



Alphonsa College Thiruvambady

Run by Educational Trust of Diocese of Thamarassery  
Affiliated to the University of Calicut.

MS Office

Add-on  
Course for  
B. Com. CA  
Students

2018



**ALPHONSA COLLEGE THIRUVAMBADY**  
**DEPARTMENT OF COMMERCE 2018-2019**



**Curriculum**  
**On**  
**the Certificate Course of**  
**M S OFFICE**  
**BCMMS03**

**Teacher Coordinator: Ms. Dhanya. K**

**Fee Structure: INR 500 (Per student)**

**Duration of the course: 3 Months**

**Total Hours: 30**

## M S. OFFICE

### An add-on course for B.Com Students 2018-2019

## Course Syllabus

Total Hour: 30

### Objectives:

1. To enable the students to acquire basic knowledge in the office automation tools and its applications in the area of business.
2. To create a basic word document and simple excel spread sheet with beginner edits and formatting.
3. To study how to create text slide in Power point.

### Outcomes:

1. To enable the students to independently create professional-looking documents and presentations.
2. To make students familiar with some advanced Word and PowerPoint functions.
3. to make students understand how to use Word and PowerPoint in a variety of professional, educational, and personal situations.

### Module I

MS word-Basics-Starting word-Creation of Document-window-parts of window-Selection-Deleting-Open-Save-Undo-Redo-Inset Text-Cut-Copy-Paste-Formatting-Replace-Line space-Margin-Borders and shading-Header and Footer-Insert-Table-Rows and Columns- Add-Delete Rows and Columns-Insert picture-Shapes-chart-page number-clip Art- -Page Layout-Using lists and styles Working with images Using Spelling and Grammar check Understanding document properties-Paragraph formatting-Print Documents- Mail merge

### Module II

MS Excel – Basics-Open – Save - Creating, editing, saving and printing spreadsheets Row and Columns-Cell-Worksheet- Graphically representing data : Charts & Graphs -Functions- Graphically representing data : Charts & Graphs Formatting worksheets- Filtering-Sorting-Insert-Page Layout-Formulas.

### **Module III**

MS Powerpoint-Creating Slides-LayOut-Designs-Animations-Insert Images-Slide Show-Insert slides-Rearrange slides-Background styles- Using slide transitions- Graphically representing data : Charts & Graphs- Creating Professional Slide for Presentation.

### **Module IV**

Internet-Basics-Protocols-Emailing

### **Fee Structure**

MS Office Certificate Course : Rs 2000

### **Faculties**

MS Office : Dhanya K

### **Reference**

1. Fundamentals of computers - V.Rajaraman - Prentice- Hall of india
2. Microsoft Office 2007 Bible - John Walkenbach, Herb Tyson, Faithe Wempen, Cary N. Prague, Michael R. Groh, Peter G. Aitken, and Lisa A. Bucki - Wiley India Pvt. Ltd.
3. The complete reference Linux - Richard Petersen - Tata McGraw - Hill Edition
4. A Conceptual Guide to OpenOffice.org 3 - R. Gabriel Gurley- CreateSpace Independent Publishing Platform, 2008
5. Introduction to Information Technology - Alexis Leon, Mathews Leon, and Leena Leon, Vijay Nicole Imprints Pvt. Ltd., 2013.
6. Computer Fundamentals - P. K. Sinha Publisher: BPB Publications
7. Operating System Concepts - by Abraham Silberschatz, Greg Gagne, and Peter Baer Galvin Publisher: Wiley; 8 edition (July 29, 2008)
8. Computer Networking 6th ed. - J.F. Kurose and K.W. Ross - Pearson;
9. Data Communications and Networking - Behrouz A. Forouzan, 2nd Edition - McGraw Hill Education;
10. Discovering the Internet: Complete - Shelly Cashman 4th Edition - Course Technology
11. Computer & Internet Basics Step-by-Step - Etc-end the Clutter - Infinity Publishing
12. <https://en.wikipedia.org>
13. <https://bosslinux.in/sites/default/files/BOSS4.0-Usermanual.pdf> (For EduBOSS3.0)
14. <https://wiki.openoffice.org/wiki/Documentation>
15. <http://windows.microsoft.com/en-in/windows/windows-basics-all-topics>



