

Korambayil Ahamed Haji Memorial  
UNITY WOMEN'S COLLEGE, MANJERI

Affiliated to the University of Calicut Reaccredited by NAAC B++  
Grade Narukara PO, Manjeri, Malappuram, Kerala, India

PG Department of Computer Science

certificate course on  
**OFFICE AUTOMATION**

Course duration: 30 hours

**Course Coordinator**

**Shihabul Haq M**

Assistant Professor

PG Department of Computer Science

9645834438

**Classes on Saturdays**



**Join now!!**

Course starts by : 14-01-2024 edns by : 25-03-2024

*Shihabul Haq M*  
Assistant Professor  
Dept. Computer Science  
KAHM Unity Women's College, Manjeri

**PG Department of Computer Science**  
**ADCS07 – Office Automation**  
**Certificate Course**

**Syllabus**

**Microsoft Office PowerPoint**

**1. Manage Presentations**

**1.1. Modify slide masters, handout masters, and note masters**

1.1.1. Change the slide master theme or background

1.1.2. Modify slide master content

1.1.3. Create slide layouts

1.1.4. Modify slide layouts

1.1.5. Modify the handout master

1.1.6. Modify the notes master

**1.2. Change presentation options and views**

1.2.1. Change slide size

1.2.2. Display presentations in different views

1.2.3. Set basic file properties

**1.3. Configure print settings for presentations**

1.3.1. Print all or part of a presentation

1.3.2. Print notes pages

1.3.3. Print handouts

1.3.4. Print in colour, grayscale, or black and white

**1.4. Configure and present slide shows**

1.4.1. Create custom slide shows

1.4.2. Configure slide show options

1.4.3. Rehearse slide show timing





### 3.2. Insert links

#### 3.2.1. Insert hyperlinks

#### 3.2.2. Insert Section Zoom links and Slide Zoom links

### 3.3. Insert and format images

#### 3.3.1.1. Resize and crop images

#### 3.3.1.2. Apply built-in styles and effects to images

#### 3.3.1.3. Insert screenshots and screen clippings

### 3.4. Insert and format graphic elements

#### 3.4.1. Insert and change shapes

#### 3.4.2. Draw by using digital ink

#### 3.4.3. Add text to shapes and text boxes

#### 3.4.4. Resize shapes and text boxes

#### 3.4.5. Format shapes and text boxes

#### 3.4.6. Apply built-in styles to shapes and text boxes

#### 3.4.7. Add alt text to graphic elements for accessibility

### 3.5. Order and group objects on slides

#### 3.5.1. Order shapes, images, and text boxes

#### 3.5.2. Align shapes, images, and text boxes

#### 3.5.3. Group shapes and images

#### 3.5.4. Display alignment tools

## 4. Insert Tables, Charts, SmartArt, 3D Models, i

### 4.1. Insert and format tables

#### 4.1.1. Create and insert tables

#### 4.1.2. Insert and delete table rows and columns

#### 4.1.3. Apply built-in table styles

### 4.2. Insert and modify charts

#### 4.2.1. Create and insert charts

#### 4.2.2. Modify charts

### 4.3. Insert and format SmartArt graphics

#### 4.3.1. Insert SmartArt graphics



### 3.2. Insert links

#### 3.2.1. Insert hyperlinks

#### 3.2.2. Insert Section Zoom links and Slide Zoom links

### 3.3. Insert and format images

#### 3.3.1.1. Resize and crop images

#### 3.3.1.2. Apply built-in styles and effects to images

#### 3.3.1.3. Insert screenshots and screen clippings

### 3.4. Insert and format graphic elements

#### 3.4.1. Insert and change shapes

#### 3.4.2. Draw by using digital ink

#### 3.4.3. Add text to shapes and text boxes

#### 3.4.4. Resize shapes and text boxes

#### 3.4.5. Format shapes and text boxes

#### 3.4.6. Apply built-in styles to shapes and text boxes

#### 3.4.7. Add alt text to graphic elements for accessibility

### 3.5. Order and group objects on slides

#### 3.5.1. Order shapes, images, and text boxes

#### 3.5.2. Align shapes, images, and text boxes

#### 3.5.3. Group shapes and images

#### 3.5.4. Display alignment tools

## 4. Insert Tables, Charts, SmartArt, 3D Models, and Media

### 4.1. Insert and format tables

#### 4.1.1. Create and insert tables

#### 4.1.2. Insert and delete table rows and columns

#### 4.1.3. Apply built-in table styles

### 4.2. Insert and modify charts

#### 4.2.1. Create and insert charts

#### 4.2.2. Modify charts

### 4.3. Insert and format SmartArt graphics

#### 4.3.1. Insert SmartArt graphics



- Insert text from a file or external source

## 1.2. Navigate Through a Document

- Insert hyperlinks
- Search for text
- Create bookmarks
- Move to a specific location or object in a document

