


BASIC COMPUTER SKILLS TIME TABLE-MARCH, APRIL-2021

DAY	NAME OF THE FACULTY	MONTH/DATE
MON	ARSHIYA	March-22,30; April-8,19
TUE	RAHMATH	March-23,31; April-9,20
WED	RAYEES FATIMA	March-24; April-1,12,22
THU	UMME AIMAN	March-25; April-3,15,23
FRI	ZEHRA	March-26; April-6,16,24
SAT	ALIFA	March-27; April-7,17

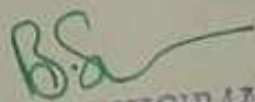
Daily from 9.00-10.00 AM practical and theory classes from 4.00-5.00 pm.
Practical Sessions will be handled by TSKC Mentoreveryday.
MS-Office and e-Office program to Non-Teaching by Mrs. Shyamala.

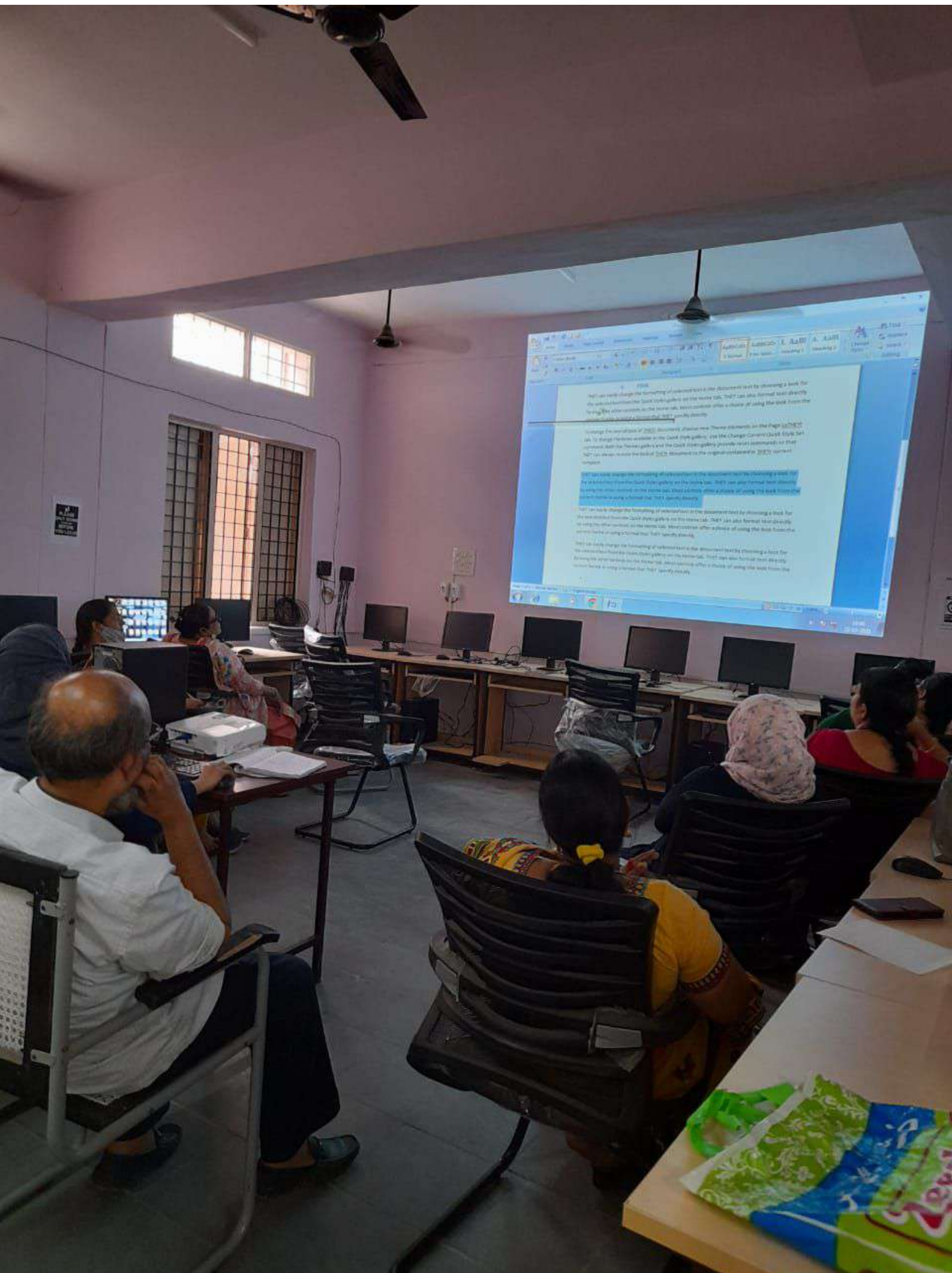
One-Week Certificate Course on Google Workspace

Day/Date	Course
Mon/April-26	G-forms
Tue/April-27	G-Sheets
Wed/April-28	G-Docs
Thu/April-29	G-Slides
Fri/April-30	G-class room
Sat/May-01	G-Drive AND G-Jamboard


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Name of the faculty	Topic
Arshiya	MS-Word:-Home and Insert MS-Excel:-Home and File MS-Powerpoint:-Home and Insert Internet Browsing:- Google Chrome
Rahmath Fatima	MS-Word:-Page Layout and Layout MS-Excel:-Insert and Page Layout MS-Powerpoint:-Design Internet Browsing:-Creation and sending e-mail
Rayees Fatima	MS-Word:-References and Mailings MS-Excel:- Formula's and data MS-Powerpoint:-Animation and slide show Internet Browsing:-Uploading data into a website
Umme Aiman	MS-Word:-Review and View MS-Excel:-Review and view MS-Powerpoint:-Review and view Internet Browsing:-E-mail attachment and downloading
Zehra	MS-Word:- Practical MS-Excel:-Practical MS-Powerpoint:-Practical Internet Browsing:-Practical
Alifa	MS-Word:-Test MS-Excel:-Test MS-Powerpoint:-Test Internet Browsing:-Test


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Word 2010

You can easily change the formatting of selected text in the document by choosing a look for the selected text from the Quick Style gallery on the Home tab. Word can also format text directly by using the ribbon icons on the Home tab. When you click on a ribbon icon, Word copies the format from the ribbon icon to the selected text.

Copying the format of text in a document is also possible by choosing a look for the selected text from the Quick Style gallery on the Home tab. Word can also format text directly by using the ribbon icons on the Home tab. When you click on a ribbon icon, Word copies the format from the ribbon icon to the selected text.

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