1.2.1   Details of Certificate/Value added Courses

Online Short Term Skill Training Course on IIT-Bombay Spoken Tutorial

Name of Certificate Programe:: Libre Office Calc

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<u>**Syllabus IIT Bombay Certification under the Spoken Tutorial Project**</u>

Course Name: <u>Libre Office base</u>   **Credit Hours:**   30

Basic Level

1. Introduction
   - What is LibreOffice Base?
   - What can you do with Base?
   - Prerequisites for using Base
   - Relational Database basics.
   - Create a new database
   - Create a table
2. Tables and Relationships
   - Adding data to a table.
   - Define and create relationships.
3. Create a simple form
   - What is a form?
   - Create a form using the Wizard.
4. Modify a simple form
   - How to enter data in a form
   - How to Modify a form
5. Build a complex form with form controls
   - Ungroup form elements.
   - Rename labels.
   - Change fonts and sizes.
   - Change location of the form elements.
6. Add List Box form control to a form
   - How to modify a form using LibreOffice Base.
7. Add Push Button to a form
   - How to Add a Push Button to a form
8. Enter and update data in a form
   - How to enter data and update data using a form.

9. Create queries using Query Wizard

  • Create simple queries using,the Query wizard Select fields

  • Set the sorting order of the fields,

  • And provide search criteria or conditions for a query.

  • What a query is.

10. Create queries using Design View

  • Create a query by using the Design View.

  • Add tables to the Query Design window Select fields

  • Set up aliases,

  • Set up sorting order And provide search criteria for a query.

11. Create reports

  • Create a Report

  • Select, Label and Sort the report fields

  • Select report layout

  • choose report type: static or dynamic

12. Modify a Report

  • Modify a report by customizing the layout

  • Look and feel of the report.

Intermediate Level

1. Create tables

  • Create view.

  • Create a table by copying an existing table.

2. Create Subforms

  • How to Create a Subform

3. Create simple queries in SQL View

  • Create Simple Queries in SQL View,

  • Write simple SQL

  • Use SELECT, FROM , and WHERE clauses

  • Choose upper, lower, or mixed cases for naming fields and tables

4. Create simple queries in SQL View II

  • Write Queries in SQL View

  • Use ORDER BY clause

  • Use JOINS

  • Use Aggregate functions

  • Use the GROUP BY clause

  • Use built in Functions

Advanced Level

1. Access data sources
   - Access a data source
   - Register *.odb databases.
   - View data sources.
   - Use data sources in Writer

2. Database Maintenance
   - Modify data structures.
   - De-fragment database.
   - Backups.

3. Indexes, Table Filter, SQL Command window
   - Indexes
   - Table Filter
   - And the SQL Command window

4. Database Design, Purpose, OrganizeTables
   - Determining the purpose of our database
   - Finding and organizing the information required
   - Dividing the information into tables.
   - What is Database Design

5. Database Design, Primary Key and Relationships
   - Turn information items into columns
   - Specify primary keys
   - Set up the table relationships

6. Design Refine Database Design and Normalization Rules
   - Refine the database design
   - Apply the normalization rules
   - Test the database design

For and On behalf of
Spoken Tutorials,
Indian Institute of Technology, Bombay

Mrs. Akanksha Saini
National Coordinator
Spoken Tutorial Project, IIT Bombay

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IIT Bombay

Syllabus IIT Bombay Certification under the Spoken Tutorial Project

Course Name: **Libre Office Calc**   **Credit Hours:**   **30**

Basic Level

1. Introduction to LibreOffice Calc

   - What is Calc,Who should use Calc,What can be done using Calc.

   - About spreadsheets,sheets and cells.

   - Basic features – parts of main Calc window - Title & Menu Bar, Standard Toolbar, Formatting Toolbar, Formula Bar, Status Bar

   - What is a cell, row, column, Create new document, enter data in one cell, save in Calc(CSV and other formats),opening/closing document.

   - Save as ods, csv, xls, xlsx and export to PDF

2. Working with Cells

   - How to enter numbers,text,numbers as text,date and time in Calc.

   - How to use the Format Cells dialog box.

   - How to Navigate between cells and in between sheets.

   - How to select items in rows,columns and sheets.

3. Working with Sheets

   - Inserting and Deleting rows and columns Calc.

   - Inserting and Deleting Sheets in Calc.

   - Renaming Sheets.

4. Formatting Data

   - Borders, Color, Formatting Text, Increasing Cell Size

   - Formatting multiple lines of text,numbers,fonts,cell borders,cell background

   - Automatic Wrapping and Using manual breaks

   - Merging cells, rows and columns, issues with using merge cells.

