

AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Add -on Course
on
Micro Soft Word

Under the
DEPARTMENT OF COMPUTER SCIENCE

Academic Year 2022-23

Course Coordinator
Prof. Umesh Mestha
Lecture in Computer science



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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

The Institutional Board of Studies of the Department of Computer Science for Add on Course on MS Word for Arts Students held on 13/5/2023 in the principal chamber at 10:30 AM.

- 1. Prof. Mushtaque K Shaikh**
Principal, Chairman
- 2. Prof. S.A. Indikar**
IQAC Coordinator
- 3. Prof. Umesh Mestha**

The Chairman of Bos Prof. Mushtaque K Shaikh welcomed all the members and informed them about the necessity of Add-on Course on MS Word for Arts Students. Course Co-ordinator Prof . Umesh Mestha supported the views of the Principal and agreed to plan and execute the programme with the help of the department of Computer Science.

After that institutional BoS discussed and resolved the following points:

1. Starting of the Add-on Course on MS Word

BoS discussed the point and resolved to start a course on **MS Word** in order to improve the basic knowledge of MS Word mainly to Arts students coming from rural areas.

2. Approval of the syllabus for add-on course

The BoS discussed and approved the syllabus for the add-on course on **MS Word**.

3. Approval of admission criteria.

The BoS discussed and approved the admission criteria and resolved that the students who are mainly coming from rural areas who are lacking computer knowledge to be enrolled for the course. The meeting of the BoS was concluded with the vote of thanks by the Prof . Umesh Mestha, Lecture in Computer Science .

The following members were present in the meeting:

- 1. Prof. Mushtaque K Shaikh** 
Principal, Chairman
- 2. Prof. S.A. Indikar** 
IQAC Coordinator
- 3. Prof. Umesh Mestha** 




principal
ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE
Bhatkal
574220
U.K.

Date:10/5/2023

From

Prof . Umesh Mestha
HOD, Department of Computer Science
Anjuman Arts, Science and Commerce College,
Bhatkal

To

The Principal

Anjuman Arts, Science and Commerce College
Bhatkal

*To
05/05/2023
Umesh*
**Subject: Request to grant the permission to start the Add-on Course on MS Word for
the academic year 2022-23**

Respected Sir,

We would like to start the Add-on course on “**MS Word**” from 1/6/2023 for arts students who are mainly coming from rural areas lacking basic computer knowledge. Please permit us to use UG Computer lab to start the Add-on course on MS Word for the academic year 2022–23.

Thanking You



HOD

Department of Computer Science

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NOTICE

Date: 15/5/2023

Add-on Course on "MS Word"

All the students are hereby informed that the Department of Computer Science is starting an add-on course on "**MS Word**" for B.A students, from 1/6/2023. Interested students can enroll their names on or before 25/5/2023 with Prof. Umesh Mestha.


HOD

Department of Computer Science




Principal

Anjuman Arts, Science & Commerce College
& P.G Centre
BHATKAL 581 320


B.Sc II


B.Sc III Sem


B.Com IV Sem


B.A IV Sem

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BHATKAL

Add-on course on M.S Word 2022-23

List of Students enrolled for the course

S/N	NAMES	Reg No
1	Mayoor R Shetty	U02JK21A0043
2	Nagaraj M Gond	U02JK21A0045
3	Pradeep m Naik	U02JK21A0053
4	Abhishek Moger	U02JK21A0004
5	Surya S Moger	U02JK21A0008
6	Chandra Moger	U02JK21A0071
7	Vinod D Naik	U02JK21A0072
8	BhagyashreeNaik	U02JK21A0061
9	Megha N Naik	U02JK21A0011
10	Gahana G Naik	U02JK21A0066
11	Lata G Devadiga	U02JK21A0037
12	Lavanya M naik	U02JK21A0039
13	PoornimaNaik	U02JK21A0046
14	PremaMoger	U02JK21A0009
15	VinutaMoger	U02JK21A0055
16	Ambika A Gond	U02JK21A0032
17	SudeepAchari	U02JK21A0036
18	DevarayNaik	U02JK21A0060
19	Raghavendra R	U02JK21A0007
20	VatsalaNaik	U02JK21A0065
21	Jitendra	U02JK21A0048
22	NitishNaik	U02JK21A0038


Course coordinator




Principal

Anjuman Arts, Science & Commerce
College, BHATKAL (U.K.) 581320

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Department of Computer Science

**Add-on course on M.S Word
Time Table for the academic year 2022-23**

Days	Timings	Room No.
1/6/2023 TO 18/6/2023 Saturday to Thursday	2:30 P.M. to 4:30 P.M. (2 hrs)	UG Lab


Course Coordinator


IQAC Coordinator


Principal

IQAC & NAAC CO-ORDINATOR

**Anjuman Arts, Sci.
Commerce College**



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Chapter 1

10 hours

Introduction to Microsoft Word

- Overview of Microsoft Word Interface
- Understanding the Ribbon, Tabs, and Menus
- Creating and Saving Documents
- Basic Text Editing and Formatting
- Keyboard Shortcuts and Navigation Tips

