MAHATMA GANDHI COLLEGE
LALPUR, PURULIA

ADD-ON COURSE

ON

Computer Application

Tenure: - April, 2023 to May, 2023

Duration: - 30 Hours

No. of Enrolled Students: - 10

Offered by: - The Department of Computer Science

Coordinator: - Sri Souvik Kumar Mahato

To

The Principal
Mahatma Gandhi College
Lalpur, Purulia

Through
IQAC, M. G. College

Subject: Application for Offering Add on course for the session:-

Sir,

With due respect I, Sanik Kr. Mahato, Department of Computer Science want to inform you that, our department is willing to offer an add on course entitled _____ Computer Application for the ongoing session. The details of the course and evaluation procedure are attached herewith.

Kindly do the needful in our favor so that we could run the program successfully.

Thanking you

Sanik Kr. Mahato

Yours faithfully
27/03/2023

Approved

Principal
Mahatma Gandhi College
Lalpur, Dakdali, Purulia

MAHATMA GANDHI COLLEGE
ESTD: 1981
LALPUR, PURULIA

Computer Application

Course Module	Module Details	Hour
Fundamental	**THEORY:** • History and Generations of Computer . • Advantage and disadvantage of Computer Block Diagram of a Computer. • Description of Different parts of a Computer. • System Software and Application Software. **PRACTICAL:** • Identification of Different parts of a Computer System. • Turning a computer system on and off	3
Windows OS	**PRACTICAL:** • Identifying different Desktop Icons. My Computer, My Documents • Changing Desktop Backgrounds, Mouse Pointer, Screen SaverNotepad , WordPad, MS Paint	2
MS Word	**THEORY:** • Introduction to MS Office • Word Processing Software **PRACTICAL:** • Document formatting options • Tables, Bullets and Numbering • Font, Alignment, paragraph formatting • Insert Picture, Clipart, Shapes, WordArt • Header & Footer, Text Box • Page Layout, Mail Merge • Spelling & Grammar	2 6
MS Excel	**THEORY:** • Introduction to MS Office • Electronic Spreadsheet **PRACTICAL:** • Cell Formatting Options • Formulas and Functions • Charts • Sort, Filter, What if Analysis, Grouping Subtotal • Pivot Table	2 6
MS PowerPoint	**PRACTICAL:** • Creating Slide Show by using Animation Technique. • Slide Master. • Clip Art. Picture Editing	4
Basics HTML Coding	**THEORY:** • Intro to HTML • Different Syntax in HTML • head, title, & body tags Headings • Paragraphs, & lists **PRACTICAL:** • **HTML tags** • **Creating HTML documents** • **Inserting Images** Anchor tags & href Linking to other websites Linking to pages within a website	5

Course Objectives:

The application of Computer and IT has revolutionized the way we look at the world today. From social networking to business, it compasses all walks of life in the modern day society. Smooth working and uninterrupted flow of information through ICT and computing tools for today's first paced lifestyle .Obtaining a computer certificate is a great way to gain the knowledge and skills necessary to become a successful computer professional. It can provide opportunity to stay up-to-date on the latest technology. A computer certificate can also provide an individual with the confidence and credentials to pursue a career in the field.

Learning Outcomes

Upon successful completion of the program, students should have the skills to:

- Work effectively with a range of Office Productivity software applications.
- Basic knowledge about operating system, history of computer etc.
- Operate a variety of spreadsheet, word processing functions and power point presentation.
- Have some basic idea about WebPages.
- Basic Webpage creating skills.

Mahatma Gandhi College,Lalpur,Purulia

Department of Computer Science

Notice **Dated:06/04/2023**

It is informed to all the students of B.A(Hons.) of Sem-VI ,2023 that without any course fee an Add-on-Course on **'Computer Application'** will be conducted by the **Dept. of Computer Science** from 24/04/2023 to 31/05/2023.Total 20 Students to be enrolled for the above mentioned course. Those who are interested, is directed to attend the class on 21/04/2023 at 11 a.m. in Computer Lab.

Total duration of the course is 30 hours.

