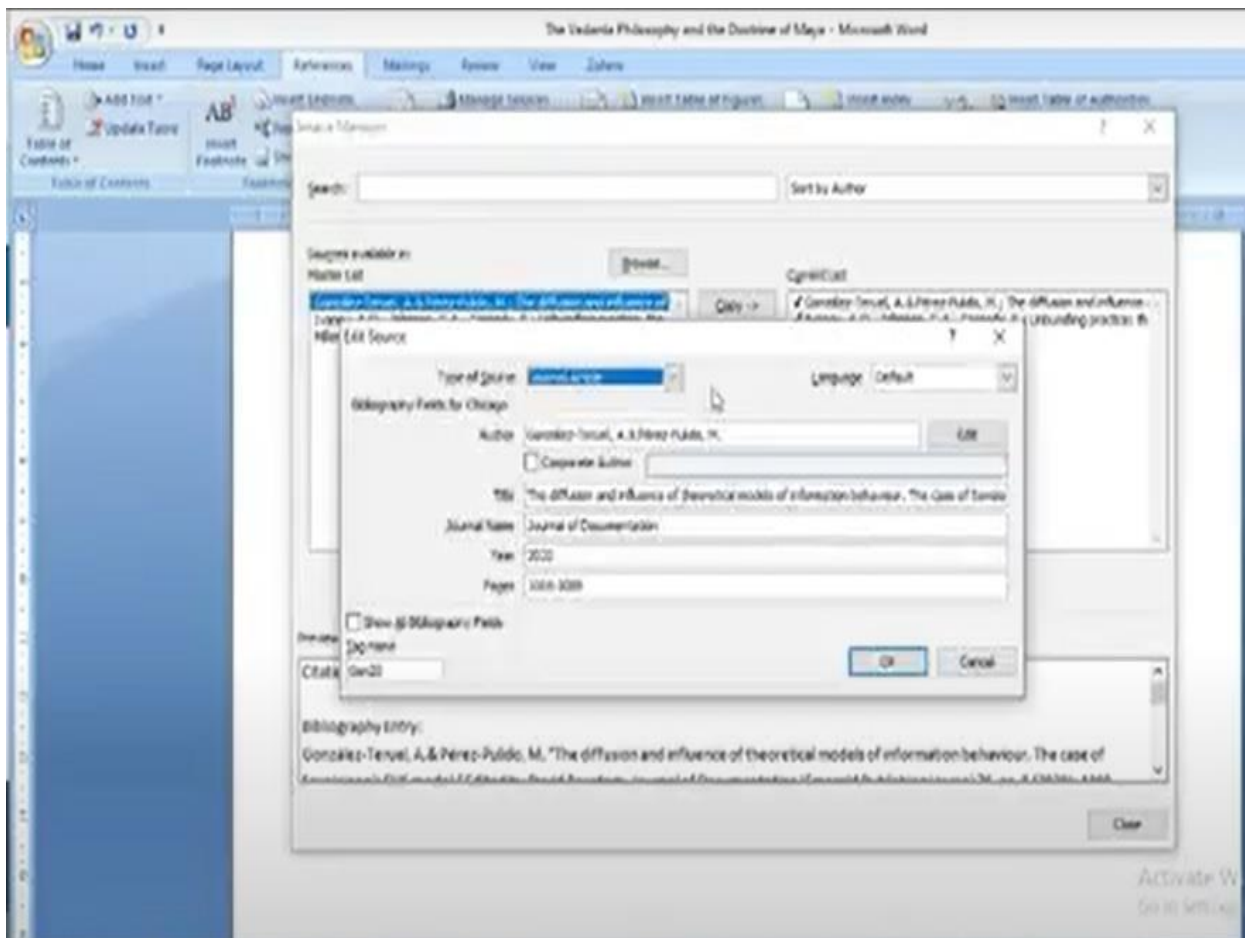
Recorded Video Link :- <https://drive.google.com/file/d/1YUh64bYSnY-c4xBbuSpZPtVzV9GsIIYN/view>

Google Meet Link :- <https://meet.google.com/eqn-wnxt-ywa>

Time :- 2:00 PM – 4:00 PM

Module:- MS Excel and MS Word

Cumulative Count of Hours : 30 Hours





## Students' Assignments


Students were given assignments time-to-time to evaluate their learning for every module taught in the course. All together 9 assignments were given and their performance were measured by the obtained marks individually per assignment basis.

