

Dr.Umayal Ramanathan College for Women, Karaikudi
(Accredited with B+ Grade by NAAC)
Affiliated to Alagappa University
(Run by Dr.Alagappa chettiar Educational Trust)
Department of commerce
Certificate Course (2020 – 2021)
Ms Office

Circular

Date: 15.12.2020

We are happy to inform you that our department is going to enhance & deepen the knowledge of the students through certificate course on **Ms Office**.(30 hours duration course) This course covers basic to advanced topics of Ms Word, Ms Excel, and Ms PowerPoint for this academic year 2020-2021(from 21.12.2020 to 03.01.2021) for the first year students of Commerce. The students are informed to enroll their name to the course Coordinator Ms.S.Saranya,Asst.Prof. of Commerce on before 17.12.2020.



Head of the department



principal



**Dr. Umayal Ramanathan College
for Women, Karaikudi**

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**DEPARTMENT OF
COMMERCE
CERTIFICATE COURSE**

MS OFFICE

ABOUT THE COLLEGE

Nestled in a Serene Campus in the heart of Karaikudi, Dr. Umayal Ramanathan College for Women is steeped in rich heritage. As an integral part of the Alagappa Group of Institutions founded by Dr. R.M. Alagappa Chettiar who transformed the landscape of a shrub jungle of 1,000 acres into a galaxy of educational institutions in the 1950's, it emanated from his vision to bring higher education to women in the community. In perhaps his crowning piece of philanthropy he gave away his own residence in Kottaiyur to found a Women's College. That dream was not fully realized as he died shortly thereafter.

The opening of Dr. Umayal Ramanathan College for Women is a culmination of that

dream that his daughter Dr. Mrs. Umayal Ramanathan has passionately pursued to meet the

emerging needs of women in the community and better prepare them to address the challenges of modern society. The college is committed to imparting holistic education and fostering disciplined pursuit of academic goals in women. Managed by the Dr. Alagappa Chettiar Educational Trust, the college offers a wide spectrum of academic discipline that includes turnkey academic programs such as Information Technology and Biotechnology and provides state of the art infrastructure to become a center of academic excellence.

Dr. Umayal Ramanathan College for Women was established in the year 2006 and is affiliated to Alagappa University, a member of the Association of Indian Universities (AIU) and the Association of Common wealth Universities (ACU).

About

The Department of Commerce was established in the year 2017. The primary objective of the department is to impart quality and need based education to sensitize the students to their changing roles in society. Also, to enable every student to cope up with the latest developments in contemporary,

national and global level through effective transaction of the curricular and co-curricular aspects.

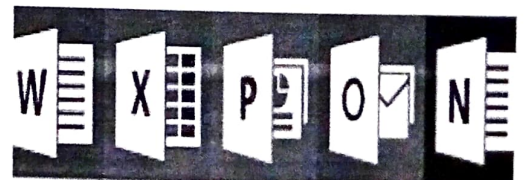
Learning Outcome

Students will be familiar with some advanced office functions, include mail merge (Word) and formulas (Excel). Learners will understand how to use Word, Excel and PowerPoint in a variety of professional, educational and personal situations. Students will be able to claim office proficiency. Students will understand which tasks each of the major office programs can perform.

Students will be able to independently create professional looking documents, presentations, and spreadsheets.

Students will be familiar with some advanced office functions, including mail merge (word) and formulas (Excel).

Students will understand how to use word, excel and PowerPoint in a variety of professional, educational and personal situations.



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Syllabus

S. NO	Units	Contents	No. of Hours
1	MS WORD	Text Basis – Text formatting and saving file – Working with objects – Headers and Footers – Working with bullets and numbered lists – Tables – Styles and Content – Merging Documents – Sharing and Maintaining Document – Proofing the document –Printing.	12
2	MS EXCEL	Introduction to Excel – Formatting excel workbook – Perform calculations with functions – Sort and Filter data with excel – Create effective charts to present data visually – Analyze data using Pivot tables and Pivot charts – Protecting and sharing workbook – Use macros to automate tasks – Proofing and Printing.	8
3	MS POWERPOINT	Setting up Power Point environment – Creating slides and applying themes – Working with Bullets and Numbering – Working with objects – Hyperlinks and Action Buttons – Working with Movies and Sounds – Using Smart Art and tables – Animation and slide Transition – using Slide Master – Slide Show option – Proofing and Printing.	10

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Enrollment

Class I B.Com (A)

