



DON BOSCO COLLEGE

Athiyaman Bypass Road, Sogathur Post, Dharmapuri 636 809

Phone : 04342-291570, 293800, 292210

E-mail : dbc155@live.in Website : www.dbcdharmapuri.com



PG AND RESEARCH DEPARTMENT OF COMPUTER SCIENCE

COMPUTER LITERACY PROGRAMME [CLP] - 2017

ORGANIZED

BY

II - M. Sc [CS]
[BATCH: 2016 -2018]

DATE : 01-09-2017 to 12-09-2017.
TIME : 11:00 AM to 1:00 PM.
VENUE : Respective class rooms of I year
Non-Computer Students.





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PG AND RESEARCH DEPARTMENT OF COMPUTER SCIENCE COMPUTER LITERACY PROGRAMME [CLP] SCHEDULE

SHIFT - I

TIME: 11:00 AM to 1:00 PM

S.NO	DATE	CLASS	STUDENT COUNT	VENUE	ORGANIZING STUDENT NAMES	CONCERN DEPT. HOD SIGNATURE
1	01/09/2017	I - B.Sc., chemistry -"A"	50	303	M.VELMURUGAN S.VIGNESH	<i>[Signature]</i>
2	01/09/2017	I - B.Sc., chemistry -"B"	50	304	S.SIVARAJ T.SRIDHAR	<i>[Signature]</i>
3	04/09/2017	I - B.B.A.	54	310	P.SHARMA	
4	07/09/2017	I - B.Com	63	311	M.JAYAKODI P.SARASWATHI	<i>[Signature]</i>
5	08/09/2017	I - B.Sc., Physics	49	201	S.PARAMESHWARI M.SOWMIYA	<i>[Signature]</i>
6	09/09/2017	I - B.A., English - A & B	61	207	R.SANTHAPRIYA C.SANTHIYA V.BHARATHI S.KOMATHI	<i>[Signature]</i>
7	12/09/2017	I - B.Sc., Maths - A	50	103	C.GOWTHAMI M.MEENA	<i>[Signature]</i>
8	12/09/2017	I - B.Sc., Maths - B	48	104	R.SASIKALA S.KALIYAMMAL	

[Signature]
Class Mentor

[Signature]
21.8.17.
HOD

[Signature]
Mentor

[Signature]
Principal



REPORT

COMPUTER LITERACY PROGRAMME [CLP] – 2017

The Dept. of Computer Science in Don Bosco College, Dharmapuri organized a COMPUTER LITERACY PROGRAMME [CLP] on 01.09.2017 to 12.09.2017 from 11:00 am to 01:00 pm for I YEAR NON-COMPUTER SCIENCE STUDENTS in their respective class rooms.

About 500 students from various departments of the college got benefit in the programme.

The students from II – M. Sc [CS] organized the programme under the guidance of class Mentor Mr. C. Krishnan, Asst. Professor of Computer Science.

The aim of the programme were learning basics of ms-office

Over the entire programme brought knowledge in ms-office.

All students have maintained the college etiquette till the programme gets over.







Lucy







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PG & RESEARCH DEPARTMENT OF COMPUTER SCIENCE



COMPUTER LITERACY PROGRAMME

Date: 29 to 31-08-2018 & 03-09-2018 & 10-09-2018

Venue: Concern Class Room



PG & RESEARCH DEPARTMENT OF COMPUTER SCIENCE
COMPUTER LITERACY PROGRAMME

The Students of Final year M.Sc Computer Science have taken class for Non-Computer Science Students by following the proper time table for each department. They shared the knowledge of Ms-Office (Word), which is helpful to them for preparing the letter and resume in future.

The Programme started from 29-08-2018 and completed on 10-09-2018.

Topics Covered:

1. Word Basics
2. Font Name, Style and Size changes
3. Page Setup changes
4. Paragraph Alignment changes
5. Bullets and Numbering
6. Finally how to take printout (Hardcopy) was explained

The Schedule, slides and photo are enclosed along with this document.





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PG AND RESEARCH DEPARTMENT OF COMPUTER SCIENCE

COMPUTER LITERACY PROGRAMME SCHEDULE

(For Non-Computer Science Students)

Sl.No.	Date	Hour	Strength	Class	Resource Candidate Name	Signature of concern department HOD
1	29.08.2018	VI	39	BBA	S.Tamilarasan S.Yogeshwar	
2	29.08.2018	VI	38	B.Com	M.Gomathi G.Kumar	
3	30.08.2018	III	41	B.Sc., Physics	C.Jothi Victoria William	
4	31.08.2018	VI	52	B.A., English	S.Tamilarasan S.Yogeshwar	
5	31.08.2018	VI	55	B.Com CA	M.Gomathi G.Kumar	
6	03.09.2018	V	40	B.Sc., Chemistry 'A'	S.Tamilarasan M.Gomathi	
7	03.09.2018	V	37	B.Sc., Chemistry 'B'	S.Yogeshwar C.Jothi	
8	10.09.2018	IV	40	B.Sc., Mathematics 'A & B'	S.Tamilarasan C.Jothi Victoria William	

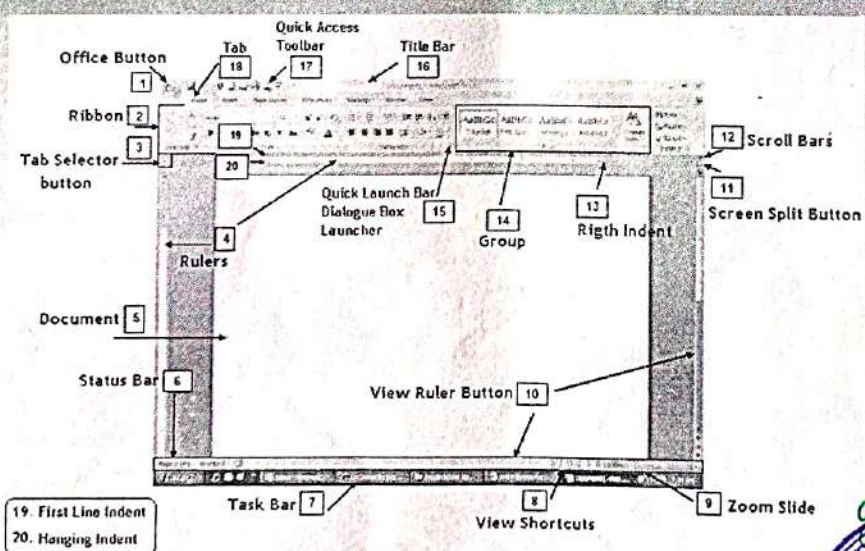


CIP - 101

Microsoft Word

By,
II-MSc[Computer Science]

