

Total = 15  
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# COMPUTER LITERACY COURSE

## SYLLABUS

### I. Introduction to computer - 01

#### A. Computer Basics

1. Overview of computers
2. Uses of computer
3. Using mouse comfortably
4. Using keyboard for typing
5. Understanding Input, Process and Output
6. Computer Hardware and Software

### II. Operating System (Windows 10) - 02

1. Overview of Operating System
2. Basic Operations
  - a. How to start and shut down computer
  - b. How to connect a headset to computer
  - c. Learn to interact with computers
3. Personalizing Desktop
  - a. Changing the Desktop Background
  - b. Applying a Screen Saver
  - c. Applying Themes
4. File and Folder Management
5. Using Applications
  - a. Creating pictures with MS Paint
  - b. Using Notepad to create a text document
  - c. Windows Media Player
  - d. Calculator
  - e. Sticky Notes
  - f. Windows Games
  - g. Computer and voice typing
  - h. Gmail

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### III. MS Word Course

1. Learn To Create Your New Document.

- 02 + 02 = 04

2. Learn How To Change the Page Layout, Background And Borders.
3. Edit Pictures and Shapes.
4. Insert Clip art and Images to Your Document.
5. Learn About Paragraphs.
6. Managing content.
7. Links, Header and footer.

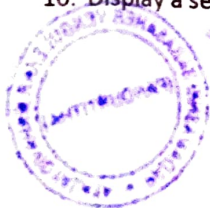
**IV. MS Excel Course** - 04

1. Create, open and view a workbook.
2. Save and print workbooks.
3. Enter and edit data.
4. Modify a worksheet and workbook.
5. Work with cell references.
6. Learn to use functions and formulas.
7. Create and edit charts and graphics.
8. Filter and sort table data.
9. Work with pivot tables and charts.

**V. MS PowerPoint Course** - 03 + 01 = 4

1. Examine slide show presentation concepts and explore the Microsoft Office PowerPoint environment.
2. Create a new presentation.
3. Modify presentation themes.
4. Add and edit text to slides.
5. Add new slides to a presentation.
6. Insert clipart images and shapes to slides.
7. Insert and modify tables and charts.
8. Add sound and video to a slide presentation.
9. Insert and edit animations and slide transitions.
10. Display a self-running presentation.

  
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## COMPUTER LITERACY BATCHES

Batch 1	
S.Y.BBI	
Sr. no	Student Name
1	Jadhav Sejal
2	Wagh Chetana
3	Thakur Shrushti
4	Maharao Lhetana
5	Chavan Ankita
6	Gosavi Sarika
7	Raval Sakshi
8	Parab Kalpita
9	Nandoskar Manasi
10	Warang Pragati
11	Malgaonkar Artikesh
12	Mangaonkar Kuldeep
13	Hajankar Raj
14	Ghadigaonkar Aniket
15	Dangmodekar Vaibhav
16	Mestry Sukanya

Batch 2	
S.Y.B.Com	
Sr. no	Student Name
1	Desai Gaurav Nandkumar
2	Gothankar Kausthub Kamlesh
3	Khumbhar Prakash Bhikaji
4	Kawale Siddhesh Sanjay
5	Khumbhar Anish Mahesh
6	Sawant Akshay Anil
7	Sawant Vishnu Arun
8	Chavan Sahil Ramchandra
9	Kesarkar Ramchandra Sanjay
10	Chavan Kavita Harishchandra
11	Dalvi Sakshi Ravindra
12	Tilve Roshni Ramchandra
13	Parab Tanvi Mahendra
14	Mestry Sanchita Dhaku
15	Sawant Prachi Mangesh
16	Ghogale Sanika Shashikant
17	Parab Sayali Santosh
18	Parab Sonali Gopal
19	Teli Tejas Vinod

