

## Report On Certificate Course

**Course Name: Certificate course in computer application**

**Course Code: CCA**

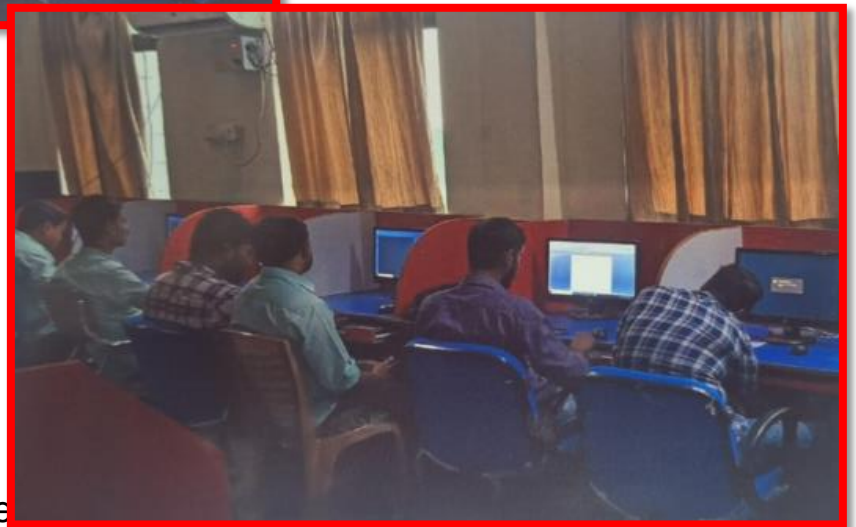
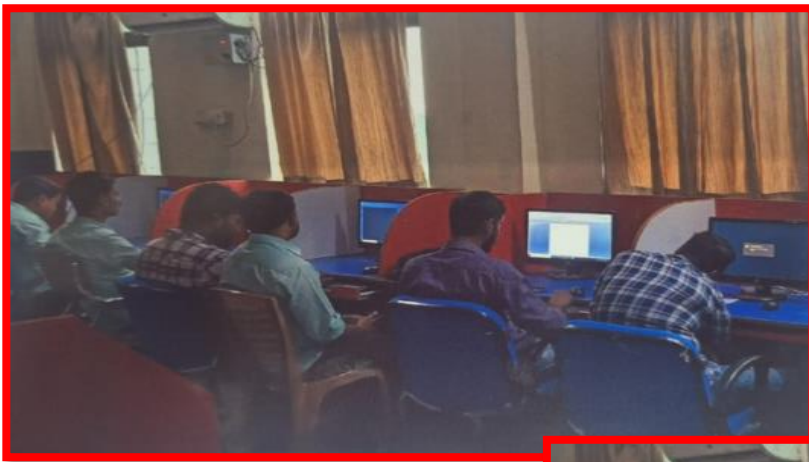
**Course Duration: 60hrs**

**Trainer Name: Mr. Nand Kishor Kumar**

**Date of start: 16<sup>th</sup> Jan2023**

**Date of End: 10<sup>th</sup> May 2023**

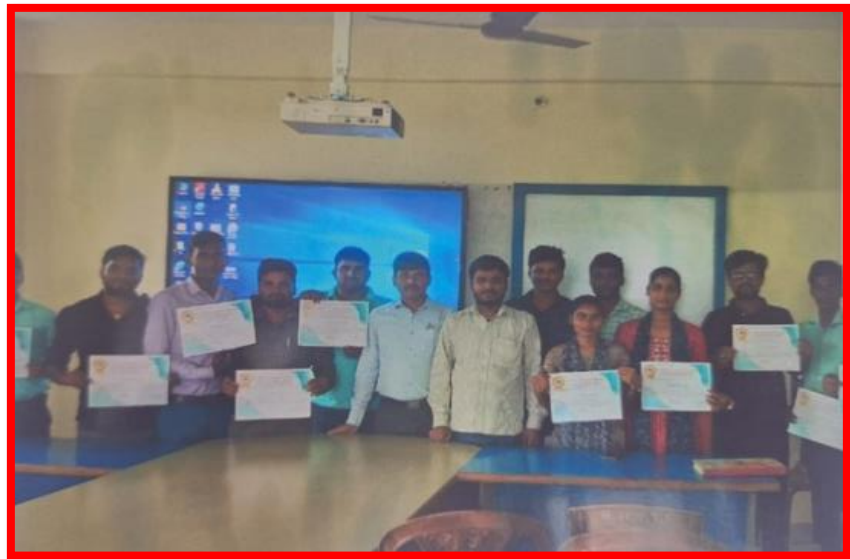
A certificate course on computer application was organized by the Institute. This course was conducted to enhance computer skills of students. It also helps in enhancing the profile of the students. This course was conducted by Computer Teacher Shri. Nand Kishore. In this course both theory and practical classes were conducted.



Sufficient time given to students  
following -

- Introduction
- Objectives
- What is a spreadsheet?
- Excel Basics
- Starting Excel
- Commands and Resource in Excel Window
- Setting up in your Excel Environment
- Creating a New Workbook
- Opening a existing document
- Saving a Existing Document
- Working with multiple workbooks
- Closing a workbook
- Closing Microsoft excel
- Entering editing and formatting data
- Moving around the worksheet
- Selecting cells, Rows and Columns
- Data formatting
- Formulas and functions
- Formula
- Create a simple formula
- Create a simple formula using point and click method
- Using cell references
- Linking worksheet
- Function
- Function Library
- Insert a function
- Working with worksheet
- Name a worksheet
- Insert a new worksheet
- Delete a workshee





They have also taught how to give effective presentations by using LCD projector. After the course a small test was organized to check the efficacy of the course. Feedback on the course was taken and certificates provided to students.