

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 Word Processing Tool

(2022-23).

Preamble:

In recognition of the transformative power of education, this preamble underscores the commitment to fostering knowledge, critical thinking, and personal growth. Grounded in the pursuit of intellectual excellence, it envisions an educational journey that empowers individuals to contribute meaningfully to society, promoting a world enriched by diversity, understanding, and informed perspectives.

Objectives:

- Proficient Document Creation
- Effective Document Formatting and Design
- Efficient Collaboration and Automation

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

Add-on Course on Word Processing Tool

(2022-23)

Syllabus

Module 1: Introduction to Word Processing

Module 2: Document Formatting and Styles

Module 3: Headers, Footers, and Page Layout

Module 4: Tables and Graphical Elements

Module 5: Advanced Text Editing and Collaboration

Module 6: Document Templates and Automation

Module 7: Document Security and Accessibility

Module 8: Advanced Features and Tips


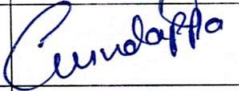
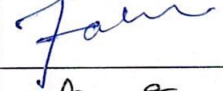
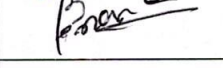
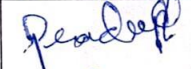
Module 9: Project and Presentation





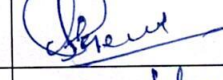


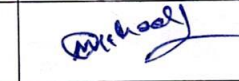
REFERENCES

- "Microsoft Word 2019 Step by Step" by Joan Lambert and Curtis Frye
- "Word 2019 For Dummies" by Dan Gookin

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 World Processing Tool
(2022-23) 1st, 2nd, 3rd, Year

Reg.No.	Name of the Student		Signature
1	RUPALI GHANTE	PRADEEP	
2	MANU KUMAR	SHASHINATH SHAH	
3	H MILIND	DASHRATH RAO	
4	VEERSHETTY	SHIVPUTRA	
5	Y RAJANI PRIYA	Y NAGISHETTY	
6	PREMKUMAR	CHANDRASHEK HAR	
7	TIPPANNA	LAXMAN	
8	MD MEHRAJ ASKARI	MD MINHAJ ASKARI	
9	G KAVERI	SANGSHETTY	
10	GUNDAPPA	SHESHANNA	
11	GANGAMMA	KRISHNAPPA	
12	FARANAAJ	MD GOUSE	
13	BALAJI P M	PRAKASH	
14	MD KHAJA AWEZUDDIN	MD JAFAR SAHAB	
15	DEEPAK KUMAR	CHANDRADEO PRASAD	
16	PRADEEP	MALLIKARJUN	
17	PARMESHWAR	REVANAYYA SWAMY	

18	SANJAYKUMAR SHEORAIN	MUKHTYAR SINGH	
19	MD NADEEM	ABDUL QAYYUM	
20	DAYANAND	KASHINATH	
21	MUZIBUR RAHMAN	MAMUDDIN	
22	RAJSHEKHAR	KASHINATH	
23	KOTAGIRI VEERSHETTY	K BASAPPA	
24	ANURAG	ANILKUMAR	
25	PRADNYAPRADEEP	VAIJINATH RAO	
26	SHUBHAM	SHIVKUMAR	
27	N S SANKETH	DILIPKUMAR	
28	DEEPIKA	NARSINGRAO	
29	MAHESH KHAADKE	JEEVAN	

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 World Processing Tool
(2022-23) 1st, 2nd, 3rd, Year
Attendance Sheet

Reg.No.	Name of the Student	1/7/23	2/7/23	3/7/23	4/7/23	5/7/23	6/7/23	7/7/23	8/7/23	9/7/23	10/7/23
1	RUPALI GHANTE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2	MANU KUMAR	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	H MILIND	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	VEERSHETTY	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	AB	AB	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5	Y RAJANI PRIYA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	PREMKUMAR	P	P	P	P	P	P	P	P	P	P
7	TIPPANNA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	MD MEHRAJ ASKARI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9	G KAVERI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
10	GUNDAPPA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	GANGAMMA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
12	FARANAAJ	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
13	BALAJI P M	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
14	MD KHAJA AWEZUDDIN	AB	AB	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
15	DEEPAK KUMAR	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
16	PRADEEP	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
17	PARMESHWAR	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	AB	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	AB

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 World Processing Tool
(2022-23) 1st, 2nd, 3rd, Year
Attendance Sheet

Reg.No.	Name of the Student	12/7/23	13/7/23	14/7/23	15/7/23	16/7/23	17/7/23	18/7/23	19/7/23	20/7/23	21/7/23
1	RUPALI GHANTE	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
2	MANU KUMAR	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
3	H MILIND	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
4	VEERSHETTY	Present	Present	Present	AB	AB	Present	Present	Present	Present	Present
5	Y RAJANI PRIYA	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
6	PREMKUMAR	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
7	TIPPANNA	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
8	MD MEHRAJ ASKARI	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
9	G KAVERI	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
10	GUNDAPPA	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
11	GANGAMMA	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
12	FARANA AJ	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
13	BALAJI P M	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
14	MD KHAJA AWEZUDDIN	AB	AB	Not Present	Not Present	Not Present	Not Present	Not Present	Not Present	Not Present	Not Present
15	DEEPAK KUMAR	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
16	PRADEEP	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
17	PARMESHWAR	Present	Present	Present	Present	Present	AB	Present	Present	Present	AB