Sanik Kr. Mallick

HOD,Dept. of Computer Science

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Enrollment Sheet

Attendance sheet of Add-on-Course **Computer Application**

Date: 21/04/2023 **Time:** 11 a.m

Sl_No	Roll	Name	Signature	Sem
1.	318	Saptami Mahato	Saptami Mahato	6th Sem
2.	337	Kanaklata Besra	Kanaklata Besra	6th sem
3)	326	Sima Mahato	Sima Mahato	6th Sem
4)	319	Usharani Bauri	Usharani Bauri	6th Sem
5.	350	Bhimsen Mahato	Bhimsen Mahato	6th Sem
6.	336	Maheswar Mandal	Maheswar Mandal	6th sem
7.	328	Sima Mahata	Sima Mahata	6th Sem
8.	348	Tumpa Gorai	Tumpa Gorai	6th Sem
9.	332	Dhara Thakur	Dhara Thakur	6th sem
10.	335	Sonali Mahata	Sonali Mahata	6th Sem

21/04/2023

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Attendance sheet of Add-on-Course **Computer Application**

Date: 24/04/2023 **Time:** 9.am - 10:30am

Sl_ No	Roll	Name	Signature	Sem
1	332	Dhara Thakur	Dhara Thakur	6th Sem
2	337	Kanaklata Besra	Kanaklata Besra	6th sem
3	350	Bhimsen Mahato	Bhimsen Mahato	6th sem
4	336	Maheswar mandal	Maheswar mandal	6th sem
5	335	Sonali Mahato	Sonali Mahato	6th sem
6	326	Sima Mahato	Sima Mahato	6th Sem.
7	318	Saptami Mahato	Saptami Mahato	6th Sem
~~8~~	~~332~~	~~Dhara Thakur~~	~~Dhara Thakur~~	~~6th Sem~~
8	319	Usharani Bauri	Usharani Bauri	6th sem
~~9~~ 9	348	Tumpa Gorai	Tumpa Gorai	6th Sem
10	328	Sima Mahato	Sima Mahato	6th Sem.

21/04/2023

PRACTICAL EXAMINATION

TIME:2 Hours **'ADD-ON-COURSE ON COMPUTER APPLICATION'** **F.M:80**

EXCEL PRACTICAL

QUESTION 1:

Consider the problem of preparing a stationary order for the month of March. The item description, quantity and cost per item are available. The total cost per item is to be calculated and the final cost per item involves a sales tax of 2% over the total cost. The gross total and the net total are to be displayed.

1. Add the columns total cost per item, VAT and Cost + VAT
2. Fill in the V.A.T value (2%) in one of the cells say G1 so as to not toaffect the other calculations.
3. Multiply quantity*cost per item to obtain the total cost
4. Multiply the V.A.T value with the total cost of each item to obtain V.A.T column
5. Calculate Cost + VAT
6. Display the total cost

Microsoft Excel - Programs

File Edit View Insert Format Tools Data Window Help

Arial

J22

	A	B	C	D	E	F
1	Stationery Order For The Month Of March					
2	Description	Quantity	Cost Per Item	Total Cost	V.A.T	Cost+V.A.T
3	Note Pad	202	2.85	575.70	11.514	587.21
4	Highlighter Pen	280	2.95	826.00	16.52	842.52
5	Ball Point Pen Blue (pkt)	520	2.50	1300.00	26	1326.00
6	Ball Point Pen Red (pkt)	340	2.50	850.00	17	867.00
7	Ball Point Pen Green (pkt)	250	2.50	625.00	12.5	637.50
8	Exercise Book 1B	35	4.95	173.25	3.465	176.72
9	Cello-tape	75	2.95	221.25	4.425	225.68
10	Manila Folders	100	2.95	295.00	5.9	300.90
11	A4 Refill Pad	90	5.95	535.50	10.71	546.21
12	Writing Pad	86	3.95	339.70	6.794	346.49
13	Pencil Sharpeners	110	0.95	104.50	2.09	106.59
14	Crayons (pkt)	80	3.85	308.00	6.16	314.16
15	Pencils	603	0.50	301.50	6.03	307.53
16	Colour Pencils (pkt)	50	2.95	147.50	2.95	150.45
17	Felt Pens (pkt)	40	3.95	158.00	3.16	161.16
18	Staples (pkt)	75	3.50	262.50	5.25	267.75
19	Stapler	30	9.95	298.50	6.97	304.47
20	Hole Punch	25	14.95	373.75	7.475	381.23
21	Ring Binder	45	10.95	492.75	9.855	502.61
22						
23	Total Cost					8352.17

