SRI GVG VISALAKSHI COLLEGE FOR WOMEN
(Autonomous)
Affiliated to Bharathiar University

Re -Accredited at $\mathcal{A}^+$ Grade by NAAC (4th Cycle)

An ISO 9001:2015 Certified Institution
Udumalpet - 642 128

Department of Information Technology
Bridge Course Report on Student Induction Programme
(20.9.2021 to 28.9.2021)

Department of Information Technology

Bridge Course Report On Student Induction Programme.
(20.9.2021 to 28.9.2021)

Our College conducted Student Induction Programme through online mode for all First year UG Students from 20th to 28th September 2021. In this Induction Programme various sessions were conducted. Department of Information Technology conducted online Bridge Course in the title "Basics of a Computer" for the Computer Science and non-Computer Science students from 20th to 28th September 2021, at 11.30 am to 12.30 pm and 1.30 pm to 2.30 pm. The purpose of these sessions is to bridge the gap between the computer science and non Computer science students. The students were attended the sessions and acquired basic knowledge about the computer. In the session Students learnt about the Fundamentals of Hardware and Software, operating system, How to work with MS-Office, Uses of Networks with its Topologies.
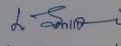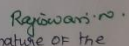
Platform: Google Meet

Schedule

Day & Date
20.09.2021 (Monday)
21.09.2021 (Tuesday)
22.09.2021 (Wednesday)
23.09.2021 (Thursday)
25.09.2021 (Saturday)
27.09.2021 (Monday)
28.09.2021 (Tuesday)

Handling Staff:

G. Neelaveni
Assistant Professor,
Department of Information Technology

Signature of the HOD

Rajeswari.no.
Signature of the Principal

Head of the Department
Department of Information Technology
Sri G.V.G. Visalakshi College for Women,
(Autonomous)
Udamalpet - 642 128.

Topics Covered On Bridge Course

Fundamentals of H/W and S/W

What is Computer? – Definition of Computer – What is Hardware and Software – Hardware components with its uses – Software components with its uses – Purpose of H/W and S/W – Advantages and Disadvantages of Hardware and Software devices.

Operating System

Introduction of OS – Basic functions of OS – Types of OS – Advantages and Disadvantages of OS - Role as resource manager - Operating system strategies - Factors in operating system design - Views of an operating system.

Fundamentals of Networks

Introduction of Networks - Definition of Networks – Types of Network Devices – Advantages and Disadvantages of Network Devices – Types of Networks – LAN – MAN – WAN – SAN – PAN – CAN – Topologies of Networks – Uses of Network Topology – Merits and Demerits of Network Topology.

Introduction to MS Office

Microsoft Office (or simply **Office**) is a family of server software, and services developed by Microsoft. It was first announced by Bill Gates on August 1, 1988, in Las Vegas. The first version of Office contained Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

Microsoft Office is a suite of desktop productivity applications that is designed specifically to be used for office or business use. It is a proprietary product of Microsoft Corporation and was first released in 1990. Microsoft Office is available in 35 different languages and is supported by Windows, Mac and most Linux variants. It mainly consists of Word, Excel, PowerPoint, Access, OneNote, Outlook and Publisher applications.

Microsoft Office was primarily created to automate the manual office work with a collection of purpose-built applications.

Each of the applications in Microsoft Office serves as specific knowledge or office domain such as:

1. Microsoft Word: Helps users in creating text documents.
2. Microsoft Excel: Creates simple to complex data/numerical spreadsheets.
3. Microsoft PowerPoint: Stand-alone application for creating professional multimedia presentations.
4. Microsoft Access: Database management application.
5. Microsoft Publisher: Introductory application for creating and publishing marketing materials.

Besides desktop applications, Microsoft Office is available to use online or

from cloud under a lighter (Office Web Apps) and full (Office 365) version. As of 2016, Microsoft Office 2016 is the latest version, available in 4 different variants including Office Home Student 2016, Office Home Business 2016 and Office Professional 2 and the online/cloud Office 365 Home Premium.

