

MANNAM MEMORIAL NSS COLLEGE, KOTTIYAM

STUDENT ENROLMENT LIST

Name of department : PHYSICS

Name of course : BASIC COURSE ON M.S OFFICE (2021-22)

Sl No	Name of Student	Signature
1	ABHILEKSHMI . B.G	
2	ADARSH . R.G	
3	ADITHYA . A.S NAIR	
4	ASHISH CHANDRAN	
5	GANESH A.N	
6	GOPIKRISHNAN . A	
7	GOURI RAJ	
8	LEKSHMI . S. KURUP	
9	NANDANA . L	
10	NAVANEETHA A.S	
11	PRAJITH . P	
12	PRANAV . V	
13	SHIBIN . C	
14	THANIMA . A	
15	THUSHARA . L	
16	VIGHNESH RAMACHANDRAN	
17	ABHIJITH . G.B	
18	ADARSH . M	
19	ADITHYA . V. DEV	
20	AJAYLAL . M	
21	AMINA . R	
22	ANIL SANKAR	
23	ARATHY . R	
24	ARTUN . O.S	
25	ATHIRA A.S	
26	DEVIKA R.S	
27	DEVIKA . S	
28	GAYATHRI . R	
29	JISHA CHANDRAN . S	
30	KISANDHARAN . S	
31	KRISHNA PRIYA . B	
32	KRISHNENDU . I	
33	LEKSHMI CHANDRAN	
34	RASHIDA . A	

35	RIFANA HASSAN .S	QH
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Admii
Course Coordinator

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DEPARTMENT OF PHYSICS
M. M. N. S. S. COLLEGE
KOTTIYAM.



Basic course on M.S office. (4)

Curriculum

Introduction to M.S office - overview of MS applications understanding the user interface and common elements across applications - Exploring file management and saving options - Microsoft Word - Creating, editing, and formatting documents - fonts, paragraphs and styles - Inserting & formatting tables - images and page elements - Apply headers, footers and page numbers - printing & sharing documents - Microsoft Excel - Handling worksheets & workbooks - Data entry techniques and formatting - performing basic calculations and formulas - Data analysis and manipulation using functions - Charts & graphs - printing & sharing spreadsheets - Microsoft Powerpoint - Creating effective presentations - Formatting slides - Inserting and formatting text, images, and multimedia - transitions & animations - Delivering presentations effectively - sharing and exporting presentations

Objectives

- * Familiarize various MS office applications.
- * Enhance proficiency in word processing.
- * Develop spreadsheet management skills.
- * Create impactful presentations.
- * Equip students with the necessary skills and knowledge to effectively and efficiently utilize MS office suite.



Sutthathorn
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WARANANAGAR

Course Schedule.

3/12/2021	(Friday)	3:30 - 4:30 pm	Introduction to MS office & overview its applications
4/12/2021	(Saturday)	9:30 am - 12:30 pm	management and saving options
5/12/2021	(Monday)	8:30 - 4:30 pm	Editing & formatting.
8/12/2021	(Wednesday)	3:30 - 4:30 pm	Font, paragraph & styles.
10/12/2021	(Friday)	3:30 - 4:30 pm	Inserting & formatting tables.
11/12/2021	(Saturday)	9:30 am - 12:30 pm	Images & page elements Lab work.
14/12/2021	(Tuesday)	3:30 - 4:30 pm	Apply headers and footers & page numbers.
21/12/2021	(Tuesday)	3:30 - 4:30 pm	Printing and sharing documents.
20/1/2022	(Thursday)	3:30 - 4:30 pm	Microsoft Excel - features.
21/1/2022	(Friday)	3:30 - 4:30 pm	Handling work sheets and work books.
22/1/2022	(Saturday)	9:30 am - 12:30 pm	Data entry techniques and formatting
7/2/2022	(Monday)	3:30 - 4:30 pm	Basic calculations and formulas.
8/2/2022	(Tuesday)	3:30 - 4:30 pm	Data analysis and Manipulation using functions
12/2/2022	(Saturday)	9:30 am - 12:30 pm	Charts & graphs - Lab work - printing & sharing spreadsheets.
14/2/2022	(Monday)	3:30 - 4:30 pm	Microsoft power point - creating effective presentations
17/2/2022	(Thursday)	3:30 - 4:30 pm	Formatting slides
18/2/2022	(Friday)	3:30 - 4:30 pm	Inserting and formatting text, images and multimedia
26/2/2022	(Saturday)	9:30 am - 12:30 pm	Animations, Delivering presentations effectively
28/2/2022	(Monday)	3:30 - 4:30 pm	Exporting presentations
1/3/2022	(Tuesday)	3:30 - 4:30 pm	Lab work.



Dr. Rajitha B. Narayan

Sulheetha S. Nair
 DEPARTMENT OF PHYSICS
 M. M. N. S. S. COLLEGE
 KOTTIYAM.

Add On-Course 2021-22, PG Department of Physics

Total Marks: 50

Section A: 1-Mark Questions Answer all questions. Each question carries 1 mark.

- Section B: 2-Mark Questions** Answer all questions. Each question carries 2 marks.

- Section C: 15-Mark Questions** Answer all questions. Each question carries 15 marks.

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Course Coordinator)

MANNAM MEMORIAL NSS COLLEGE, KOTTIYAM
END COURSE EVALUATION

Name of department : Physics

Name of course : Basic Course on MS office (2021-22)

Duration of exam : 2 hrs

Total Marks : 50

Sl No	Name of Student	Marks Obtained
1	ABHILEKSHMI . B.G	41
2	ADERSH . R.G	35
3	ADITHYA A.S NAIR	31
4	ASHISH CHANDRAN	29
5	GANESH A.N	31
6	GOPIKRISHNAN . A	35
7	GOURI RAJ	31
8	LEKSHMI S KURUP	26
9	NANDANA . L	29
10	NAVANEETHA A.S	35
11	PRAJITH . P	31
12	PRANAV . V	32
13	SHIBIN . C	44
14	THANIMA . A	45
15	THUSHARA . L	43
16	VIGHNESH RAMACHANDRAN	38
17	ABHIJITH G.B	31
18	ADARSH . M	34
19	ADITHYA V DEV	33
20	ATAY LAL . M	38
21	AMINA . R	29
22	ANIL SANKAR	34



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23	ARATHY · R	35
24	ARTUN O · S	30
25	ATHIRA A · S	32
26	DEVIKA R · S	30
27	GIAYATHRI · R	42
28	JISHA CHANDRAN · S	37
29	KISANDHARAN · Y	32
30	KRISHNAPRIYA · B	26
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32	<i>De. Prabha B. Han</i>	
33	<i>Sutheethan</i>	
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Number of students enrolled: 36

Number of students completed: 30



BASIC COURSE ON MS-OFFICE

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Report

To equip the 2nd year physics students to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets for building databases and preparing presentation Department of Physics offered an Add on course on 'Basic course on M-s office'. for the 2nd year B-sc physics students. The classes were of 30 hours duration and was conducted after regular class hours and on Saturdays. Both theory and practical sessions were given to the students. The students were benefitted a lot from the course.

Feed back Analysis

Through The Microsoft office add-on course provides valuable skills and knowledge that can enhance the student's productivity and efficiency with MS office.

Edmilla

Dr. Prabitha B Nair

Sutheertha S. Nair

(Dr. Sutheertha S. Nair)

DEPARTMENT OF PHYSICS
M. M. N. S. S. COLLEGE
KOTTAYAM.Principal
M. M. N. S. S. COLLEGE
KOTTAYAM.