Ms. Dhanya K (Coordinator)



Prof. Philip K. Antony (Principal)

Prof. PHILIP. K. ANTONY  
PRINCIPAL  
ALPHONSA COLLEGE  
THIRUVAMBADY

**M S. OFFICE**  
**An add-on course for B.Com Students**  
**2018-2019**

**COURSE SUMMARY**

Name of the Programme : M S. OFFICE  
Duration : 30 hours  
Aim : Understand the basic concepts of MS office  
Faculty : Ms.Dhanya K  
No. of students : 47

The Department Of Commerce had conducted an add on course in M S office for the academic year 2018 -2019.The course was offered for the third year U.G. students (2018-2019). Ms.Dhanya K, Assistant Professor, Department of Commerce was the co –coordinator of the program. The course started on July 2 and ended on August 29. It was a 30 hour course.

Microsoft Office training can give students the confidence to use the tools provided. Having MS Office skills professionally trained significantly increases your work efficiency and confidence, which will also bring students with a sense of job satisfaction at work.Microsoft Office is a very helpful tool widely used in home, office and schools, to organise, manage and present information, data and figures. It includes Word, to create, polish, and share documents; Excel, to analyse and visualise data; PowerPoint, to create, collaborate, and effectively present ideas.It has been designed to be user friendly, interactive and powerful, which drastically helps increase users' productivity within the office environment.

**ASSESSMENT PROCEDURE**

The evaluation criteria includes a written examination and marks were converted into grades.

  
Ms.Dhanya K (Coordinator)

  
Prof. Philp K. Antony (Principal)

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Thiruvambady P O, Kozhikode [DIST.] - 673603

## LIST OF STUDENTS ENROLLED FOR ADD-ON COURSE IN MS OFFICE (2018-2019)

SL.NO	ENROLLMENT NUMBER	NAME OF PARTICIPANTS
1	COMMS18-101	JITHIN SHAJI
2	COMMS18-102	JINOLA K. JOHN
3	COMMS18-103	SIVAPRIYA SUBASH
4	COMMS18-104	JASMINE GEORGE
5	COMMS18-105	RINTA VARKEY
6	COMMS18-106	MUHAMMED SWALIH C. S.
7	COMMS18-107	VINIL VINOD
8	COMMS18-108	DHESIL E. K.
9	COMMS18-109	SHINE AUGUSTINE
10	COMMS18-110	ANUSREE M. U.
11	COMMS18-111	ANANTHU K. VINOD
12	COMMS18-112	NEENU ALPHONSA THOMAS

13	COMMS18-113	PRABIN P. R.
14	COMMS18-114	JAIS JOHN
15	COMMS18-115	RAHUL THANKACHAN
16	COMMS18-116	DELNA JOSE
17	COMMS18-117	SABIN SANTHOSH
18	COMMS18-118	AMAL MATHEW
19	COMMS18-119	SHARON SHAJI
20	COMMS18-120	VYSHNAV V.
21	COMMS18-121	ROBIN JAISON
22	COMMS18-122	AJAY THOMAS
23	COMMS18-123	JAMES THOMAS
24	COMMS18-124	JOMMON
25	COMMS18-125	AMAL JOSHY
26	COMMS18-126	RAHUL K. S.
27	COMMS18-127	SAHNA C. R.
28	COMMS18-128	ABIN RAJ E.
29	COMMS18-129	ANAS P.
30	COMMS18-130	DONEY JOSEPH
31	COMMS18-131	SAYANA SUNNY
32	COMMS18-132	ABIN BINOY
33	COMMS18-133	VINNY MARIYA
34	COMMS18-134	MUHAMMED SHANID

35	COMMS18-135	AKHIL THOMAS
36	COMMS18-136	ABHISHEK P. ASHOK
37	COMMS18-137	LINS JOSEPH
38	COMMS18-138	TOM BABY
39	COMMS18-139	SHIBIN SHAJI
40	COMMS18-140	MUHAMMED DANISH
41	COMMS18-141	SANDEEP SEBASTIAN
42	COMMS18-142	JOSEPH T. G.
43	COMMS18-143	JASEEM K. P.
44	COMMS18-144	SHADMA RAHMAN K. A.
45	COMMS18-145	ANAND P. S.
46	COMMS18-146	RIJO JACOB
47	COMMS18-147	ABISHEK P. R.