Fig1:Display a sample output of the above problem

QUESTION 2:

In this problem you are given the name, gender, attendance, assignment, midterm and final grades of five students. Find the total of the assessment marks. Students who pass need to have a total score greater than or equal to

Display the word "Pass" or "Fail" under a column called Description

Microsoft Excel - Programs

File Edit View Insert Format Tools Data Window Help

Arial

A1 Name

	A	B	C	D	E	F	G	H
1	Name	Gender	Attendance	Assignmer	Mid-term	Final	Total	Description
2	Virak	M	9	12	14	45	71	pass
3	Soa	M	13	11	12	34	57	pass
4	Vibol	M	8	8	12	21	41	fail
5	Theary	F	8	14	14	25	53	pass
6	Sokha	M	3	4	10	20	34	fail

Fig2:A Sample output

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MS WORD PRACTICAL

QUESTION 1: Create a table as below and shading the first row.

Day /	Period I	Period II	Period IV	Period V
Sunday	Math	Science	English	Computer
Monday	Science	Computer	Math	English
Tuesday	English	Math	Computer	Science
Wednesday	Computer	Science	Math	English
Friday	Math	Science	English	Computer

- Create margin at the top & bottom 1.1 inch and right & left 1.5 inch
- Create landscape orientation & A4 paper size
- Insert Period III column after Period II
- Insert Thursday row bellow Wednesday row
- Insert page number center align and Arial font
- Insert watermark "Hello world"
- Table font "Times new roman" and 13 size

QUESTION 2: Create a word document about your ideal person, insert related images and decorate the pages. Document must contain minimum two pages.

MS POWERPOINT PRACTICAL

QUESTION 1: Create a PowerPoint Presentation about 'History of Computer'. Use minimum 10 slides. Add transition, animation and wordart. Insert images related to the topic.

QUESTION 2: Create a ppt about a quiz competition. Insert minimum 15 slides .Make it quite realistic.

HTML PRACTICAL

QUESTION 1: Design minimum three web pages about your college .Do the followings.

1. Link the pages.
2. Insert related images

ADD-ON COURSE
Computer Application

MAHATMA GANDHI COLLEGE ESTD: 1981 LALPUR, PURULIA

Score Sheet with Grade

Sl. No.	Name of the Student	Practical (80)	Viva (20)	Total Marks Obtain(100)	Grade
1	Dhara Thakur	72	16	88	A
2	Saptami Mahato	77	18	95	A
3	Maheswar Mandal	77	17	94	A
4	Bhimsen Mahato	75	17	92	A
5	Sima Mahata	74	17	91	A
6	Usharani Bauri	75	17	92	A
7	Tumpa Gorai	68	16	84	A
8	Sonali Mahata	70	15	85	A
9	Sima Mahata	70	17	87	A
10	Kanaklata Besra	70	17	87	A

N.B.: Grade :80-100=A, 60-79=B,40-59=C, Below 40=F

Table 1: Score Sheet with Grade

29/05/2023

MAHATMA GANDHI COLLEGE, LALPUR

Daldali , Purulia PIN 723130

mahatmagandhicollegelalpur.ac.in

NAAC Accredited, Grade 'B^{+}' w.e.f. 16.09.2016

Certificate

This is to certify that .....a bonafied student of Sem ..... of Mahatma Gandhi College , Lalpur, Purulia has successfully completed the Add-on Course on "Computer Application ..... " organized by the Department of Computer Science from April, 2023 to May, 2023 and he / she has obtained A/ B/ C grade.

Principal

Course Coordinator