  
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Batch 3	
F.Y.B.Com	
Sr. no	Student Name
1	Masurkar Pragati Sanjay
2	Khanolkar Bhavika Laxshman
3	Mesrty Ananya Anand
4	Satam Komal Ramchandra
5	Chugule Guari Rajesh
6	Tilwe Aishwarrya Ramchandra
7	Mesrty Yugandhra Sunil
8	Narkar Vaishnavi Sandeep
9	Sawant Suman Pravin
10	Talgonkar Sayali Rajendra
11	Tejam Manish Vishnu
12	Khot Sakshi Vinayak
13	Gawade Nikhil Vaman
14	Awalegoankar Prathmesh Gunpat
15	Parab Tukaram Gunpat
16	Gawade Nikhil Rajendra
17	Naik Viraj Ramchandra
18	Morjkar Sahil Govind
19	Malgoankar Rakesh Rajendra
20	Sawant Rohan Laxshman
21	Rawool Aryan Anand
22	Pawaskar Narayan Pravin
23	Sawant Shrvani s
24	Gawade Santosh
F.Y.BBI	
1	Sawant Maithili Vday
2	Rane Apurva

  
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 Mahavidyalaya Pandhrittha



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**PADMASHRI BABASAHEB VENGURLEKAR MAHAVIDYALAYA PANDURTITHA**

(Affiliated to University of Mumbai)

Pandur, Tal-kudal, Dist- sindhudurg, 416812, office Tel- 02362-248077

**COMPUTER LITERACY COURSE.**

**Attendance sheet**

Sr. No.	Student Name	Gender	Class	Year 2022-2023														Total Present Days
				Jan 2	Jan 9	Jan 13	Jan 7	Jan 11	Jan 14	Jan 16	Jan 19	Jan 28	Feb. 10	Feb. 12	Feb. 14	Feb. 15	Feb. 16	
1	Chawan Ankita Ganpat.	M	SYBBI	P	P	P	P	P	P	P	P	P	P	P	P	P	A	14
2	Dangmodekar Vaibhav Vijay.	M	SYBBI	P	P	A	P	P	P	P	P	P	P	P	P	P	P	14
3	Ghadigaonkar Aniket Anil.	M	SYBBI	P	P	P	P	P	A	P	P	P	A	P	P	P	P	13
4	Gosavi Sarika Yashwant	M	SYBBI	P	P	P	P	P	P	P	A	P	P	P	P	P	P	14
5	Hanjankar Raj Roshan.	M	SYBBI	P	P	P	P	P	P	P	P	P	P	P	P	A	P	14
6	Jadhav Sejal Ashok.	M	SYBBI	P	P	P	P	P	P	P	A	P	P	P	P	P	P	14
7	Maharao Chetana Kamlakar.	M	SYBBI	A	P	P	P	P	P	P	A	P	P	P	P	P	P	14
8	Malgaonkar Aatrikesh Govind.	M	SYBBI	A	P	P	P	P	P	P	P	P	P	P	P	P	P	14
9	Mangaonkar Kuldip Dadu.	M	SYBBI	P	P	P	P	P	A	P	P	P	P	P	P	P	P	14
10	Mestry Sukanya Mahesh	F	SYBBI	P	P	P	P	P	P	P	P	P	P	P	A	P	P	14
11	Nandoskar Mansi Umesh.	F	SYBBI	P	A	P	A	P	P	P	P	P	P	P	P	P	P	13
12	Parab Kalpita Atmaram	F	SYBBI	P	P	A	P	P	P	P	P	P	A	P	P	P	P	13



13	Rawal Sakshi Gajanan	F	SYBBI	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	13
14	Thakur Shrushti Gajanan.	F	SYBBI	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	13
15	Wagh Chetana Santosh	F	SYBBI	P	P	A	P	P	A	A	A	A	A	A	A	A	A	P	06
16	Warang Pragati Prabhakar	F	SYBBI	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	14
17	Sawant Mansi	F	SYBBI	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	13

P. Singhan  
Course Co-ordinator.



Padmasri Babasaheb Vengulekar  
Principal  
Padmasri Babasaheb Vengulekar  
Mahavidyalaya, Pandurthitha



17	Parab Sayali Santosh	F	SYBCOM	P	P	P	P	P	P	P	P	X	P	P	P	P	12
18	Parab sonali Gopal.	F	SYBCOM	P	P	P	P	P	P	P	P	P	P	P	P	P	13
19	Teli Tejas Vinod.	M	SYBCOM	P	P	P	P	P	P	P	P	P	P	P	P	A	12
20	Kumbhar Ankush	M	SYBCOM	P	P	P	P	P	P	P	P	P	P	P	P	A	12