*Danya*

Ms.Dhanya K (Coordinator)

*Prof. Philip*

Prof. Philp K. Antony (Principal)

Prof. PHILIP. K. ANTONY  
PRINCIPAL  
ALPHONSA COLLEGE  
THIRUVAMBADY





8	DHESIL E. K.	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
9	SHINE AUGUSTINE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	ANUSREE M. U.	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P
11	ANANTHU K. VINOD	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
12	NEENU ALPHONSA THOMAS	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P
13	PRABIN P. R.	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	JAIS JOHN	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P
15	RAHUL THANKACHAN	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
16	DELNA JOSE	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
17	SABIN SANTHOSH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P
18	AMAL MATHEW	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	SHARON SHAJI	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P

20	VYSHNAV V.	P	P	P	P	D	P	P	P	P	P	D	P	P	P	P
21	ROBIN JAISON	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P
22	AJAY THOMAS	P	P	P	D	P	P	P	P	P	AB	D	P	P	P	P
23	JAMES THOMAS	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	JOMMON	P	P	P	P	P	P	P	P	P	AB	D	P	P	P	P
25	AMAL JOSHY	P	P	P	P	P	P	P	P	P	P	P	P	D	P	P
26	RAHUL K. S.	P	P	P	P	P	P	P	AB	P	P	P	P	P	D	D
27	SAHNA C. R.	P	P	P	P	P	P	P	P	P	P	P	P	D	P	P
28	ABIN RAJ E.	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
29	ANAS P.	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
30	DONEY JOSEPH	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P



42	JOSEPH T. G.	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
43	JASEEM K. P.	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P
44	SHADMA RAHMAN K. A.	P	P	P	P	P	P	P	P	P	D	AB	P	P	P	P
45	ANAND P. S.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	RIJO JACOB	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P
47	ABISHEK P. R.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

SL. NO	NAME	DAY 16 23/7/18	DAY 17 24/7/18	DAY 18 25/7/18	DAY 19 26/7/18	DAY 20 27/7/18	DAY 21 28/7/18	DAY 22 29/7/18	DAY 23 31/7/18	DAY 24 1/8/18	DAY 25 2/8/18	DAY 26 3/8/18	DAY 27 4/8/18	DAY28 6/8/18	DAY29 8/8/18	DAY 30 13/8/18	DAY 30 29/8/18
1	JITHIN SHAJI	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	AB
2	JINOLA K. JOHN	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
3	SIVAPRIYA SUBASH	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P









38	TOM BABY	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
39	SHIBIN SHAI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	MUHAMME D DANISH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	SANDEEP SEBASTIAN	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P
42	JOSEPH T. G.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	JASEEM K. P.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44	SHADMA RAHMAN K. A.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	ANAND P. S.	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	RUIO JACOB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
47	ABISHEK P. R.	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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## M S. Office

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2018-2019

### STUDENTS LIST WITH SIGNATURE

SL.NO	NAME OF PARTICIPANTS	SIGNATURE
1	JITHIN SHAJI	
2	JINOLA K. JOHN	
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4	JASMINE GEORGE	
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11	ANANTHU K. VINOD	
12	NEENU ALPHONSA THOMAS	
13	PRABIN P. R.	

