



Dissemination of Education for Knowledge, Science and Culture"
- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

**Dattajirao Kadam Arts, Science and Commerce
College, Ichalkaranji**



Date – 08.02.2019

To,
The Principal/Head Master,
Maulana Azad English School,
Ichalkaranji.

Subject: For getting permission regarding organizing a "Two days
Training Program on Computer Basics and MS-OFFICE".

Respected Sir,

As per the subject cited above, the department of Computer
Computer Science and Computer Application wish to organize "Two days
Training Program on Computer Basics and MS-OFFICE " as an Extension
Activity for the students of 9th and 10th classes of your high school for
following dates Monday, 11-02-2019 and Tuesday, 12-02-2019.

So, please give us the permission to arrange the same.

Thanking you,

Sincerely Yours,

(Dr. Milind Hujare)
Principal

D.K.A.S.C. College,
Ichalkaranji



Department of Computer Science and Computer Application

Dattajirao Kadam Arts, Science and Commerce
College, Ichalkaranji

☎ (0230) 2420231, (0230) 2991450

✉ E - mail : itcscad@dkasc.ac.in 🌐 Website : itcscad.blogspot.com

Date: 08-02-2019

❧ Important Notice ❧

It is hereby notified to the students of 9th and 10th classes that, our students of B.C.A. and B.Sc. Computer Science are going to organize **Two Days Training program on "Computer Basic and MS-Office"** as an extension activity in your high school. The Program will be held on **Monday, 11th and Tuesday, 12th February 2019.**

All the students will get advance knowledge and definitely would be benefited. The students are requested to be present positively to the aforesaid venture for their better scope in future.



(Mr. Akshay Swami)

HEAD
Department of B.C.A.
D.K.A.S.C. College, Ichalkaranji.



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following dates Monday, 11-02-2019 and Tuesday, 12-02-2019.

So, please give us the permission to arrange the same.

Thanking you,

Sincerely Yours,

(Dr. Milind Hujare)
Principal
A.S.C. College,
Ichalkaranji

A Great Place to Grow

National Modern Technical Institute's
MAULANA AZAD ENGLISH SCHOOL

Nemiste Mala, Behind Galban Petrol Pump, Krishna Nagar, Ichalkaranji. Tal. Hatkanangale, Dist. Kolhapur



President

Shri Mehboob Babaalal Mujawar

Mob. 9850666166

Vice President

Sajeedabanu Mehboob Mujawar

Mob. 9423802206

Secretary

Shakil Najiruddin Mulla

Mob. 9423275337

Ref.No.

Date

10/02/2019

To,

The Principal,

Dattajirao Kadam Arts, Science, and Commerce college,

Ichalkaranji.

Subject: Permission letter.

Respected Sir,

As per your request we would like to organize "Two days training program on Computer Basic and MS-Office" as an extension activity for our students for the dates given by you which are convenient for us.

Thanking You...

Yours Sincerely,
PRINCIPAL,Maulana Azad English School
Ichalkaranji

(Maulana Azad English School, Ichalkaranji)



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**Dattajirao Kadam Arts, Science and Commerce
College, Ichalkaranji**



Department of Computer Science & Computer Application

Two days training programme On
"Computer Basics and Microsoft Office"
(For the students of Maulana Azad English School, Ichalkaranji)



Miss. Afrin Mirji is teaching MS office to the students



Miss. Afrin Mirji is teaching Computer basics to the students

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Vice President

Sajeedabanu Mehboob Mujawar
Mob. 9423802206

Secretary

Shakil Najiruddin Mulla
Mob. 9423275337

Ref.No.

Date

14/02/2019

To,

The Principal,

Dattajirao Kadam Arts, Science, and Commerce college,
Ichalkaranji.

Subject: Appreciation letter.

Respected Sir,

On the behalf of our staff, students, and our Maulana Azad English School, Ichalkaranji we would like to thank the principal and all the staff members of BCA and Computer Science Department of Dattajirao Kadam Arts, Science, and Commerce college, Ichalkaranji for conducting "Two days training program on Computer Basic and MS-Office" as an extension activity for our students for the dates Monday 11-02-2019 and Tuesday 12-02-2019.

We would be happy to maintain same co-operation in our near and future

Thanking You...

Shakil
Yours Sincerely,

PRINCIPAL,
Maulana Azad English School,
Ichalkaranji.

