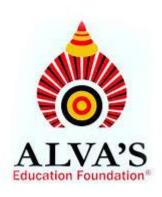# ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

Shobhavana Campus, Mijar – 574225, Moodbidri.

Dakshina Kannada Karnataka, India.

A REPORT

ON

"WORKING WITH MICROSOFT OFFICE COURSE"

FOR THE ACADEMIC YEAR

2019-20

Minutes of the Meeting

Certification Programmes

Date: 1st July 2019

1. Department Faculty, HOD discussed the various certification Programmes

    i)   Working with Microsoft Office 2013

    ii)   Communicative English

    iii)   Advanced Diploma in Payroll, Tally, GST, and Accounts

2. Analyzed the weaknesses of students in different areas

3. Based on the analysis in the meeting it was decided to conduct following certification programmes

    i)   Microsoft Office 2013

4. Minutes copy has sent to Principal and Management for the final approval

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Principal
PRINCIPAL
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Department of Business Administration (MBA)

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Sl. No	Content
1.	Minutes of the meeting
2.	Approval copy from the Governing Council member (Management) and principal
3.	Acceptance copy letter from the Resource person.
4.	Circular to the students
5.	Registered Student list for the Certificate/Diploma Programs.
6.	Attendance Details of the students for all the hours.
7.	Payment invoice for the resource person
8.	Certificate copy
9.	Report of the Event

CONTENTS

Approval Letter

To,

The Principal

AIET, Moodbidri

Respected Sir,

Sub: Approval for organizing Certification course on Working with Microsoft Office 2013

With reference to the above subject, I would like to inform you that the department is planning to conduct a Certification Program on **Working with Microsoft office 2013** from 28th October 2019 to 6 March 2020.

I would like to request you to grant us permission for the further proceedings.

Thanking you

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Syllabus

This course will teach you the skills you'll need to successfully use Excel 2013. Each lesson contains step-by-step instructions and explanations to show you how to use all the features, and also provides video tutorials on how everything is done. You don't need previous experience with Excel to be able to complete this course. This course will start with basic skills, then move forward to more advanced features and techniques.

In our Excel 2013 course, you'll learn how to:

§ Create a spreadsheet
§ Format cells, rows, columns, and entire worksheets so they fit and match your data
§ Enter data into a spreadsheet
§ Use formulas and functions for math, accounting, and totaling
§ Create formulas and functions
§ Create charts and diagrams for your data
§ Create data lists and forms
§ Create and use pivot tables and pivot charts
§ Work with Excel templates
§ Share and protect your worksheets and workbooks
§ Use What-If Analysis to determine possible outcomes
§ And much, much more

MS PowerPoint 2013

MS PowerPoint 2013 is Microsoft's modern-day answer to the old slide show and overhead projectors. You can use PowerPoint to create presentations and slideshows, as well as movies and videos that you can publish to Facebook and YouTube.

In this course, you're going to learn how to use the major, important features of PowerPoint 2013 starting from the most basic on through to advanced. Once you've finished the course, you'll be able to create stunning slideshows – and even convert those slide shows to a movie format to display on a website as a presentation. What's more, working within PowerPoint 2013 will be easy because we're going to teach you everything you need to know to successfully use the program.

You're going to learn how to:

·Navigate the PowerPoint 2013 interface
·Create new presentations from scratch – or using beautiful template
·Add text, pictures, sounds, movies, and charts to your presentations
·Design slides using themes, colors, and special effects
·Animate objects on slides to bring them to life. We'll even show you how to make a ball bounce on a slide!
·Add special effects to slide transitions to spice up your presentations
·Work with Master Slides to make editing your presentation easy
·Set up slide shows and rehearse timings for your slides
·Collaborate using social media and PowerPoint together
·And much more!

Microsoft Outlook 2013

Microsoft Outlook 2013 is the email client and personal information organizer that comes with the Microsoft Office Suite. Outlook 2013 is used by businesses, freelancers, and home users alike to check, sort, and organize emails. However, that is only the start of what you can do with Outlook. You can also set and delegate tasks, schedule meetings and appointments, add contacts, connect to social media, and much more.