## 1.3. Format a Document

- Modify page setup
- Apply document themes
- Apply document style sets
- Insert headers and footers
- Insert page numbers
- Format page background elements

## 1.4. Customize Options and Views for Documents

- Change document views
- Customize views by using zoom settings
- Customize the Quick Access toolbar
- Add document properties
- Show or hide formatting symbols

## 1.5. Print and save documents

- Inspect a document for hidden properties or personal information
- Inspect a document for accessibility issues
- Inspect a document for compatibility issues

## 2. Format Text, Paragraphs, and Sections

### 2.1. Insert Text and Paragraphs

- Find and replace text
- Cut, copy and paste text
- Replace text by using AutoCorrect
- Insert special characters

### 2.2. Format Text and Paragraphs



- Set starting number value

#### 4. Create and Manage References

##### 4.1. Create and Manage Reference Markers

- Insert footnotes and endnotes
- Modify footnote and endnote properties
- Create bibliography citation sources
- Modify bibliography citation sources
- Insert citations for bibliographies
- Insert figure and table captions
- Modify caption properties

##### 4.2. Create and Manage Simple References

- Insert a standard table of contents
- Update a table of contents
- Insert a cover page

#### 5. Insert and Format Graphic Element

##### 5.1. Insert Graphic Elements

- Insert shapes
- Insert pictures
- Insert a screen shot or screen clipping
- Insert text boxes

##### 5.2. Format Graphic Elements

- Apply artistic effects
- Apply picture effects
- Remove picture backgrounds
- Format objects
- Apply a picture style
- Wrap text around objects
- Position objects
- Add alternative text to objects for accessibility

##### 5.3. Insert and Format SmartArt Graphics





- Modify existing styles

## 8. Create Advanced References

### 8.1. Create and Manage Indexes

- Mark index entries
- Create indexes
- Update indexes

### 8.2. Create and Manage References

- Customize a table of contents
- Insert and modify captions
- Create and modify a table of figures

### 8.3. Manage Forms, Fields, and Mail Merge Operations

- Add custom fields
- Modify field properties
- Perform mail merges
- Manage recipient lists
- Insert merged fields
- Preview merge results

## Microsoft Office Excel

### 1. Manage Workbook Options and Settings

#### 1.1. Create Worksheets and Workbooks

- Create a workbook
- Import data from a delimited text file
- Add a worksheet to an existing workbook
- Copy and move a worksheet

#### 1.2. Navigate in Worksheets and Workbooks

- Search for data within a workbook
- Navigate to a named cell, range, or workbook element
- Insert and remove hyperlinks

#### 1.3. Format Worksheets and Workbooks

- Change worksheet tab colour



- Apply styles to tables
- Configure table style options
- Insert total rows

### 3.3.Filter and Sort a Table

- Filter records
- Sort data by multiple columns
- Change sort order
- Remove duplicate records

## 4. Perform Operations with Formulas and Functions

### 4.1. Summarize Data by using Functions

- Insert references
- Perform calculations by using the SUM function
- Perform calculations by using MIN and MAX functions
- Perform calculations by using the COUNT function
- Perform calculations by using the AVERAGE function

### 4.2.Format and Modify Text by using Functions

- Format text by using RIGHT, LEFT, and MID functions
- Format text by using UPPER, LOWER, and PROPER functions
- Format text by using the CONCATENATE function

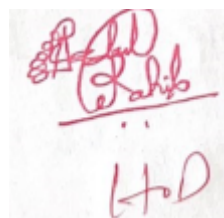
## 5. Create Charts and Objects

### 5.1.Create Charts

- Create a new chart
- Add additional data series
- Switch between rows and columns in source data
- Analyse data by using Quick Analysis

### 5.2.Format Charts

- Resize charts
- Add and modify chart elements
- Apply chart layouts and styles
- Move charts to a chart sheet





