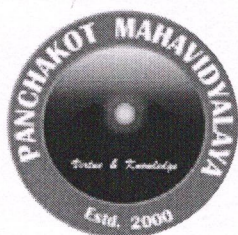


**PANCHAKOT MAHAVIDYALAYA**  
**SARBARI, NETURIA, PURULIA**  
Affiliated to Sidho Kanho Birsha University, Purulia



# Department of Physics

**Add-on/ Certificate Course**  
**Certificate Course on LibreOffice**  
**Session: 2021-2022**



# Brochure



## Panchakot Mahavidyalaya

SARBARI, NETURIA, PURULIA, WEST BENGAL

### Certificate Course on LibreOffice

**Add On Course, Dept. of Physics**

Duration: 32 hrs.

For detailed schedule log-on to: [www.panchakotmv.ac.in](http://www.panchakotmv.ac.in)

**Course Coordinator: Dr. Jayanta Das, HOD, Dept. of Physics**

**Course Content:** What is LibreOffice? Advantages, Minimum requirements, Get the software, Installation, Extensions and add ons, Starting LibreOffice, Parts of the main window, New documents, Opening existing documents, Saving documents, Navigator, Undoing and redoing changes, Reloading a document, Using document properties, Closing a document, Closing LibreOffice (4 hrs.)

**Writer:** What is Writer?, The Writer interface, Changing document views, Working with documents, Working with text, Formatting text, Formatting pages, Adding comments to a document, Using built in language tools, Creating a table of contents, Creating indexes and bibliographies, Using footnotes and endnotes, Working with images (graphics), Working with tables of data, Printing and exporting to PDF or EPUB (8 hrs.)

**Calc:** What is Calc? Compatibility with other spreadsheet applications, Spreadsheets, sheets, and cells, Calc main window, Opening a CSV file, Saving spreadsheets, Navigating within spreadsheets, Selecting items in a spreadsheet, Working with columns and rows, Working with sheets, Viewing a spreadsheet, Entering data using the keyboard, Speeding up data entry, Sharing content between sheets, Validating cell contents, Editing data, Formatting data, Auto formatting of cells, Using themes, Using conditional formatting, Hiding and showing data, Filtering data, Cell protection, Sorting records, Cell comments, Using formulas and functions, Analyzing data, Pivot tables and pivot charts, Printing. (8 hrs.)

**NO  
FEES**

**Impress:** What is Impress? Starting Impress, Main Impress window, Workspace views, Creating presentations, Adding and formatting text, Inserting images, tables, charts, or media, Working with master slides, Adding comments, Printing handouts, Creating photo album, Slide shows. (8 hrs.)

**Draw:** What is Draw? Draw main window, Drawing basic shapes, Glue points and connectors, Geometric shapes, Using text, Selecting objects, Positioning and adjusting objects, Combining multiple objects, Inserting and exporting images, Working with 3D objects, Working with layers, Choosing colors, Inserting comments. (4 hrs.)

**Course Objective:** Familiarize students with the various features and aspects of LibreOffice. Make the students aware of the free and open source software.

**Course Outcome:** This add-on course will help students/participants to develop their hands on experience on LibreOffice Writer, Calculator, Impress and Draw.

**Who can participate?**

Students with basic knowledge in computer.

Certificates are to be provided to the participants after successful completion of this course.



To  
The Principal  
Panchakot Mahavidyalaya  
Sarbari, Neturia, Purulia

Applicant: Dr. Jayanta Das, Department of Physics

Subject: Proposal for 'Certificate Course on LibreOffice' for the session 2021-2022

Respected Sir,

The department of physics is willing to offer an add-on course to the college students entitled 'Certificate Course on LibreOffice' in the session 2021-2022. This add-on course will help students/participants to develop their hands on experience on LibreOffice Writer, Calculator, Impress and Draw which may enhance their employability in future.

I request you to kindly sanction the mentioned add-on course.

Date: 22/03/2022

Place: PKMV  
Yours sincerely,



HOD, Physics

Enclosure: (1) Proposal  
(2) Curriculum of the course



# **PANCHAKOT MAHAVIDYALAYA**

## **SARBARI, NETURIA, PURULIA**

Affiliated to Sidho Kanho Birsha University, Purulia

### **Proposal for conducting Short Term Certificate Courses**

Session: (2021-2022)

#### **1. Details of the applicant department:**

- I. Name of the college: Panchakot Mahavidyalaya,
- II. Address of the college: Sarbari, PO: Neturia, District: Purulia, Pin: 723121
- III. Name of the applicant department: Physics

#### **2. Details of the course proposed:**

- I. Name of the course: Certificate Course on LibreOffice
- II. Target participants: Undergraduate students from any stream
- III. Duration of the course: 32 hrs.
- IV. Medium of instruction: English