	Turned in				
<input type="checkbox"/>	Ahana Das	3 <i>Draft</i>			
<input type="checkbox"/>	Aishee Roy	3 <i>Draft</i>			
<input type="checkbox"/>	Ankita Ghosh	3 <i>Draft</i>			
<input type="checkbox"/>	ankita goswami	18 <i>Draft</i>			
<input type="checkbox"/>	Bidisha Das	20 <i>Draft</i>			
<input type="checkbox"/>	Chandrava Roy	3 <i>Draft</i>			
<input type="checkbox"/>	KOYEL DUTTA	20 <i>Draft</i>			
<input type="checkbox"/>	MOUSUMI BHATTACHARY...	3 <i>Draft</i>			

13 Turned In | 7 Assigned


All

Ahana Das




Dropdown List.xlsx  
Turned in

Aishee Roy




Dropdown List.xlsx  
Turned in

Ankita Ghosh




ANKITA GHOSH LST(...)  
Turned in

ankita goswami




Book1.xlsx assignme...  
Turned in

Bidisha Das




Bidisha Das Assignme...  
Turned in

Chandrava Roy




Untitled  
Turned in

KOYEL DUTTA




Dropdown List KOYEL ...  
Turned in

MOUSUMI BHATTACHARYY A




Mousumi Bhattachary...  
Turned in

Rupsa Sarkar



Assignment 5 (RUPSA...  
Turned in

Shroyeta Saha




Shroyeta Saha Dropdo...  
Turned in

<input type="checkbox"/>	Bidisha Das	15 <i>Draft</i>			
<input type="checkbox"/>	Chandrava Roy	15 <i>Draft</i>			
<input type="checkbox"/>	KOYEL DUTTA	15 <i>Draft</i>			
<input type="checkbox"/>	MOUSUMI BHATTACHARY...	15 <i>Draft</i>			
<input type="checkbox"/>	Rupsa Sarkar	20 <i>Draft</i>			
<input type="checkbox"/>	Shroyeta Saha	15 <i>Draft</i>			
<input type="checkbox"/>	Shruti Panda	15 <i>Draft</i>			
<input type="checkbox"/>	Sumitra Maity	15 <i>Draft</i>			