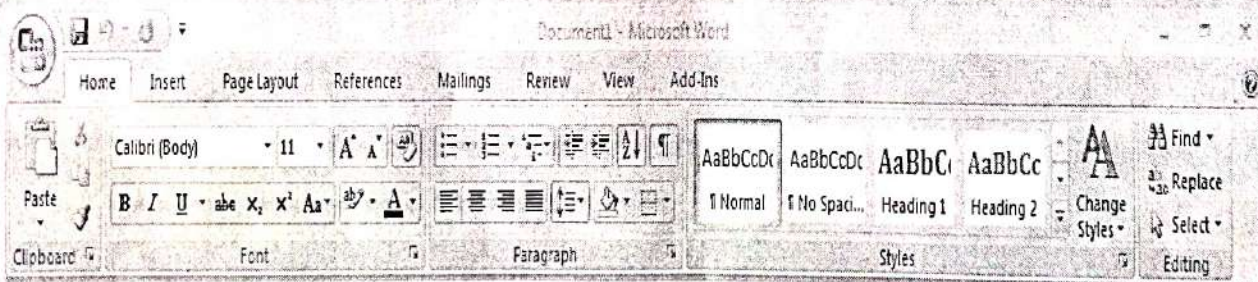
Screen Components



Ribbon

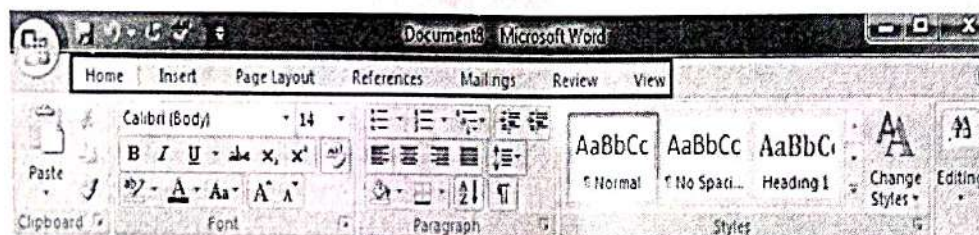
- The Ribbon is the panel at the top portion of the document.
- It has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View that contain many new and existing features of Word.
- Each tab is divided into groups. The groups are logical collections of features designed to perform functions that you will utilize in developing or editing your Word document.
- Commonly used features are displayed on the Ribbon, to view additional features within each group, click on the arrow at the bottom right of each group.

Ribbon...



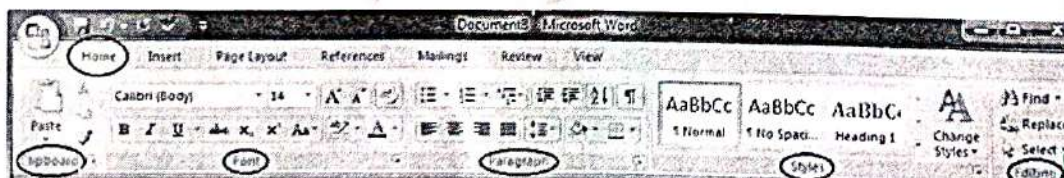
18. Tab –

The ribbon is broken down into 7 tabs. Each tab has a common purpose and consists of several groups. To select a tab, simply click on it and the appropriate groups will be displayed.



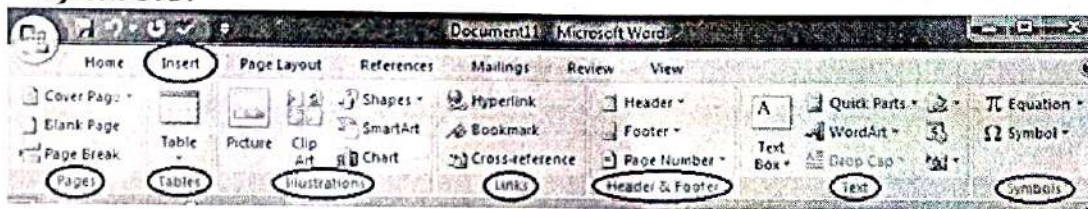
Home tab:

- The Home tab is the default tab in Microsoft Word. It has five groups of related commands; **Clipboard, Font, Paragraph, Styles and Editing.**
- It helps you change document settings like font size, adding bullets, adjusting styles and many other common features. It also helps you to return to the home section of the document.



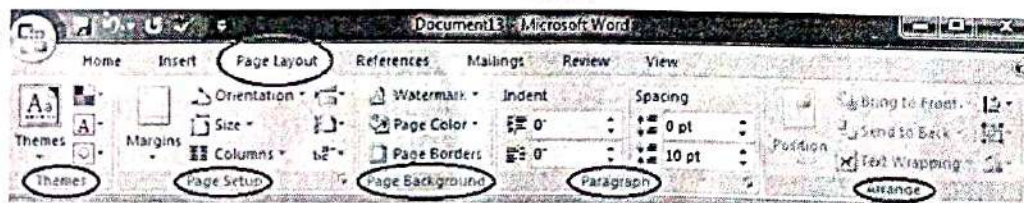
Insert tab:

- Insert Tab is the second tab in the Ribbon. As the name suggests, it is used to insert or add extra features in your document.
- It is commonly used **to add tables, pictures, clip art, shapes, page number, etc.**
- The Insert tab has seven groups of related commands; **Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols.**



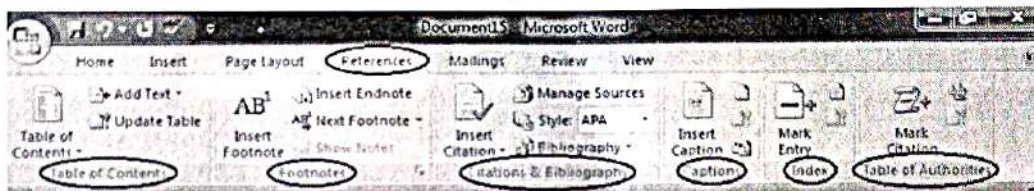
Page Layout tab:

