

KRISHNASAMY COLLEGE OF SCIENCE, ARTS & MANAGEMENT FOR WOMEN,

S.KUMARAPURAM,CUDDALORE.

DEPARTMENT OF COMPUTER SCIENCE

DIGITAL LITERACY CLASS

(2018 - 2019)

SYLLABUS

MS WORD:

- ❖ Edit ,Files menus
- ❖ Create a resume
- ❖ Letter typing/ Letter head
- ❖ Table Manipulation

MS EXCEL:

- ❖ Aligning editing data in cell
- ❖ Excel function (Data, time, mathematical & financial function)
- ❖ Changing column width & rows height
- ❖ Moving, copying, insert, delete rows & columns

MS POWERPOINT:

- ❖ Creation of slides
- ❖ Slide Show
- ❖ Working with Fonts & Bullets
- ❖ Applying transition & Animation effects.

ATTEMDED STUDENTS STRENGTH

| S.NO | CLASS | TOTAL |
|------|-----------------|-------|
| 1 | III B.A TAMIL | 57 |
| 2 | III B.A ENGLISH | 72 |
| 3 | III B.COM | 62 |
| 4 | III B.SC MATHS | 71 |
| 5 | III B.SC CHEM | 53 |
| 6 | III BBA | 55 |

Krishnasamy College of Science Arts & Management for Women
S.kumarapuram, Cuddalore - 607 109.
Digital Literacy Programme
III - B.Com.,

| Sl.No | Reg.No | Name | Signature of the student | | | | |
|-------|-------------|-------------------|--------------------------|-------------------|-------------------|-------------------|-------------------|
| 1 | 12016U10001 | ABINAYA R | R.Abinaya | R.Abinaya | R.Abinaya | R.Abinaya | R.Abinaya |
| 2 | 12016U10002 | ABIRAMI D | D.Abirami | D.Abirami | D.Abirami | D.Abirami | D.Abirami |
| 3 | 12016U10003 | ALQRESHI M | M.Alqreshi | M.Alqreshi | M.Alqreshi | M.Alqreshi | M.Alqreshi |
| 4 | 12016U10004 | AMUDHA P | P.Amudha | P.Amudha | P.Amudha | P.Amudha | P.Amudha |
| 5 | 12016U10005 | ANU A | A.Anu | A.Anu | A.Anu | A.Anu | A.Anu |
| 6 | 12016U10006 | ANUSUYA A | A.Anusuya | A.Anusuya | A.Anusuya | A.Anusuya | A.Anusuya |
| 7 | 12016U10007 | BHAVANI S | S.Bhavani | S.Bhavani | S.Bhavani | S.Bhavani | S.Bhavani |
| 8 | 12016U10008 | BHUVANESHWARI R | R.Bhuvaneswari | R.Bhuvaneswari | R.Bhuvaneswari | R.Bhuvaneswari | R.Bhuvaneswari |
| 9 | 12016U10009 | BHUVANESWARI J | J.Bhuvaneswari | J.Bhuvaneswari | J.Bhuvaneswari | J.Bhuvaneswari | J.Bhuvaneswari |
| 10 | 12016U10010 | BHUVANESWARI V | V.Bhuvaneswari | V.Bhuvaneswari | V.Bhuvaneswari | V.Bhuvaneswari | V.Bhuvaneswari |
| 11 | 12016U10011 | BRINDA R | R.Brinda | R.Brinda | R.Brinda | R.Brinda | R.Brinda |
| 12 | 12016U10012 | CHANTHIKA R | R.Chanthika | R.Chanthika | R.Chanthika | R.Chanthika | R.Chanthika |
| 13 | 12016U10013 | CHITHRA PRIYA P N | P.N.Chithra Priya | P.N.Chithra Priya | P.N.Chithra Priya | P.N.Chithra Priya | P.N.Chithra Priya |
| 14 | 12016U10014 | DEVIKA T | T.Devika | T.Devika | T.Devika | T.Devika | T.Devika |
| 15 | 12016U10016 | DIVYA K | K.Divya | K.Divya | K.Divya | K.Divya | K.Divya |
| 16 | 12016U10017 | ELAKKIYA B | B.Elakkiya | B.Elakkiya | B.Elakkiya | B.Elakkiya | B.Elakkiya |
| 17 | 12016U10018 | ELAMATHI J | J.Elamathi | J.Elamathi | J.Elamathi | J.Elamathi | J.Elamathi |
| 18 | 12016U10019 | INDUMATHI S | S.Indumathi | S.Indumathi | S.Indumathi | S.Indumathi | S.Indumathi |
| 19 | 12016U10020 | JAYAPRIYA A | A.Jayapriya | A.Jayapriya | A.Jayapriya | A.Jayapriya | A.Jayapriya |
| 20 | 12016U10021 | JAYAPRIYA J | J.Jayapriya | J.Jayapriya | J.Jayapriya | J.Jayapriya | J.Jayapriya |
| 21 | 12016U10022 | KALKI B | B.Kalki | B.Kalki | B.Kalki | B.Kalki | B.Kalki |
| 22 | 12016U10023 | KAVITHA B | B.Kavitha | B.Kavitha | B.Kavitha | B.Kavitha | B.Kavitha |
| 23 | 12016U10024 | KEERTHIGA M | M.Keerthiga | M.Keerthiga | M.Keerthiga | M.Keerthiga | M.Keerthiga |
| 24 | 12016U10025 | KIRUTHIGADEVI R | R.Kiruthigadevi | R.Kiruthigadevi | R.Kiruthigadevi | R.Kiruthigadevi | R.Kiruthigadevi |
| 25 | 12016U10026 | LALITHA S | S.Lalitha | S.Lalitha | S.Lalitha | S.Lalitha | S.Lalitha |
| 26 | 12016U10027 | MANJULA M | M.Manjula | M.Manjula | M.Manjula | M.Manjula | M.Manjula |
| 27 | 12016U10028 | MEENA A | A.Meena | A.Meena | A.Meena | A.Meena | A.Meena |