**PG Department of Computer Science  
ADCS07 – Office Automation  
Certificate Course**

**Entrollment List (2024 January to March 2024)**

| SNo | ADMIN No | STUDENT NAME        | DEPARTMENT                    |
|-----|----------|---------------------|-------------------------------|
| 1   | 8324     | RAHMA PADIKKAMANNIL | V Semester BSc MATHEMATICS    |
| 2   | 8337     | SHAFANA LIYA VP     | V Semester BSc MATHEMATICS    |
| 3   | 8468     | FATHIMA HIBA P. V   | V Semester BSc MATHEMATICS    |
| 4   | 8397     | FATHIN SHAHANA P    | V Semester BSc MATHEMATICS    |
| 5   | 8474     | FATHIMA HARSHA. U   | V Semester BSc MATHEMATICS    |
| 6   | 8516     | FATHIMA FITHA. T    | V Semester BSc MATHEMATICS    |
| 7   | 8482     | JADHEERA PARVEEN K  | V Semester BSc MATHEMATICS    |
| 8   | 8381     | HASNA.V             | V Semester BSc MATHEMATICS    |
| 9   | 8746     | SIBINA              | V Semester BSc MATHEMATICS    |
| 10  | 8628     | HIBA U              | V Semester BSc MATHEMATICS    |
| 11  | 8754     | MIRSHANA SHERIN KT  | V Semester BSc MATHEMATICS    |
| 12  | 8580     | NOORFATHIMA PP      | V Semester BSc MATHEMATICS    |
| 13  | 8702     | FATHIMA BUSTHANA. K | V Semester BSc MATHEMATICS    |
| 14  | 8687     | FATHIMA NIDA PK     | V Semester BSc MATHEMATICS    |
| 15  | 8747     | NISHANA JASMIN.M    | V Semester BSc MATHEMATICS    |
| 16  | 8737     | FATHIMA FEMINA VP   | V Semester BSc MATHEMATICS    |
| 17  | 8788     | ANSHIDA .PP         | V Semester BSc MATHEMATICS    |
| 18  | 1464     | SHAIBA.T            | V Semester BSc HOME SCIENCE   |
| 19  | 8698     | AATHILAJASMIN       | V Semester BSc HOME SCIENCE   |
| 20  | 8562     | JUHANA BEEVI M      | V Semester BSc HOME SCIENCE   |
| 21  | 8630     | NIHALA SHERIN KT    | V Semester BA HISTORY         |
| 22  | 8727     | SAFEEDA VP          | V Semester BA HISTORY         |
| 23  | 8575     | NIMNA CK            | V Semester BA ENGLISH         |
| 24  | 8265     | NILUFER SULTHANA C  | V Semester Bcom COOPERATION   |
| 25  | 8297     | FARHANA SHERIN.CM   | V Semester Bcom COOPERATION   |
| 26  | CA656    | MISHBA FATHIMA      | V Semester Bcom COMPUTER APPS |
| 27  | CA665    | ANISHA.M            | V Semester Bcom COMPUTER APPS |
| 28  | CA674    | HASNA NISANI VK     | V Semester Bcom COMPUTER APPS |
| 29  | CA675    | SAFA.PV             | V Semester Bcom COMPUTER APPS |
| 30  | CA659    | FATHIMA NAJVA UT    | V Semester Bcom COMPUTER APPS |
| 31  | CA686    | RANIYA              | V Semester Bcom COMPUTER APPS |
| 32  | CA660    | RAFNA SHERIN P      | V Semester Bcom COMPUTER APPS |
| 33  | CA 677   | NASILA.K            | V Semester Bcom COMPUTER APPS |



|    |        |                     |                               |
|----|--------|---------------------|-------------------------------|
| 34 | CA 689 | SAFA.CH             | V Semester Bcom COMPUTER APPS |
| 35 | CA668  | NIHALA FEBIN P      | V Semester Bcom COMPUTER APPS |
| 36 | CA671  | VISMAYA CP          | V Semester Bcom COMPUTER APPS |
| 37 | CA684  | NISHMA.C            | V Semester Bcom COMPUTER APPS |
| 38 | CA699  | NAINA AZEEB P       | V Semester Bcom COMPUTER APPS |
| 39 | CA700  | RESHMA L            | V Semester Bcom COMPUTER APPS |
| 40 | CA681  | JUHAINA CHELADATHIL | V Semester Bcom COMPUTER APPS |
| 41 | CA718  | SHAMEEMA THASNI     | V Semester Bcom COMPUTER APPS |
| 42 | 8428   | SAIFUNNISA MK       | V Semester BSc CHEMISTRY      |
| 43 | 8383   | FATHIMA JESNI CP    | V Semester BSc CHEMISTRY      |
| 44 | 1346   | FATHIMA MINHA. C    | V Semester BSc CHEMISTRY      |
| 45 | 8577   | KADEEJA SULFANA.K   | V Semester BSc CHEMISTRY      |
| 46 | 8653   | ADEEBA CA           | V Semester BSc CHEMISTRY      |
| 47 | 8729   | HANNA JASMIN KM     | V Semester BSc CHEMISTRY      |
| 48 | 8641   | FATHIMA HIBA P      | V Semester BSc CHEMISTRY      |
| 49 | 8609   | FAIROOS BEEGUM S    | V Semester BSc BOTANY         |
| 50 | 8667   | HUSNA MARJAN OV     | V Semester BSc BOTANY         |

