



Land No: 08330-222311
Fax No: 08330-2223716

**K.L.E.SOCIETY'S
S.V.S. BELLUBBI ARTS & COMMERCE COLLEGE
SAUNDATTI – 591126**

3rd Cycle Re-Accredited at the 'B++' Level by NAAC

Web: <http://www.klesvsbcet.edu.in>
E-mail: klesvsbellubbicollege@gmail.com

BUS STAND ROAD SAUNDATTI – 591126
TO SAUNDATTI, DIST BELAGAVI

Date : 4th Jan 2021

NOTICE

It is hereby informed to all the students of BA I Sem that Certificate courses for the subject of **Computer Literacy** will be commencing from 11th Jan, 2021. Interested candidates can enroll their name to Prof. Kavya Dharwad within 9th Jan, 2021 evening 4pm.


Faculty




Principal
PRINCIPAL
K.L.E. Society's S.V.S. Bellubbi
Arts & Com College, Saundatti.



Land No: 08190-122111
File No: 08190-122116

**K.L.E. SOCIETY'S
B.V.S. BELLUBBI ARTS & COMMERCE COLLEGE
SAUNDATTI - 591126**

1st Cycle Re-Accredited at the 'B++' Level by NAAC

Web: <http://www.klcsocetysbs.ac.in>
E-mail: klcsocetysbscollege@gmail.com

BUS STAND ROAD SAUNDATTI - 591126
TG SAUNDATTI DIST BELAGAVI

COMPUTER SCIENCE

CERTIFICATE COURSE FOR THE YEAR 2020-21

SYLLABUS

Unit I : Introduction to Computer

(10 Hrs)

Definition - Fundamentals of computer - Uses of computer -
Characteristics of computer - Classification of computers -
Computer Generations - Advantages and limitations of Computer.

Unit II : Hardware and software

(10 Hrs)

Hardware and software - its examples - Hardcopy & soft copy -
Hardware - Motherboard - CPU - Input Devices - Output devices -
Primary & Secondary memory - Storage devices
Software - Types of software - Window based applications, MS Office

Unit III : Internet & Lab work

(10 Hrs)

Introduction - Definition - Creating e-mail ID - Sending &
receiving mails - Attaching files - MS Paint
Practical - MS Office in detail
MS Word : Pamphlets, Advertisements, Word Art, Application Form
MS Excel : Salary sheet, Time table, Graphs & Charts
MS Powerpoint : Creating PPTs, Applying animations, Sounds,
Background,
Designs and slideshow
Page Maker : Invitation Cards, Visiting cards



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BUS STAND ROAD SAUNDATTI – 591126
TQ. SAUNDATTI, DIST. BELAGAVI (KARNATAKA)

COMPUTER LITERACY


CERTIFICATE COURSE FOR THE YEAR 2020-21

TIME TABLE

This is to inform that the students who have enrolled for Certificate Course on Computer Literacy must attend all classes according to the schedule.

Faculty : Prof. Kavya Dharwad	
Day	Time
Monday	4.30pm – 5.30pm
Tuesday	4.30pm – 5.30pm


Faculty


HoD
Head Department of Commerce
K.L.E.Society's S.V.S. Bellubbi Arts & Com College
SAUNDATTI (Karnatak)


Principal
K.L.E.Society's S.V.S. Bellubbi
Arts & Com College, Saundatti.





K.L.E.SOCIETY'S
S.V.S. BELLUBBI ARTS & COMMERCE COLLEGE
SAUNDATTI - 59112
(3rd Cycle Re-Accredited at the 'B++' Level by NAAC)


COMPUTER APPLICATIONS

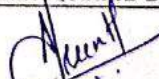
CERTIFICATE COURSE FOR THE YEAR 2020-21

COMPUTER LITERACY

The following is the list of students who have enrolled for Certificate Course on Computer Literacy. They are informed to attend the classes as per the prescribed time table.