S. No	Register No.	Name of the Students	Signature
1.	2920151002	J.Aarthi	J. Aarthi
2.	2920151003	M.Aarthi	M. Aarthi
3.	2920151004	K.Aarthi	K. Aarthi
4.	2920151005	M.Aarya	M. Aarya
5.	2920151006	A.AayishaBarveen	A. Aayisha Barveen
6.	2920151007	PL.Abinaya	PL. Abinaya
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9.	2920151010	S.Abirami	S. Abirami
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11.	2920151012	T.AfsanaParveen	T. Afsana Parveen
12.	2920151013	M.Ahila	M. Ahila
13.	2920151014	M.Aiswarya	M. Aiswarya
14.	2920151015	S.Akalya	S. Akalya
15.	2920151016	A.Akila	A. Akila
16.	2920151017	G.Anuja	G. Anuja
17.	2920151018	V.Anushuya	V. Anushuya
18.	2920151019	K.Anusiya	K. Anusiya
19.	2920151020	M.Benazir Bhutto	M. Benazir Bhutto
20.	2920151021	S.Bhuvaneshwari	S. Bhuvaneshwari
21.	2920151022	S.Bhuvaneshwari	S. Bhuvaneshwari
22.	2920151023	S.Bhuvaneshwari	S. Bhuvaneshwari
23.	2920151024	A.Celsiya	A. Celsiya
24.	2920151025	S.ChellaSoundarya	S. ChellaSoundarya
25.	2920151026	M.Devadhaeshini	M. Devadhaeshini
26.	2920151027	N.Dhanalakshmi	N. Dhanalakshmi
27.	2920151028	P.Dharani	P. Dharani
28.	2920151029	G.Dharshini	G. Dharshini
29.	2920151030	B.Dhatchana	B. Dhatchana
30.	2920151031	K.Dheepa	K. Dheepa
31.	2920151032	R.Durga	R. Durga
32.	2920151033	K.Gayathiri	K. Gayathiri
33.	2920151034	A.Gayathri	A. Gayathri
34.	2920151035	V.Gayathri	V. Gayathri
35.	2920151036	S.Gayathri Devi	S. Gayathri Devi
36.	2920151037	M.Hari Priya	M. Hari Priya
37.	2920151038	K.Harini	K. Harini
38.	2920151039	N.Harini	N. Harini
39.	2920151040	V.Hebsibaangel	V. Hebsibaangel

40.	2920151041	B.Jayashree	B. Jayashree
41.	2920151042	J.Jayashree	J. Jaya shree
42.	2920151043	D.Jemianitha	D. Jemi Shantha
43.	2920151044	A.JenifarFathima	A. Jenifar fathima
44.	2920151046	R.Jeyasri	R. Jeyasri
45.	2920151047	M.Jothilakshmi	M. Jothilakshmi
46.	2920151048	S.Kalaiarasi	S. Kalaiarasi
47.	2920151049	RM.KanagaDhara	RM. Kanaga
48.	2920151050	M.Karthiga	M. Karthiga
49.	2920151051	D.Karthika	D. Karthika
50.	2920151052	UL.Kavitha	Kavitha. U
51.	2920151053	R.Kaviya	R. Kaviya
52.	2920151054	T.Keerthi	T. Keerthi
53.	2920151055	M.Krishnaveni	M. Krishna
54.	2920151056	AM.Lavanya	A.M. Lavanya
55.	2920151057	P.Leena	P. Leena
56.	2920151058	S.Mahalakshmi	S. Mahani
57.	2920151059	C.Manimekalai	C. Manimekalai
58.	2920151060	M.Mavisha	Mavisha.M
59.	2920151061	M.Meenakshi	M. Meenakshi
60.	2920151062	M.MeenakshiPriyadharshini	M. Meenakshi Priyadharshini
61.	2920151063	J.MichealJenitta	J.Micheal Jenitta
62.	2920151064	N.Mohana	N. Mohana
63.	2920151065	P.MuthuBhuvaneswari	P. Muthu
64.	2920151066	K.MuthuMeena	K. Muthumeena
65.	062015016	T.Kanimozhi	T. Kanimozhi

S. Sanga
Coordinator


Head of the department

S. Jayashree
principal

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Enrollment

Class: I B.Com (B)