   - Shrinking text to fit the cell

5. Basic Data Manipulation

   - Paste and paste special (values, transpose), pasting a spreadsheet into writer as a table

   - Introduction to Formulas – Sum, Average, basic formula (=a*b+c)

- Subtotal
- Different kinds of functions available in spreadsheet
- Sorting by Columns
- Filtering Data - Basics

6. Working with data
   - Speed up using Fill tools and Selection lists.
   - Sharing content between sheets
   - Remove data,Replace data,Change part of a data

Intermediate Level

1. Using Charts and graphs in Calc
   - Creating,Editing and Formatting Charts
   - Types of charts
   - Resizing and moving of charts
2. Formulas and Functions
   - Creating formulas,operator types and referencing
   - Basic arithmetic and statistic functions - relative and fixed ($) referencing in a function
   - Rounding off numbers
   - If..else
   - Important string functions (left, right, middle, concatenate)
3. Linking Calc Data
   - Referencing other sheets and documents
   - Working with Hyperlinks

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Spoken Tutorials,
Indian Institute of Technology, Bombay

Akanksha Saini

Mrs. Akanksha Saini
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Spoken Tutorial Project, IIT Bombay

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IIT Bombay

Syllabus IIT Bombay Certification under the Spoken Tutorial Project

Course Name: **Libre Office Impress**   **Credit Hours:**   **30**

Basic Level

1. **Introduction to LibreOffice Impress**
   - Basic Features
   - Toolbars
   - Save in MS Office and other formats
   - PDF Export open MS Office Documents

2. **Creating a presentation document and basic formatting**
   - Inserting Slides
   - Copying Slides
   - Using Tabs
   - Font size and Color, Bold

3. **Viewing a Presentation Document**
   - Views options – Normal, Outline, Master Layout
   - Uses of different view options

4. **Inserting Pictures and Other Objects in a Document**
   - Insert Pictures/Hyperlinks (Within/Across Documents, from Web)
   - Creating Tables
   - Format the Pictures and Objects

5. **Printing a Presentation Document**
    - Printing slides and Handouts Different Options, when used

Intermediate Level

1. Slide Master, Slide Design
    - Creating Background for Slides
    - Different Slide Templates (Layouts)
2. Custom Animation
    - Manipulate Appearance of Lines in a Slide
3. Slide Creation
    - Slide Show
    - Slide Transition
    - Automatic Show (with Preset Timings)

Advanced Level

1. Presentation Notes
    - Use of Notes
    - Printing of Notes

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Indian Institute of Technology, Bombay

Mrs. Akanksha Saini
National Coordinator
Spoken Tutorial Project, IIT Bombay

Syllabus IIT Bombay Certification under the Spoken Tutorial Project

Course Name: **LibreOffice Writer** **Credit Hours:** **30**

Basic Level

1. **Introduction to LibreOffice Writer**
   - Basic Features
   - Toolbars
   - Save in MS Office, PDF and other formats
   - Open MS Office Documents

2. **Typing text and basic formatting**
   - Bullet points
   - Bold/Underline/Italics
   - Font name/Font size/Font color in Writer
   - Other important and popularly used formatting features

3. **Inserting pictures and other objects in a document**
   - Insert pictures
   - Hyperlinks (within, across documents, from web)
   - Creating tables

4. **Viewing and printing a text document**
   - Views options – print layout, web layout, full screen
   - Print preview, formatting for printing, printing all, some pages, printer settings

Intermediate Level

1. Using search replace to make document wide changes, auto correct feature to create text shortcuts
   - Search replace for select text
   - Auto-correct feature

Advanced Level

1. Using track changes as a peer review / collaborative constructivist tool, accepting and rejecting changes
   - How to use record changes to peer review documents, accept/reject these
2. Headers, Footers and notes
   - Page format – header footer, how these can change within the same document (first page without header footers)
   - Useful footer information (page number, title)
   - Footnotes and endnotes
3. Creating newsletter with multiple columns and advanced formatting
   - Advanced use as a desktop tool to create a note with multiple columns use features like word count,Spell check

For and On behalf of
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Indian Institute of Technology, Bombay

Mrs. Akanksha Saini
National Coordinator
Spoken Tutorial Project, IIT Bombay

SPOKEN TUTORIAL EXAM RESULT STATUS II BCOM CA

AY: 2020-21

LibireOffice
Calc on Boss
Linux.