14	J AIS JOHN	<u>Jais</u>
15	RAHUL THANKACHAN	<u>Rahul</u>
16	DELNA JOSE	<u>Delna</u>
17	SABIN SANTHOSH	<u>Sabin</u>
18	AMAL MATHEW	<u>Amal</u>
19	SHARON SHAJI	<u>Sharon</u>
20	VYSHNAV V.	<u>Vyshnav</u>
21	ROBIN JAISON	<u>Robin</u>
22	AJAY THOMAS	<u>Ajay</u>
23	JAMES THOMAS	<u>James</u>
24	JOMMON	<u>Jommon</u>
25	AMAL JOSHY	<u>Amal</u>
26	RAHUL K. S.	<u>Rahul</u>
27	SAHNA C. R.	<u>Sahna</u>
28	ABIN RAJ E.	<u>Abin</u>
29	ANAS P.	<u>Anas</u>
30	DONEY JOSEPH	<u>Dony</u>
31	SAYANA SUNNY	<u>Sayana</u>
32	ABIN BINOY	<u>Abin</u>
33	VINNY MARIYA	<u>Vinny</u>
34	MUHAMMED SHANID	<u>Muhammed</u>

35	AKHIL THOMAS	<i>Akhil</i>
36	ABHISHEK P. ASHOK	<i>Abhishek</i>
37	LINS JOSEPH	<i>Lins</i>
38	TOM BABY	<i>Tom</i>
39	SHIBIN SHAJI	<i>Shibi</i>
40	MUHAMMED DANISH	<i>Danish</i>
41	SANDEEP SEBASTIAN	<i>Sandeep</i>
42	JOSEPH T. G.	<i>Joseph</i>
43	JASEEM K. P.	<i>Jaseem</i>
44	SHADMA RAHMAN K. A.	<i>Shadma</i>
45	ANAND P. S.	<i>Anand</i>
46	RIJO JACOB	<i>Rijo</i>
47	ABISHEK P. R.	<i>Abhishek</i>

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## M.S. Office

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**2018-2019**

**GRADE SHEET**

SL.NO	NAME OF PARTICIPANTS	SIGNATURE
1	JITHIN SHAJI	A
2	JINOLA K. JOHN	A
3	SIVAPRIYA SUBASH	A
4	JASMINE GEORGE	A
5	RINTA VARKEY	A
6	MUHAMMED SWALIH C. S.	A
7	VINIL VINOD	A
8	DHESIL E. K.	A
9	SHINE AUGUSTINE	A
10	ANUSREE M. U.	A
11	ANANTHU K. VINOD	A
12	NEENU ALPHONSA THOMAS	A
13	PRABIN P. R.	A
14	JAIS JOHN	A
15	RAHUL THANKACHAN	A
16	DELNA JOSE	A
17	SABIN SANTHOSH	A
18	AMAL MATHEW	A
19	SHARON SHAJI	A
20	VYSHNAV V.	A
21	ROBIN JAISON	A

22	AJAY THOMAS	A
23	JAMES THOMAS	A
24	JOMMON	A
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26	RAHUL K. S.	A
27	SAHNA C. R.	A
28	ABIN RAJ E.	A
29	ANAS P.	A
30	DONEY JOSEPH	A
31	SAYANA SUNNY	A
32	ABIN BINOY	A
33	VINNY MARIYA	A
34	MUHAMMED SHANID	A
35	AKHIL THOMAS	A
36	ABHISHEK P. ASHOK	A
37	LINS JOSEPH	A
38	TOM BABY	A
39	SHIBIN SHAJI	A
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42	JOSEPH T. G.	A
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44	SHADMA RAHMAN K. A.	A
45	ANAND P. S.	A
46	RIJO JACOB	A
47	ABISHEK P. R.	A

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## CERTIFICATE OF EXCELLENCE

This is to certify that  
**BINIL VINOD**  
Has Successfully Completed an Add-on course on  
**MS Office**  
With 'A' Grade in the academic year 2018-2019  
Organized by Department of Commerce  
**Alphonsa College Thiruvambady**

MS. SANAMMA P. V  
HOD

P.G Department of Commerce



Mr. Philip K Antony  
(Principal)