- It is the third tab in the Ribbon.
- This tab allows you to control the look and feel of your document, i.e. you can change the **page size, margins, line spacing, indentation, documentation orientation, etc.**
- The Page Layout tab has five groups of related commands; **Themes, Page Setup, Page Background, Paragraph and Arrange.**



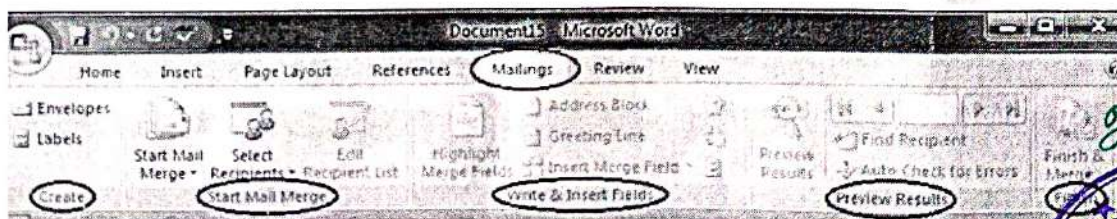
References tab:

- It is the fourth tab in the Ribbon. It allows you to enter **document sources, citations, bibliography commands, etc.**
- It also offers commands to create a table of contents, an index, table of contents and table of authorities.
- The References tab has six groups of related commands; **Table of Contents, Footnotes, Citations & Bibliography, Captions, Index and Table of Authorities.**



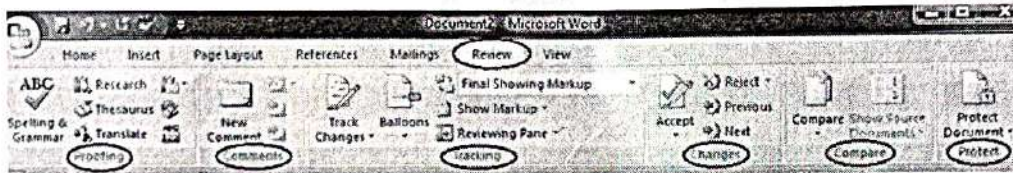
Mailings tab:

- It is the fifth tab in the ribbon. It is the least-often used tab of all the tabs available in the Ribbon.
- It allows you merge emails, writing and inserting different fields, preview results and convert a file into a PDF format.
- The Mailings tab has five groups of related commands; **Create, Start Mail Merge, Write & Insert Fields, Preview Results and Finish.**



Review tab:

- It is the sixth tab in the Ribbon. This tab offers you some important commands to modify your document.
- It helps you proofread your content, to add or remove comments, track changes, etc.
- The Review tab has six groups of related commands; **Proofing, Comments, Tracking, Changes, Compare and Protect**.

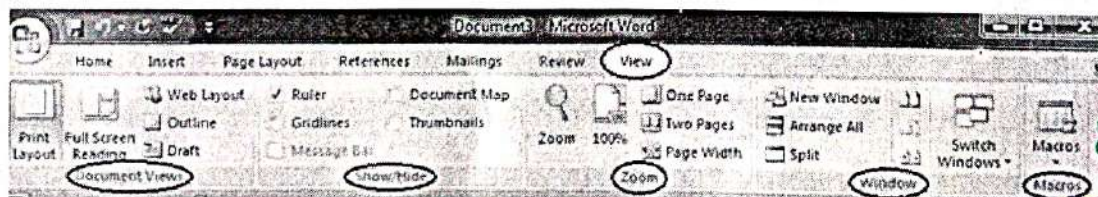


View tab:

The View tab is located next to the Review tab. This tab allows you to switch between Single Page and Two Page views.

It also enables you to control various layout tools like boundaries, guides, rulers. Its primary purpose is to offers you different ways to view your document.

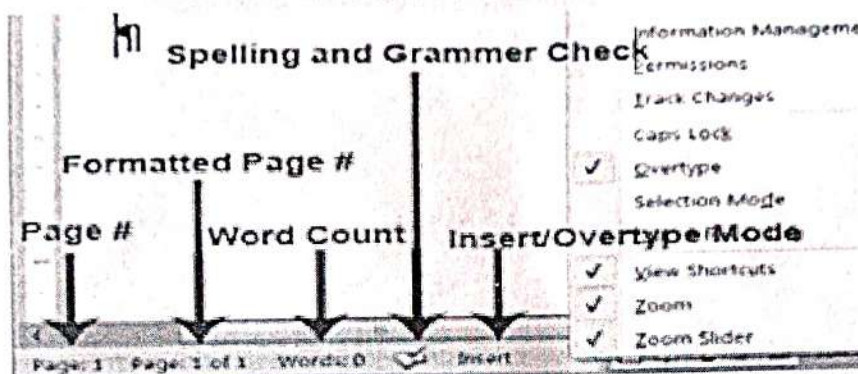
The View tab has five groups of related commands; **Document Views, Show/Hide, Zoom, Window and Macros**.



The Status Bar

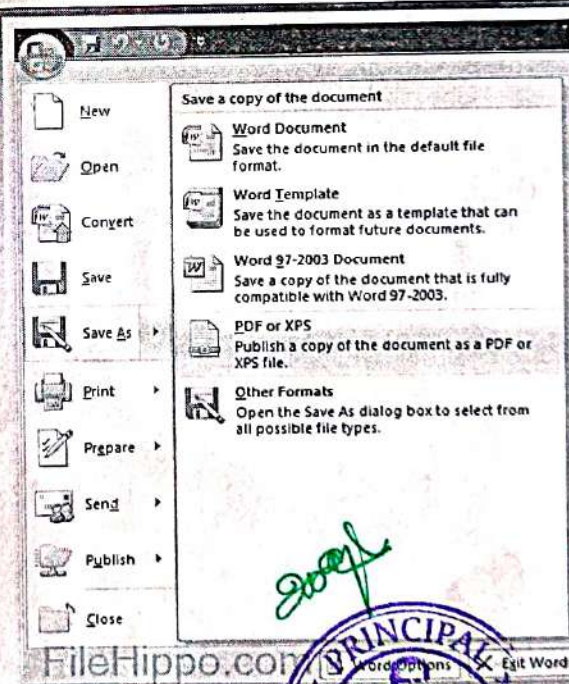
The status bar appears at the very bottom of your window and provides such information as the current page and the number of words in your document.