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 World Processing Tool
(2022-23) 1st, 2nd, 3rd, Year
Attendance Sheet

Reg.No.	Name of the Student	22/7/23	25/7/23	24/7/23	25/7/23	26/7/23	27/7/23	28/7/23	29/7/23	30/7/23	1/8/23
1	RUPALI GHANTE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2	MANU KUMAR	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	H MILIND	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	VEERSHETTY	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	AB	AB	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5	Y RAJANI PRIYA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	PREMKUMAR	R	R	R	R	R	R	R	R	R	R
7	TIPPANNA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	MD MEHRAJ ASKARI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9	G KAVERI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
10	GUNDAPPA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	GANGAMMA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
12	FARANAAJ	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
13	BALAJI P M	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
14	MD KHAJA AWEZUDDIN	AB	AB	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
15	DEEPAK KUMAR	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
16	PRADEEP	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
17	PARMESHWAR	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	AB	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	AB

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 World Processing Tool

(2022-23)

Mark List

Reg No.	Name of the Student	Marks Obtained	Result (P:Pass, F:Fail)
1	Rupali Ghante	30	Pass
2	Manu Kumar	32	Pass
3	H Milind	30	Pass
4	Veershetty	34	Pass
5	Y Rajani Priya	32	Pass
6	Premkumar	32	Pass
7	Tippanna	32	Pass
8	Md Mehraj Askari	30	Pass
9	G Kaveri	34	Pass
10	Gundappa	32	Pass
11	Gangamma	34	Pass
12	Faranaaj	30	Pass
13	Balaji P M	36	Pass
14	Md Khaja Awezuddin	34	Fail
15	Deepak Kumar	30	Pass
16	Pradeep	32	Pass

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

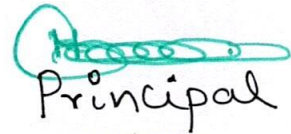
(Approved by BCI New Delhi & Permanently Affiliated to Karnataka State Law University, Hubballi)

Add-on Course Details

17	Parmeshwar	30	Pass
18	Sanjaykumar Sheorain	30	Pass
19	Md Nadeem	32	Pass
20	Dayanand	34	Pass
21	Muzibur Rahman	30	Pass
22	Rajshekhhar	30	Pass
23	Kotagiri Veershetty	34	Pass
24	Anurag	32	Pass
25	Pradnyapradeep	32	Pass
26	Shubham	34	Pass
27	N S Sanketh	32	Pass
28	Deepika	32	Pass
29	Mahesh Khaadke	32	Pass



Course Co-ordinator



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: word processing Tool

Number of Student Enrolled: 29

BOS Meeting Date: 30.6.2023

Start Date of the Course: 1.7.2023

End Date of the Course: 1.8.2023

R V Bidap Law College conducted a course on Advanced Document Editing and Collaboration Participants develop advanced editing skills, including track changes, comments, and version control, enabling effective collaboration on documents within professional settings Effective Document Formatting and Design Graduates will be adept at employing formatting tools to enhance document layout.

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

Outcome of the Course

1. **Proficient Document Creation** Successful completion of the Word Processing Tools course ensures participants can proficiently create a variety of documents, ranging from basic letters and memos to complex reports and proposals.
2. **Effective Document Formatting and Design** Graduates will be adept at employing formatting tools to enhance document layout, incorporating styles, headers, footers, and graphical elements.
3. **Advanced Document Editing and Collaboration** Participants develop advanced editing skills, including track changes, comments, and version control, enabling effective collaboration on documents within professional settings.
4. **Automation and Efficiency in Document Handling** The course focuses on utilizing automation features, such as templates, macros, and mail merge, empowering individuals to streamline repetitive tasks and enhance overall efficiency in document creation and management.
5. **Document Security and Accessibility** Participants gain knowledge on securing documents through encryption, password protection, and digital signatures, while also understanding best practices for ensuring document accessibility, catering to diverse user needs.



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. GANGAMMA D/O KRISHNAPPA

of LLB IInd *year has successfully completed add on course on*
Word Processing Tool *offered during 2022-23*

from 01.07.2023 *to* 01.08.2023 .


Principal

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



K.R.E. Society's

R.V BIDAP LAW COLLEGE BIDAR

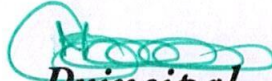
(Approved by BCI Delhi & Permanently affiliated to Karnataka State Law University, Hubballi)

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

CERTIFICATE

This is to certify that

Mr./ Miss./ Mrs. VEER SHETTY S/O. SHIVPUTRA
of LLB IIIrd *year has successfully completed add on course on*
Word Processing Tool *offered during 2022-23*
from 01.07.2023 *to* 01.08.2023.


Principal
PRINCIPAL
R.V. Bidap Law Collg.
BIDAR-585 403