S.No.	Register No.	Name of the Students	Signature
1	2920151101	R.Nandhini	R.Nandhini
2	2920151102	S.Nandhini	S.Nandhini
3	2920151103	S.Nandhini Shree	S.Nandhini
4	2920151104	V.Narmatha	V.Narmatha
5	2920151105	S.NoorinAfrina	S.Noorin Afrina
6	2920151106	R.Nurullrfana	R.Nurullrfana
7	2920151107	V.Pandidevi	V.Pandidevi
8	2920151108	S.Ponnalagu	S.ponnalagu
9	2920151109	V.Poojasri	V.poojasri
10	2920151110	S.PredeepaSundrapandian	S.Predeepa
11	2920151111	V.Prasanna Devi	V.Prasanna
12	2920151112	S.PratheebaSivakumar	S.Pratheeba
13	2920151113	S.PratheebaSivalingam	S.Pratheeba
14	2920151114	N.Pravina	N.Pravina
15	2920151115	E.Preethi	E.Preethi
16	2920151116	G.priyadarshini	G.priyadarshini
17	2920151117	K.Priyadarshini	K.priyadarshini
18	2920151118	M.priyadarshini	M.priyadarshini
19	2920151119	N.Priyanka	N.Priyanka
20	2920151120	S.Raveena	S.Raveena
21	2920151121	A.Rebitha	A.Rebitha
22	2920151122	S.RenugaDevi	S.Renuga
23	2920151123	N.Roja	N.Roja
24	2920151124	A.Saffrin	A.Saffrin
25	2920151125	S.Sakthipriya	S.Sakthipriya
26	2920151126	P.Salamath Arul Catherine	P.Salamath
27	2920151127	G.Saranya	TC
28	2920151128	S.Sathya	S.Sathya
29	2920151129	K.Shakthi	K.Shakthi
30	2920151130	N.ShakthiSri	N.ShakthiSri
31	2920151131	R.ShyamalaGowri	R.ShyamalaGowri
32	2920151132	M.Sivaranjani	M.Sivaranjani
33	2920151133	R.Sivasri	TC
34	2920151134	S.Sneha	S.Sneha
35	2920151135	G.Sneka	G.Sneka
36	2920151136	R.Sornavalli	R.Sornavalli
37	2920151137	B.Sowmiya	B.Sowmiya
38	2920151138	CT.Sridevi	CT.Sridevi

39	2920151139	N.Subasri	N.Subasri
40	2920151140	L.Suvetha	L. Suvetha
41	2920151141	B.Swetha	B. Swetha
42	2920151142	K.Swetha	K. Swetha.
43	2920151143	U.Swetha	U. Swetha.
44	2920151144	P.Tamilkaviya	P. Tamilkaviya
45	2920151145	A.ThasneemBanu	A.ThasneemBanu
46	2920151146	K.Thivya	K. Thivya
47	2920151147	AR.UbakaraSneha	AR. Ubakara Sneha
48	2920151148	G.UdhyaVinothini	G. Udhya Vinothini
49	2920151149	P.Unnamalai	P. unnamalai
50	2920151150	A.Vahibathaj	TC
51	2920151151	G.Vaishnavi	G. Vaishnavi
52	2920151152	C.Vaithegi	C. Vaithegi
53	2920151153	S.Vallikannu	S. Vallikannu
54	2920151154	S.Vanichandhra	S. Vanichandhra
55	2920151155	K.Vijayalakshmi	K. Vijayalakshmi
56	2920151156	A.Vinitha	Vinitha A
57	2920151157	S.Yashika	S. Yashika
58	2920151158	S.Yogeshwari	S. Yogeshwari
59	1220151010	PL.Nithyasri	PL. Nithyasri

