



DERABISH COLLEGE, DERABISH

Value Added / Short-term Courses Offered During the Year 2022-23

MS OFFICE

Aim:

To provide the knowledge of Computer basics and Microsoft office (Word, Excel and Power Point), preparing students to build their computer operation skills for digital work, personal/ business letters, using internet & banking services, sending mails, etc.

Objective:

Basic computer skills and MS Office are essential for employability and efficiency in today's digital age. Many job positions require basic computer skills like email, Microsoft Office, and internet navigation. Having these skills can increase job prospects and opportunities in private and Government sector.

COURSE SYLLABUS (3 Months – 30 Hrs)

Module 1: Computer Fundamentals

1. Computer Basics

- Introduction to Computer
- Hardware & Software
- Operating System
- File management: creating, saving, opening, and printing documents.

Module 2: MS Word

1. Basic Features

- Creating and formatting documents
- Text editing and formatting
- Paragraph alignment, indentation, and spacing.
- Using styles and themes
- Inserting tables, images, and charts
- Creating and formatting headers and footers

Module 3: MS Excel

1. Basic Features

- Creating and formatting spreadsheets
- Understanding and using formulas and functions
- Sorting and filtering data
- Creating and customizing charts and graphs


Principal
DERABISH COLLEGE

Module 4: MS PowerPoint



1. Basic Features

- Creating and designing presentations
- Using themes and slide layouts
- Adding and formatting text, images, and multimedia
- Using transitions and animations
- Customizing slide masters
- Integrating charts, graphs, and tables

2. Presentation Techniques

- Tips for effective presentations
- Using presenter view
- Printing and sharing presentations.

A handwritten signature in black ink, appearing to be the name of the Principal.

Principal
DERABISH COLLEGE

DERABIS COLLEGE, DERABISH

ACADEMIC YEAR 2021-22

Value Added Course in MS OFFICE

ATTENDANCE OF STUDENTS (November - 2022 to January 2023)



LIST OF STUDENTS ENROLLED

SL NO	NAME OF THE STUDENT	CLASS
1	CHINMAYEE SINGH	BA (1st Year)
2	SUBHENDU BARIK	BA (1st Year)
3	LOPAMUDRA KANDI	BA (1st Year)
4	ASIFA FIRDOS	BA (1st Year)
5	JAKRA BEGUM	BA (1st Year)
6	SUBHALAXMI KANDI	BA (1st Year)
7	RANI MALIK	BA (1st Year)
8	RAJESWARI MALIK	BA (1st Year)
9	NARESH KANDI	BA (1st Year)
10	MOONPRITAM BISWAL	BA (1st Year)
11	STITHINANDA SAHOO	BA (1st Year)
12	BIDYUSMITA MALIK	BA (1st Year)
13	PINKY JENA	BA (1st Year)
14	KAMALAKANTA MALIK	BA (1st Year)
15	RAJENDRA BARIK	BA (1st Year)
16	TAPAN KUMAR BEHERA	BA (1st Year)
17	BISWABIJAYINEE PRADHAN	BA (1st Year)
18	BANITA DAS	BA (1st Year)
19	SOUMYA RANJAN ROURTRAY	BA (1st Year)
20	PRIYANKA BARIK	BA (1st Year)
21	ARABINDA SAHOO	BA (1st Year)
22		
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Long
Principal
DERABISH COLLEGE

Q
PRINCIPAL
DERABIS COLLEGE

DERABIS COLLEGE, DERABISH



ACADEMIC YEAR 2022-23

Value Added Course in MS OFFICE

ATTENDANCE OF STUDENTS (November - 2022 to January 2023)

