

Name : _____

Date of join : _____

Total Course: _____

Date of End : _____

Faculty : _____

Instructions to Maintain Course Card

- ☒ Daily Updates Must Be Enter In Card
- ☒ Take Signature Of Faculty Everyday
- ☒ 85% Attendance Is Mandatory For The Exam.
- ☒ Apply Any Kind Of Leave With The Authorize Permission through Advantech App., Otherwise We Will Skip Your Topics.
- ☒ Do Pay Your EMI Balance On Time 25/- Rs. Per Day Applicable Charges If Not Paid In Time.

Student Sign

Books : ☐

Mobile App : ☐

Reviews (JD) : ☐

Lec. No.	Plan Dt	Actual Dt	Today's Topic	Faculty	Student	Remark
1			1. COMPUTER BASICS Session 1 & 2 1.1 Uses of Computer..... ☐ 1.2 Using of Mouse Comfortably ☐ 1.3 Using Keyboard For Typing..... ☐ 1.4 Understanding Input , Process And Output . ☐ 1.5 Computer Hardware And Soft are..... ☐			
2			Session 1 & 2 Practical ☐			
3			2. OperatingSystem(Windows10) Session 3 & 4 2.1 Overview the Operating system ☐ 2.2. Basic Operation ☐ 2.3. How To Start A Computer..... ☐ 2.4. Own To Logoff And Hibernate A Laptop..... ☐ 2.5.Learn To Interact With Computers ☐			
4			Session 3 & 4 Practical ☐			
5			2.2 Personalizing Desktop Session 5 & 6 2.2.1 Changing The Desktop Background ☐ 2.2.2 Applying A Screen Saver ☐ 2.2.3 Applying Themes ☐ 2.2.4 File And Folder Management ☐			
6			Session 5 & 6 Practical ☐			
7			2.3 Using Applicatons Session 7 & 8 2.3.1 Creatng Pictures With Ms Paint ☐ 2.3.2 Using Notepad To Create A Text Document ☐			
8			Session 7 & 8 Practical ☐			
9			Session 9 & 10 2.3.3 Using Wordpad To Decorate A Document ☐ 2.3.4 Windows Media Player ☐			
10			Session 9 & 10 Practical ☐			

Note : **Rs. 50 /-** Penalty for Each Session Missed . (To avoid Penalty Take Written Permission From office)

Lec. No.	Plan Dt	Actual Dt	Today's Topic	Faculty	Student	Remark
11			Session 11 & 12 2.3.5 Calculator..... ☐ 2.3.6 Stic y Notes..... ☐ 2.3.7 Tablet Pc Input Panel ☐			
12			Session 11 & 12 Practical ☐			
13			3 (Microsoft Word 2013) Session 13 & 14 3.1 Basic Operatons ☐ 3.1.1 Creati g and EEditing docum ts ☐ 3.1.2 Format ng documents ☐ 3.1.3 Enhancing documents ☐			
14			Session 13 & 14 Practical			
15			Session 15 & 16 3.2.1 Using Insert Tab ☐ 3.2.2 Working with various objects ☐ 3.2.3 Shapes, Smart art, Pictures and ☐ 3.2.4 Inserti g Header and Footers ☐ 3.2.5 Using Tables ☐			
16			Session 15 & 16 Practical ☐			
			Session 17 & 18 3.3.1 Using Design Menu ☐ 3.3.2 Using Themes ☐ 3.2.3 Create Watermark ☐ 3.3.4 Using Page Color ☐ 3.3.5 Using Page Border ☐			
17			Session 17 & 18 Practical ☐			
18			Session 19 & 20 3.4.1 Applying Page Setup..... ☐ 3.4.2 Linking and embedding documents ☐ 3.4.3 Previewing and Printng documents ☐ 3.4.4 Advanced Word Processing ☐ 3.4.5 Creati g and EEditingDF documents ☐ 3.4.6 Comparing two versions of a document .. ☐			
19			Session 19 & 20 Practical ☐			
20			Session 21 & 22 3.5 Using Reference Menu ☐ 3.5.1 Using Table of Contents ☐			
21			Session 21 & 22 Practical ☐			
22			Session 23 & 24 3.6 Mailing Tab ☐ 3.6.1 Using Mail Merge ☐ 3.7 Review Tab ☐ 3.8 View Tab ☐			
23			Session 23 & 24 Practical ☐			
24			4. (Microsoft E cel 2013) Session 25 & 26 4.1. Working with a Workbook ☐ 4.2 Using basic formulas ☐ 4.2.1 Create Marksheet ☐ 4.2.2 Create Salary Slip ☐ 4.2.3 Create Price List ☐			
25			Session 25 & 26 Practical ☐			