In this course, you'll learn how to:
- Send and receive email
- Create plain text, rich text, and HTML emails
- Sort and organize your emails using folders
- Add attachments
- Mark emails that need your special attention – and have Outlook remind you
- Format text within emails
- Advanced formatting techniques to create HTML newsletters in the body of an email!
- Connect to social networks
- Add contacts and manage them with address books
- Use the calendar to set appointments, meetings, and events
- Create to-do lists to help you get your tasks finished on time
- Set reminders for meetings, tasks, and other things that need your attention
- Subscribe to RSS feeds, including YouTube
- Share emails, contacts, and calendars

Microsoft Word 2013

Lesson 1: Introduction to Microsoft Word 2013
Lesson 2: Working with Documents and the Keyboard
Lesson 3: Navigating Through a Word Document
Lesson 4: Basic Text Editing
Lesson 5: Text Formatting
Lesson 6: Paragraph Formatting
Lesson 7: More Ways to Format Text and Paragraphs
Lesson 8: Style Formatting
Lesson 9: Page Formatting
Lesson 10: Templates
Lesson 11: Working With Graphics and Pictures
Lesson 12: Tables
Lesson 13: Desktop Publishing
Lesson 14: Long Documents
Lesson 15: Technical Documents
Lesson 16: Mail Merge
Lesson 17: Proofing, Printing, and Publishing
Lesson 18: Comparing, Merging, and Protecting Documents
Lesson 19: Customizing and Expanding Word

Microsoft Excel 2013

Lesson 1: Introduction to MS Excel 2013
Lesson 2: Navigating Excel 2013
Lesson 3: Worksheets and Workbooks
Lesson 4: Entering Information into MS Excel 2013
Lesson 5: Introduction to Working with Cells, Rows, and Columns

Lesson 6: Formatting Data and Cells
Lesson 7: Formatting Rows and Columns
Lesson 8: Editing Cells, Rows, Columns, and Worksheets
Lesson 9: Introduction to Formulas and Calculations
Lesson 10: Working with Formulas and Functions
Lesson 11: Maintaining Worksheets
Lesson 12: The What-If Analysis
Lesson 13: Adding Images and Graphics
Lesson 14: Charts and Diagrams
Lesson 15: Creating Data Lists
Lesson 16: Managing Data
Lesson 17: Pivot Tables and Charts
Lesson 18: Printing Worksheets and Workbooks
Lesson 19: Templates
Lesson 20: Protecting, Saving, and Sharing Workbooks

Microsoft PowerPoint 2013

Lesson 1: Introduction to Microsoft Word 2013
Lesson 2: The Basics of Creating Presentations
Lesson 3: Applying Themes and Layouts to Slides
Lesson 4: Working with Objects
Lesson 5: Entering, Editing, and Formatting Text
Lesson 6: Working in Outline View
Lesson 7: Proofing Presentations
Lesson 8: Notes
Lesson 9: Inserting Pictures, Graphics, Shapes, and Other Things
Lesson 10: Inserting Tables into Presentations
Lesson 11: Charts and SmartArt
Lesson 12: Adding Sound and Video
Lesson 13: Adding Transitions and Animation
Lesson 14: Master Slides
Lesson 15: Printing and Running Slide Shows
Lesson 16: Saving, Sharing, and Exporting Presentations

Microsoft Outlook 2013

Lesson 1: Introduction to Microsoft Outlook 2013
Lesson 2: Navigating Outlook 2013
Lesson 3: Sending and Receiving Messages
Lesson 4: Formatting Messages
Lesson 5: Adding Tables and Other Elements to Messages
Lesson 6: Inserting Graphics and Images into Emails
Lesson 7: Working with Messages
Lesson 8: Organizing Mail
Lesson 9: Advanced Mail Features
Lesson 10: Address Books and Contacts
Lesson 11: Using the Calendar
Lesson 12: Reminders
Lesson 13: Tasks
Lesson 14: Notes
Lesson 15: Social Media and Outlook 2013
Lesson 16: Sharing

NIIT

Microsoft Word 2013

Microsoft Word 2013 is the latest version of the popular word processing software offered as part of Microsoft's Office package. If you've used Word 2007 or 2010, you'll find 2013 to be an upgrade with a lot of improvements that enhance the user experience. However, if you're new to Word or used older versions in the past, Word 2013 will be a welcome change to your past experiences with word processing programs. You'll be impressed at all it can do.

This course is designed to teach the new and experienced user alike how to use the many features of MS Word 2013 to create documents, publications, and complete tasks that require the use of a word processor. You'll start out learning the very basics of Microsoft Word 2013 using instructions and screenshots, then progress into intermediate and advanced features and techniques so that you can get the most out of the popular program.