SL NO	NAME OF THE STUDENT	01/11/22	02/11/22	03/11/22	04/11/22	14/11/22	15/11/22	21/11/22	24/11/22	29/11/22	30/11/22
1	CHINMAYEE SINGH	P	P	A	P	P	P	P	P	P	P
2	SUBHENDU BARIK	P	P	P	A	P	P	P	P	P	P
3	LOPAMUDRA KANDI	P	P	P	P	P	A	P	P	P	P
4	ASIFA FIRDOS	P	P	P	P	A	P	P	P	P	P
5	JAKRA BEGUM	P	P	P	P	P	P	P	P	P	P
6	SUBHALAXMI KANDI	P	P	P	P	P	A	P	P	P	P
7	RANI MALIK	A	P	P	P	P	P	P	A	P	P
8	RAJESWARI MALIK	P	P	P	P	P	P	P	P	P	P
9	NARESH KANDI	P	P	A	P	P	P	P	P	A	P
10	MOONPRITAM BISWAL	P	P	P	P	P	P	P	P	P	P
11	STITHINANDA SAHOO	A	P	P	P	P	P	P	P	P	A
12	BIDYUSMITA MALIK	P	P	P	P	P	P	P	P	P	A
13	PINKY JENA	P	P	P	P	P	P	A	P	P	P
14	KAMALAKANTA MALIK	P	P	P	P	P	P	P	P	P	P
15	RAJENDRA BARIK	P	P	A	P	P	P	P	P	P	P
16	TAPAN KUMAR BEHERA	P	P	P	P	P	P	P	P	A	P
17	BISWABIJAYINEE PRADHAN	P	P	A	P	P	P	P	P	P	P
18	BANITA DAS	P	P	P	A	P	P	P	P	A	P
19	SOUMYA RANJAN ROURAY	P	P	P	P	P	P	P	P	P	P
20	PRIYANKA BARIK	P	P	P	P	P	A	P	P	P	P
21	ARABINDA SAHOO	P	A	P	P	P	P	A	P	P	P
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Signature of Course Co-ordinator
Signature of Course Co-ordinator

Signature of the Faculty
Signature of the Faculty

Principal
Principal
DERABISH COLLEGE

Principal
PRINCIPAL
DERABIS COLLEGE

DERABIS COLLEGE, DERABISH



ACADEMIC YEAR 2022-23

Value Added Course in MS OFFICE

ATTENDANCE OF STUDENTS (November - 2022 to January 2023)

SL NO	NAME OF THE STUDENT	01/12/22	02/12/22	03/12/22	04/12/22	05/12/22	06/12/22	07/12/22	08/12/22	09/12/22	10/12/22
1	CHINMAYEE SINGH	P	P	P	P	P	P	P	A	P	P
2	SUBHENDU BARIK	P	P	P	P	P	P	A	P	P	P
3	LOPAMUDRA KANDI	P	P	P	P	P	A	P	P	P	P
4	ASIFA FIRDOS	P	P	P	P	P	P	A	P	P	P
5	JAKRA BEGUM	P	A	P	A	P	P	P	A	P	P
6	SUBHALAXMI KANDI	P	P	A	P	P	A	P	P	P	P
7	RANI MALIK	A	P	P	P	P	P	P	P	P	P
8	RAJESWARI MALIK	P	P	P	P	P	P	P	P	P	P
9	NARESH KANDI	P	P	P	P	P	P	A	P	P	P
10	MOONPRITAM BISWAL	P	P	P	P	P	P	P	A	P	P
11	STITHINANDA SAHOO	P	P	P	P	A	P	P	P	P	P
12	BIDYUSMITA MALIK	P	P	P	P	P	A	P	P	P	P
13	PINKY JENA	P	P	P	P	P	P	A	P	P	P
14	KAMALAKANTA MALIK	P	P	P	P	P	P	P	P	A	P
15	RAJENDRA BARIK	P	P	A	P	P	P	P	P	P	P
16	TAPAN KUMAR BEHERA	P	P	P	P	P	P	P	P	P	A
17	BISWABIJAYINEE PRADHAN	P	P	P	P	P	P	P	P	A	P
18	BANITA DAS	P	P	P	P	P	P	A	P	P	P
19	SOUMYA RANJAN ROUSTRAY	A	P	P	P	P	P	P	P	P	P
20	PRIYANKA BARIK	P	P	P	A	P	P	P	A	P	P
21	ARABINDA SAHOO	P	A	P	P	P	P	P	P	P	A
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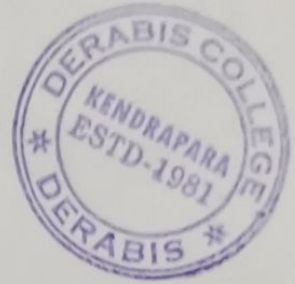
Signature of Course Co-ordinator