You can customize what shows on the status bar by right clicking on it and the customize status bar menu will appear.

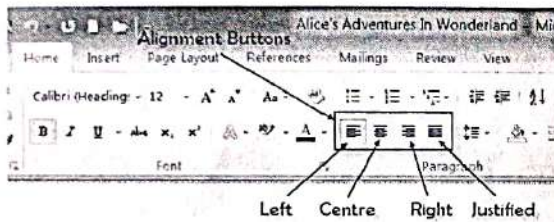


File Format:

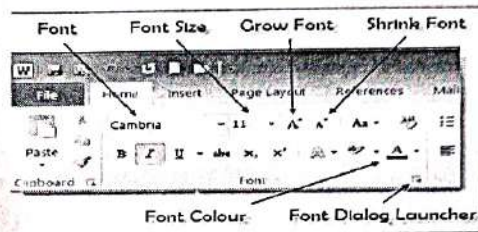
- A filename extension is an identifier specified as a suffix to the name of a computer file. The extension indicates a characteristic of the file contents or its intended use. A file extension is typically delimited from the filename with a full stop (period), but in some systems it is separated with spaces.
- For example, in the filename "myreport.txt," the .TXT is the file extension. It indicates the file is a text document. Some other examples include .DOCX, which is used for Microsoft Word documents, and .PSD, which is the standard file extension for Photoshop documents.



Alignments



Font Name, Size and Styles



Alignments

- Left
- Right
- Center
- Justify

Line spacing is the space between each line in a paragraph. Word allows you to customize the line spacing to be **single spaced** (one line high), **double spaced** (two lines high), or any other amount you want.

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Handwritten signature



Font Name, Size and Styles

Examples with Bold Italic Underline:

Font Name	Size	Example
Arial	16	<i><u>Hai</u></i>
Times New Roman	16	<i><u>Hai</u></i>

Font Name	Size	Example
Arial	32	<i><u>Hai</u></i>
Times New Roman	32	<i><u>Hai</u></i>

Line Spacing

Line spacing is the **space between each line** in a paragraph. Word allows you to customize the line spacing to be **single spaced** (one line high), **double spaced** (two lines high), or any other amount you want. The default spacing in Word is **1.08 lines**, which is slightly larger than single spaced.

In the images below, you can compare different types of line spacing. From left to right, these images show default line spacing, single spacing, and double spacing.

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of office

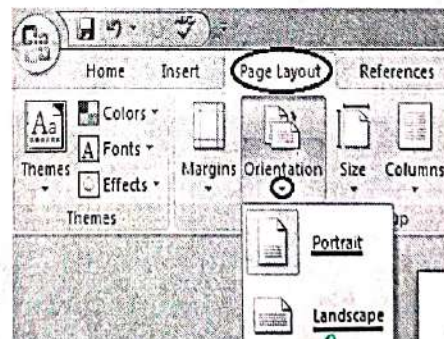


Page Setup

- In page setup, there are some operations to prepare a document.
 - Change Page Orientation
 - Change Page Size
 - Change Page Margins

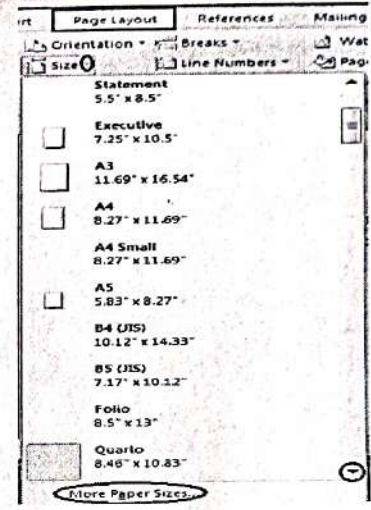
Change Page Orientation in MS Word

- Page Orientation refers to the direction in which a document is displayed. It is of two types; *portrait (vertical) and landscape (horizontal)*.
- The default orientation is portrait; it can be changed to landscape by following these steps;
 - Select the Page Layout tab
 - Locate the Page Setup group
 - In Page Setup group click the Orientation command
 - It displays two options, Portrait and Landscape
 - Select the desired page orientation



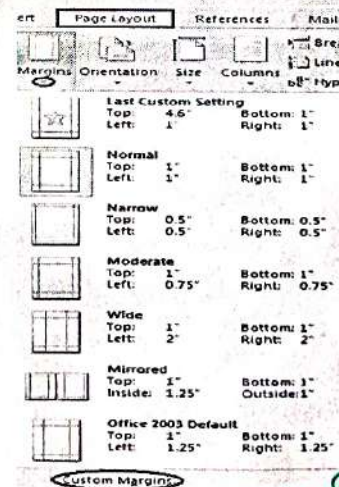
Change Page Size in MS Word

- The default paper size in Word is **8.5 x 11 inches** which easily fits in printers.
- This size is not fixed; you can change it if you want a document with different paper size.
- The steps to change the paper size are given below;
 - Click the Page Layout tab
 - In Page Setup group click the Size command
 - Paper size menu will appear
 - With a left click select the desired paper size
 - To customize page size click the 'More Paper Sizes' option



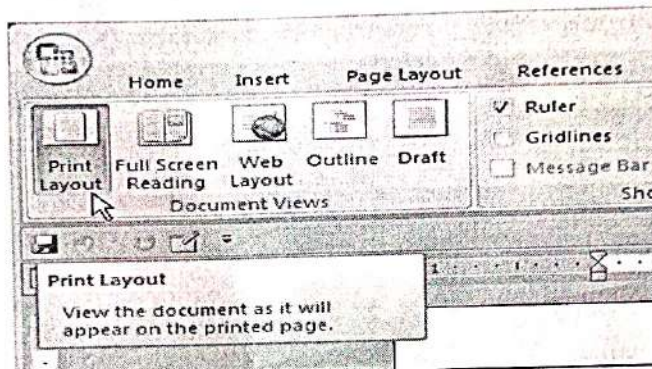
Change Page Margins in MS Word

- The margin is the space between the text and border of a document. By default, it is a one-inch space. Depending on your needs, it can be changed by following the below-listed steps;
 - Select the Page Layout tab
 - In Page Setup group click the Margins command
 - A list of Margins appears
 - Select the desired Margin with a left click



Print Layout

- You can use the Print Layout view in Word 2007 to work in your documents. The words you write appear in the center part of the program window.
- That pallid vista is the equivalent of a blank sheet of paper, and the documents you create on that electronic sheet of paper look just the way they will when they're eventually printed on a real sheet of paper. Such is the magic of word processing.