Sl.No.	Name
1.	Aishwarya Dasagoudra
2.	Aishwarya Bishtangoudra
3.	Jyoti Gasti
4.	Keerti Nagur
5.	Khurshida Nadaf
6.	Lalita Karigar
7.	Lata Ningangoudra
8.	Laxmi Patil
9.	Maheshwari Dodwad
10.	Naveen Nagmakkanavar
11.	Nazia Nadaf
12.	Pooja Bhovi
13.	Prakash Navalgund
14.	Ravi Gorabal
15.	Rajabi Bavakhanavar
16.	Sagar Shamarayanavar
17.	Savita Tannappanavar
18.	Shashikala Mahendrakar
19.	Shifa Mugat
20.	Shivram Lamant
21.	Shruti Kuri
22.	Shweta Dinnimani
23.	Siddappa Navalgund
24.	Sneha Betageri
25.	Zaheersaab Shanbaaz


Faculty


HoD


Principal

Head Department of Commerce
K.L.E.Sy's S.V.S. Bellubbi Arts & Com. College
SAUNDATTI. (Karnatak)

PRINCIPAL
K.L.E. Society's S.V.S. Bellubbi
Arts & Com College, Saundatti.



2020-21 - Certificate Course

No. In General Reg	No.	Student's Name (Surname, Name and Father's Name)	ATTEN														DANCE														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1.		Ashwarya Dazagoudra	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
2.		Ashwarya Bishangoudra	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
3.		Tyoti Gasti	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
4.		Keerti Nagur	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN	KPN
5.		Khushida Nadaf	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
6.		Lalita Kavigas	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
7.		Lata Ningangoudra	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
8.		Laxmi Patil	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
9.		Maheshwari Dodwad	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
10.		Naveen Lagmakkar	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
11.		Nafiya Nadaf	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
12.		Pooja Bhavi	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
13.		Peakash Navalgund	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
14.		Ravi Gorabai	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
15.		Rajabi Bavakhanava	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
16.		Sagar Shamrayanava	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
17.		Saika Pannappanava	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
18.		Shikha Kalyan Mahendrabai	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
19.		Shifa Mugat	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
20.		Shivaram Lamani	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
		Shreuti Kusi	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
22.		Shweta Divnimani	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
23.		Siddappa Navalgund	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
24.		Sueha Belager	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD
25.		Zaharab Shehad	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD	ABD

[Signature]
Faculty

Head Department of Commerce
E.S.V's S.V.S. Bellubbi Arts & Com. College
SAUNDATTI. (Karnatak)

[Signature]
PRINCIPAL
K.L.E. Society's S.V.S. Bellubbi
Arts & Com. College



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TQ. SAUNDATTI, DIST. BELAGAVI (KARNATAKA)

CERTIFICATE COURSE

MODEL QUESTION PAPER

1. ____ is a Microsoft Office Application.
____ ಇದು ಮೈಕ್ರೋಸಾಫ್ಟ್ ಅಫೀಸುನ ಅನ್ವಯ
(A)MS Word (B) Java (C). C++ (D) Visual
2. Portrait and Landscape are
ಪೋರ್ಟ್ರೆಟ್ ಮತ್ತು ಲ್ಯಾಂಡ್ ಸ್ಕೇಪ್ ಇವು
(A) Page orientation (B) Paper size (C) Page layout (D) All of the above
3. In MS Word we can insert
ಎಮ್.ಎಸ್.ವರ್ಡ್ ನಲ್ಲಿ ಯಾವುದನ್ನು ನಾವು ಸೇರಿಸಬಹುದು?
(A)Picture (B) Graph (C) Table (D) All of the above
4. In MS Word ____ alignments are available.
ಎಮ್.ಎಸ್.ವರ್ಡ್ ನಲ್ಲಿ _____ ಜೋಡಣೆಗಳಿವೆ.
(A)2 (B) 3 (C) 4 (D) 5
5. In MS word the change case command has ____ options.
ಎಮ್.ಎಸ್.ವರ್ಡ್ ನಲ್ಲಿ ಚೇಂಜ್ ಕೇಸ್ ಸೂಚನೆಯು ಈ ಕೆಳಗಿನ
(A)Sentence case (B) Title case (C) Upper case (D) All of these
6. The extension of MS Word file Is
ಎಮ್.ಎಸ್.ವರ್ಡ್ ನ ಫೈಲಿನ ವಿಸ್ತರಣೆಯು ____ ಆಗಿದೆ.
(A) .DOCX (B) .TXT (C) .DOXC (D) .BMP
7. To change the size of the font, press ____ Font option.
ಅಕ್ಷರಗಳ ಗಾತ್ರ ಬದಲಾಯಿಸಲು ನಾವು ಉಪಯೋಗಿಸುವುದು _____
(A)Size (B) Bold (C) File (D) Bold-Italic
8. COLLEGE is an example for ____ case.
COLLEGE ಇದು _____ ಕೇಸ್‌ಗೆ ಉದಾಹರಣೆ ಆಗಿದೆ.
(A)Upper (B) Sentence (C) Toggle (D) Lower