*Shihab*  
HOD



*Shihab*  
Shihabul Haq. M  
Assistant Professor  
Dept. Computer Science  
KAHM Unity Women's College, Manjeri



**PG Department of Computer Science  
ADCS07 – Office Automation  
Certificate Course**

**Completed List (2024 January to March 2024)**

| <b>SNo</b> | <b>ADMIN No</b> | <b>STUDENT NAME</b> | <b>DEPARTMENT</b>             |
|------------|-----------------|---------------------|-------------------------------|
| 1          | 8324            | RAHMA PADIKKAMANNIL | V Semester BSc MATHEMATICS    |
| 2          | 8337            | SHAFANA LIYA VP     | V Semester BSc MATHEMATICS    |
| 3          | 8468            | FATHIMA HIBA P. V   | V Semester BSc MATHEMATICS    |
| 4          | 8397            | FATHIN SHAHANA P    | V Semester BSc MATHEMATICS    |
| 5          | 8474            | FATHIMA HARSHA. U   | V Semester BSc MATHEMATICS    |
| 6          | 8516            | FATHIMA FITHA. T    | V Semester BSc MATHEMATICS    |
| 7          | 8482            | JADHEERA PARVEEN K  | V Semester BSc MATHEMATICS    |
| 8          | 8381            | HASNA.V             | V Semester BSc MATHEMATICS    |
| 9          | 8746            | SIBINA              | V Semester BSc MATHEMATICS    |
| 10         | 8628            | HIBA U              | V Semester BSc MATHEMATICS    |
| 11         | 8754            | MIRSHANA SHERIN KT  | V Semester BSc MATHEMATICS    |
| 12         | 8580            | NOORFATHIMA PP      | V Semester BSc MATHEMATICS    |
| 13         | 8702            | FATHIMA BUSTHANA. K | V Semester BSc MATHEMATICS    |
| 14         | 8687            | FATHIMA NIDA PK     | V Semester BSc MATHEMATICS    |
| 15         | 8747            | NISHANA JASMIN.M    | V Semester BSc MATHEMATICS    |
| 16         | 8737            | FATHIMA FEMINA VP   | V Semester BSc MATHEMATICS    |
| 17         | 8788            | ANSHIDA .PP         | V Semester BSc MATHEMATICS    |
| 18         | 1464            | SHAIBA.T            | V Semester BSc HOME SCIENCE   |
| 19         | 8698            | AATHILAJASMIN       | V Semester BSc HOME SCIENCE   |
| 20         | 8562            | JUHANA BEEVI M      | V Semester BSc HOME SCIENCE   |
| 21         | 8630            | NIHALA SHERIN KT    | V Semester BA HISTORY         |
| 22         | 8727            | SAFEEDA VP          | V Semester BA HISTORY         |
| 23         | 8575            | NIMNA CK            | V Semester BA ENGLISH         |
| 24         | 8265            | NILUFER SULTHANA C  | V Semester Bcom COOPERATION   |
| 25         | 8297            | FARHANA SHERIN.CM   | V Semester Bcom COOPERATION   |
| 26         | CA656           | MISHBA FATHIMA      | V Semester Bcom COMPUTER APPS |
| 27         | CA665           | ANISHA.M            | V Semester Bcom COMPUTER APPS |
| 28         | CA674           | HASNA NISANI VK     | V Semester Bcom COMPUTER APPS |