13 Turned In | 7 Assigned


All

Ahana Das




ASG Word 4 ahana.do...  
Turned in

Aishee Roy




ASG Word 4 Aishee R...  
Turned in

Ankita Ghosh




ASG Word 4 ANKITA ...  
Turned in

ankita goswami




ASSIGNMNT 5 MS W...  
Turned in

Bidisha Das




Bidisha Das Assignme...  
Turned in

Chandrava Roy




Untitled  
Turned in

KOYEL DUTTA




ASG Word 4 KOYEL D...  
Turned in

MOUSUMI BHATTACHARYY A




ASG Word 4 Mousumi...  
Turned in

Rupsa Sarkar



Assignment 7 (RUPSA...  
Turned in

Shroyeta Saha



ASG Word 4 Shroyeta ...  
Turned in

## Grades of the Students

	Assignment 1	Assignment 2	Assignment 3	Assignment 4	Assignment 5	Assignment 6	Assignment 7	Assignment 8	Assignment 9
Name	FM-30	FM-20	FM-20	FM-10	FM-20	FM-10	FM-10	FM-25	FM-25
AHANA DAS	25	10	15	10	3	10	10	25	25
AISHEE ROY	25	10	15	10	3	10	0	25	25
ANKITA GHOSH	20	20	15	10	3	10	10	25	25
ANKITA GOSWAMI	25	20	15	5	18	10	10	25	25
BIDISHA DAS	15	20	15	10	20	10	10	25	25
CHANDRAVA ROY	0	20	15	10	3	0	0	25	25
ISHANI CHAKRABORTY	25	20	0	10	0	10	0	0	25
KOYEL DUTTA	25	20	15	10	20	10	10	25	25
MOUSUMI BHATTACHARYA	25	10	15	10	3	10	10	25	25
MUKTI VARMA	0	0	0	0	0	10	10	0	25
PRITI HALDAR	0	0	0	0	0	0	0	0	0
RUPSA SARKAR	30	20	20	10	20	10	10	25	25
SHREYA MUKHERJEE	0	0	0	0	0	0	0	0	0
SHROYETA SAHA	25	10	15	10	3	10	10	25	25
SHRUTI MONDAL	0	0	0	0	0	0	0	0	0
SHRUTI PANDA	25	10	15	10	3	10	0	25	25
SUCHISMITA GHANTI	0	0	0	0	0	0	0	0	0
SUMITRA MAITY	25	10	15	10	3	10	10	25	25
SUPARNA MAJURI	20	20	0	0	0	10	0	0	25
TANNIKA BHATTACHARYA	25	20	5	10	5	10	10	25	25

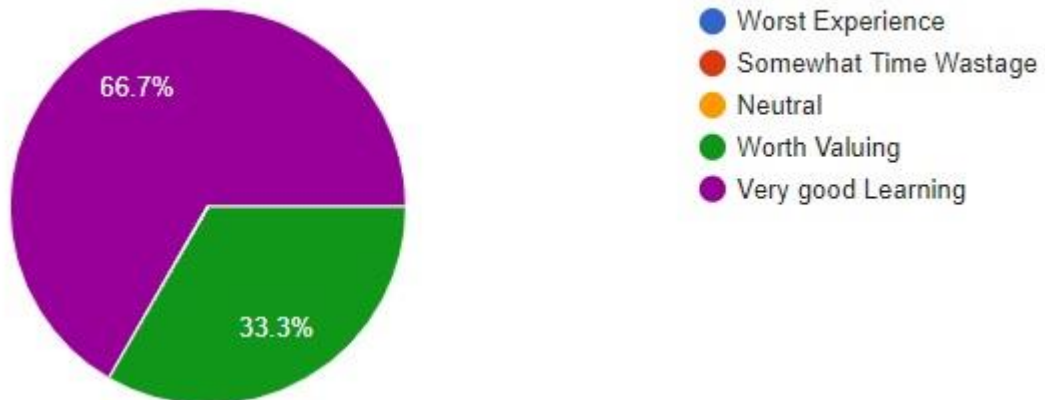
\*\* FM – FULL MARKS

Report:- Four students (with Red Colour font) have not submitted any assignment during the course. As we have given utmost priority to assignments, these students have been rejected to receive any certificate from this course.