S. Saana
Coordinator


Head of the department

S. Jeyesha
principal

38	2920151039	N.Harini	X	X	X	X	X	X	X	A	X
39	2920151040	V.Hebsibaangel	X	X	X	X	A	X	A	A	X
40	2920151041	B.Jayashree	X	X	X	X	X	X	X	A	X
41	2920151042	J.Jayashree	X	X	X	X	X	X	X	A	X
42	2920151043	D.Jemianitha	A	X	X	X	X	X	X	X	X
43	2920151044	A.JenifarFathima	X	X	X	A	X	X	X	X	X
44	2920151046	R.Jeyasri	X	A	A	X	X	X	X	A	X
45	2920151047	M.Jothilakshmi	X	X	A	X	X	X	X	X	X
46	2920151048	S.Kalaiarasi	X	X	A	X	A	X	X	A	X
47	2920151049	RM.KanagaDhara	X	X	X	X	X	X	X	X	X
48	2920151050	M.Karthiga	X	X	X	X	X	X	X	X	X
49	2920151051	D.Karthika	X	X	X	X	X	X	X	X	X
50	2920151052	UL.Kavitha	X	X	X	X	X	X	X	X	X
51	2920151053	R.Kaviya	X	X	A	A	A	X	A	X	X
52	2920151054	T.Keerthi	X	X	X	X	X	X	X	X	A
53	2920151055	M.Krishnaveni	X	A	X	A	A	X	A	X	X
54	2920151056	AM.Lavanya	X	X	X	X	X	X	X	X	X
55	2920151057	P.Leena	X	X	X	X	X	A	X	X	X
56	2920151058	S.Mahalakshmi	A	X	X	X	X	X	A	X	X
57	2920151059	C.Manimekalai	X	X	A	X	X	X	X	X	X
58	2920151060	M.Mavisha	A	X	X	X	X	X	X	X	X
59	2920151061	M.Meenakshi	X	X	A	X	X	X	X	X	X
60	2920151062	M.MeenakshiPriyad harshini	X	X	X	X	X	X	X	X	A
61	2920151063	J.MichealJenitta	X	X	X	X	X	X	X	X	X
62	2920151064	N.Mohana	X	X	X	X	X	X	X	A	X
63	2920151065	P.MuthuBhuvanew ari	X	X	X	X	X	X	X	X	X
64	2920151066	K.MuthuMeena	X	X	X	X	X	X	X	X	X
65	062015016	T.Kanimozhi	A	X	X	X	X	X	A	X	X

S. Saron
Coordinator


Head of the department

S. Jeyasekara
principal

36	2920151136	R.Sornavalli	A	X	X	X	X	X	X	X	X	X
37	2920151137	B.Sowmiya	X	X	X	X	X	X	X	X	X	X
38	2920151138	CT.Sridevi	X	X	X	X	X	X	X	A	X	
39	2920151139	N.Subasri	X	X	X	X	A	X	A	A	X	
40	2920151140	L.Suvetha	X	X	X	X	X	X	X	A	X	
41	2920151141	B.Swetha	X	X	X	X	X	X	X	A	X	
42	2920151142	K.Swetha	A	X	X	A	X	X	X	X	X	
43	2920151143	U.Swetha	X	X	X	X	X	X	X	X	X	
44	2920151144	P.Tamilkaviya	X	A	X	X	X	X	X	A	X	
45	2920151145	A.ThasneemBanu	X	X	X	X	X	X	X	X	X	
46	2920151146	K.Thivya	X	X	X	X	A	X	X	A	X	
47	2920151147	AR.UbakaraSneha	X	X	X	X	X	X	X	X	X	
48	2920151148	G.UdhyaVinothini	X	X	X	X	X	X	X	X	X	
49	2920151149	P.Unnamalai	X	X	X	X	X	X	X	X	X	
50	2920151150	A.Vahibathaj	X	X	A	X	X	X	X	X	X	
51	2920151151	G.Vaishnavi	X	X	X	X	A	X	A	X	X	
52	2920151152	C.Vaithegi	X	X	X	X	X	X	X	X	A	
53	2920151153	S.Vallikannu	X	X	X	X	X	X	X	X	X	
54	2920151154	S.Vanichandhra	X	A	X	X	X	X	X	X	X	
55	2920151155	K.Vijayalakshmi	X	X	X	X	A	X	X	X	X	
56	2920151156	A.Vinitha	X	X	X	X	X	X	X	X	X	
57	2920151157	S.Yashika	X	X	X	X	X	X	X	X	X	
58	2920151158	S.Yogeshwari	X	A	X	X	X	X	X	X	X	
59	1220151010	PL.Nithyasri	X	X	X	X	X	X	X	X	X	

S. Saun
Coordinator

[Signature]
Head of the department

S. Jayashree
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Certificate Course (2020 – 2021)
MS OFFICE

INTERNAL – I

Date : 27 .12.2020
Class : I B.Com (A&B)

Marks: 20
Time: I Hour

Answer all Questions (10×2=20)

1. You can use.....to copy selected text; and.....to paste it in a document.

- (A) CTRL+C, CTRL+V
- (B) CTRL+C, CTRL+P
- (C) CTRL+S, CTRL+S
- (D) SHIFT+C, ALT+P
- (E) CTRL+D, CTRL+A

2. Each box in a spreadsheet is called is called a.....

- (A) Cell
- (B) Empty space
- (C) Record
- (D) Field
- (E) None of these

3. When a file is saved for the first time.....

- (A) A copy is automatically printed

- (B) File name and folder name must be the same
- (C) It does not need a name
- (D) It only need a name if it is not going to be printed
- (E) It must be given a name to identify it.