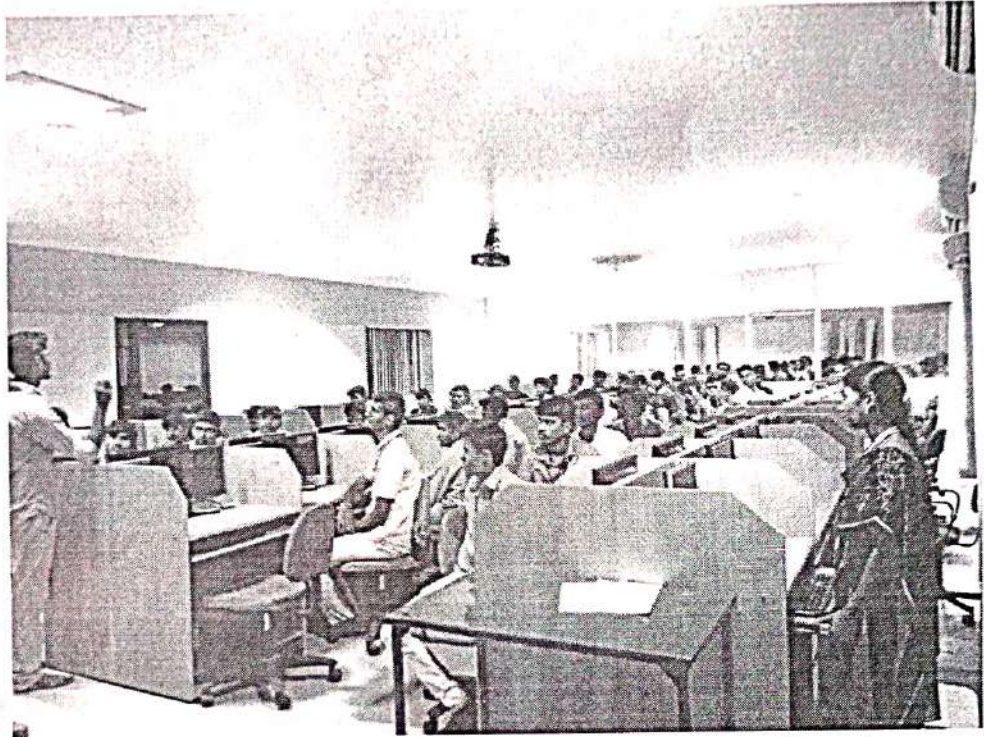


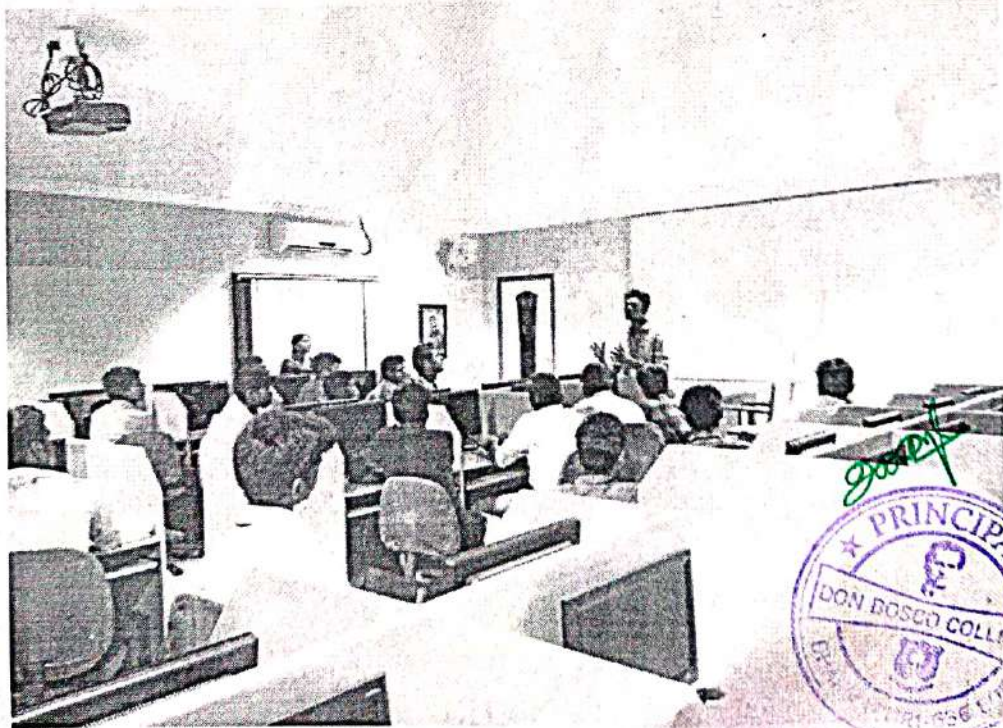
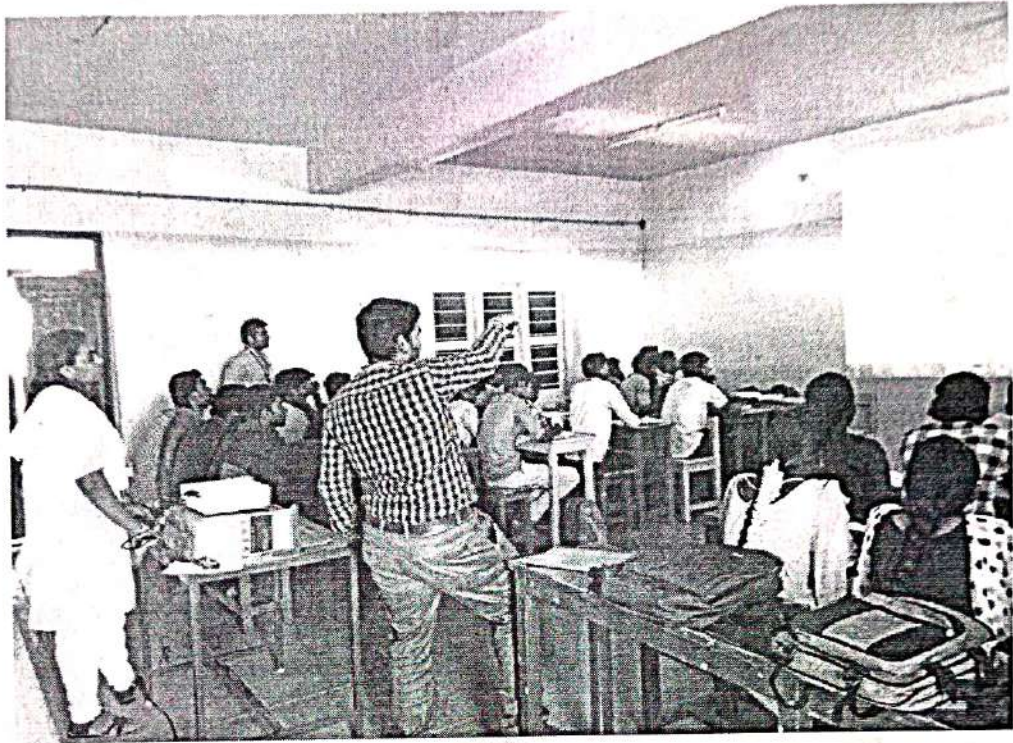
Letter Writing and Resume Preparation