In this section, you'll learn:

- How to navigate the Word 2013 interface
- What's new in Word 2013
- How to open new documents and existing documents
- How to use templates
- Basic and advanced text, paragraph, and document formatting
- How to use Microsoft Word for desktop publishing
- How to create brochures, flyers, and even business cards using MS Word
- How to install apps to use with Word
- How to insert images, graphics, and video
- How to connect MS Word to Facebook and Flickr!
- How to use MS Word as a photo editor
- How to create an index, bibliography, or TOC using Word
- How to create even more impressive tables than ever before using new formatting tools
- How to solve mathematical equations using Word
- And much more!

Microsoft Excel 2013

Microsoft Excel 2013 is a spreadsheet program that comes packaged with the Microsoft Office family of software products. Just like the other programs by Microsoft, Excel can be used for a wide variety of purposes such as creating address books, mailing lists, grocery lists, tracking expenses, creating invoices and bills, doing financial accounting, balancing checkbooks, as well as any other purpose that requires a spreadsheet or table.

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Department of Business Administration (MBA)

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Circular

The Department of Business Administration is happy to announce that the department is organizing a Certification Program on "Working with Microsoft Office 2013" from 28th October 2019 to 6 March 2020 in association with NIIT, Mangalore. In this regard, it is hereby informed to all the registered students to attend the course as per the schedule.

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Registered Students list for the Certification Programme

Sl.No.	USN	Names
1.	4AL19MBA01	Aishwarya P
2.	4AL19MBA02	Akhila Rai
3.	4AL19MBA03	Anilkumar M
4.	4AL19MBA04	Annapoorna P
5.	4AL19MBA05	Anushree H S
6.	4AL19MBA06	Arjun B R
7.	4AL19MBA07	Arpitha H S
8.	4AL19MBA08	Arunkumar N
9.	4AL19MBA09	Ashith Shetty K
10.	4AL19MBA10	Ashwini Kumari
11.	4AL19MBA11	Ayona
12.	4AL19MBA12	Bindu S Reddy
13.	4AL19MBA13	Chaithanya Kumar Shetty
14.	4AL19MBA14	Dayananda
15.	4AL19MBA15	Dheeraj
16.	4AL19MBA16	Fredin Sebastian
17.	4AL19MBA17	G S Poornachandra
18.	4AL19MBA18	GelintaTheres
19.	4AL19MBA19	Gleson Arron Lobo
20.	4AL19MBA20	Hemanthakumara
21.	4AL19MBA21	Jagan T J
22.	4AL19MBA22	Jayakumar Jain
23.	4AL19MBA23	Jeevitha
24.	4AL19MBA24	Josline Cardoza
25.	4AL19MBA25	Jyothi
26.	4AL19MBA26	Kajal
27.	4AL19MBA27	Kavanashree H R

28.	4AL19MBA28	KeerthanaJingade J
29.	4AL19MBA29	Krithikumari S
30.	4AL19MBA30	Lathesh Kumar M N
31.	4AL19MBA31	Lavinia JoshalDcosta
32.	4AL19MBA32	Lekhana R V
33.	4AL19MBA33	Madhushree K L
34.	4AL19MBA34	Mahalakshmee
35.	4AL19MBA35	Mallika
36.	4AL19MBA36	Muhammed Jaseem K
37.	4AL19MBA37	Narasimharaja K
38.	4AL19MBA38	Narayanaswamy G H
39.	4AL19MBA39	Nikita Ashok Algerikar
40.	4AL19MBA40	Nireeksha Jain
41.	4AL19MBA41	Nisarga Jain K B
42.	4AL19MBA42	Nisarga V P
43.	4AL19MBA43	Pavan K P
44.	4AL19MBA44	Pooja B R
45.	4AL19MBA45	Pradeep S
46.	4AL19MBA46	Prajwal Joel Dsouza
47.	4AL19MBA47	Prathish
48.	4AL19MBA48	Preethesh L Kotian
49.	4AL19MBA49	Priyanka Revanakar
50.	4AL19MBA50	Punithkumar K B
51.	4AL19MBA51	Radhika Bhat M
52.	4AL19MBA52	Raghavendra Kulaakarni
53.	4AL19MBA53	Rajashree T
54.	4AL19MBA54	Rajesh Dias
55.	4AL19MBA55	Rakshith
56.	4AL19MBA56	RakshithaKumari
57.	4AL19MBA57	Ranjitha O
58.	4AL19MBA58	Rashni
59.	4AL19MBA59	Ravishankar A S
60.	4AL19MBA60	Reema Venisha Mendonca
61.	4AL19MBA61	Roshel Pinto
62.	4AL19MBA62	S Prathiba
63.	4AL19MBA63	Sagar D