#### **3. Details of the faculty:**

- I. Whether the college provides degree related to the proposed course: No
- II. Whether the course is prepared by experts from related field: yes (by departmental faculty)
- III. Information of course coordinator:

Name	Department	Qualification
Dr. Jayanta Das	Physics	Ph.D. in Physics

#### **IV. Details of faculty members to be appointed for this course:**

Sr. No.	Name	Department	Qualification
1	Dr. Jayanta Das	Physics	Ph.D. in Physics
2	Chandrajit Prasad Singha	Physics	M.Sc. in Physics

#### **4. Details of the infrastructure needed/available for this course:**

- I. Classroom: Available
- II. Books: Available in central library
- III. Computer facility: Computer lab and departmental computer facility



Signature of Course coordinator



# PANCHAKOT MAHAVIDYALAYA

## SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

### Department of Physics

Certificate Course on LibreOffice

#### Syllabus (2021-2022)

**Duration: 32hrs**

**Module I:** What is LibreOffice? Advantages, Minimum requirements, Get the software, Installation, Extensions and add ons, Starting LibreOffice, Parts of the main window, New documents, Opening existing documents, Saving documents, Navigator, Undoing and redoing changes, Reloading a document, Using document properties, Closing a document, Closing LibreOffice (4 hrs.)

**Module II:** Writer: What is Writer?, The Writer interface, Changing document views, Working with documents, Working with text, Formatting text, Formatting pages, Adding comments to a document, Using built in language tools, Creating a table of contents, Creating indexes and bibliographies, Using footnotes and endnotes, Working with images (graphics), Working with tables of data, Printing and exporting to PDF or EPUB. (8 hrs.)

**Module III:** Calc: What is Calc? Compatibility with other spreadsheet applications, Spreadsheets, sheets, and cells, Calc main window, Opening a CSV file, Saving spreadsheets, Navigating within spreadsheets, Selecting items in a spreadsheet, Working with columns and rows, Working with sheets, Viewing a spreadsheet, Entering data using the keyboard, Speeding up data entry, Sharing content between sheets, Validating cell contents, Editing data, Formatting data, Auto Formatting of cells, Using themes, Using conditional formatting, Hiding and showing data, Filtering data, Cell protection, Sorting records, Cell comments, Using formulas and functions, Analyzing data, Pivot tables and pivot charts, Printing. (8 hrs.)

**Module IV:** Impress: What is Impress? Starting Impress, Main Impress window, Workspace views, Creating presentations, Adding and formatting text, Inserting images, tables, charts, or media, Working with master slides, Adding comments, Printing handouts, Creating photo album, Slide shows. (8 hrs.)

**Module V:** Draw: What is Draw? Draw main window, Drawing basic shapes, Glue points and connectors, Geometric shapes, Using text, Selecting objects, Positioning and adjusting objects, Combining multiple objects, Inserting and exporting images, Working with 3D objects, Working with layers, Choosing colors, Inserting comments. (4 hrs.)

**Assessment:** Written Test and/or Viva-Voce



Signature  
Course Coordinator



# PANCHAKOT MAHAVIDYALAYA

## SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

### Department of Physics

#### Certificate Course on LibreOffice

Session: (2021-2022)

**Course coordinator:** Dr. Jayanta Das, HOD, Physics

#### Details of the Course

**Course Objective:** Familiarize students with the various features and aspects of LibreOffice. Make the students aware of the free and open source software.

#### Schedule

Day	Hours	Timing/Duration	Resource Person	Venue	Topic
1	02	4:00-6:00 PM	Dr. Jayanta Das (JD)	Dept of Physics	Module I
2	02	4:00-6:00 PM	Chandrajit Prasad Singha (CPS)	Dept of Physics	Module I
3	02	4:00-6:00 PM	JD	Dept of Physics	Module II
4	02	4:00-6:00 PM	CPS	Dept of Physics	Module II
5	02	4:00-6:00 PM	JD	Dept of Physics	Module II
6	02	4:00-6:00 PM	CPS	Dept of Physics	Module II
7	02	4:00-6:00 PM	JD	Dept of Physics	Module III
8	02	4:00-6:00 PM	CPS	Dept of Physics	Module III
9	02	4:00-6:00 PM	JD	Dept of Physics	Module III
10	02	4:00-6:00 PM	CPS	Dept	Module III



				ofPhysics	
11	02	4:00-6:00 PM	JD	Dept ofPhysics	Module IV
12	02	4:00-6:00 PM	CPS	Dept ofPhysics	Module IV
13	02	4:00-6:00 PM	JD	Dept ofPhysics	Module IV
14	02	4:00-6:00 PM	CPS	Dept ofPhysics	Module IV
15	02	4:00-6:00 PM	JD	Dept ofPhysics	Module V
16	02	4:00-6:00 PM	CPS	Dept ofPhysics	Module V

**Expected Outcome:** This add-on course will help students/participants to develop their hands on experience on LibreOffice Writer, Calculator, Impress and Draw. This course will boost their confidence to utilize open source software. The enhanced efficiency of their software skills will increase their employability.