# Students' Feedback Analysis

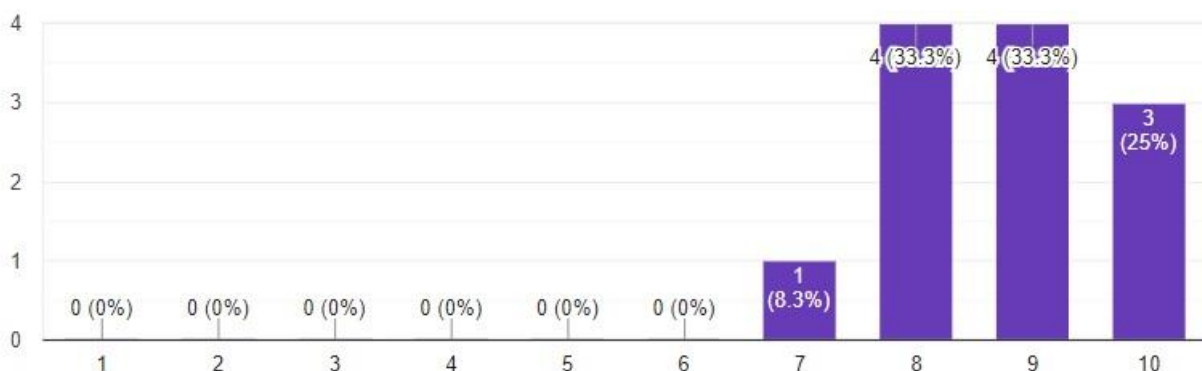
**Responses:-** 12 participants responded to this feedback questionnaire. The analysis is based on their responses.

## 1. What is your experience after doing the Certificate Course?



From the pie chart, undoubtedly it can be said that, all the participants are satisfied with the course structure and content delivered and it also gives me an immense pleasure regarding our the objectives of the certificate course as well as students' perception about the delivered lectures during entire sessions.

## 2. Please rate this course in 10 Point Scale



From the responses, it could be inferred that, most of the participants have given 8 and more than that in 10 point scale. Only one participant gave the rating 7 out of 10.

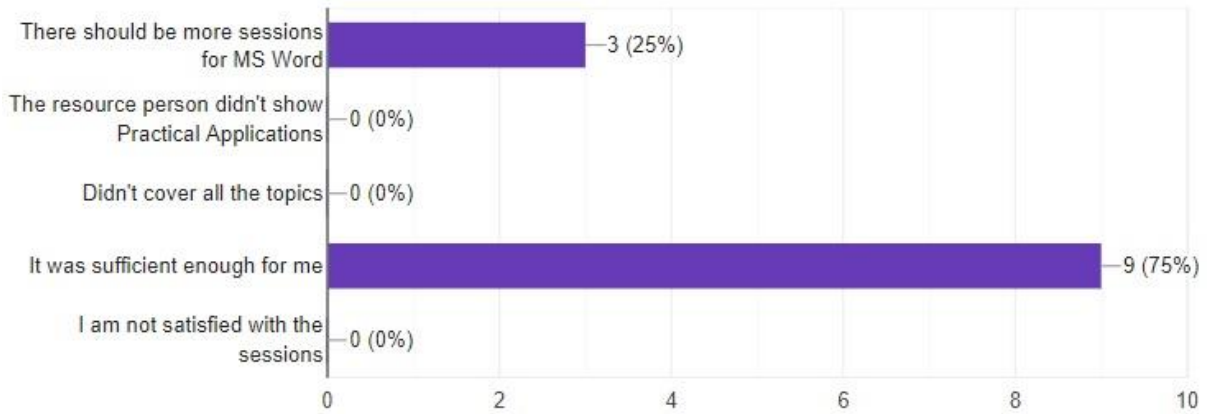
### 3. What was bad in organizing the certificate course?

Offline mode is the best
Everything was up to the mark
Online mode learning... If it was offline then that was much satisfied for everyone.
Time Duration
Lack of timing for completion of the assignment
During the PowerPoint session there was a miscommunication between the versions of computer due to that it occurred difficulty to understand.
Nothing was actually bad but if the time duration per day is decreased and the no. of days are extended, then it will be better.
Nothing seemed to be bad in organizing the certificate course.
The timing
Network issue
Nothing as such, but course could have been more effective if it could be offline course work
Nothing