Important Features of Microsoft -Word

- Ms-Word not only supports word processing features but also DTP features. Some of the important features of Ms-Word are listed below:
- Using word you can create the document and edit them later, as and when required, by adding more text, modifying the existing text, deleting/moving some part of it.
- Changing the size of the margins can reformat complete document or part of text.
- Font size and type of fonts can also be changed. Page numbers and Header and Footer can be included.
- Spelling can be checked and correction can be made automatically in the entire document. Word count and other statistics can be generated.
- Text can be formatted in columnar style as we see in the newspaper. Text boxes can be made.
- Tables can be made and included in the text.
- Word also allows the user to mix the graphical pictures with the text. Graphical pictures can either be created in word itself or can be imported from outside like from Clip Art Gallery.
- Word also has the facility of macros. Macros can be either attached to some function/special keys or to a tool bar or to a menu.
- It also provides online help of any option.

Introduction to Microsoft -Power Point

A PowerPoint presentation is a presentation created using Microsoft PowerPoint software. The presentation is a collection of individual slides that contain information on a topic.

- ➢ PowerPoint presentations are commonly used in business meetings and for training and educational purposes.
- ➢ Microsoft PowerPoint is a software product used to perform computer-based presentations. There are various circumstances in which a presentation is made: teaching a class, introducing a product to sell, explaining an organizational structure, etc.
- ➢ The preparation and the actual delivery of each are quite different. PowerPoint typically comes with a set of preloaded themes for you to choose from. These can range from simple color changes to complete format layouts with accompanying font text.
- ➢ Themes can be applied through the whole presentation or a single slide. Using the page setup allows you to optimize the presentation for the display size; for instance, you should use a larger screen ratio when

displaying on a projector compared to a computer screen.

Features

➢ PowerPoint software features and formatting options include a wizard that walks you through the presentation creation process.

➢ Design templates---prepackaged background designs and font styles that will be applied to all slides in a presentation.

➢ When viewing a presentation, slide progression can be manual, using the computer mouse or keyboard to progress to the next slide, or slides can be set up to progress after a specified length of time. Slide introductions and transitions can be added to the slides.