Document Formatting

- Paragraph Formatting (Alignment, Indentation, Spacing)
- Working with Fonts and Text Styles
- Using Bullets, Numbering, and Lists
- Page Layout and Margins
- Headers, Footers, and Page Numbers
- Inserting and Formatting Tables

Working with Images and Graphics

- Inserting and Formatting Images
- Using Shapes, SmartArt, and Icons
- Creating and Customizing Charts
- Working with Text Wrapping
- Adding and Formatting WordArt

Chapter 2

10 hours

Managing Long Documents

- Working with Styles and Themes
- Creating a Table of Contents
- Inserting and Formatting References, Footnotes, and Endnotes
- Using Bookmarks and Cross-references
- Creating and Managing Section Breaks
- Setting up Columns and Page Breaks

Advanced Tools and Features

- Using Mail Merge for Letters, Labels, and Envelopes
- Creating and Using Templates
- Reviewing and Tracking Changes
- Comparing and Merging Documents
- Using Macros for Repetitive Tasks
- Protecting and Securing Documents



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Chapter 3

10 hours

Collaboration and Sharing

Sharing Documents and Co-authoring
Comments and Annotations
Using Word with OneDrive and SharePoint
Exporting Documents to PDF and Other Formats
Printing and Document Setup

Practical Exercises and Project Work

Hands-on Exercises on Document Formatting
Practice with Mail Merge and Templates

Group Collaboration Exercises
Final Project: Creating a Professional Document



T. Shrikant
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BHATKAL-581320

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

ATTENDANCE SHEET FOR THE CRASH COURSE ON MS WORD FOR ARTS STUDENTS 20222-23

CLASS: B.A IV sem

TIME: 2:30 PM TO 4:30 PM

SN	NAMES	Date	1/6	2/6	3/6	4/6	5/6	6/6	7/6	8/6	9/6	10/6	11/6	12/6	13/6	14/6	15/6	16/6	17/6	18/6
1	MAYOOR R. Shetty		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
2	Naguraj M. Gond		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
3	Poo Deep M. Naik		A	A	A	A	A	A	A	AB	A	A	A	A	A	A	A	A	A	A
4	Abhishek Moges		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
5	Surya Shridhar Mogre		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
6	Chandana Moges		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
7	Vinod D. Naik		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
8	Bhagyashree Naik		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
9	Megha N Naik		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
10	Gayatri G. Naik		A	A	A	A	A	A	A	A	A	A	AB	A	A	A	A	A	A	A
11	Lata G. Devadiga		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
12	Lavanya M. Naik		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
13	Poornima Naik		A	A	A	A	A	A	A	A	A	AB	A	A	A	A	A	A	A	A
14	Priema Moges		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	AB	A	A
15	Vinuta Moges		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
16	Ambika A. Gond		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

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17	Suddeep Achari	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
18	Devraj Naik	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
19	Raghavendra R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
20	Vatsala Naik	<u>Vatsa</u>	<u>Vatsa</u>	<u>Vatsa</u>	<u>Vatsa</u>	<u>Vatsa</u>	<u>Vatsa</u>	<u>Vatsa</u>	<u>Vatsa</u>	<u>Vatsa</u>	<u>Vatsa</u>	<u>Vatsa</u>	<u>Vatsa</u>	<u>Vatsa</u>	<u>Vatsa</u>	<u>Vatsa</u>	<u>Vatsa</u>
21	Tifendora	<u>Tife</u>	<u>Tife</u>	<u>Tife</u>	<u>Tife</u>	<u>Tife</u>	<u>Tife</u>	<u>Tife</u>	<u>Tife</u>	<u>Tife</u>	<u>Tife</u>	<u>Tife</u>	<u>Tife</u>	<u>Tife</u>	<u>Tife</u>	<u>Tife</u>	<u>Tife</u>
22	Nirish Naik	<u>Nir</u>	<u>Nir</u>	<u>Nir</u>	<u>Nir</u>	<u>Nir</u>	<u>Nir</u>	<u>Nir</u>	<u>Nir</u>	<u>Nir</u>	<u>Nir</u>	<u>Nir</u>	<u>Nir</u>	<u>Nir</u>	<u>Nir</u>	<u>Nir</u>	<u>Nir</u>


Course Coordinator




Principal
HATS, SCIENCE & COMMERCE COLLEGE
& PG Centre
BHATKAL-581320

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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Department of Computer Science

Add-on course on M.S Word

Practical Exam Time table for the academic year 2022-23

Days	Timings	Room No.
21/6/2023	2:00 P.M. to 3:00 P.M. (1 hrs)	UG Lab



Course Coordinator



IQAC Coordinator



Principal

**ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE & P.G. CENTRE
BHATKAL**

**ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE
& P.G. CENTRE
BHATKAL-581 220**

8. How can you create a Table of Contents in a Word document?

- a) Manually type it out
- b) Use the Insert Table command
- c) Use the Table of Contents command under the References tab
- d) Apply a Header style