S.NO	First Name	Last Name	Email Id	Score
1	KONDAVEETI	NAVEENKRISHNA	krishnakondaveeti55@gmail.com	
2	DARAM	NAGAVENI	nagavenidaram@gmail.com	
3	DARAM	VENKATAABHIRAM	d.v.abram.8931@gmail.com	
4	DEGALA	PAVANKUMAR	degalapavankumar95@gmail.com	
5	EDE	PAVANI	pavani.eede@gmail.com	22.5 (Fail)
6	JAMPANI	SIVAPAVAN	jampanasivapavan@gmail.com	
7	JUNAPUDI	KAVYA	junapudikavya@gmail.com	
8	KAKI	RAJYALAKSHMI	kakirajyalakshmi@gmail.com	60.0% - Certificate
9	KAKULLA	SAIKRISHNA	ksaikrishna1321@gmail.com	
10	KALAKANDA	SRAVANI	sravanikalkanda@gmail.com	40.0% - Certificate
11	KANCHARLA	KEERTHIPRASANNA	keerthikancharlakeerthi@gmail.com	
12	KANCHARLA	RAVALI	ravalikancharla822@gmail.com	
13	KOLLURI	TEJAANUSHA	tejaanushakolluri@gmail.com	
14	KOLLURI	VIVEKVARDHAN	vivekvardhankolluri860@gmail.com	

	KONA	SASIKUMAR	konasasikumar2001@gmail.com	45.0% - Certificate
5	KONAKALLA	KONDABABU	kondababu081@gmail.com	
7	KONAKALLA	LAKSHMIPRASANNA	lakshmiprasannakonakalla@gmil.com	
8	KONATHAM	ABRAHAM	konathamabraham6@gmail.com	
19	MAHALI	SRAVANI	sravanimahali@gmail.com	37.5 (Fail)
20	MANDA	AKHOKBABU	ashokbabumanda@gmail.com	
21	MATTA	JASHVAKIRAN	jashuvakiran143@gmail.com	
22	MULLAPUDI	DENNYSRI	dennymullapudi2002@gmail.com	
23	PALEPOGU	JEEVANAKUMARI	jeevanakumaripalepogu2501@gmail.com	
24	PARISE	MOHANKUMAR	paresumohan@gmail.com	
25	PEDAPUDI	BALAKOTESWARAPRASAD	pedapudi2002@gmail.com	
26	PENUMUDI	NIKHIL	nikhilpenumudi3@gmsil.com	
27	RAMAVATHU	BALAJI	ramavathubalaji036@gmail.com	
28	REVU	DIVYA	divyabhanusridr@gmail.com	
29	SANNALA	TARUNKUMAR	sannalatarun@gmail.com	
30	SUDAGANI	SURYAKIRAN	surisudagani29106@gmail.com	22.5 (Fail)

	TENALI	AKASH	akashtenali6@gmail.com	
	VAKKALAGADDA	PRASANTHKUMAR	prasanthjanasenariya@gmail.com	
3	VEMULAMADA	LEELANAGADURGAPAVANKUMAR	subramanyamdevi622@gmail.com	20.0 (Fail)
4	VAMPUGANI	PAVANKUMAR	vampuganipavan@gmail.com	
35	MANIKALA	MURALIKRISHNA	manikalamuralikrishna4@gmail.com	

NOTE: The studnets who have not attempted the exam register again with valid email with the help of JKC Monitoring cell
& the students who have qualified receive certificates

ef. kalpana

signature of the JKC Cordinator
J.K.C. C....
V S R Gove.....
Degree & P.G. C.....

pass   fail
03   32.

Certificate for Completion of LibreOffice Calc on BOSS Linux Training

This is to certify that **KAKI RAJYALAKSHMI** has successfully completed **LibreOffice Calc on BOSS Linux** test organized at **Government Degree College Movva** by **VSRGDC MOVVA** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this training.

DEVARAPALLI suresh from **Government Degree College Movva** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

January 29th 2021

Prof. Kannan M Moudgalya
IIT Bombay

2625966BEL

Instruction For Participants for Taking the Test

Procedure to be followed by the Participants/Students for taking the Online Test

Steps for taking the Test:

Step 1:
- Login to the Student Dashboard (http://spoken-tutorial.org/participant/login/), Go to 'Ongoing Test' and click 'Enroll', The invigilator will mark the Attendance for you.

Step 2:
- Please refresh your browser screen after the invigilator marks your attendance, click 'Enter into Test' in the Ongoing test tab. It will take you to a new window (Spoken Tutorial Online Test Center).

Step 3:
- After you enter your Username and Password, you will see the Homepage where you will get the list of Tests available for variuos FOSS / Courses. Click on the Test which you want to give.