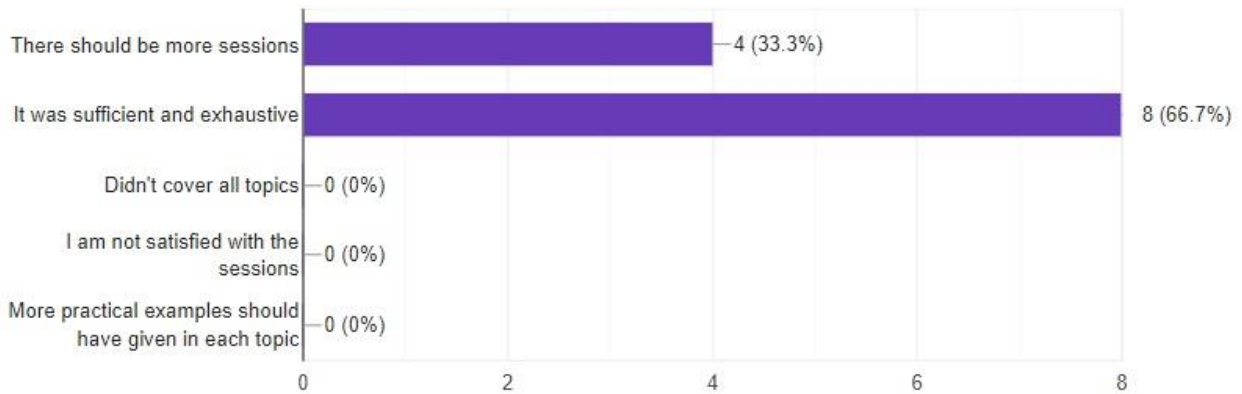
### 4. What is your opinion regarding the quality of teaching of the content about any topic by the teachers?

It was sufficient enough
It was sufficient enough
The teacher should have given more time to students to do the same in their computer
It was sufficient enough
It was sufficient enough
It was too fast to comprehend, The teacher should have given more time to students to do the same in their computer
It was sufficient enough, More complex and real life examples were necessary to add
It was sufficient enough
The teacher should have given more time to students to do the same in their computer
Better practical application should have given against each topic
It was sufficient enough
The teacher should have given more time to students to do the same in their computer

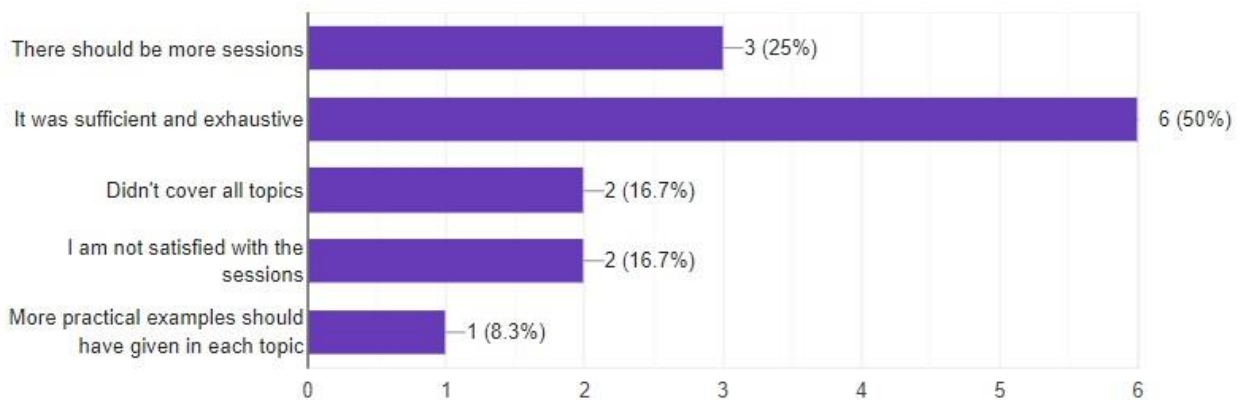
### 5. What is your opinion regarding the coverage of topics in MS Word?



