To,
The Principal,
Dr. Ambedkar College,
Deekshabhoomi, Nagpur

Subject : One week Interdisciplinary workshop on "Proficiency in Computer Application"

Resp. Sir,
We wish to inform you that under disciplinary department of Commerce \& Department Of Computer Application(BCA) organizing One week Interdisciplinary workshop on "Proficiency in Computer Application" during $14^{\text {th }}$ August to $22^{\text {nd }}$ August 2017 from 11.00 am to 12.00 noon in Mini College Auditorium. The schedule of the programme is as follows:

| Date | Topic | Speaker |
| :--- | :--- | :--- |
| $14^{\text {th }}$ August 2017 | Microsoft Windows | Shama Khan |
| $16^{\text {th }}$ August 2017 | Microsoft Word | Dr. Prashant Yende |
| $18^{\text {th }}$ August 2017 | Microsoft Excel | Dr. Prakash Bhongade |
| $19^{\text {th }}$ August 2017 | Microsoft PowerPoint | Priyanka Soitkar |
| $21^{\text {st }}$ August 2017 | Internet Application | Harshala Pethe |
| $22^{\text {nd }}$ August 2017 | Test \& Concluding Function | Anuaradha Bhattad |

Kindly take the note of this and oblige.
Thanking you.
Date: $8^{\text {th }}$ August 2017
Place: Nagpur
Dr. Pratibha Siriya Program Coordinator Associate Professor Dept. Of Commerce
Dr. Prakash Bhongade
Head,
Dept. Of Comp. Appl.
Dr. V. M. Chopade
Head,
Department of Commerce

## REPORT

## Workshop on "Proficiency in Computer Application"

A one week Interdisciplinary workshop on "Proficiency in Computer Application" Was organized by Department of Commerce \& Department of Computer Application (BCA) from $14^{\text {th }}$ August to $22^{\text {nd }}$ August 2017 from 11.00 am to 12.00 noon in Mini College Auditorium. Topics taken under this Workshop were Microsoft Windows by Prof. Shama Khan, Microsoft Word by Dr. Prashant Yende, Microsoft Excel by Dr.Prakash Bhongade, Microsoft Powerpoint by Prof. Priyanka Soitkar ,Internet Application by Prof. Harshala Pethe and finally a test was conducted on the above mentioned topic by Prof. Anuradha Bhattad to test the Students knowledge. Thus the test encouraged the students to think back to the material taught within the course and check themselves. The test was followed by Valedictory Function the President of the function Principal Dr. P.C. Pawar distributed the Certificates to students who attended this Workshop. Students Attended this Workshop in big number with lots of Zeal and Enthusiasm.



Date: $21^{\text {nd }}$ August Topic : "Internet and its Application" Expert Faculty Ms.Harshala Pethe


## DR. AMBEDKAR COLLEGE, DEEKSHABHOOMI, NAGPUR WORKSHOP ON "PROFICIENCY IN COMPUTER APPLICATION" <br> TEST PAPER

TIME: 30 MIN

## DATE : 22.08.2017

MARKS : 40
NAME: Shubham. P. Bangale
CLASS : $B C A$

1. A Microsoft Windows is
a) Operating system
b) $\overline{\text { Graphic program }}$
c) Word Processing
d) Database program
a) Accessories
b) Paint
c) Word (d )All of above
2. Which of the following operating system does not implement the multitasking
truly?
a)Wydows 98
b) Windows NT
c) Windows XP
d) MS DOS
$\qquad$ い MS DOS
3. My Computer was introduced from
a) Windows 3.1
b) Windows 3.11 C) Windows 95
d) Windows 98
4. Which is the latest version of MS Windows?
a) Windows 2007
b) Windows 8.1
d) Windows 7
c) Windows 2008
5. Which of the following does not support more than one program at a time?
a) DOS
b) Linux
c) Windows
d) UNIX
6. Which one is the text editor in windows operating system?
$\begin{array}{ll}\text { a) Notepad } & \text { b) WordPadc) Paint }\end{array}$ $\qquad$ -
b) WordPadc) Paint
(d) MS Word

