R. V. Bidap Law College, Bidar

(Approved by BCI New Delhi & Permanently Affiliated to Karnataka State Law University, Hubballi)

Add-on Course Details

Add-on Course on Google Docs for Office Use (2020-21)

Preamble: In recognizing the profound impact that the well-being and happiness of our employees have on the overall productivity and positive atmosphere within our workplace, we, at Google, proudly introduce the "Google Dogs for Office Use" program. Understanding the importance of creating a supportive and inclusive environment, we believe that the presence of our furry friends can contribute significantly to fostering a collaborative and joyful workspace.

Objectives:

- Promote Work-Life Balance and Stress Reduction
- Foster a Collaborative and Inclusive Workplace Culture
- Enhance Employee Well-Being and Morale

Instructional Design:

This course is of 30-hour duration which includes theory classes and assignments etc.

Medium of Instruction: English

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes:

30 Hours

Mode of Examination:

MCQ Exam of 25 Questions:

50 Marks

Eligibility: Students enrolled in LLB Programme

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Add-on Course Details

Add-on Course on Google Docs for Office Use (2020-2021)

Syllabus

Module 1: MS Word

- · Creating, editing, Saving and printing text documents
- · Font and paragraph formatting
- · Simple Character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammer check
- Understanding document properties mail merge

Module 2: MS. Excel

- Spreadsheet basics
- Creating editing, saving and printing spreadsheets
- Working with functions &formulas

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Add-on Course Details

- Modifying worksheets with color & auto formats
- Graphically representing data: Charts & Graphics
- Speeding data Entry : Using Data Forms
- Analysing data: Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing &protecting spreadsheets

Module 3: M.S Power Point

- Opening, Viewing, Creating, and printing slides
- · Applying and Layouts
- Adding custom animation
- Using slide transitions
- Graphically representing data: Charts & Graphs
- Creating Professional slide for Presentation

Module 4: Internet

- Understanding how to search/Google
- Bookmarking and Going to aspecific website
- Copy and paste Internet content into your word file and emails

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Add-on Course Details

- Understanding Social media platform such as Facebook & Many more
- · Learn best practices

REFERENCES

- "Google Workspace: The Missing Manual" by Nancy Conner:
- "Google Drive & Docs in 30 Minutes" by Ian Lamont:

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Add – on Course on Google Dox (2020-21) 1st, 2nd, 3rd, Year

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21	PADMAVATI	BABURAO	Production
22	SATISH KUMAR	SHIVRAMJI	Self

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Add – on Course on Google Dox (2020-21) 1st, 2nd, 3rd, Year

Attendance Sheet

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Add – on Course on Google Dox (2020-21) 1st, 2nd, 3rd, Year

Attendance Sheet

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Add – on Course on Google Dox (2020-21) 1st, 2nd, 3rd, Year

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Add-on Course Details

Add-on Course on Google Docs for Office Use

(2020-21)

Mark List

Reg No.	Name of the Student	Marks Obtained	Result (P:Pass, F:Fail)
1	Salman Ali	32	Pass
2	Md Ahmed Hussain	34	Pass
3	Pavan Kumar	30	Pass
4	Shiva	32	Pass
5	Md Kashifuddin Riwan	30	Pass
6	Rameshwari	30	Pass
7	Mohd Abdul Ghani	36	Pass
8	Mahesh	32	Pass
9	Divya	30	Pass
10	Sai Preetam Patil	32	Pass
11	Mahendra Biradar	30	Pass
12	K.Bhoomaiah	32	Pass
13	Patil Laxmi	32	Pass
14	Rashmi	. 30	Pass
15	Harsh Vardhan	30	Pass
16	Anurag	30	Pass
17	Ramesh	32	Pass

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Add-on Course Details

18	Ravindra Biradar	32	Pass
19	Krishna	34	Pass
20	Rajkumar	30	Pass
21	Padmavati	32	Pass
22	Satish Kumar	30	Pass

Course Co-ordinatur

Principal
PRINCIPAL

N. Bidap Law College
WBAR-585 401

R. V. Bidap Law College, Bidar

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Add-on Course Details

Report and Outcomes

Name of the Course:

Google Docs Office USE

Number of Student Enrolled:

BOS Meeting Date:

9.2.2020

Start Date of the Course: 10.2.2020

End Date of the Course: 26,3,2020

Add Course On Google Docs facilitates seamless collaboration among office team members. Multiple users can edit a document simultaneously, allowing for real-time updates and contributions. This feature promotes teamwork, accelerates document creation, and ensures that everyone has access to the latest version of the document.

Outcome of the Course

Enhanced Collaboration and Real-time Editing:

Google Docs facilitates seamless collaboration among office team members. Multiple users can edit a document simultaneously, allowing for real-time updates and contributions. This feature promotes teamwork, accelerates document creation, and ensures that everyone has access to the latest version of the document.

2. Improved Accessibility and Anytime, Anywhere Access:

With Google Docs being a cloud-based platform, users can access their documents from any device with an internet connection. This accessibility ensures that employees can work on documents anytime, anywhere, promoting flexibility in work arrangements and enabling remote collaboration.

3. Version Control and Revision History:

Google Docs automatically tracks changes made to a document, providing a detailed revision history. This feature allows users to review, revert to, or compare previous

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Add-on Course Details

versions of the document, ensuring accountability, transparency, and the ability to track the evolution of ideas and content over time

4. Seamless Integration with Other Google Workspace Apps:

Google Docs seamlessly integrates with other Google Workspace applications such as Google Sheets and Google Slides. This integration streamlines workflows, allowing for easy sharing of data and content between different types of documents. Users can embed charts, tables, and presentations directly into their Google Docs, enhancing the overall document's richness and functionality

5. Seamless Integration with Other Google Workspace Apps:

Google Docs seamlessly integrates with other Google Workspace applications such as Google Sheets and Google Slides. This integration streamlines workflows, allowing for easy sharing of data and content between different types of documents. Users can embed charts, tables, and presentations directly into their Google Docs, enhancing the overall document's richness and functionality



K.R.E. Society's

R.V BIDAP LAW COLLEGE BIDAR

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MANAHLLI ROAD, BIDAR - 585 403. (KARNATAKA STATE) INDIA

CERTIFICATE

This is to certify that

Mr./Miss./Mrs	K BHOOMAIAH	Harris Andrews Andrews Property
of LLB	year has successfull	y completed add on course on
Google Docs	Office Use	offered during 2020-21
from 10.02.2020 to	o <u>26.03.20</u> 20.	





K.R.E. Society's

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MANAHLLI ROAD, BIDAR - 585 403. (KARNATAKA STATE) INDIA

CERTIFICATE

This is to certify that

Mr./Miss./Mrs	PAVAN KUMAR	s/o	SANGAPPA	PATIL
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MANAHLLI ROAD, BIDAR - 585 403. (KARNATAKA STATE) INDIA

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