4. The letter and number the intersecting column and row is the-

- (A) Cell location
- (B) Cell position
- (C) Cell address
- (D) Cell coordinates
- (E) Cell continents

5. Forms that are used to organize business data into rows and columns are called.....

- (A) Transaction sheets
- (B) Registers
- (C) Business forms
- (D) Sheep-spreads
- (E) Spreadsheets

6. The PC productivity tool that manipulates data organized in rows and columns is called a.....

- (A) Spreadsheet
- (B) Word processing document
- (C) Presentation mechanism
- (D) Database record manager
- (E) EDI creator

7. If a previously saved file is edited

- (A) It cannot be saved again
- (B) The changes will automatically be saved in the file
- (C) The file will only have to be saved again if it is more than one page in length

(D) Its name must be changed

(E) The file must be saved again to store the changes

8. A.....is a collection of information saved as unit.

(A) folder

(B) File

(C) path

(D) file extension

(E) None of these

9. What is the overall term for creating, editing, formatting, storing retrieving and printing a text document?

(A) Word processing

(B) Spreadsheet design

(C) Web design

(D) Database management

(E) Presentation generation

10. A file is often referred to as a (n).....

(A) Wizard

(B) Document

(C) Pane

(D) Device

(E) Documentation

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Certificate Course (2020 – 2021)
MS OFFICE
INTERNAL – II

Date : 03 .01.2021
Class : I B.Com (A&B)

Marks : 20
Time: 1 Hour

Answer all Questions (10×2=20)

1. Formula palette is used to?

- (A) Format cells containing number
- (B) Created and edit formulas containing functions
- (C) Entered assumption data
- (D) Copy all cells

2. A Spreadsheet contains?

- (A) Columns
- (B) Rows
- (C) Rows and columns
- (D) None of these

3. To open an existing workbook, click the open button on the.....toolbar?

- (A) Form
- (B) Standard
- (C) Drawing
- (D) Formatting

4. Which among following is not associated with spelling dialogue box?

- (A) Edit
- (B) Ignore All
- (C) Ignore
- (D) Change

5. What term describes a background that appears as a grainy, non-smooth surface?

- (A) Pattern
- (B) Gradient
- (C) Velvet
- (D) Texture

6. which among following is associated with excel?

- (A) Graphic program
- (B) Spreadsheet
- (C) Microsoft office
- (D) None of these

7. The cell reference for a range of cells that starts in cell C1 and goes over to column H and down to row 10 is?

- (A) C1:10H
- (B) C1:H10
- (C) C1: H-10
- (D) C1: H: 10

8. You can convert existing Excel worksheet data and charts to HTML document by using the?

- (A) Intranet Wizard
- (B) Internet Assistant Wizard
- (C) Important Wizard
- (D) Export Wizard

9. To create an interactive Pivot Table for the web, you use a Microsoft Office Web component called?

(A) Pivot Table Report

(B) Pivot Table List

(C) Pivot Table Field List

(D) HTML

10. What function displays row data in a column or column data in a row?

(A) Hyperlinks

(B) Rows

(C) Index

(D) Transpose

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Department of commerce
Certificate Course (2020 – 2021)
Ms Office

I Assessment Test


Class: I B.Com (A)

Subject: MS OFFICE

Semester: I

S. No	Register No.	Name of the students	Test (20)
1.	2920151002	J.Aarthi	18
2.	2920151003	M.Aarthi	14
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7.	2920151008	R.Abinaya	18
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9.	2920151010	S.Abirami	16
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11.	2920151012	T.AfsanaParveen	14
12.	2920151013	M.Ahila	18
13.	2920151014	M.Aiswarya	12
14.	2920151015	S.Akalya	14
15.	2920151016	A.Akila	18
16.	2920151017	G.Anuja	16
17.	2920151018	V.Anushuya	18
18.	2920151019	K.Anusiya	18
19.	2920151020	M.Benazir Bhutto	16
20.	2920151021	S.Bhuvaneshwari	14
21.	2920151022	S.Bhuvaneshwari	18
22.	2920151023	S.Bhuvaneshwari	19
23.	2920151024	A.Celsiya	18
24.	2920151025	S.ChellaSoundarya	18
25.	2920151026	M.Devadhaeshini	14
26.	2920151027	N.Dhanalakshmi	16
27.	2920151028	P.Dharani	18
28.	2920151029	G.Dharshini	18
29.	2920151030	B.Dhatchana	18
30.	2920151031	K.Dheepa	18
31.	2920151032	R.Durga	18
32.	2920151033	K.Gayathiri	16