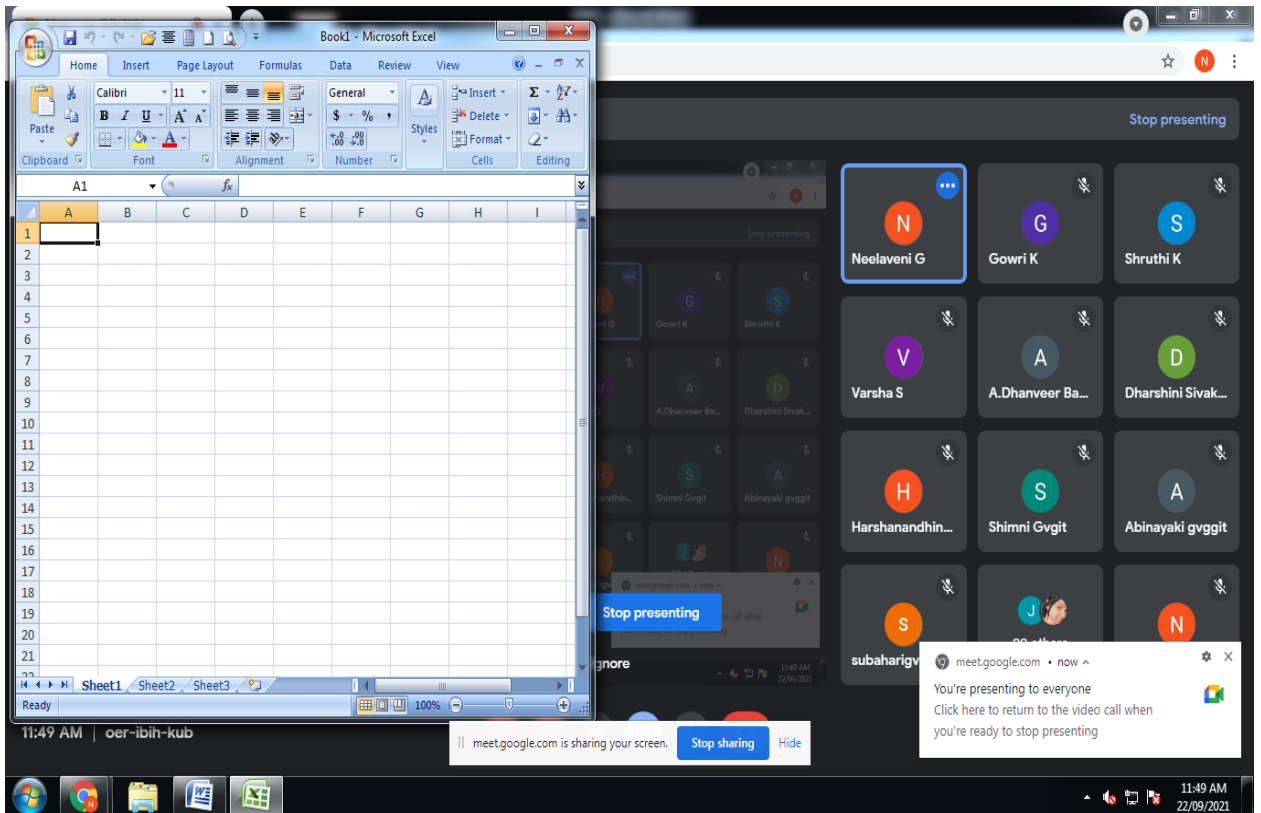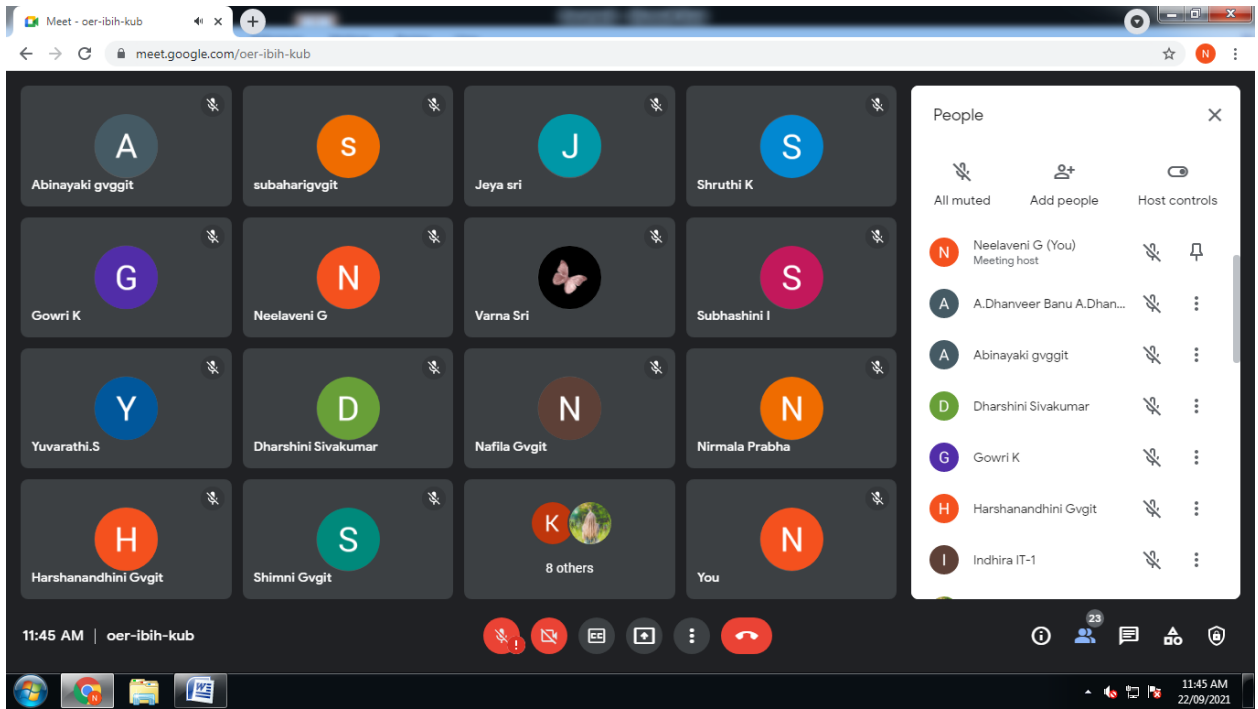## Introduction to Microsoft-Excel

Microsoft Excel is a general-purpose electronic spreadsheet used to organize, calculate, and analyze data. The task you can complete with Excel ranges from preparing a simple family budget, preparing a purchase order, or managing a complex accounting ledger for a medium size business.