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TQ. SAUNDATTI, DIST. BELAGAVI (KARNATAKA)

9. The page setup can be used to set _____
ವೇರ್ಡ್ ರಿಸ್ ಆನ್ ಆನ್ಯ ಯಾವುದಕ್ಕೆ ಉಪಯೋಗಿಸುತ್ತಾರೆ.
- (A)Page layout (B)Margins (C) Both (A) & (B) (D) None of the above
10. Pick the odd one out
ಇವುಗಳಲ್ಲಿ ಸರಿಹೊಂದದ್ದನ್ನು ಆರಿಸಿ ಹೊರ ತೆಗೆಯಿರಿ
- (A)Font (B) Size (C) Print (D) Bold
11. In MS Excel we can set the graph in _____
ಎಮ್.ಎಸ್.ಎಕ್ಸೆಲ್ ದಲ್ಲಿ ಈ ಕೆಳಗಿನವುಗಳಲ್ಲಿ ನಾವು ಗ್ರಾಫ್/ನಕ್ಷೆ ಹೆಚ್ಚಂದಿಸಿಕೊಳ್ಳಬಹುದು.
- (A) 2D Dimension(ಆಯಾಮ) (B) 2D Dimension (C) Both (A) & (B) (D) None of the above
12. MS Excel is called _____
ಎಮ್.ಎಸ್.ಎಕ್ಸೆಲ್ ನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ.
- (A) Electronic spreads sheet (B) DBMS (C) RDBMS (D) None
13. The formula in excel start with _____
ಎಕ್ಸೆಲ್ ನಲ್ಲಿ ಸೂತ್ರವು _____ ನೊಂದಿಗೆ ಆರಂಭಗೊಳ್ಳುತ್ತದೆ.
- (A)% (B) = (C) + (D) None
14. The first cell in excel worksheet is labeled as _____
ಎಕ್ಸೆಲ್ ವರ್ಕ್ ಶೀಟ್‌ನಲ್ಲಿ ಮೊದಲನೇ ಕೋಶದ ಲೇಬಲ
- (A) AA (B) A1 (C) Aa (D) AO
15. AVERAGE function is an example for _____
AVERAGE ಫಂಕ್ಷನ್ _____ ಇದಕ್ಕೆ ಉದಾಹರಣೆಯಾಗಿದೆ.
- (A)Logical (B) Statistical (C) Mathematical (D) Financial
16. "Greater then" operator in MS Excel is represented as _____
"ಅಧಿಕಂತ ಹೆಚ್ಚು" ಎಂಬ ಕಾರ್ಯನಿರ್ವಾಹಕ ಎಮ್.ಎಸ್.ಎಕ್ಸೆಲ್‌ನಲ್ಲಿ _____ ಚಿನ್ನೆಯಿಂದ ಗುರುತಿಸಲ್ಪಡುತ್ತದೆ.
- (A) < (B) > (C) <= (D) >=
17. Ribbon contains _____ tab.
ರಿಬ್ಬನ್‌ನಲ್ಲಿ _____ ಟ್ಯಾಬ್ ಒಳಗೊಂಡಿದೆ.
- (A)Home (B) Insert (C)View (D) All of these



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18. MS Excel 2007 files have the extension

ಎಮ್. ಎಸ್. ಎಕ್ಸೆಲ್ ಕಡತ ಹೊಂದಿರುವ ವಿಸ್ತರಣೆ ಯಾವುದು?

- (A) .XLSX (B) .XLWZ (C) .XLCM (D) .None

19. FIND function is an example for _____

FIND function/ಫಲನ _____ ಇದಕ್ಕೆ ಉದಾಹರಣೆಯಾಗಿದೆ.

