



INTERNET AND MS EXCEL

Name of Course: INTERNET AND MS EXCEL

Duration: 30 Hrs.

Offered by: Ramakrishna Sarada Mission Vivekananda Vidyabhavan and Sri Sarada Math Rasik Bhita

Eligibility: 10 + 2 Passed and RKSMVV Students

Course Fee: Nil

Course Overview:

The “Internet & MS Excel” course is designed to equip participants with essential skills and knowledge related to effectively utilizing the internet and Microsoft Excel for various personal and professional tasks. The course will cover fundamental concepts of internet usage, web browsing, online research, email communication, and data management and analysis using MS Excel. Participants will learn how to navigate the internet safely and efficiently, harnessing its vast resources for research, communication, and productivity. Participants will gain proficiency in creating spreadsheets, performing calculations, formatting data, creating charts, and utilizing advanced features such as formulas and functions. Through a combination of lectures, hands-on exercises, and practical assignments, participants will develop practical skills and strategies to leverage the internet and MS Excel effectively in their personal and professional endeavours.

Course Objectives:

- To introduce and make the students familiar with the internet.
- To make the students learn to demarcate the authentic sites and the fake ones.
- To provide a knowledge about how the online systems work.
- To develop the knowledge of editing worksheets using advanced enhancements and worksheet features.
- To apply the usage of 3D referencing to merge data from multiple worksheets, import and export data from the Internet, merge the data in Excel worksheets and publish Excel worksheets on the web.

Syllabus in Modules:

Internet & MS Excel		
Module	Content	Duration(Hrs.)
1	<p>Internet & Other Useful Features</p> <ul style="list-style-type: none">• Picture Download, Brief Discussion On Song, Movie, Software Etc.• Download, Download Risk, Antivirus• Print Screen/ Screenshot Using Snipping Tool• Zip &Rar, Size Limit of A Mail Attachment, Mail Using Google Drive• Pdf Creation (Online & Offline) And Transfer	8

	<ul style="list-style-type: none"> • File Transfer • Resizing Photo (Using Paint And Online Software) • Using Cd & Pen Drive (Copy, Format, Eject), Storage Capacity, Leftover Space • Google Meet, Calendar, Meeting Set • Typing In Bengali 	
2	<p>Ms-Excel</p> <ul style="list-style-type: none"> • Formatting • Formula And Functions (Sum, Average, Max, Min, Product, If) • Sort • Filter • Chart • Conditional Formatting • Data Validation • Subtotal • Hlookup, Vlookup 	21
Assessment and Project		1
Total duration		30

Resource Person:

Gita Sharma, Faculty, Computer, Sri Sarada Math Rasik Bhita

Learning Outcomes:

After the completion of the course the students will be able:

- To demonstrate the basic concepts of an Excel spreadsheet.
- To apply the knowledge of how to use the functions and formulas on an excel spreadsheet.
- To apply the know-how of organizing and displaying large amounts of data.
- To become familiar with the various search engines on the net.
- To apply knowledge of the digital world, its functions and the process to surf the net in a safe manner.
- To develop the idea of usage of net in various disciplines, analysing generalised concept of F -learning, Mobile-learning, distance learning, On-line learning etc.

Assessment Procedure:

Three Formative Assessments' scores are provided as percentages. The Total Grade is determined based on the overall performance across all assessments. The Continuous Assessment column provides a general evaluation of the students' participation, engagement and adherence to deadlines throughout the course.

Grading criteria along with the corresponding percentage ranges:

A: 90%-100%

B: 80%-89%

C: 70%-79%

D: 60% - 69%

F : Below 60%