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Lec. No.	Plan Dt	Actual Dt	Today's Topic	Faculty	Student	Remark
26			Session 27 & 28 4.3 Modify Fonts ☐ 4.3.1 Use Of Manipulating Data ☐ 4.3.2 Merge Cell ☐ 4.3.3 Format cell Dialog Box ☐			
27			Session 27 & 28 Practical ☐			
28			Session 29 & 30 4.3.4 Add Borders and Colors to Cell ☐ 4.3.5 Using Conditional Formatting ☐ 4.3.6 Insert , Delete rows , Column and Sheet ☐ 4.3.7 Change the row height , Column width organize sheet or protect or hide cell ☐ 4.3.8 Fill , clear Formatting , text ☐ 4.3.9 Sort & Filter , Find & select ☐			
29			Session 29 & 30 Practical ☐			
30			Session 31 & 32 4.4 How to pivot table ☐ 4.4.1 How to apply picture , clip Art And Shapes ☐ 4.4.2 Creating Charts ☐			
31			Session 31 & 32 Practical ☐			
32			Session 33 & 34 4.4.3 Insert Hyperlink ☐ 4.4.4 Insert text box , object , word Art symbol ☐ 4.4.5 Header & Footer ☐			
33			Session 33 & 34 Practical ☐			
34			Session 35 & 36 4.5 Formatting Design ☐ 4.5.1 Picture Tool (Fill , Outline , Effect) ☐ 4.5.2 Drawing Tools (Fill , Outline , Effect) ☐ 4.5.3 Chart Tools ☐ 4.5.3.1 Format ☐ 4.5.3.2 Design ☐			
35			Session 35 & 36 Practical ☐			
36			Session 37 & 38 4.6 Show and hide gridlines , Heading & Formula Bar ☐ 4.6.1 Split A Worksheet ☐ 4.6.2 Freeze and Unfreeze Rows & Columns ☐ 4.6.3 Hide and Unhide Worksheet ☐ 4.6.4 Save Workspace ☐ 4.6.5 Switch Window ☐ 4.6.7 Revision Excel ☐			
			Session 37 & 38 Practical ☐			
			5 (Micros of PowerPoint) Session 39 & 40 5.1 The Title Bar ☐ 5.2 The Ribbon ☐ 5.3 Rulers ☐ 5.4 Slides , Placeholders and Notes ☐ 5.5 Status Bar , Tabs , Views Buttons ☐			
39			Session 39 & 40 Practical ☐			
40			Session 41 & 42 5.6 Create a Title slide ☐ 5.6.1 Create New slide ☐ 5.6.2 Make Change to Your Slide ☐ 5.6.3 Apply a Theme ☐ 5.6.4 Apply Pictures And shapes ☐			

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Lec. No.	Plan Dt	Actual Dt	Today's Topic	Faculty	Student	Remark
41			Session 41 & 42 Practical			
42			Session 43 & 44 5.7 Preview the Presentation ☐ 5.7.1 Using the Clip art Object in background ... ☐ 5.7.2 inserting a smart art object ☐ 5.7.3 Applying Slide Transition ☐			
43			Session 43 & 44 Practical ☐			
44			Session 45 & 46 5.7.4 Changing Theme and Font ☐ 5.7.5 Inserting labels ☐ 5.7.6 Insert a Photo album ☐ 5.7.7 Project ☐			
45			Session 45 & 46 Practical ☐			
46			6. (Microsoft Outlook 2013) Session 47 & 48 6.1 Set up a new email account in Microsoft Outlook ☐ 6.2 Sending, receiving, replying, forwarding mail messages ☐			
47			Session 47 & 48 Practical ☐			
48			Session 49 & 50 6.3 Scheduling meetings with others ☐ 6.4 Creating contacts and appointments ☐ 6.5 Creating task ☐			
49			Session 49 & 50 Practical ☐			
50			Session Revision ☐			
51			Session Revision ☐			
			MS - CIT BOOK READING			
52			1. INFORMATION TECHNOLOGY THE INTERNET AND YOU ☐			
53			2. THE INTERNET , THE WEB , AND ELECTRONIC COMMERCE ☐			
54			3. APPLICATION SOFTWARE ☐			
55			4. SYSTEM SOFTWARE ☐			
56			5. THE SYSTEM UNIT ☐			
57			6. INPUT AND OUTPUT ☐			
58			7. SECONDARY STORAGE ☐			
59			8. COMMUNICATION AND NETWORKING ☐			
60			9. DATABASE CONCEPTS ☐			

Keep Reading Your MS - CIT Book

ALL THE BEST FOR FINAL EXAM

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