Excel Features

There are a number of features that are available in Excel to make your task easier. Some of the main features are:

➢ **AutoFormat -** lets you to choose many preset table formatting options.

➢ **AutoSum -** helps you to add the contents of a cluster of adjacent cells.

➢ **List AutoFill -** automatically extends cell formatting when a new item is added

to the end of a list.

➢ **AutoShapes toolbar-** will allow you to draw a number of geometrical shapes,

arrows, flowchart elements, stars and more. With these shapes you can draw your own graphs.

➢ **Drag and Drop -** feature will help you to reposition the data and text by simply

dragging the data with the help of mouse.

➢ **Charts -** features will help you in presenting a graphical representation of your

data in the form of Pie, Bar, Line charts and more.

➢ **PivotTable -** flips and sums data in seconds and allows you to perform data analysis and generating reports like periodic financial statements, statistical reports, etc. You can also analyse complex data relationships graphically.

➢ **Shortcut Menus -** commands that are appropriate to the task that you are doing

appear by clicking the right mouse button.

Screenshot

Screenshot 1 — Excel Sheet2 (Book1 - Microsoft Excel)

Cell A1: gdfgd

S.No	Name	s1	s2	s3	
1	Abi	78	67	44	189
2	Swetha	77	56	55	188
3	Praba	66	54	66	186
4	Gayathri	55	44	76	175
5	Latha	77	35	98	210

Screenshot 2 — Excel Sheet2 with Chart Tools

S.No	Name	s1	s2	s3	Total	Avg	Max	Min	Count
1	Abi	78	67	44	189	63	78	44	3
2	Swetha	77	56	55	188	62.66667	77	55	
3	Praba	66	54	66	186				
4	Gayathri	55	44	76	175				
5	Latha	77	35	98	210				
		5	5	5					

Chart: 3-D cone chart showing s1, s2, s3 for Abi, Swetha, Praba, Gayathri, Latha (1–5). Tooltip "Vertical (Value) Axis Major Gridlines".

Academic Year 2021-2022
I UG Namelist

S.No	Admission no	Names	20/9	21/9	22/9	23/9	25/9	27/9	28/9
1	9311	AARTHI P	P	P	P	P	P	P	P
2	9211	ABINAYAKI P	P	P	P	P	P	P	P
3	9308	ASHWINI S	P	P	P	P	P	P	P
4	9205	DHANVEER BANU A	P	P	P	P	P	P	P
5	9366	DHARSHINI S	P	P	P	P	P	P	P
6	9321	GOWRI K	P	P	P	P	P	P	P
7	9210	HARSHANANDHINI T	P	P	P	P	P	P	P
8	9389	INDHIRA A	P	P	P	P	P	P	P
9	9215	JAYAKAVIYA K	P	P	P	P	P	P	P
10	9302	JEYASRI V	P	P	P	P	P	P	P
11	9231	KALIESWARI M	P	P	P	P	P	P	P
12	9202	KEERTHANA K	P	P	P	P	P	P	P
13	9222	NAFILA BANU N	P	P	P	P	P	P	P
14	9204	NIRMALAPRABHA L	P	P	P	P	P	P	P
15	9261	REVATHI B	P	P	P	P	P	P	P
16	9245	SAFA SHIMNI S	P	P	P	P	P	P	P
17	9315	SAKTHIPRIYA S	P	P	P	P	P	P	P
18	9234	SHRUTHI K	P	P	P	P	P	P	P
19	9207	SUBAHARI M	P	P	P	P	P	P	P
20	9358	SUBHASINI C	P	P	P	P	P	P	P
21	9241	SYED ALI FATHIMA S	P	P	P	P	P	P	P
22	9373	VARNASRI R	P	P	P	P	P	P	P
23	9284	VARSHA S	P	P	P	P	P	P	P
24	9221	YUVARATHI S	P	P	P	P	P	P	P