## 8. When we delete, the file goes to

$\qquad$
d) None of the above.
a) My Computer
b) Control Panel.c) Recycle Bin
9. Which one the default 'Word Processor' for Microsoft Windows.
a) 148 Word
b) MS Paints) WordPad
d) Notepad
10. If the displayed system time and date is wrong, you can reset it using
a) Disk Cleanup
b) Control panels) Calculator
d) Calendar.
11. Which of the following is not valid version of MS Office?
a) Office XPb) Office Vista c) Office 2007
d) None of above
12. You cannot close MS Word application by
a) Choosing File menu then Exit submenu
f. Press Alt +F4
c) Click $X$ button on title bar
d) From File menu choose Close submenu

1(3. How many ways you can save a document? $\qquad$
a) 3 b 4 c) 5 d) 6
14. Background color or effects applied on a document is not visible in
a) Web layout view b) Print Layout views) Reading View d) Print Preview
15. What is a portion of a document in which you set certain page formatting
options?
a) Page b) Documents) Section d) Page Setup
16. Borders can be applied to
a) Cellsb) Paragraphs) Text
(d) All of above
17. Which of the following is not a type of page margin?
a) Left b) Righto) Center
d) Top
18. What is the default left margin in Word 2003 document?
a) 1 "
b) $1.25^{\prime \prime}$
c) $1.5^{\prime \prime}$
d) $2^{\prime \prime}$

[^0]20. Which of the following is not a font style?

## a) Bold b) Italic

c) Regular d) Superscript
21. Each excel file is called a workbook because $\qquad$
a) It can contain text and data
d) It can contain many sheets including worksheets and chart sheets

## 22. How are data organized in a spreadsheet?

a) Lines and spaces
23. Which of the following Layers and planesc) Rows and columns
d) Height and width
a) Pressing the Alt key (b) Clicking the cannot be used to edit the content of cell?
24. You can activate a cell by
d) Double clicking the cell
a) Pressing the Tab kerb) Clicking the cella) Pressing an arrow key
25. How many rows and columns in Excel 2003 $\qquad$
d) All of above
a) $256 \& 65536$
b) $24 \& 240$ c) $100 \& 1000$
d) $24 \& 80$
26. Which function is used in excel for addition
a) Add
b) AdditionclSum
d) summation
27. Which function is used to maximum and minimum values in excel
a) Maximum \& minimum (b) max and ming) large and small
d) largest and smallest
28. The Name box on to the left of formula bar
a) Shows the names of the workbook currently working on b)Shows the name of the worksheet currently
working on Shows the name of cell currently working on working on s) Shows the name of cell currently working on $\quad$ d) None of the above

## 29. Extension of excel sheet is

$\qquad$ d) Both a \& b
a) -xis b).excelc) None of these
30. How can you remove borders applied in cells?
a) Choose none from border format cell. b) Open the list on Border tool in formatting toolbar then choose first tool (no border)
c) Both of the above
d) None of the above
31. Which of the following is not a part of slide design
a) Design template b) Color scheme c) animation schemed) Slide layout.
32. From which menu you can access Picture, Textbox Chart etc $\qquad$
a) File
b) Edit
e) Trisert
d) View.
33. Which shortcut key inserts a new slide in current presentation.
a) $\mathrm{Ct} \mathrm{r}+\mathrm{N}$
b) $\mathrm{Ctrl}+\mathrm{M}$
c) $\mathrm{Ctrl}+\mathrm{S}$
d) All of above
1034. The effect applied to display when slide changes in slide show view is $\qquad$ -.
35. The process of keeping addresses in memory for future use is called $\qquad$
a) Routing
b) Resolving) Caching
d) None of these
36. A user can get files from another computer on the internet by using $\qquad$ .
a)H7TP
b) TELNETc)UTP
(d) FTP
37. In internet terminology IP means $\qquad$
a) Internet Provider b) Internet Protocols) Internet Procedure d) Internet Processor
28. Which one of the following is not a search engine?
a) Bong
b) Googles) Yahoo
(d) .Windows
39. Verification of a login name and password is known as:
a).Contiguration
b).Accessibilityc).Authentication
d). Logging in
40. What is the full form of WWW in web address?
a) World Wide Web
b) World Wide Word
c) World Wide Wood
d) None of these

