

**KRE Society's**  
**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

**KRE Society's**  
**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**

**(2020-2021)**

**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



**KRE Society's**  
**R. V. Bidap Law College, Bidar**

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

---

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

**KRE Society's**  
**R. V. Bidap Law College, Bidar**

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

---

Add-on Course Details

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



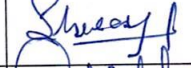

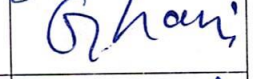
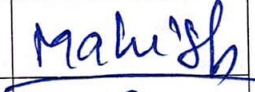
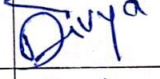
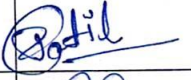

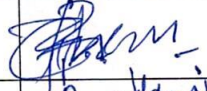
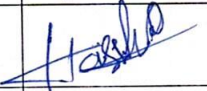


**REFERENCES**

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



**KRE Society's**  
**R.V.Bidap Law College Bidar**  
(Approved by BCI Delhi & Permanently Affiliated to Karnataka  
State Law University, Hubballi)

**Add – on Course on Google Dox**  
**(2020-21) 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Year**

Reg.No.	Name of the Student		Signature
1	SALMAN ALI	MAHAMMED ALI	
2	MD AHMED HUSSAIN	ALEEM ANGUM	
3	PAVAN KUMAR	SANGAPPA PATIL	
4	SHIVA	SIDRAMAYYA	
5	MD KASHIFUDDIN RIWAN	MD MOINUDDIN	
6	RAMESHWARI	JAGANNATH	
7	MOHD ABDUL GHANI	MOHD ABDUL GAFFAR ALI	
8	MAHESH	EKNATH	
9	DIVYA	SHIVARAJ	
10	SAI PREETAM PATIL	P. SHANKER	
11	MAHENDRA BIRADAR	BABOORAO BIRADAR	
12	K.BHOOMAI AH	K.SHANKARAI AH	
13	PATIL LAXMI	DEEPAK PATIL	
14	RASHMI	ANANT DESHPANDE	
15	HARSH VARDHAN	BISHNUMOHAN PANDE	
16	ANURAG	ANIKUMAR SHARMA	
17	RAMESH	GAIBANNA	

18	RAVINDRA BIRADAR	BABURAO BIRADAR	<i>Pavi</i>
19	KRISHNA	RAJSHEKHAR	<i>Khanu</i>
20	RAJKUMAR	BABURAO	<i>Pavi</i>
21	PADMAVATI	BABURAO	<i>Pavi</i>
22	SATISH KUMAR	SHIVRAMJI	<i>Pavi</i>



























**KRE Society's**  
**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)

**Mark List**

<b>Reg No.</b>	<b>Name of the Student</b>	<b>Marks Obtained</b>	<b>Result (P:Pass, F:Fail)</b>
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




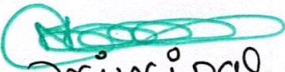
KRE Society's  
**R. V. Bidap Law College, Bidar**

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

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-ordinator

  
Principal  
PRINCIPAL  
R.V. Bidap Law College  
BIDAR-585 401



**KRE Society's**  
**R. V. Bidap Law College, Bidar**

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

Add-on Course Details

**Report and Outcomes**

**Name of the Course:** Google Docs office use

**Number of Student Enrolled:** 22

**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**

1. 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



**KRE Society's**  
**R. V. Bidap Law College, Bidar**

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

---

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

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

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

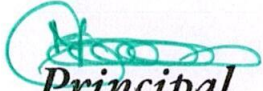
## CERTIFICATE

*This is to certify that*

Mr./ Miss./ Mrs. K BHOOMAIHAH

of LLB I<sup>st</sup> year has successfully completed add on course on  
Google Docs Office Use offered during 2020-21

from 10.02.2020 to 26.03.2020.

  
Principal  
PRINCIPAL  
R.V. Bidap Law College  
BIDAR-585 401





K.R.E. Society's

# R.V BIDAP LAW COLLEGE BIDAR

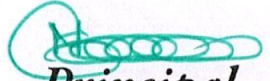
(Approved by BCI Delhi & Permanently affiliated to Karnataka State Law University, Hubballi)

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

## CERTIFICATE

*This is to certify that*

*Mr./ Miss./ Mrs.* PAVAN KUMAR S/O SANGAPPA PATIL  
*of LLB* II<sup>nd</sup> *year has successfully completed add on course on*  
Google Docs Office Use *offered during 2020-21*  
*from* 10.02.2020 *to* 26.03.2020.

  
**Principal**  
PRINCIPAL  
R.V. Bidap Law College  
BIDAR-585 403





K.R.E. Society's

# R.V BIDAP LAW COLLEGE BIDAR

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

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

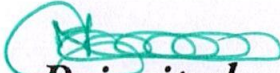
## CERTIFICATE

*This is to certify that*

*Mr./ Miss./ Mrs.* PADMAVATI D/O BABU RAO.

*of LLB* III<sup>rd</sup> *year has successfully completed add on course on*  
Google Docs office Use *offered during 2020-21*

*from* 10.02.2020 *to* 26.03.2020.

  
**Principal**  
PRINCIPAL  
R.V. Bidap Law College,  
BIDAR-585 403