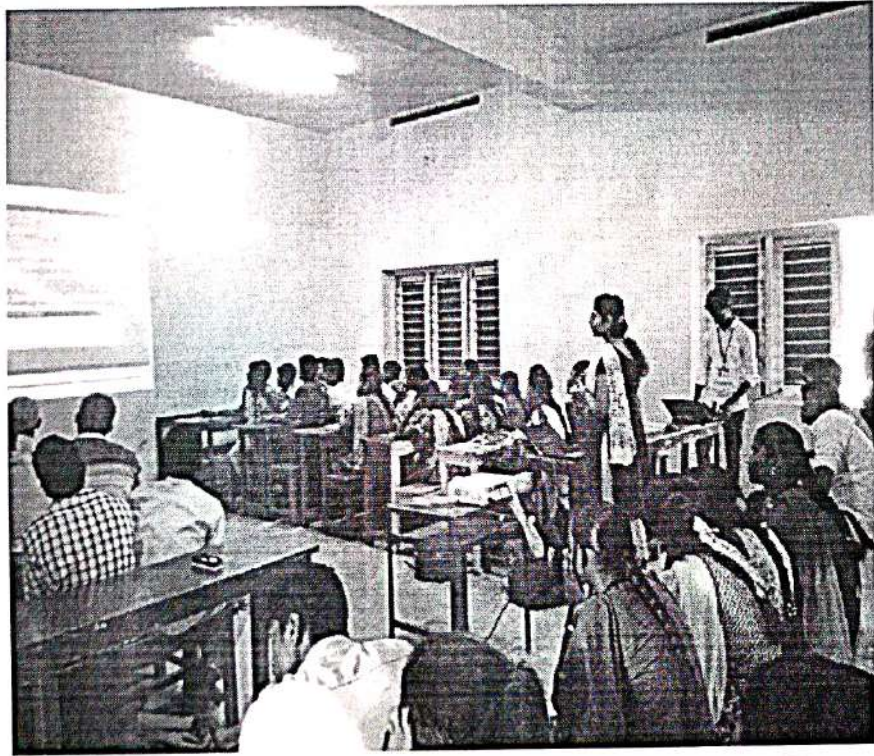


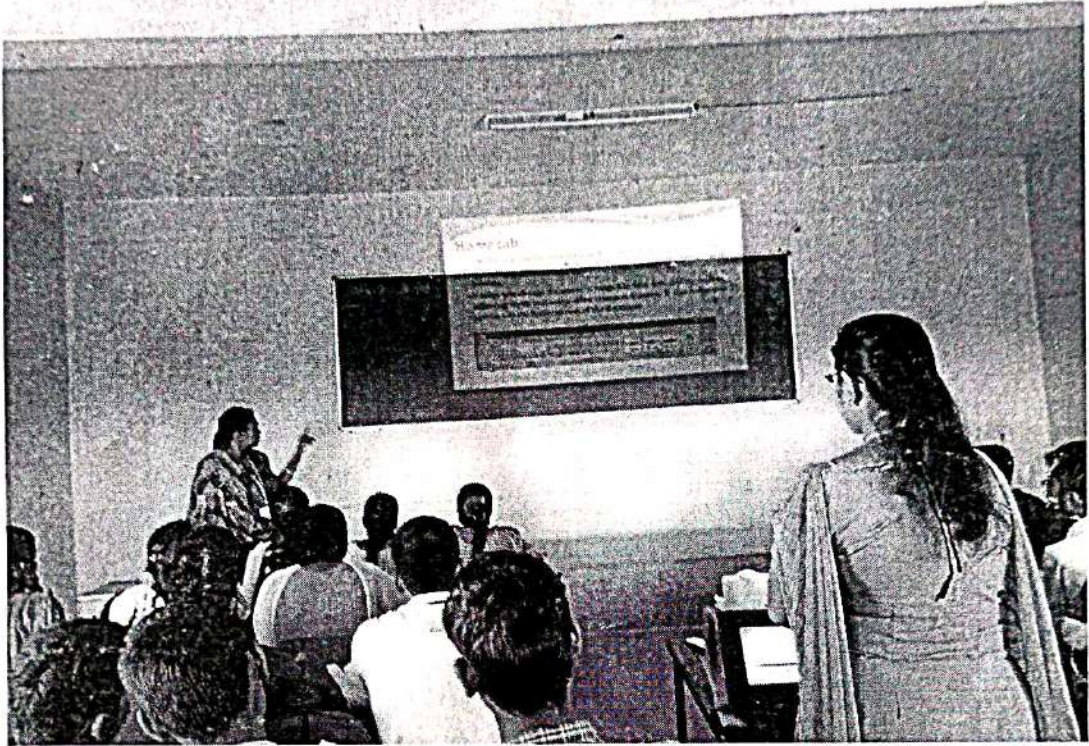
Thank You
LUSUK 1011











Handwritten signature in green ink.