- (A) Logical (B) Statistical (C) Text (D) Financial

20. Pick out the odd one out

ಇವುಗಳಲ್ಲಿ ಸರಿಹೊಂದದ್ದನ್ನು ಆಯ್ಕೆ ಮಾಡಿ

- (A) Cells (B) Row (C) Column (D) Chart

21. Example for database is

ದತ್ತ ಆಧಾರಕ್ಕೆ ಒಂದು ಉದಾಹರಣೆ

- (A) Students record (B) Player record (C) Telephone directory (D) All of the above

22. MS Access is developed by

- (A) Infosys (B) Microsoft (C) Apple (D) Oracle

23. In MS Access, FORMS are used to

ಎಮ್. ಎಸ್. ಆಕ್ಸೆಸ್‌ನಲ್ಲಿ ಫಾರ್ಮ್‌ಗಳ ಉಪಯೋಗ

- (A) Edit the data (B) Store data (C) (A) & (B) Both (D) None

24. The following data type is not available in MS Access.

ಈ ಕೆಳಗಿನ ದತ್ತಾಂಶ ಪ್ರಕಾರವು ಎಮ್. ಎಸ್. ಆಕ್ಸೆಸ್‌ನಲ್ಲಿ ಇರುವುದಿಲ್ಲ.

- (A) Text (B) Data (C) Auto number (D) Both (A) & (C)

25. In MS Access calculation is performed by _____ objects.

ಎಮ್. ಎಸ್. ಆಕ್ಸೆಸ್‌ನಲ್ಲಿ ಕ್ಯಾಲ್ಕುಲೇಶನ್‌ನ್ನು _____ ವಿಷಯದಿಂದ ಮಾಡಲಾಗುತ್ತದೆ.

- (A) Table (B) Query (C) Form (D) Report



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CERTIFICATE COURSE

Model Answer Sheet

1. ____ is a Microsoft Office Application.
____ ಇದು ಮೈಕ್ರೋಸಾಫ್ಟ್ ಅಫೀಸಿಯನ ಅನ್ವಯಿ
(A) MS Word (B) Java (C) C++ (D) Visual
2. Portrait and Landscape are
ಪೋರ್ಟ್ರೆಟ್ ಮತ್ತು ಲ್ಯಾಂಡ್ ಸ್ಕೇಪ್ ಇವು
(A) Page orientation (B) Paper size (C) Page layout (D) All of the above
3. In MS Word we can insert
ಎಮ್.ಎಸ್.ವರ್ಡ್ ನಲ್ಲಿ ಯಾವುದನ್ನು ನಾವು ಸೇರಿಸಬಹುದು?
(A) Picture (B) Graph (C) Table (D) All of the above
4. In MS Word ____ alignments are available.
ಎಮ್.ಎಸ್.ವರ್ಡ್ ನಲ್ಲಿ _____ ಜೋಡಣೆಗಳಿವೆ.
(A) 2 (B) 3 (C) 4 (D) 5
5. In MS word the change case command has ____ options.
ಎಮ್.ಎಸ್.ವರ್ಡ್ ನಲ್ಲಿ ಚೇಂಜ್ ಕೇಸ್ ಸೂಚನೆಯು ಈ ಕೆಳಗಿನ
(A) Sentence case (B) Title case (C) Upper case (D) All of these
6. The extension of MS Word file is
ಎಮ್.ಎಸ್.ವರ್ಡ್ ನ ಫೈಲ್ ವಿಸ್ತರಣೆಯು ____ ಆಗಿದೆ.
(A) .DOCX (B) .TXT (C) .DOXC (D) .BMP
7. To change the size of the font, press ____ Font option.
ಅಕ್ಷರಗಳ ಗಾತ್ರ ಬದಲಾಯಿಸಲು ನಾವು ಉಪಯೋಗಿಸುವುದು.____
(A) Size (B) Bold (C) File (D) Bold-Italic
8. COLLEGE is an example for ____ case.
COLLEGE ಇದು _____ ಕೇಸ್ ಉದಾಹರಣೆ ಆಗಿದೆ.
(A) Upper (B) Sentence (C) Toggle (D) Lower