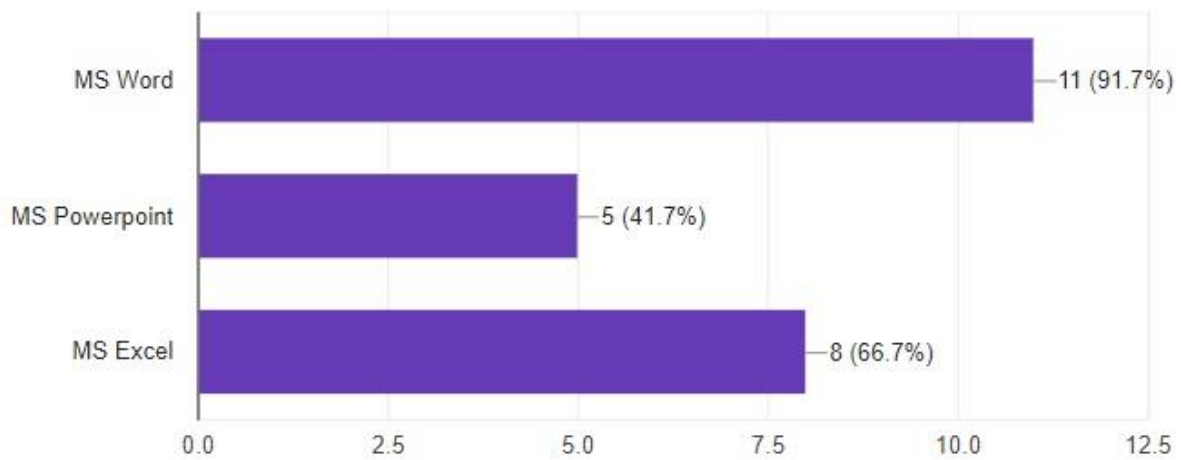
### 6. What is your opinion regarding the coverage of topics in MS Excel?



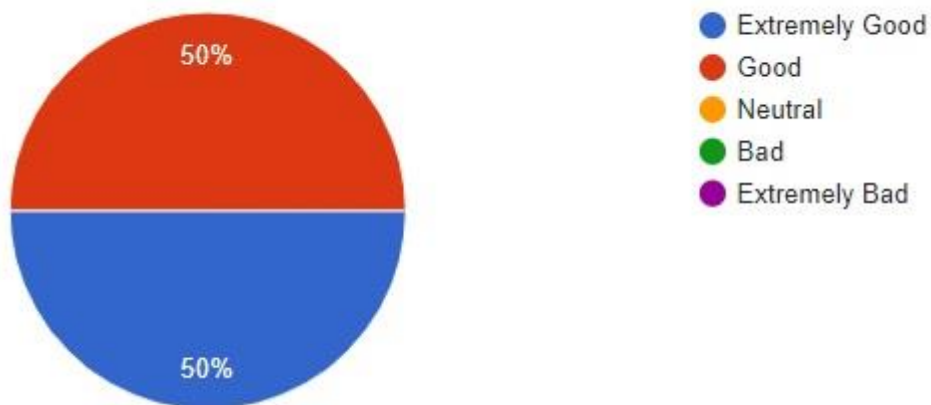
### 7. What is your opinion regarding the coverage of topics in MS Powerpoint?



**8. Which session(s), you have liked and understood the most?**



**9. What is your opinion regarding coordinator's Cooperation and Organization of the course?**



**10. Suggestions to make it better in future**

This is enough
It will be great if more topics of excel can be discussed than the present course
Developing the practical computer related skills
Please increase the time duration
Make the processing period a little lengthy
To give more time to each of the topics so that all the portions can be covered..
If the time duration per day is decreased and the no. of days are extended, then it will be better.
Time duration should be decreased a bit, otherwise it might be boring sometimes.