Signature  
Course Coordinator



# PANCHAKOT MAHAVIDYALAYA

## SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

Department of Physics

### Certificate Course on LibreOffice

Session: (2021-2022)

Ref No:


Date: 28/03/2022

### Notice


This is to notify that the Department of Physics, Panchakot Mahavidyalaya is going to conduct an Add On/Certificate courses under the title as stated above. The course will be conducted from 5/4/2022 to 29/4/2022 in offline mode.

Interested students are requested to contact the concerned teacher(s) of the department of physics/course coordinator for further course details (such as course duration, schedule, module etc.) as well as enrollment in the course.

The information brochure is also available on the college website.

  
HOD, Department of

Physics Principal,

  
Principal  
PANCHAKOT MAHAVIDYALAYA  
Sarbari, Neturia, Purulia  
Panchakot Mahavidyalaya

Sarbari, Neturia, Purulia



# PANCHAKOT MAHAVIDYALAYA

## SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

Department of ..... *Physics* .....

Certificate Course Name ..... *Libre Office* .....

Session: (20*21*..-20*22*...)

### List of Enrolled Students

Sr. No.	Students Name	Roll Number	Semester	Student Signature
1	MONISHA TUDU	210000807	Sem 2	Monisha Tudu
2	KHAMA GLOPE	210000495	!!	Khama Glope
3	PIJUSH CHAKRABORTY	210000577	2	Pijush Chakraborty
4	APARNA GHORAI	210000464	Sem 2	Aparna Ghorai
5	PUJA BOURI	210001701	Sem 2	Puja Bouri
6	SUJATA BAURI	210001044	2	Sujata Bauri

*Sky*  
Principal  
PANCHAKOT MAHAVIDYALAYA  
Sarbari • Neturia • Purulia

*Jinas*  
Signature  
Course Coordinator



**PANCHAKOT MAHAVIDYALAYA**  
**SARBARI, NETURIA, PURULIA**  
 Affiliated to SidhoKanho Birsha University, Purulia

Department of *Physics*

Certificate Course : *Certificate Course on Libre Office*  
 Session: (20.21.....-20.22.....)

**Attendance Sheet**

Sr. No.	Name of Student	Day and Month															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	MONISHA TUDU	P	P	P	P	P	P	.	P	P	P	P	P	P	P	P	P
2	KHAMA GOPE	P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P
3	PIJUSH CHAKRABORTY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	APARNA GORAI	P	P	P	P	P	P	P	.	P	P	P	P	P	P	P	P
5	PUJA BOURI	P	P	P	P	P	P	P	P	P	P	P	P	.	P	P	P
6	SUJATA BAURI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

*Principal*  
**PANCHAKOT MAHAVIDYALAYA**  
 Sarbari, Neturia, Pur. K.

*Course Coordinator*



# PANCHAKOT MAHAVIDYALAYA

## SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

Department of .....Physics.....

Certificate Course:

.....Certificate Course on LibreOffice.....

Session: (20.21....-20.22.)

### Result

Full Marks:

Sr. No.	Name of Student	Marks Obtained
1	MONISHA TUDU	A
2	KHAMA GOPE	A
3	PIJUSH CHAKRA BORTY	A
4	APARNA GORAI	B
5	PUJA BOURI	A
6	SUJATA BAURI	A



Principal

PANCHAKOT MAHAVIDYALAYA  
Sarbari • Neturia • Purulia



Signature

Course Coordinator





Affiliated to Sidho Kanho Birsha University, Purulia  
**PANCHAKOT MAHAVIDYALAYA**  
**SARBARI, NETURIA, PURULIA**  
Add On/ Certificate Course

Organized by: Department of Physics

**CERTIFICATE OF COMPLETION**

Session: (20 21 - 20 22)

This is to certify that Mr./Ms MONISHA TUDU  
of History (Hons.) Department has successfully completed Add

On/Certificate course entitled:

Certificate Course on Libre Office  
for session 2021 - 2022

[Signature]

Course Coordinator

[Signature]

HOD (Organizing Dept)

[Signature]

Principal

Principal

**PANCHAKOT MAHAVIDYALAYA**  
Sarbari • Neturia • Purulia