AUGUST-2019



COMPUTER LITERACY PROGRAMME

PG & RESEARCH DEPARTMENT OF COMPUTER SCIENCE

DON BOSCO COLLEGE
DHARMAPURI

COME JOIN OUR

COMPUTER LITERACY PROGRAMME

Place : Respective Class Rooms

**For being such a great First Year Non
Computer Science Students**

Organized by:

**PG & Research Department of
Computer Science**

**DON BOSCO COLLEGE
DHARMAPURI**



Date : 28,29,30,31 August 2019



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COMPUTER LITERACY PROGRAMME SCHEDULE

AUGUST-2019

S.NO	DATE	CLASS	TIME
1.	28-08-2019	I BA TAMIL - 45	9.30 am -11.00 am
		I BA ENGLISH I B.Sc MATHS $35+21=51$	11.55 am – 1.15 pm
2.	29-08-2019	I B.Sc DPM - 35	9.30 am -11.00 am
		I B.Sc PHYSICS-34	11.55 am – 1.15 pm
3.	30-08-2019	I B.Sc CHEM 'A'-37	9.30 am -11.00 am
		I B.Sc CHEM 'B'-37	11.55 am – 1.15 pm
4.	31-08-2019	I B.COM - 44	9.30 am -11.00 am
		I BBA - 24	11.55 am – 1.15 pm

She
23.9.19.
HOD

2019

PRINCIPAL



Computer Literacy Programme

The DIVINE Association of the Department of Computer Science organized Computer Literacy Programme from 28.09.2019 to 31.08.2019. The students of II M.Sc. Computer Science were the Resource Persons. They were trained to give Computer Awareness to the non-computer students by the faculty of the Department, Mr. S. Vadamalai and Mr. J. Mageswaran, Assistant Professors, Department of Computer Science.

The following syllabus has been covered.

Unit-I: Windows and Internet

Introduction to Computer

Windows Interface

Windows Explorer and Application

Introduction to Internet

Unit-II: MS-Word

Introduction to MS Word

Formatting Document

Desktop Publishing Features

Advanced Features in Word

Unit-III: Introduction to MS-Excel and Power Point

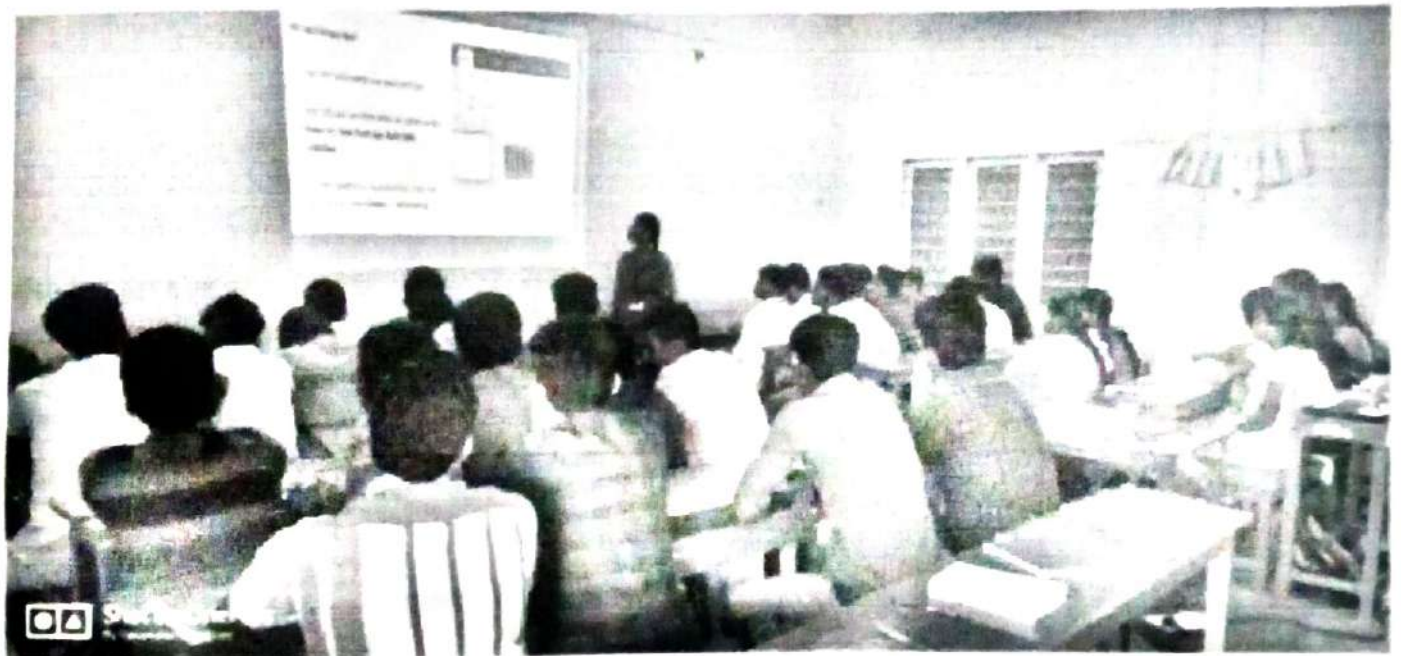
Introduction to Microsoft Excel

Advance features of Microsoft Excel

Introduction to Microsoft PowerPoint

Advanced feature of Microsoft PowerPoint







CLP Programme Feed Back

- Find my device is super technique it is very useful.
- Good this class is very interesting and I am learn many things from this class.
- This class is very useful and interesting, and it's help to improve my knowledge.
- Find my devise is useful message.
- Excel and PowerPoint are very useful.
- Very nice.
- Nice and this class is very useful. I like this class.
- Your presentation is very nice and more useful to our students.
- This program is interesting and I like this.
- Very nice
- I learn more in this class it's useful to me and me and my friends.
- Your speech very nice easy to understand.
- MS word understands to easily.
- Excel it is very useful to calculations.
- This event is very useful to me and very nice.





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PG AND RESEARCH DEPARTMENT OF COMPUTER SCIENCE

COMPUTER LITERACY PROGRAMME – 2021

ORGANIZED BY

PG AND RESEARCH DEPARTMENT OF
COMPUTER SCIENCE

DATE: 06-10-2021 to 08-10-2021

TIME: 9.30 AM to 1.00 PM

VENUE: Respective class rooms of I year Non-Computer Students



Computer Literacy Programme 2021-2022

The DIVINE Association of the Department of Computer Science organized Computer Literacy Programme from 06.10.2021 to 08.10.2021. The students of II M.Sc. Computer Science were the Resource Persons. They were trained to give Computer Awareness to the non-computer students by the faculty of the Department, Mrs. K. Ramya Assistant Professor, Department of Computer Science.