It should have some time gap between the session.
Good
Course timing can be little more than one week
Nothing

## 11. Suggestions for the resource persons and organizers

It was an excellent opportunity that we are enlightened by such skilled and experienced teachers as well as organizers.
Give more time and teach slowly for the students
All teachers should increase the time duration
Make the processing period a little lengthy
To give more time and to use the version which almost all the students have.
No suggestions
They are already very organized and focused. So no need to suggest them.
They were good enough
Good
It was very good experience with all the resource person
Nothing

## 12. Comments

I am satisfied of this course
I'm satisfied for this course
Thank you anindya sir, amit sir and aparajita mam for conducting such knowledgeable session... It is very helpful for us..It is very difficult to complete ta whole course for this situation and this short time but all the teachers are truely very helpful to complete this session properly in time.. 😊
It was amazing
It was such knowledgeable sessions
It was a lovely class which I have never thought that it can be easily done through online mode. Valuable, knowledgeable and productive class.
Nothing
The long 8th days sessions had been effective and worthy.
Thank you so much for your time .
Helpful
This course will help us in lot of way. Very effective.
Very fruitfull session

**13. Suggested topics upon which similar kinds of Courses can be organized in future**

LOOK UP FUNCTION IN MS EXCEL
MS DOS HTML VISUAL BASIC ACCESS TALLY PROGRAMING LANGUAGE INTERNET RELATED THINGS PHOTOSHOP
HUMAN RIGHTS
Advance levels of basic
Which will help us in future days
HTML(Web Page Designing), DBMS, LINUX OS, Koha (Library Management System), C++ , JAVA, Ethical Hacking, User defined formulas in MS Excel, Graphic Designing etc.
I would like to have the further sessions on the same topics vividly.
Programming languages
Excel
Programming Language
Java

**Note:- These suggestions are highly appreciated and the department will obviously plan to organize few of the suggested subjects in future. The department is actively planning to organize such certificate courses twice a year.**



# SAMPLE CERTIFICATE

## MAHARANI KASISWARI COLLEGE

20, Ramkanta Bose Street, Kolkata- 700003

30 HOURS CERTIFICATE COURSE

ON

***HONE YOUR COMPUTER SKILL WITH MICROSOFT OFFICE***

Organized by Department of Library

### *Certificate of Completion*

Certificate No. MKCLIB/CC1/001

*This is to certify that, Smt. Tannika Bhattacharya of TTMV, have successfully completed the 30 Hours Online Certificate course organized by Department of Library, Maharani Kasiswari College from 25<sup>th</sup> June to 2<sup>nd</sup> July, 2021. She has scored 135 out of 170.*

*We wish all her success in life.*

*Anindya Basu*

-----  
Anindya Basu  
Course Coordinator  
& Librarian

*Shyam Prasad Ram*

-----  
Shyam Prasad Ram  
Course Coordinator  
& Librarian

*Dr. Sima Chakraborty*

-----  
Dr. Sima Chakraborty  
Principal  
Organizing Secretary



















## ATTENDANCE DAY 6 SESSION 1

Participant Name	8:00	8:05	8:10	8:15	8:20	8:25	8:30	8:35	8:40	8:45	8:50	8:55	9:00	9:05	9:10	9:15	9:20	9:25	9:30	9:35	9:40	9:45	9:50	9:55	
? 29 Nansaz (0 Absent) ☆																									
? Tannika Bhattacharya																									
? Tannika Bhattacharya																									
? Mevsuni Bhattacharya																									
? Mevsuni Bhattacharya																									
? Binisha Das																									
? Koyal Dutta																									
? Koyal Dutta																									
? Suchismita Gharti																									
? Anikta Ghosh																									
? Anikta Ghosh																									
? Anikta Goswami																									
? Anikta Goswami																									
? Sumitra Maiti																									
? 0 Others																									
? 11 Others																									
? 12 Others																									
? 2 Others																									
? 3 Others																									
? 4 Others																									
? 5 Others																									
? 6 Others																									
? 7 Others																									
? 8 Others																									
? 9 Others																									
? Shiruti Parida																									
? Shreyeta Saha																									
? Shreyeta Saha																									
? Kupsa Sarkar																									
? Mukti Varma																									

842