Signature of the Faculty

Principal
DERABISH COLLEGE

PRINCIPAL
DERABISH COLLEGE

DERABIS COLLEGE, DERABISH



ACADEMIC YEAR 2022-23

Value Added Course in MS OFFICE

ATTENDANCE OF STUDENTS (November - 2022 to January 2023)

SL NO	NAME OF THE STUDENT	04/01/23	10/01/23	12/01/23	16/01/23	19/01/23	20/01/23	24/01/23	27/01/23	30/01/23	31/01/23
1	CHINMAYEE SINGH	P	P	P	P	A	P	P	P	P	P
2	SUBHENDU BARIK	P	P	P	P	P	A	P	P	P	P
3	LOPAMUDRA KANDI	P	P	P	P	P	P	A	P	P	P
4	ASIFA FIRDOS	A	P	P	P	P	P	P	P	P	P
5	JAKRA BEGUM	P	P	P	P	P	P	P	A	P	P
6	SUBHALAXMI KANDI	P	P	P	P	P	P	P	P	P	A
7	RANI MALIK	P	P	P	P	P	A	P	P	P	P
8	RAJESWARI MALIK	P	P	P	P	P	P	P	A	P	P
9	NARESH KANDI	P	P	P	P	P	P	P	P	A	P
10	MOONPRITAM BISWAL	P	P	P	A	P	P	P	P	P	P
11	STITHINANDA SAHOO	A	P	P	P	P	P	P	P	P	P
12	BIDYUSMITA MALIK	P	P	P	P	P	P	P	P	A	P
13	PINKY JENA	P	P	P	P	P	P	P	P	P	A
14	KAMALAKANTA MALIK	P	P	P	A	P	P	P	P	P	P
15	RAJENDRA BARIK	P	P	P	P	A	P	P	P	P	P
16	TAPAN KUMAR BEHERA	P	P	P	P	P	P	P	P	A	P
17	BISWABIJAYINEE PRADHAN	P	P	P	A	P	P	P	P	P	P
18	BANITA DAS	A	P	P	P	P	P	P	P	P	P
19	SOUMYA RANJAN ROUTRAY	P	P	P	P	P	A	P	P	P	P
20	PRIYANKA BARIK	P	P	P	P	P	P	P	P	P	A
21	ARABINDA SAHOO	A	P	P	P	P	P	P	P	P	P
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Signature of Course Co-ordinator
Signature of Course Co-ordinator

Signature of the Faculty
Signature of the Faculty

Principal
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DERABISH COLLEGE

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PRINCIPAL
DERABIS COLLEGE

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ACADEMIC YEAR 2022 - 23

Value Added Course in MS (OFFICE)

COURSE PROGRESS SHEET

NAME OF THE FACULTY:

CLASS NO	DATE	SUBJECT	SIGNATURE	REMARK
1	01/11/22	Computer fundamentals	<i>[Signature]</i>	
2	03/11/22	Computer fundamentals	<i>[Signature]</i>	
3	07/11/22	Input Device	<i>[Signature]</i>	
4	12/11/22	Output Device	<i>[Signature]</i>	
5	14/11/22	Operating system	<i>[Signature]</i>	
6	18/11/22	Microsoft Word	<i>[Signature]</i>	
7	21/11/22	Components of MS Word	<i>[Signature]</i>	
8	26/11/22	Features of MS Word	<i>[Signature]</i>	
9	29/11/22	File tab options	<i>[Signature]</i>	
10	30/11/22	Table Creations	<i>[Signature]</i>	
11	01/12/22	Keyboard shortcuts	<i>[Signature]</i>	
12	08/12/22	Keyboard shortcuts	<i>[Signature]</i>	
13	10/12/22	Microsoft Excel	<i>[Signature]</i>	
14	15/12/22	Components of MS Excel	<i>[Signature]</i>	
15	17/12/22	Features of MS Excel	<i>[Signature]</i>	
16	19/12/22	File tab options	<i>[Signature]</i>	
17	23/12/22	Table Creations	<i>[Signature]</i>	
18	26/12/22	Mathematical formulas	<i>[Signature]</i>	
19	28/12/22	Mathematical formulas	<i>[Signature]</i>	
20	30/12/22	Keyboard shortcuts	<i>[Signature]</i>	
21	04/01/23	Keyboard shortcuts	<i>[Signature]</i>	
22	10/01/23	Keyboard shortcuts	<i>[Signature]</i>	
23	13/01/23	Microsoft Power Point	<i>[Signature]</i>	
24	16/01/23	Component of MS Powerpoint	<i>[Signature]</i>	
25	19/01/23	Features of MS Powerpoint	<i>[Signature]</i>	
26	20/01/23	File tab options	<i>[Signature]</i>	
27	24/01/23	Creating presentations.	<i>[Signature]</i>	
28	29/01/23	Creating presentations	<i>[Signature]</i>	
29	30/01/23	Creating presentation	<i>[Signature]</i>	
30	31/01/23	Creating presentation.	<i>[Signature]</i>	