33.	2920151034	A.Gayathri	18
34.	2920151035	V.Gayathri	14
35.	2920151036	S.Gayathri Devi	18
36.	2920151037	M.Hari Priya	12
37.	2920151038	K.Harini	14
38.	2920151039	N.Harini	18
39.	2920151040	V.Hebsibaangel	16
40.	2920151041	B.Jayashree	18
41.	2920151042	J.Jayashree	18
42.	2920151043	D.Jemianitha	20
43.	2920151044	A.JenifarFathima	14
44.	2920151046	R.Jeyasri	18
45.	2920151047	M.Jothilakshmi	16
46.	2920151048	S.Kalaiarasi	18
47.	2920151049	RM.KanagaDhara	18
48.	2920151050	M.Karthiga	16
49.	2920151051	D.Karthika	14
50.	2920151052	UL.Kavitha	12
51.	2920151053	R.Kaviya	14
52.	2920151054	T.Keerthi	18
53.	2920151055	M.Krishnaveni	16
54.	2920151056	AM.Lavanya	18
55.	2920151057	P.Leena	18
56.	2920151058	S.Mahalakshmi	16
57.	2920151059	C.Manimekalai	14
58.	2920151060	M.Mavisha	12
59.	2920151061	M.Meenakshi	14
60.	2920151062	M.MeenakshiPriyadharshini	18
61.	2920151063	J.MichealJenitta	16
62.	2920151064	N.Mohana	18
63.	2920151065	P.MuthuBhuvaneswari	18
64.	2920151066	K.MuthuMeena	16
65.	062015016	T.Kanimozhi	14


Coordinator


Head of the department


principal

Dr.Umayal Ramanathan College for Women, Karaikudi
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Department of commerce
Certificate Course (2020 – 2021)
Ms Office

II Assessment Test

Class: I B.Com (A)
Semester: I

Subject: MS OFFICE

S. No	Register No.	Name of the students	Test (20)
1.	2920151002	J.Aarthi	12
2.	2920151003	M.Aarthi	14
3.	2920151004	K.Aarthi	18
4.	2920151005	M.Aarya	16
5.	2920151006	A.AayishaBarveen	18
6.	2920151007	PL.Abinaya	18
7.	2920151008	R.Abinaya	20
8.	2920151009	R.Abirami	14
9.	2920151010	S.Abirami	18
10.	2920151011	R.Abirekha	16
11.	2920151012	T.AfsanaParveen	18
12.	2920151013	M.Ahila	18
13.	2920151014	M.Aiswarya	16
14.	2920151015	S.Akalya	14
15.	2920151016	A.Akila	12
16.	2920151017	G.Anuja	14
17.	2920151018	V.Anushuya	18
18.	2920151019	K.Anusiya	16
19.	2920151020	M.Benazir Bhutto	18
20.	2920151021	S.Bhuvaneshwari	18
21.	2920151022	S.Bhuvaneshwari	16
22.	2920151023	S.Bhuvaneshwari	18
23.	2920151024	A.Celsiya	14
24.	2920151025	S.ChellaSoundarya	18
25.	2920151026	M.Devadhaeshini	12
26.	2920151027	N.Dhanalakshmi	14
27.	2920151028	P.Dharani	18
28.	2920151029	G.Dharshini	16
29.	2920151030	B.Dhatchana	18
30.	2920151031	K.Dheepa	18
31.	2920151032	R.Durga	16
32.	2920151033	K.Gayathiri	14
33.	2920151034	A.Gayathri	18

34.	2920151035	V.Gayathri	18
35.	2920151036	S.Gayathri Devi	18
36.	2920151037	M.Hari Priya	18
37.	2920151038	K.Harini	14
38.	2920151039	N.Harini	16
39.	2920151040	V.Hebsibaangel	18
40.	2920151041	B.Jayashree	18
41.	2920151042	J.Jayashree	18
42.	2920151043	D.Jemianitha	18
43.	2920151044	A.JenifarFathima	14
44.	2920151046	R.Jeyasri	18
45.	2920151047	M.Jothilakshmi	12
46.	2920151048	S.Kalalarasi	14
47.	2920151049	RM.KanagaDhara	18
48.	2920151050	M.Karthiga	16
49.	2920151051	D.Karthika	18
50.	2920151052	UL.Kavitha	18
51.	2920151053	R.Kaviya	16
52.	2920151054	T.Keerthi	14
53.	2920151055	M.Krishnaveni	18
54.	2920151056	AM.Lavanya	18
55.	2920151057	P.Leena	18
56.	2920151058	S.Mahalakshmi	18
57.	2920151059	C.Manimekalai	14
58.	2920151060	M.Mavisha	18
59.	2920151061	M.Meenakshi	16
60.	2920151062	M.MeenakshiPriyadharshini	18
61.	2920151063	J.MichealJenitta	18
62.	2920151064	N.Mohana	16
63.	2920151065	P.MuthuBhuvaneswari	14
64.	2920151066	K.MuthuMeena	18
65.	0620151016	T.Kanimozhi	18