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9. The page setup can be used to set _____
ವೇಬ್ ಸೈಟ್ ಅಪ್ ಅನ್ನು ಯಾವುದಕ್ಕೆ ಉಪಯೋಗಿಸುತ್ತಾರೆ.
(A)Page layout (B)Margins (C)Both (A) & (B) (D) None of the above
10. Pick the odd one out
ಇವುಗಳಲ್ಲಿ ಸರಿಹೊಂದದವನ್ನು ಆರಿಸಿ ಹೊರ ತೆಗೆಯಿರಿ
(A)Font (B) Size (C)Print (D) Bold
11. In MS Excel we can set the graph in _____
ಎಮ್.ಎಸ್.ಎಕ್ಸೆಲ್ ದಲ್ಲಿ ಈ ಕೆಳಗಿನವುಗಳಲ್ಲಿ ನಾವು ಗ್ರಾಫ್/ನಕ್ಷೆ ಹೊಂದಿಸಿಕೊಳ್ಳಬಹುದು.
(A)2D Dimension(ಆಯಾಮ) (B) 2D Dimension (C)Both (A) & (B) (D) None of the above
12. MS Excel is called _____
ಎಮ್.ಎಸ್.ಎಕ್ಸೆಲ್ ನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ.
(A) Electronic spreads sheet (B) DBMS (C) RDBMS (D) None
13. The formula in excel start with _____
ಎಕ್ಸೆಲ್ ನಲ್ಲಿ ಸೂತ್ರವು _____ ನೊಂದಿಗೆ ಆರಂಭಗೊಳ್ಳುತ್ತದೆ.
(A)% (B)= (C)+ (D) None
14. The first cell in excel worksheet is labeled as _____
ಎಕ್ಸೆಲ್ ವರ್ಕ್ ಶೀಟ್‌ನಲ್ಲಿ ಮೊದಲನೇ ಕೋಶದ ಲೇಬಲ
(A) AA (B) A1 (C) Aa (D) AO
15. AVERAGE function is an example for _____
AVERAGE ಫಂಕ್ಷನ್ _____ ಇದಕ್ಕೆ ಉದಾಹರಣೆಯಾಗಿದೆ.
(A)Logical (B)Statistical (C) Mathematical (D) Financial
16. "Greater then" operator in MS Excel is represented as _____
"ಅಧಿಕಂತ ಹೆಚ್ಚು" ಎಂಬ ಕಾರ್ಯ ನಿರ್ವಾಹಕ ಎಮ್.ಎಸ್.ಎಕ್ಸೆಲ್‌ನಲ್ಲಿ _____ ಚಿಹ್ನೆಯಿಂದ ಗುರುತಿಸಲ್ಪಡುತ್ತದೆ.
(A)< (B)> (C)<= (D)>=
17. Ribbon contains _____ tab.
ರಿಬ್ಬನ್‌ನಲ್ಲಿ _____ ಟ್ಯಾಬ್ ಒಳಗೊಂಡಿದೆ.
(A)Home (B) Insert (C)View (D)All of these



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CERTIFICATE COURSE OUTCOME REPORT

CERTIFICATE COURSE

ON

“COMPUTER LITERACY”

Computer Literacy is the knowledge and ability to use computers and technology efficiently. It helps to enhance efficiency, workflow and overall experience within the workplace. In present days the use of ICT is spreading its impact in every field of life. It impacts significantly in the field of education to make the learning process interesting as well as successful.

Computer literacy is considered as a very important skill to possess. In today's technologically advanced world, basic computer skills like typing are becoming necessary in most professions. Employers want their workers to have basic computer skills because their company becomes ever more dependent on computers. Many employers try to use computers to help run their company faster and cheaper.

This certificate course aims to impart computer knowledge and give students the opportunity to acquire in the traditional classroom. Computer proficiency is increasingly in dispensable in every job sector. So our main motto is to make students computer literate and efficient to face the challenges in present competitive world.


HoD

Head Department of Commerce
E.Sy's S.V.S. Bellubbi Arts & Com.College
SAUNDATTI. (Karnatak)




Principal
PRINCIPAL

K.L.E.Society's S.V.S.Bellubbi
Arts & Com College, Saundatti.



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Saundatti - 591126. Belagavi District

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Department of Commerce

Certificate

This is to certify that Mr/Miss _____ Class _____

has completed Certificate Course in **Computer Literacy** for the Year _____

Faculty

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