9. Which feature allows you to keep track of changes made to a document?

- a) Review
- b) Track Changes
- c) Comment
- d) Compare Documents

10. What is the purpose of using Styles in Microsoft Word?

- a) To create a new document
- b) To apply consistent formatting to text throughout the document
- c) To change the document's file type
- d) To insert images

11. What is Mail Merge commonly used for?

- a) To combine multiple Word documents
- b) To send personalized documents, such as letters or labels, to multiple recipients
- c) To merge images into the document
- d) To track changes in a document

12. Which feature allows you to automate repetitive tasks in Microsoft Word?

- a) AutoCorrect
- b) Macros
- c) Find and Replace
- d) Bookmark

13. How can you share a Word document with others for co-authoring?

- a) By printing the document
- b) By attaching it to an email
- c) By saving it to OneDrive and sharing the link
- d) By exporting it to a PDF file

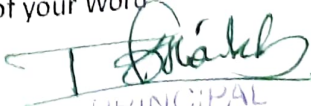
14. What does the Comment feature in Microsoft Word allow you to do?

- a) Insert footnotes
- b) Add remarks or notes without changing the main text
- c) Track changes made to the document
- d) Create a Table of Contents

15. Which file format should you use if you want to ensure that the formatting of your Word document remains unchanged when viewed on different devices?

- a) .docx
- b) .rtf
- c) .html
- d) .pdf




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Add-on course on M.S Word 2022-23

Marks List

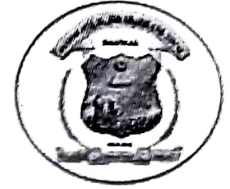
S/N	NAMES	GRADES OBTAINED
1	Mayoor R Shetty	A
2	Nagaraj M Gond	B+
3	Pradeep m Naik	A
4	Abhishek Moger	A
5	Surya S Moger	B+
6	ChandruMoger	A
7	Vinod D Naik	A
8	BhagyashreeNaik	A
9	Megha N Naik	A
10	Gahana G Naik	A
11	Lata G Devadiga	A
12	Lavanya M naik	A
13	PoornimaNaik	A
14	PremaMoger	A
15	VinutaMoger	A
16	Ambika A Gond	A
17	SudeepAchari	A
18	DevarayNaik	B+
19	Raghavendra R	A
20	VatsalaNaik	A
21	Jitendra	B+
22	NitishNaik	B+


Course coordinator




Principal
ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE
& PG Centre
BHATKAL - 581 320

CERTIFICATE



A.H.M.s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC

This is to certify that Mr/Miss Lavanya M. Naik with
register No. U02JK21A0039 has successfully completed Add-On Course on Microsoft Word
during 01-06-2023 to 18-06-2023 and secured A grade.



Prof. Umesh Mestha
Course Co-Ordinator

Prof. S.A. Indikar
IQAC Co-Ordinator

Prof. Mushtaque K. Shaikh
Principal
Anjuman Arts, Science & Commerce
& P.G. Centre
BHATKAL-581 320

IQAC & NAAC CO-ORDINATOR

Anjuman Arts, Science & Commerce College

Bhatkal

Bhatkal

CERTIFICATE



A.H.M.s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC

This is to certify that Mr/Miss Abhishek Moger with
register No. U02JK21A0004 has successfully completed Add-On Course on Microsoft Word
during 01-06-2023 to 18-06-2023 and secured A grade.



Prof. Umesh Mestha
Course Co-Ordinator

Prof. S.A. Indikar
IQAC Co-Ordinator

Prof. Mushtaque K. Shaikh
PRINCIPAL
Anjuman Arts, Science & Commerce
& P.G. Centre
Bhatkal-581320

IQAC & NAAC CO-ORDINATOR

Anjuman Arts, Science & Commerce

Bhatkal

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Report and Outcome Analysis

Name of the Course: MS Word

Name of the Department: Computer Science

Number of students enrolled : 22

BoS meeting Date:13/5/2023

Start Date of the Course:1/6/2023

End Date of the Course:18/6/2023

Department of Computer Science has conducted add-on course on MS Word for B.A Students who mainly coming from rural areas from 1/6/2023 to 18/6/2023

The course was about “to improve the basic knowledge of MS Word, advanced formatting techniques, document protection, and specialized features like footnotes and table of contents etc.”

22 students were enrolled in this course and they benefited with the basic knowledge of MS Word.

Course concluded with final practical examination and certificate distribution. As per the overall performance of the practical learning, grades are awarded to the participants and certificates are issued.

Outcomes of the Course:

Participated students learned about

- Basics of the Word interface, text handling, formatting, and fundamental document operations like printing and emailing.
- Advanced formatting techniques, integration of images/videos, and an introduction to Mail Merge functionalities.
- Get into intricate form controls, template management, document protection, and specialized features like footnotes and table of contents.
- They also learned about English and Kannada typing




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