[Signature]
Signature of course co-ordinator

[Signature]
Principal
DERABISH COLLEGE

[Signature]
PRINCIPAL
DERABISH COLLEGE



DERABIS COLLEGE, DERABISH

Value Added /Short-term Courses Offered During the Year 2022-23

MS OFFICE

PROCEDURE OF ASSESSMENT

After completion of 30 Hrs. of Teaching there is an Assessment test containing 20 marks as via voice and 80 marks as written test. The qualifying mark is 50 marks. The students who secure 50 marks or more are eligible to get certificate.

B. Saha
Course Co-ordinator

C. Saha
Principal
DERABISH COLLEGE

Sl.No. 2301778



Estd. 2010



Regd. No. 22STC50181024

INSTITUTE OF PROFESSIONAL EDUCATION AND RESEARCH

An Autonomus Organization for IT, HRD & Computer Literacy Program

Managed by IECT, under Indian Trust Act, 1882 Vide Regd. No. 41081027307
Register under Trade Mark Section 23 (2), Rule 62 (1), No. 2462510 J. No. 1677, Govt. of India
An ISO 9001:2015 Certified Organization, Cert. No.: VMCP180616Q5272, New Delhi

Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



This is to certify that

LOPAMUDRA KANDI



Son / Daughter of **ARAKSHITA KANDI**
has successfully completed a course of

MS OFFICE

with 'A+' grade

Conducted from Nov.2022 to Jan.2023

DATE OF ISSUE : 25th February 2023


Course Coordinator



Corporate Office : Plot: 2630/3, Kedar Gouri Vihar, Ravi Talkies Square, Bhubaneswar-14, Odisha.

Email : ipereducation@gmail.com | Website : www.iper.org.in

Sl.No. 2301779



Estd. 2010



Regd. No. 22STC50181025

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Center Name : DERABIS COLLEGE, DERABISH



This is to certify that
ASIFA FIRDOS



Son / Daughter of **SK ALIM**
has successfully completed a course of

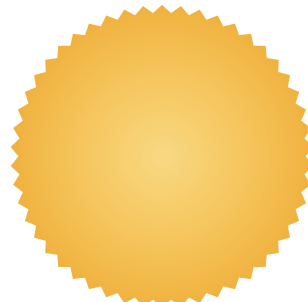
MS OFFICE

with 'A+' grade

Conducted from Nov.2022 to Jan.2023

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Course Coordinator



Corporate Office : Plot: 2630/3, Kedar Gouri Vihar, Ravi Talkies Square, Bhubaneswar-14, Odisha.

Email : ipereducation@gmail.com | Website : www.iper.org.in

Sl.No. 2301781



Estd. 2010



Regd. No. 22STC50181027

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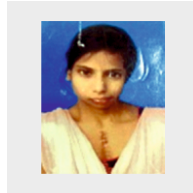
Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



This is to certify that

SUBHALAXMI KANDI



Son / Daughter of **HALADHAR KANDI**
has successfully completed a course of

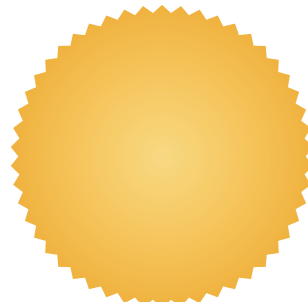
MS OFFICE

with 'A+' grade

Conducted from Nov.2022 to Jan.2023

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Course Coordinator



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Email : ipereducation@gmail.com | Website : www.iper.org.in