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a) $1^{\prime \prime}$
b) $1.25^{\prime \prime}$
c) $1.5^{\circ}$
d) $2^{+}$
19. Portrait and Landscape are

1 a) Page Orientationb) Paper Size c) Page Layout d) All of above
20. Which of the following is not a font style?
a) Bold b) Italic
c) Regular d) Superscript
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b) It can be modified c) You have to work hard to create it
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22. How are data organized in a spreadsheet? $\qquad$
a) Lines and spaces
b) Layers and planese) Rows and columns
d) Height and width
23. Which of the following methods cannot be used to edit the content of cell?
d) Pressing the Alt key
b) Clicking the formula barc) Pressing F2
d) Double clicking the cell 24. You can activate a cell by
a) Pressing the Tab keydr' (Clicking the cellc) Pressing an arrow key
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d) View.
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\# Curlol
b) $\mathrm{Ctrl}+\mathrm{M}$
c) Ctrl+5
d) All of above
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a) Slide Animation b/custom animation c) Custom transition d) Slide transition
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c) World Wide Wood
d) None of these


Dr. Ambedkar College ,Deeksha bhoomi ,Nagpur Attendance Sheet-Workshop on "Proficien

Attendance Sheet-Workshop on "Proficiency in Computer Application" | 2017-18 |  |
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| B.C.A.- I Sem I <br> Attendance Sheet-Workshop on "Proficiency in Computer Application" 2017-18 |  |  |  |  |  |  |  |
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| B.C.A.- I Sem I <br> Attendance Sheet-Workshop on "Proficiency in Computer Application" 2017-18 |  |  |  |  |  |  |  |
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TEIAS VAIRALKAR

Attendance Sheet-Workshop on "Proficiency in Computer Application"
Anuttary

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| Attendance Sheet-Workshop on "Proficiency in Computer Application" |  |  |  |  |  |  |  |
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| 11 | Shreyash Kale |  |  | 81 | $\square$ |  |  |
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| 15 | Priyanka Samantasinghar | Fionghar | Fringhar | Pringham | Pringlus | Eungha | Prighar |
| 16 | Shreya Pakhidde | Sauthidde | Sachridale. | Salchidde | baloridde | Salcridde | Salnidde |
| 17 | Renitha K _._..... | Renitha. | Ronther | Denithes | Rencke | Reritha |  |
| 18 | Amisha Borkar | Pauteer | (sarkefr | WBorkour | mborkar | 6borkhay | Esertay |
| 19 | P. Mohita | P. molite | P.mphita | O. matitt. | P. mobits | Pmanits | O.nchita |
| 20 | Aman Goyal | Juer. | duas. | GuO. | Sumer. | Suan | O. |
| 21 | Rohit Kadnayke | Roritk. | 2ont | Rolitk. |  |  |  |
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Dr. Ambedkar College ,Deeksha bhoomi ,Nagpur
Attendance Sheet-Workshop on "Proficiency in Computer Application"
P. P. Dr. Babasaheb Ambedkar Smarak Samiti's
This is to certify that Mr./Ms.
Deekshabhoomi, Nagpur.
One Week Interdisciplinary Workshop on "Proficiency in Computer Application"

## Certificate

has attended One Week Interdisciplinary Workshop on "Proficiency in Computer Application" organised by
the Department of Commerce and the Department of Computer Application
held on 14the 22nd August, 2017 at Dr. Ambedkar College Deekshabhoomi, Nagpur.


Dr. V. M. Chopde

Principal,
Dr. Ambedkar C
Dr. Ambedkar College
Nagpur

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Dr. P. C. Pawar

of
RKIIIS 'W'd'Id
Assoclat Professor \&
Course Co-ordinator


[^0]:    19. Portrait and Landscape are
    20. Portrait and Landscape are
    7) Page Orientations) Paper Size c) Page Layout d) All of above