(**Note:** Read the instructions which apear on the screen.)

Step 4:
- Click on "**Attempt Quiz Now**". Then click on "Start Attempt".

Step 5:
- At the end of the test, click on "**Finish attempt**" in the Quiz Navigation Panel. You will get to see "**Summary of Attempts**".
- It will also show if you missed any questions. You can click on " **Return to attempts**" or you can go back and attempt by clicking on the particular question number.

Step 6:
- Confirm by clicking on "**Submit All and Finish**" once you have completed the test.
- You will get your test score on the spot.

Note:
- Duration of the test will be between **20 mins to 45 mins**, depending on the FOSS selected for the Test.
- Answer all the questions, don't leave out any.
- Please note that you will be able to view the certificate only on scoring **40% or above**.
- Login with your Username and Password in the 'Participant Dashboard' for **downloading the Certificates**.
- Participants who don't pass in the Test, will get a chance to re-attempt the Test after a gap of **15 days**.

SPOKEN TUTORIAL EXAM RESULT STATUS II BCOM CA

Libireoffice
Calc on Boss
Linux.

S.NO	First Name	Last Name	Email Id	Score
1	KONDAVEETI	NAVEENKRISHNA	krishnakondaveeti55@gmail.com	
2	DARAM	NAGAVENI	nagavenidaram@gmail.com	
3	DARAM	VENKATAABHIRAM	d.v.abram.8931@gmail.com	
4	DEGALA	PAVANKUMAR	degalapavankumar95@gmail.com	
5	EDE	PAVANI	pavani.eede@gmail.com	22.5 (Fail)
6	JAMPANI	SIVAPAVAN	jampanasivapavan@gmail.com	
7	JUNAPUDI	KAVYA	junapudikavya@gmail.com	
8	KAKI	RAJYALAKSHMI	kakirajyalakshmi@gmail.com	60.0% - Certificate
9	KAKULLA	SAIKRISHNA	ksaikrishna1321@gmail.com	
10	KALAKANDA	SRAVANI	sravanikalkanda@gmail.com	40.0% - Certificate
11	KANCHARLA	KEERTHIPRASANNA	keerthikancharlakeerthi@gmail.com	
12	KANCHARLA	RAVALI	ravalikancharla822@gmail.com	
13	KOLLURI	TEJAANUSHA	tejaanushakolluri@gmail.com	
14	KOLLURI	VIVEKVARDHAN	vivekvardhankolluri860@gmail.com	

	KONA	SASIKUMAR	konasasikumar2001@gmail.com	45.0% - Certificate
5	KONAKALLA	KONDABABU	kondababu081@gmail.com	
7	KONAKALLA	LAKSHMIPRASANNA	lakshmiprasannakonakalla@gmil.com	
8	KONATHAM	ABRAHAM	konathamabraham6@gmail.com	
19	MAHALI	SRAVANI	sravanimahali@gmail.com	37.5 (Fail)
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21	MATTA	JASHVAKIRAN	jashuvakiran143@gmail.com	
22	MULLAPUDI	DENNYSRI	dennymullapudi2002@gmail.com	
23	PALEPOGU	JEEVANAKUMARI	jeevanakumaripalepogu2501@gmail.com	
24	PARISE	MOHANKUMAR	paresumohan@gmail.com	
25	PEDAPUDI	BALAKOTESWARAPRASAD	pedapudi2002@gmail.com	
26	PENUMUDI	NIKHIL	nikhilpenumudi3@gmsil.com	
27	RAMAVATHU	BALAJI	ramavathubalaji036@gmail.com	
28	REVU	DIVYA	divyabhanusridr@gmail.com	
29	SANNALA	TARUNKUMAR	sannalatarun@gmail.com	
30	SUDAGANI	SURYAKIRAN	surisudagani29106@gmail.com	22.5 (Fail)

	TENALI	AKASH	akashtenali6@gmail.com	
	VAKKALAGADDA	PRASANTHKUMAR	prasanthjanasenariya@gmail.com	
3	VEMULAMADA	LEELANAGADURGAPAVANKUMAR	subramanyamdevi622@gmail.com	20.0 (Fail)
4	VAMPUGANI	PAVANKUMAR	vampuganipavan@gmail.com	
35	MANIKALA	MURALIKRISHNA	manikalamuralikrishna4@gmail.com	

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& the students who have qualified receive certificates

ET. kalpana

signature of the JKC Cordinator

J.K.C. Co...
VSR Gov...
Degree & P.G. Co...

pass   fail
03   32.