


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

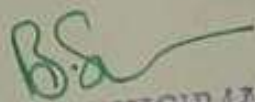
Daily from 9.00-10.00 AM practical and theory classes from 4.00-5.00 pm.
Practical Sessions will be handled by TSKC Mentoreveryday.
MS-Office and e-Office program to Non-Teaching by Mrs. Shyamala.

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


Dr. B. Sunitha Padmavathi
Govt. Degree College
Hyd.
Bus PRINCIPAL

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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