

**DEPARTMENT OF COMPUTER SCIENCE**

**I UG Bridge Course Schedule: 2023-24**

S.No	Faculty Name	Topics	Date
1	Dr.S.Shobana	<b>Understanding Word Processing:</b> Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation.	6/7/23 1:30 - 2:30(AN)
2	Mrs.B.Sasikala	<b>Understanding Word Processing:</b> Formatting of text, Table handling; Spell check, language setting and thesaurus; Printing of word document.	6/7/23 2:30 - 3:30(AN)
3	Mrs.N.Sathyapriya	<b>Knowing computer:</b> What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), Keyboard and Mouse.	6/7/23 10:00 - 11:00(FN)
4	Mrs.C.Sathyapriya	<b>Managing Database:</b> Basics of Access; creating database; Creating Table; Adding and updating fields; Inserting and Viewing Data; Report creation. Communications and collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Internet surfing.	7/7/23 1:30 - 2:30(AN)
5	Mrs.S.Aneesh Fathima	<b>Knowing computer:</b> Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Data and Information; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.	6/7/23 11:30 - 12:30(FN)
6	Mrs.A Tiripura Sundari	<b>Using Spread Sheet:</b> Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet; Usage of graphs and charts.	7/7/23 11:30 - 12:30(FN)
7	Mrs.V Mounika	<b>Making Small Presentation:</b> Basics of presentation; Creating Presentation; Preparation and Presentation of Slides; Animation Effects; Slide Show; Taking printouts of presentation / handouts.	7/7/23 10:00 - 11:00(FN)

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## Geo-tag Photos of Bridge Course 2023 -24



