RED & WHITE ®
One Step In Changing Education Chain...
GROUP OF INSTITUTE

FACULTY NAME											
STARTING DATE	D	D	-	M	M	-	Y	Y	**GRID**		
ENDING DATE	D	D	-	M	M	-	Y	Y	**B. TIME**	H H : M M	

S T U D E N T   N A M E   **GOOGLE CLASS**

COURSE ON COMPUTER CONCEPT (CCC)	TOTAL DAYS: ____ /60

NOTE: -
- Feedback વિધાર્થીઓ દ્વારા અને Project ના Marks શિક્ષક દ્વારા આપવામાં આવશે.
- Signing-Sheet માં સહી કરવાની જવાબદારી વિધાર્થીની રહેશે અને Sign કરતી વખતે વિધાર્થીએ કોઈપણ સબંધ કે ફેકલ્ટીની ફેવર માં આવી ને Grade નક્કી ના કરે.જે ફેકલ્ટી અને વિધાર્થી બંને ની જવાબદારી રહેશે.
- સર્ટીફિકેશન ની કાર્યવાહી માટે આ Signing-Sheet સારા માર્કસ અને સારા ફીડબેક થી પૂર્ણ થયેલી હોવી જોઇએ.
- ઓછા Grade વાળા ટોપિક નું પુનરાવર્તન થશે. અને Leave એપ્લિકેશન વગર વિધાર્થી રજા પાડશે તો તેના લેકચર નું પુનરાવર્તન કરવા માં આવશે નહી.
- In Feedback (81% <= A <= 100% | 61% <= B <= 80% | 31% <= C <= 60% | 0% <= D <= 30%)

LEC.	TOPICS	DATE	P A	FEEDBACK	STUDENT SIGN	FACULTY SIGN	REMARK
1	**Introduction of Computer & Notepad** - History of computer fundamental, types of computer, full form of computer, input & output, notepad **Ex**. Type the Essay & Paragraph			A B C D			
	Fill the Student Agreement Form			--			
2	**WordPad** - Intro to word pad, font family, word wrap, subscript & superscript, set a paragraph, editing, zooming **Ex**. Type a latter writing, type a maths formulas & science formulas			A B C D			
3	**Intro to MS-Word** - Home menu, basic tool of home menu, making & formatting list. **Ex**. Paragraph typing, type a science & maths formulas			A B C D			
4	**MS-Word (Home Menu)** - Advance tools, make a style formatting, advance searching **Ex**. Create computer & mobile list			A B C D			
5 (A)	**Ms-Word (Insert Menu)** - Cover page, blank page, page break, table formatting **Ex.** Create book, create table			A B C D			
5 (B)	**Ms-Word (Insert Menu)** - Picture, shapes, SmartArt, chart, screenshot, links, header & footer, symbols **Ex.** Create visiting card, animal life cycle, column chart, edit Hyperlink, type a maths formulas			A B C D			
PR. 1	**Shapes** - Create application, brochure, resume			___ /10			
6	**Ms-word (design menu)** - Themes, document formatting, page colour, page border, Watermark **Ex**. Edit the watermark in your book			A B C D			
7	**Ms-Word (Layout Menu)** - Page set-up, paragraph, arranging			A B C D			

No.	Topic			Grade			
8	**Ms-Word (References & Mailings)** - Table of contents, footnote, citations & bibliography			A / B C / D			
9	**Ms-Word (Review & View Menu)** - Comments, spelling & grammar, layout & window, macros			A / B C / D			
PR. 2	**MS-Word With Convert to PDF** - Create ccc book			___/10			
10	**Intro To MS-PowerPoint** - Home menu, slide section, drawing section **Ex**. Create PPT for computer			A / B C / D			
11	**MS-PowerPoint (Insert Menu)** - Photo album, hyperlink & action, inserting media **Ex**. Edit audio & video			A / B C / D			
12	**Ms-PowerPoint (Design & Transition Menu)** - Format background, transition effect, timing section			A / B C / D			
13	**Ms-PowerPoint (Animation Menu)** - Apply animation, animation pane, timing section			A / B C / D			
PR. 3	**Animation** - Create animation with PPT, count-down, smoke effect			___/10			
14	**MS-PowerPoint (Slide Show Menu)** - Slide show section, set-up slide show, hide slide			A / B C / D			
15	**MS-PowerPoint (Review & View Menu)** - Spelling checker, presenter view, set-up section			A / B C / D			
16	**Intro to MS-Excel** - Working with spreadsheet, style & editing section, table & cell formatting **Ex.** Create student result			A / B C / D			
17	**Ms-Excel (Formulas)** - Basic math formulas, text & logical formulas, date & time formulas			A / B C / D			
18	**Ms-Excel (Formulas Menu)** - Auto sum, function library section			A / B C / D			
19	**Ms-Excel (Data Validation & Filtering)** - Validation data, filter out data			A / B C / D			
20	**Ms-Excel (Freezing)** - Freezing particular rows & columns			A / B C / D			
21	**Ms-Excel (Page Layout Menu)** - Theme section, page set-up, printing			A / B C / D			
PR. 4	**Ms-Excel** - Make attendance register, student result, purchase sales & stock records			___/10			

22	**Intro of Internet** - WWW, History of WWW, working of Internet			A B C D			
23	**Surfing & Downloading** - Find files & software, downloading image, audio & video contents			A B C D			
24	**Social media, online shopping & booking** - Working with gmail & google drive, working with facebook & instagram, shopping with amazon			A B C D			
25	**Intro to Net Banking** - Demo of net banking, google pay, paytm			A B C D			
26	**Intro to IRCTC** - IRCTC website & app, demo of booking railway ticket			A B C D			
27	**Gujarati Typing** - Shruti & eklg font, create formatting **Ex.** Write application, newspaper , paragraph			A B C D			
PR. 5	**PowerPoint** - create your course PPT.			___/10			
	Viva and Test - 1			___ /100			

LATEST UPDATED TOPIC					

Your Last Subject ?

Yes	No
What is next career :	Hold Course
Write here	Application No :
	(If Hold , So Write the Hold Application No.)
	Ongoing Course
	Next Course :
	Next Software :
	Next Faculty :
	Next Course Starting Date :
	Next Course Batch Time :
	Next Faculty Sign :

Tutor Use Only:

Over All Student Performance:_____ Grade.

Remark:_____

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