Sl.No. 2301782



Estd. 2010



Regd. No. 22STC50181028

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Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



This is to certify that

RANI MALIK



Son / Daughter of **AGANI MALIK**
has successfully completed a course of

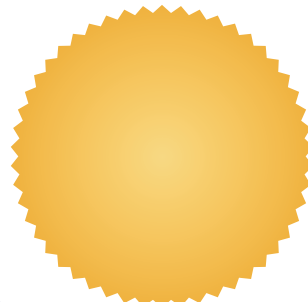
MS OFFICE

with 'A+' grade

Conducted from Nov.2022 to Jan.2023

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Course Coordinator



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Email : ipereducation@gmail.com | Website : www.iper.org.in

Sl.No. 2301783



Estd. 2010



Regd. No. 22STC50181029

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Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



This is to certify that

RAJESWARI MALIK



Son / Daughter of **ANANTA MALIK**
has successfully completed a course of

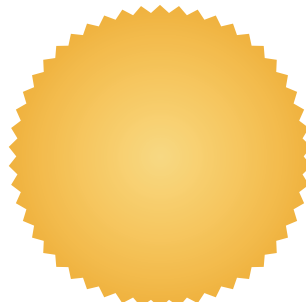
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DATE OF ISSUE : 25th February 2023


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Email : ipereducation@gmail.com | Website : www.iper.org.in

Sl.No. 2301784



Estd. 2010



Regd. No. 22STC50181030

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Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



This is to certify that
NARESH KANDI



Son / Daughter of **MADAN KANDI**
has successfully completed a course of

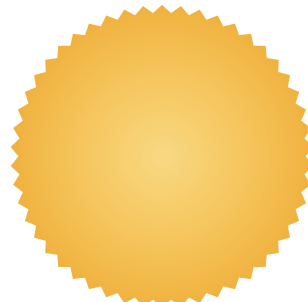
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Email : ipereducation@gmail.com | Website : www.iper.org.in

Sl.No. 2301785



Estd. 2010



Regd. No. 22STC50181031

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Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



This is to certify that

MOONPRITAM BISWAL



Son / Daughter of **JAYANTA BISWAL**
has successfully completed a course of

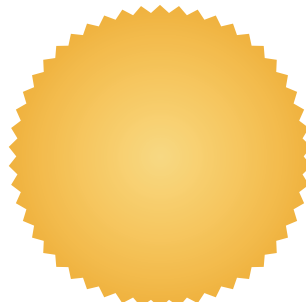
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Email : ipereducation@gmail.com | Website : www.iper.org.in

Sl.No. 2301786



Estd. 2010



Regd. No. 22STC50181032

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An ISO 9001:2015 Certified Organization, Cert. No.: VMCP180616Q5272, New Delhi

Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



This is to certify that

STITHINANDA SAHOO



Son / Daughter of **RAMA CHANDRA SAHOO**
has successfully completed a course of

MS OFFICE

with 'A+' grade

Conducted from Nov.2022 to Jan.2023

DATE OF ISSUE : 25th February 2023


Course Coordinator



Corporate Office : Plot: 2630/3, Kedar Gouri Vihar, Ravi Talkies Square, Bhubaneswar-14, Odisha.

Email : ipereducation@gmail.com | Website : www.iper.org.in

Sl.No. 2301787



Estd. 2010



Regd. No. 22STC50181033

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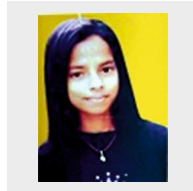
Center Code : IEA5018

Center Name : DERABIS COLLEGE, DERABISH



This is to certify that

BIDYUSMITA MALIK



Son / Daughter of **DHANESWAR MALIK**
has successfully completed a course of

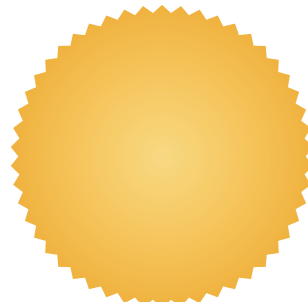
MS OFFICE

with 'A+' grade

Conducted from Nov.2022 to Jan.2023

DATE OF ISSUE : 25th February 2023


Course Coordinator



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Regd. No. 22STC50181034

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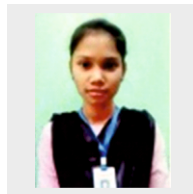
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**This is to certify that
PINKY JENA**