The following syllabus has been covered.

Unit-I: Windows and Internet

Introduction to Computer

Windows Interface

Windows Explorer and Application

Introduction to Internet

Unit-II: MS-Word

Introduction to MS Word

Formatting Document

Desktop Publishing Features

Advanced Features in Word

Unit-III: Introduction to MS-Excel and Power Point

Introduction to Microsoft Excel

Advance features of Microsoft Excel

Introduction to Microsoft PowerPoint

Advanced feature of Microsoft PowerPoint



CLP Programme Feed Back

The following points were given as a feedback by the students after completion of the CLP programme.

- Good this class is very interesting and I am learn many things from this class.
- This class is very useful and interesting, and it's help to improve my knowledge.
- Find my device is useful message.
- Learning Excel and PowerPoint are very useful.
- Very nice.
- Nice and this class is very useful. I like this class.
- Your presentation is very nice and more useful to me.
- This program is interesting and I like this.
- Very nice
- I learn more in this class it's useful to me and me and my friends.
- Your speech very nice easy to understand.
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COMPUTER LITERACY PROGRAMME SCHEDULE

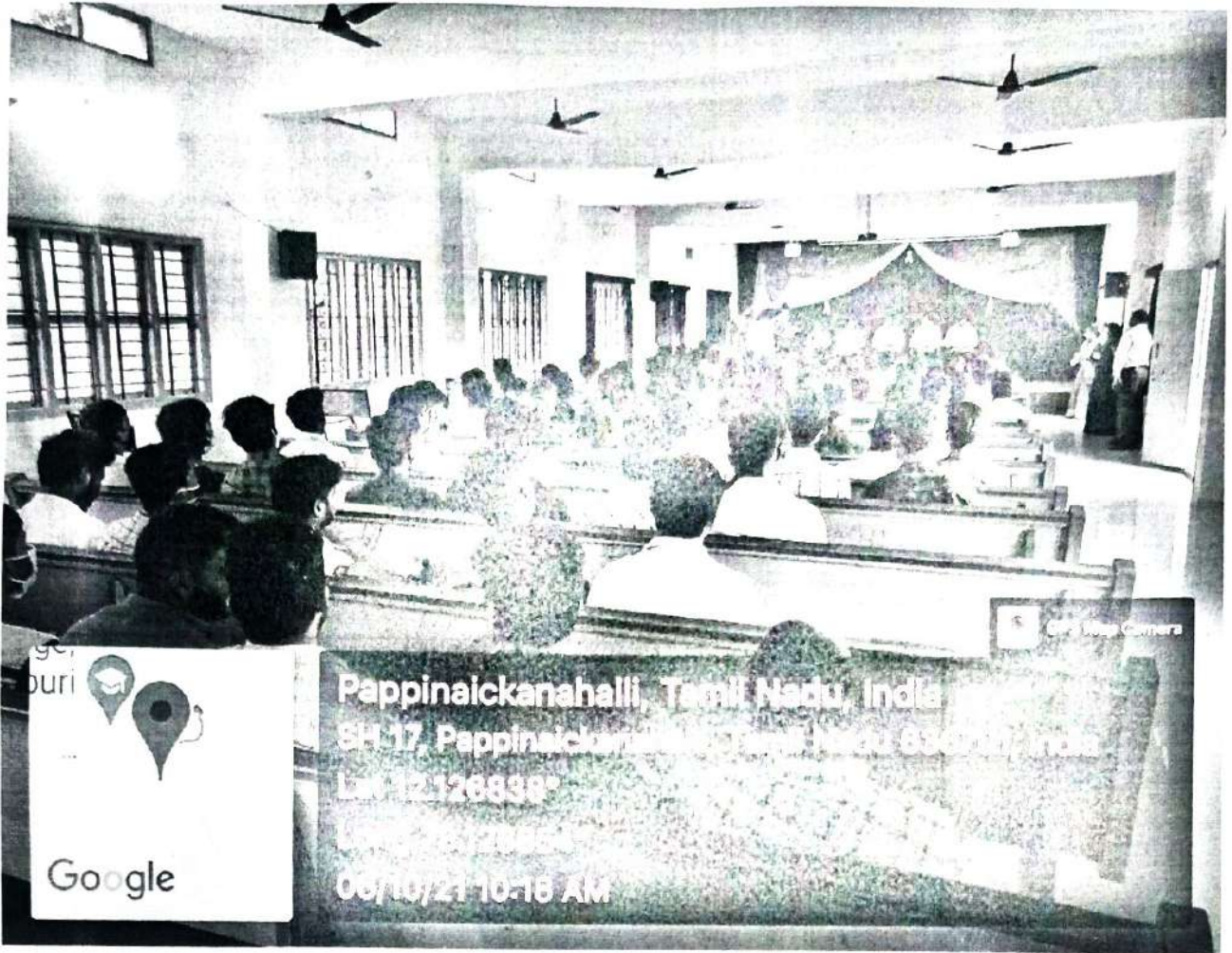
2021-2022

S.NO	DATE	CLASS	Student Strength	TIME
1.	06-10-2021	I BA TAMIL	35	9.30 am -11.00 am
		I BA ENGLISH	25	11.55 am – 1.15 pm
		I B.Sc MATHS		
2.	07-10-2021	I B.Sc DPM	25	9.30 am -11.00 am
		I B.Sc PHYSICS	4	11.55 am – 1.15 pm
3.	07-10-2021	I B.Sc CHEM 'A'	30	9.30 am -11.00 am
		I B.Sc CHEM 'B'	31	11.55 am – 1.15 pm
4.	08-10-2021	I B.COM	33	9.30 am -11.00 am
		I BBA	31	11.55 am – 1.15 pm



HOD





Map of Pappinayakanahalli, Tamil Nadu, India

Pappinayakanahalli, Tamil Nadu, India
SH-17, Pappinayakanahalli, Tamil Nadu 636007, India
Lat: 12.126838°
Long: 78.18185°
06/10/21 10:16 AM



Map of A.Reddihalli, Tamil Nadu, India

A.Reddihalli, Tamil Nadu, India
M.G.R. Complex / AHS-7, Reddihalli, Tamil Nadu 636705, India
Lat: 12.18185°
Long: 78.18185°
06/10/21 10:16 AM