Coordinator


Head of the department


principal

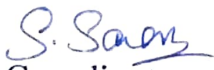
Dr.Umayal Ramanathan College for Women, Karaikudi
(Accredited with B+ Grade by NAAC)
Affiliated to Alagappa University
(Run by Dr.Alagappa chettiar Educational Trust)
Department of commerce
Certificate Course (2020 – 2021)
Ms Office
Internal Assessment Test

Class: I B.Com (B)
Semester: I

Subject: MS OFFICE

S. No	Register No.	Name of the students	Test (20)
1.	2920151101	R.Nandhini	18
2.	2920151102	S.Nandhini	18
3.	2920151103	S.Nandhini Shree	16
4.	2920151104	V.Narmatha	14
5.	2920151105	S.NoorinAffrina	12
6.	2920151106	R.Nurullrfana	14
7.	2920151107	V.Pandidevi	18
8.	2920151108	S.Ponnalagu	16
9.	2920151109	V.Poojasri	18
10.	2920151110	S.PredeepaSundrapandian	18
11.	2920151111	V.Prasanna Devi	16
12.	2920151112	S.PratheebaSivakumar	18
13.	2920151113	S.PratheebaSivalingam	14
14.	2920151114	N.Pravina	18
15.	2920151115	E.Preethi	12
16.	2920151116	G.priyadharshini	14
17.	2920151117	K.Priyadharshini	18
18.	2920151118	M.priyadharshini	16
19.	2920151119	N.Priyanka	18
20.	2920151120	S.Raveena	18
21.	2920151121	A.Rebitha	14
22.	2920151122	S.RenugaDevi	18
23.	2920151123	N.Roja	16
24.	2920151124	A.Saffrin	18
25.	2920151125	S.Sakthipriya	18
26.	2920151126	P.Salamath Arul Catherine	20
27.	2920151127	G.Saranya	14
28.	2920151128	S.Sathya	14
29.	2920151129	K.Shakthi	12
30.	2920151130	N.ShakthiSri	14

31.	2920151131	R.ShyamalaGowri	12
32.	2920151132	M.Sivaranjani	14
33.	2920151133	R.Sivasri	18
34.	2920151134	S.Sneha	16
35.	2920151135	G.Sneka	18
36.	2920151136	R.Sornavalli	18
37.	2920151137	B.Sowmiya	20
38.	2920151138	CT.Sridevi	14
39.	2920151139	N.Subasri	18
40.	2920151140	L.Suvetha	16
41.	2920151141	B.Swetha	18
42.	2920151142	K.Swetha	18
43.	2920151143	U.Swetha	16
44.	2920151144	P.Tamilkaviya	14
45.	2920151145	A.ThasneemBanu	12
46.	2920151146	K.Thivya	14
47.	2920151147	AR.UbakaraSneha	18
48.	2920151148	G.UdhyaVinothini	16
49.	2920151149	P.Unnamalai	18
50.	2920151150	A.Vahibathaj	18
51.	2920151151	G.Vaishnavi	16
52.	2920151152	C.Vaithegi	18
53.	2920151153	S.Vallikannu	14
54.	2920151154	S.Vanichandhra	18
55.	2920151155	K.Vijayalakshmi	12
56.	2920151156	A.Vinitha	14
57.	2920151157	S.Yashika	18
58.	2920151158	S.Yogeshwari	16
59.	1220151010	PL.Nithyasri	18


Coordinator


Head of the department


principal

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Department of commerce
Certificate Course (2020 – 2021)
Ms Office
II Semester Assessment Test