Son / Daughter of **GAGAN JENA**
has successfully completed a course of

MS OFFICE

with 'A+' grade

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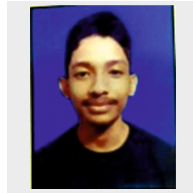
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This is to certify that

KAMALAKANTA MALIK



Son / Daughter of **DILLIP MALIK**
has successfully completed a course of

MS OFFICE

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This is to certify that

RAJENDRA BARIK



Son / Daughter of **KAILASH CHANDRA BARIK**

has successfully completed a course of

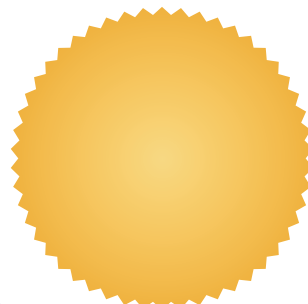
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This is to certify that
TAPAN KUMAR BEHERA



Son / Daughter of **KISHOR BEHERA**
has successfully completed a course of

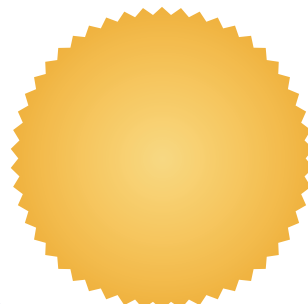
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This is to certify that

BISWABIJAYINEE PRADHAN



Son / Daughter of **DHRUBA CHARAN PRADHAN**

has successfully completed a course of

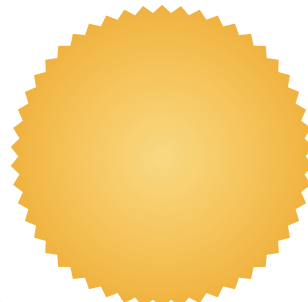
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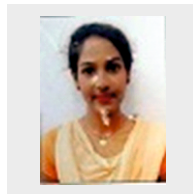
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This is to certify that
BANITA DAS



Son / Daughter of **BATAKRUSHNA DAS**
has successfully completed a course of

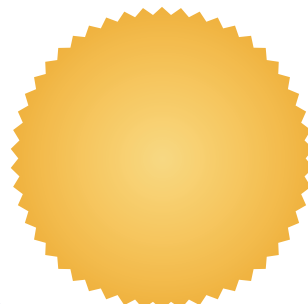
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This is to certify that

SOUMYA RANJAN ROUTRAY



Son / Daughter of **BALARAM ROUTRAY**
has successfully completed a course of

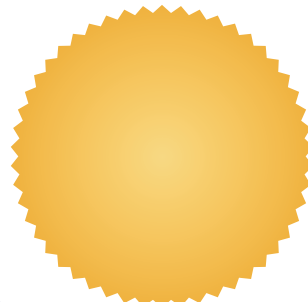
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This is to certify that
PRIYANKA BARIK



Son / Daughter of **MANORANJAN BARIK**
has successfully completed a course of

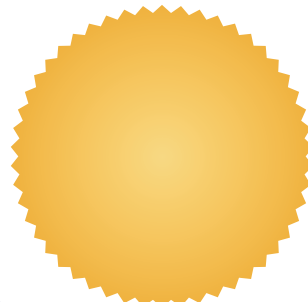
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This is to certify that

ARABINDA SAHOO



Son / Daughter of **RAMACHANDRA SAHOO**
has successfully completed a course of

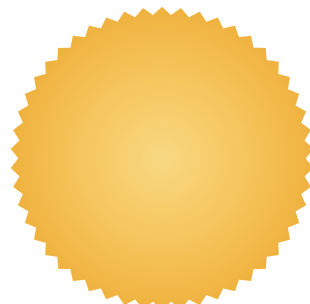
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