64.	4AL19MBA64	Sahana
65.	4AL19MBA65	SankethDevadiga
66.	4AL19MBA66	Savitha
67.	4AL19MBA67	Sharan Shetty
68.	4AL19MBA68	Shetty Krithi Krishnakumar
69.	4AL19MBA70	Shraddha S P
70.	4AL19MBA71	Shrinidhi
71.	4AL19MBA72	Sinchana B
72.	4AL19MBA73	SoumyaNayak
73.	4AL19MBA74	Sowjanya
74.	4AL19MBA75	Sudarshan Bhatta S V
75	4AL19MBA76	Sushmitha
76	4AL19MBA77	Thanvi
77	4AL19MBA78	Theerthesh H S
78	4AL19MBA79	Varshitha V
79	4AL19MBA80	Varshitha V Shetty
80	4AL19MBA81	Varun Katti
81	4AL19MBA82	VigneshNayak
82	4AL19MBA83	Vikhyath
83	4AL19MBA84	Yashwith S Puthran

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Report of the Event

The department of Business Administration has organized a 35 hours certification program on "working with Microsoft Office" 28th October 2019 to 6 March 2020 in association with NIIT, Mangalore. It helped the students to well verse in Microsoft office 2013 and helped to gain more knowledge on computers.

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Shobhavana Campus, Mijar, Moodbidri DK Karnataka-574225

PG DEPARTMENT OF BUSINESS ADMINISTRATION

Certificate

This is to certify that Mr./Ms........................... has attended the certification course "Working with Microsoft Office 2013" during the period 9th September 2019 to 18th march 2020 Organized by MBA Department in association with NIIT, Mangalore.

Mr. Johnson Fernandes
Coordinator

Prof. Dr.Claret Mendonce
Head of the Department
PG Department of Business
Administration

Dr. Peter Fernandes
Principal
AIET Moodbidri

Alva's Institute of Engineering and Technology, Mijar, Moodbidri, Dakshina Kannada
PG DEPARTMENT OF BUSINESS ADMINISTRATION

FEEDBACK FORM

CERTIFICATE COURSE
On
"Working with Microsoft Office 2013"
2019-2020

For the following areas, please indicate your rating from 1 to 5:
1=strongly Disagree 2=Disagree 3=neither agree nor disagree 4=Agree 5=strongly Agree

SN	Topics	1	2	3	4	5
A.	**Content**					
1	The depth of the course content is adequate to have significant learning outcomes					
2	The content of the syllabus is sufficient to bridge the gap between industry and academics					
3	The course syllabi taught have a good balance between theory and application					
4	Completely mastered the use of Microsoft Office 2013					
5	Able to work more efficiently on my own than before					
B	**Presentation**					
6	Instructor's knowledge					
7	Instructor's presentation style					
8	Instructor covered material clearly					
9	Instructor responded well to questions					
10	Instructor facilitated interactions among participants well					

C. How could this Certificate Course be improved?

D. Any other comments or suggestions?

E. Overall, how would you rate this Certificate Course?

	Poor		Good
	Neither Good Nor Poor		Excellent

REPORT ON OUTCOME OF CERTIFICATE COURSES CONDUCTED IN THE YEAR 2019-20

ADVANCED DIPLOMA IN PAYROLL, TALLY, GST, ACCOUNTS"– 9.09.2019 TO 18.03.2020

1. Students were familiarised with the preparation of Financial Statements using TALLY software.

2. Students were introduced to the calculation of IGST, CGST and SGST and its payments.

3. Students learnt the concept of supply and its various types.

WORKING WITH MICROSOFT OFFICE COURSE" -28.10.2019 TO 6.3.2020

1. Students were able to prepare professional documents using Microsoft word.

2. Students were able to develop workbook and print workbook contents.

3. Students prepared PowerPoint presentation using variety of designs and patterns.

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