|    |        |                     |                               |
|----|--------|---------------------|-------------------------------|
| 29 | CA675  | SAFA.PV             | V Semester Bcom COMPUTER APPS |
| 30 | CA659  | FATHIMA NAJVA UT    | V Semester Bcom COMPUTER APPS |
| 31 | CA686  | RANIYA              | V Semester Bcom COMPUTER APPS |
| 32 | CA660  | RAFNA SHERIN P      | V Semester Bcom COMPUTER APPS |
| 33 | CA 677 | NASILA.K            | V Semester Bcom COMPUTER APPS |
| 34 | CA 689 | SAFA.CH             | V Semester Bcom COMPUTER APPS |
| 35 | CA668  | NIHALA FEBIN P      | V Semester Bcom COMPUTER APPS |
| 36 | CA671  | VISMAYA CP          | V Semester Bcom COMPUTER APPS |
| 37 | CA684  | NISHMA.C            | V Semester Bcom COMPUTER APPS |
| 38 | CA699  | NAINA AZEEB P       | V Semester Bcom COMPUTER APPS |
| 39 | CA700  | RESHMA L            | V Semester Bcom COMPUTER APPS |
| 40 | CA681  | JUHAINA CHELADATHIL | V Semester Bcom COMPUTER APPS |
| 41 | CA718  | SHAMEEMA THASNI     | V Semester Bcom COMPUTER APPS |
| 42 | 8428   | SAIFUNNISA MK       | V Semester BSc CHEMISTRY      |
| 43 | 8383   | FATHIMA JESNI CP    | V Semester BSc CHEMISTRY      |
| 44 | 1346   | FATHIMA MINHA. C    | V Semester BSc CHEMISTRY      |
| 45 | 8577   | KADEEJA SULFANA.K   | V Semester BSc CHEMISTRY      |
| 46 | 8653   | ADEEBA CA           | V Semester BSc CHEMISTRY      |
| 47 | 8729   | HANNA JASMIN KM     | V Semester BSc CHEMISTRY      |
| 48 | 8641   | FATHIMA HIBA P      | V Semester BSc CHEMISTRY      |
| 49 | 8609   | FAIROOS BEEGUM S    | V Semester BSc BOTANY         |
| 50 | 8667   | HUSNA MARJAN OV     | V Semester BSc BOTANY         |

*Shahab*  
HOD



*Shahab*  
Shihabul Haq. M  
Assistant Professor  
Dept. Computer Science  
KAIM Unity Women's College, Manjeri



PG Department of Computer Science  
ADCS07 – Office Automation  
Certificate Course

Attendance Sheet (2024 January to March 2024)

| ADMIN No | STUDENTS NAME       | 20-01-24 | 20-01-24 | 20-01-24 | 20-01-24 | 20-01-24 | 20-01-24 | 21-01-24 | 22-01-24 | 23-01-24 | 24-01-24 | 25-01-24 | 26-01-24 | 27-01-24 | 28-01-24 | 29-01-24 | 30-01-24 | Total Hours | Signature of Student |
|----------|---------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|----------------------|
| 8324     | Rahma padikkamannil | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | NCS                  |
| 8337     | Shafana liya vp     | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 26          | Shafana              |
| 8468     | Fathima hiba p. V   | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Fathima              |
| 8397     | Fathin shahana p    | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Fathin               |
| 8474     | Fathima harsha. U   | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Fathima              |
| 8516     | Fathima fitha. T    | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 28          | Fathima              |
| 8482     | Jadheera parveen k  | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Jadheera             |
| 8381     | Hasna v             | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Hasna                |
| 8746     | Sibina              | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Sibina               |
| 8628     | Hiba u              | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Hiba                 |
| 8754     | Mirshana sherin kt  | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Mirshana             |
| 8580     | Noorfathima pp      | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Noorfathima          |
| 8702     | Fathima bushhana. K | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Fathima              |
| 8687     | Fathima nida pk     | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Fathima              |
| 8747     | Nishana jasmin. m   | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Nishana              |
| 8737     | Fathima femina vp   | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Fathima              |
| 8788     | Anshida .pp         | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 28          | Anshida              |
| 1464     | Shaiba.t            | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Shaiba               |
| 8698     | Aathilajasmin       | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Aathilaja            |
| 8562     | Juhana beevi m      | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Juhana               |
| 8630     | Nihala sherin kt    | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | X        | 30          | Nihala               |











# PG Department of Computer Science KAHM Unity Women's College, Manjeri

Affiliated to University of Calicut, Reaccredited by NAAC with B++ grade  
Narukara PO, Manjeri, Malappuram, Kerala, India

This is certify that MS/Mrs. FATHIN SHAHANA P has successfully completed the certificate course in  
“**Office Automation**” offered by PG Department of Computer Science, K.A.H.M. Unity Women's College,  
Manjeri from 21-01-2024 to 16-03-2024 with **A+** Grade.

**Coordinator**

Mr. Shihabul Haq M

**Head of the Department**

Mr. Rahib B

**Principal**

Prof. (Dr.) Muhammed Basheer Umathur