*ksingh*  
**Course Co-ordinator.**



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				Jan 6	Jan 8	Jan 12	Jan 13	Jan 14	Jan 16	Jan 18	Jan 19	Jan 20	Jan 22	Jan 28	Feb. 01	Feb. 02	Feb. 03	Feb. 07	
1	Masurkar Pragti Sanjay.	F	FYBCOM	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	15
2	Khanolkar Bhavika Laxshuman	F	FYBCOM	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15
3	Mestry Ananya Anand	F	FYBCOM	P	P	A	A	P	P	P	A	P	A	A	A	A	A	A	07
4	Satam Komal Ramchandra	F	FYBCOM	P	P	P	A	P	P	P	A	A	P	A	A	P	P	P	11
5	Chugule Gauri Rajesh	F	FYBCOM	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	15
6	Tilwe Aishwarya Ramchandra	F	FYBCOM	P	P	P	A	P	P	P	P	P	P	P	P	A	A	A	12
7	Mestry Yugandhra Sunil.	F	FYBCOM	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	15
8	Narkar Vaishnavi Sandeep	F	FYBCOM	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	15
9	Sawant Suman Pravin	F	FYBCOM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	16
10	Talgoankar Sayali Rajendra	F	FYBCOM	P	P	P	P	P	P	A	P	P	P	P	P	A	A	A	13
11	Tejam Manisha Vishnu	F	FYBCOM	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	15
12	Khot Sakshi Vinayak	F	FYBCOM	P	P	P	P	P	A	P	P	P	P	P	P	A	A	P	14

13	Gawade Nikhil Vaman.	M	FYBCOM	P	P	A	A	P	P	P	P	P	P	P	P	P	A	P	P	13
14	Awalegoankar Prathmesh G.	M	FYBCOM	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	14
15	Parab Tukaram Ganpat	M	FYBCOM	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	15
16	Gawade Nikhil Rajendra	M	FYBCOM	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	15
17	Naik Viraj Ramchandra	M	FYBCOM	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	15
18	Morjkar Sahil Govind	M	FYBCOM	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	14
19	Malgoankar Rakesh Rajendra	M	FYBCOM	P	P	P	P	A	A	P	P	P	P	P	P	P	P	A	P	14
20	Sawant Rohan Laxshman	M	FYBCOM	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	15
21	Rawool Aryan Anand	M	FYBCOM	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	15
22	Pawaskar Narayan Pravin	M	FYBCOM	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	15
23	Sawant Shrvani S	F	FYBCOM	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	13
24	Gawade Santosh	M	FYBCOM	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	15
25	Tilwe Nikhil	M	FYBCOM	P	P	P	A	P	P	P	A	A	P	P	P	P	P	P	P	13
26	Pawaskar Ratnprabhkar.	F	FYBCOM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	16

P. Singhan  
Course Co-ordinator.



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**CERTIFICATE**

This to certify that Shri./Miss

**MASURKAR PRAGATI SANJAY**

studying in the

**F. Y. B. COM**

has successfully completed the

**COMPUTER LITERACY CERTIFICATE COURSE**

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Vengurlekar Mahavidyalaya, Pandurtitha from

**JANUARY - 2023**

to

**FEBRUARY - 2023**

*P. Singh*  
Coordinator



*P. Singh*  
Principal  
Padmashri Babasaheb Vengurlekar  
Mahavidyalaya, Pandurtitha



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This to certify that Shri./Miss

**TILVE AISHWARYA RAMCHANDRA**

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has successfully completed the

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**Coordinator**



*P. Singhani*  
**Principal**  
Principal  
Padmashri Babasaheb Vengurlekar  
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**RANE APURVA ARVIND**

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Vengurlekar Mahavidyalaya, Pandurtitha from

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to

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*Bsinghan*  
**Coordinator**



*[Signature]*  
**Principal**  
Padmashri Babasaheb Vengurlekar  
Mahavidyalaya, Pandurtitha





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**SAWANT MAITHILI UDAY**

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*P. Singhan*  
**Coordinator**



*[Signature]*  
**Principal**  
Padmashri Babasaheb Vengurlekar  
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**KHANOLKAR BHAVIKA LAXSHMAN**

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**F. Y. B. COM**

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**FEBRUARY - 2023**

*P. Singh*  
**Coordinator**



*P. Singh*  
**Principal**  
Principal  
Padmashri Babasaheb Vengurlekar  
Mahavidyalaya, Pandurtitha