Class: I B.Com (B)
Semester: I

Subject: MS OFFICE

S. No	Register No.	Name of the students	Test (20)
1.	2920151101	R.Nandhini	14
2.	2920151102	S.Nandhini	12
3.	2920151103	S.Nandhini Shree	14
4.	2920151104	V.Narmatha	18
5.	2920151105	S.NoorinAffrina	16
6.	2920151106	R.Nurullrfana	18
7.	2920151107	V.Pandidevi	18
8.	2920151108	S.Ponnalagu	16
9.	2920151109	V.Poojasri	18
10.	2920151110	S.PredeepaSundrapandian	14
11.	2920151111	V.Prasanna Devi	18
12.	2920151112	S.PratheebaSivakumar	12
13.	2920151113	S.PratheebaSivalingam	14
14.	2920151114	N.Pravina	18
15.	2920151115	E.Preethi	16
16.	2920151116	G.priyadharshini	18
17.	2920151117	K.Priyadharshini	18
18.	2920151118	M.priyadharshini	14
19.	2920151119	N.Priyanka	18
20.	2920151120	S.Raveena	16
21.	2920151121	A.Rebitha	18
22.	2920151122	S.RenugaDevi	18
23.	2920151123	N.Roja	20
24.	2920151124	A.Saffrin	14
25.	2920151125	S.Sakthipriya	14
26.	2920151126	P.Salamath Arul Catherine	12
27.	2920151127	G.Saranya	14
28.	2920151128	S.Sathya	12
29.	2920151129	K.Shakthi	14
30.	2920151130	N.ShakthiSri	18

31.	2920151131	R.ShyamalaGowri	16
32.	2920151132	M.Sivaranjani	18
33.	2920151133	R.Sivasri	18
34.	2920151134	S.Sneha	20
35.	2920151135	G.Sneka	14
36.	2920151136	R.Sornavalli	18
37.	2920151137	B.Sowmiya	16
38.	2920151138	CT.Sridevi	18
39.	2920151139	N.Subasri	18
40.	2920151140	L.Suvetha	16
41.	2920151141	B.Swetha	14
42.	2920151142	K.Swetha	12
43.	2920151143	U.Swetha	14
44.	2920151144	P.Tamilkaviya	18
45.	2920151145	A.ThasneemBanu	16
46.	2920151146	K.Thivya	18
47.	2920151147	AR.UbakaraSneha	18
48.	2920151148	G.UdhyaVinothini	16
49.	2920151149	P.Unnamalai	18
50.	2920151150	A.Vahibathaj	14
51.	2920151151	G.Vaishnavi	18
52.	2920151152	C.Vaithegi	12
53.	2920151153	S.Vallikannu	14
54.	2920151154	S.Vanichandhra	18
55.	2920151155	K.Vijayalakshmi	16
56.	2920151156	A.Vinitha	18
57.	2920151157	S.Yashika	12
58.	2920151158	S.Yogeshwari	14
59.	1220151010	PL.Nithyasri	18

S. Sanan
Coordinator

[Signature]
Head of the department

S. Jayashree
principal

Dr. UmayalRamanathan College for Women, Karaikudi
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Department of Commerce
CERTIFICATE COURSE REPORT - (DEC 2020-JAN 2021)

The Certificate Course on **MS.Office** for I Year Students through Online Mode from Dec 2020 - Jan 2021, conducted by Department of Commerce, DR.Umayal Ramanathan College for Women, Karaikudi. The total Number of students for this course is 124. The objective of this course is to improve the Technical skills, ensure the e-careers and develop the Tech-friendly knowledge. Microsoft Office has become a leading platform to drive productivity at home and in the workplace. Whether it's managing email in Outlook, or building analysis spreadsheets in Excel, Office has made carrying out many computer based tasks easier for all of us. Microsoft Office is a suite of applications designed to help with productivity and completing common tasks on a computer.

On the successful completion of the course, students will be able to:

- To know how to use the most common Microsoft Office programs.
- To be able to create documents for printing and sharing.



S. Suresh
Coordinator

[Signature]
Head of the department

S. Jayadevan
principal



Dr. UmayalRamanathan College for Women, Karaikudi
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DEPARTMENT OF COMMERCE

CERTIFICATE COURSE

*This is to certify that Ms.M.AARTHI I year has Successfully
completed the Certificate Course in the “MS OFFICE” during 21.12.2020
to 03.01.2021.*

S. Sargan
Coordinator

[Signature]
Head of the department

S. Jayashree
principal

Dr.Umayal Ramanathan College for Women, Karaikudi
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(Run by Dr.Alagappa chettiar Educational Trust)
Department of commerce
Certificate Course (2020 – 2021)
Ms Office (Student Feedback)

Student Name	M. Haripriya
Course Title	MS- office

About the Course Information: (Tick (✓) Appropriately) by the Respondent (Student)							
		A	B	C	D	E	
Coverage of the syllabus		✓					
Availability of text books/study materials		✓					
Usefulness of tests		✓					
Overall rating of the Course		✓					
A: Excellent	✓	B: Very Good		C: Good		D: Satisfactory	E: Poor

Signature of the Student

M. Haripriya