(Maulana Azad English School, Ichalkaranji)



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Report On Two Days Training Program on 🌐 “Computer Basic and MS-Office” 🌐

Day 1

The first session on Day 1 was conducted by Miss. Afrin Mirji, student of B.C.A department. Beginning with a brief introduction of MS-EXCEL and its importance in data handling, Miss. Afrin Mirji introduced the use of simple functions like sum, average, product, division, max, min, text functions and various ways of formatting the entered data, explaining lucidly with the help of the dataset she had shared with the students last day.

The next session was taken by Miss. Neha Desai, who extended the discussion on the use of standard operators like AVERAGEIF, COUNTIF, and mathematical and statistical functions, which helped work out a number of problems from the data set. She also taught the various paste special techniques that are available with EXCEL.




Day 2

The first session on Day 2 was taken up by Mr. Aaman Mujawar who elaborately explained with examples the use of logical functions, array functions and date and time functions. His session was followed by the lecture of Mr. Shubham Patil who taught the various ways of sorting and filtering large data sets and also the working of the lookup functions. Real life examples of predesigning templates for cash memos in shops, searching patient's identity from hospital records using mobile numbers, made the lectures very interesting. The students were highly benefitted by both the lectures which formed the prerequisite to handling of big data.

The third and final session started with the lecture of Miss. Gaytri Shinde who lucidly explained the various uses of Data Validation and Pivot Tables in EXCEL. The last session was conducted by Miss. Kalyani Taral who took up the topics of creating charts and slicers, how to protect an excel worksheet and also the various tools of data analysis in EXCEL.




(Mr. Akshay Swami)
HEAD
Department of B.C.A.
B.K.A.S.C. College, Ichalkaranji.



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College, Ichalkaranji**



Department of Computer Science & Computer Application

Two days training programme
On

⊙ "Computer Basics and Microsoft Office" ⊙
(For the students of Maulana Azad English School, Ichalkaranji)

⊙ Participants List ⊙

Sr. No.	Student Name	Class	Signature	
			11-02-2019	12-02-2019
1	Mustafim-Sikandar-Kawal	9 th		
2	Jishan, Irfan, Bargis	9 th		
3	Tanveer Juned - Faiz Shaikh	9 th		
4	Nihal Abubakar Mullik	9 th		
5	Jabulla-Kitbulla-Khan	9 th		
6	daud naji & kesotgi	9 th		
7	Asif-M. Shiraguppi	9 th		
8	Aayan.M.Nadar	9 th		
9	Zaid-Umar-Luruk-makandar	9 th		
10	Sakib Aish m. Khan	9 th		
11	Shahid Yakub saunur	9 th		
12	Mioba Kiraj Dange	9 th		
13	Suhana Dastgir sayyed	9 th		
14	Masiba Aji Ansari	9 th		
15	Sadiya Ismail Mijawar	9 th		



Sr. No.	Student Name	Class	Signature	
			11-02-2019	12-02-2019
16	Sadhana Raju Sah.	9 th	Sadhana	Sadhana
17	Saniya chisti Jangi	9 th	Jangi	Jangi
18	Taniya Anis Chougule	9 th	Taniya	Taniya
19	Tanish Firoj Kotwal	9 th	Tanish	Tanish
20	Humera Allibhai Bagwan	9 th	HBagwan	HBagwan
21	Shahista Riyaj Kalawant	9 th	SR	SR
22	Akshara Atifaz Alase	9 th	AA	AA
23	Rehan Mehboob Chaudhary	9 th	R	R
24	Sameer Ismail Jamadar	9 th	SI	SI
25	Kaif Azaiz Durg	9 th	R.A.D	R.A.D
26	Allabaksh usman Jamadar	9 th	A.U.J	A.U.J
27	Aksham Raif Khan	9 th	A.K	A.K
28	Huzefa Meharasad Zahid Khan	9 th	H.Z.Khan	Huzefa
29	Saad Faruq mujawar	9 th	sm	sm
30	Moin Nihal Shaikh	9 th	MN	MN
31	Sahil - F - Yankarmande	9 th	SF	SF
32	Samir Mehboob Satarkar	9 th	Samir	Samir
33				
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38				
39				



HEAD,

Department of Computer Science,
D.K.A.S.C. College, Ichalkaranji.

HEAD
Department of B.C.A.
D.K.A.S.C. College, Ichalkaranji