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| 28 | 12016U10029 | MONISHA M | M. Monisha | M. Monisha | M. Monisha | M. Monisha | M. Monisha |
| 29 | 12016U10030 | MUTHAMIZH SELVI S | S. muthamizh selvi | S. muthamizh selvi | S. muthamizh selvi | S. muthamizh selvi | S. muthamizh selvi |
| 30 | 12016U10031 | NANDHINI N | Nandhini | Nandhini | Nandhini | Nandhini | Nandhini |
| 31 | 12016U10032 | NARMATHA K | K. Narmatha | K. Narmatha | K. Narmatha | K. Narmatha | K. Narmatha |
| 32 | 12016U10034 | NITHYA V | | | | | |
| 33 | 12016U10035 | PARIMALA V | V. Parimala | V. Parimala | V. Parimala | V. Parimala | V. Parimala |
| 34 | 12016U10036 | PAVITHRA E | E. Pavithra | E. Pavithra | E. Pavithra | E. Pavithra | E. Pavithra |
| 35 | 12016U10038 | POORNIMA DEVI B | | | | | |
| 36 | 12016U10039 | PREETHA P | P. Preetha | P. Preetha | P. Preetha | P. Preetha | P. Preetha |
| 37 | 12016U10040 | RAJAPRIYA S | S. Rajapriya | S. Rajapriya | S. Rajapriya | S. Rajapriya | S. Rajapriya |
| 38 | 12016U10041 | RATHIGA M | M. Rathiga | M. Rathiga | M. Rathiga | M. Rathiga | M. Rathiga |
| 39 | 12016U10042 | SALOMIYA V | V. Salomiya | V. Salomiya | V. Salomiya | V. Salomiya | V. Salomiya |
| 40 | 12016U10045 | SELLI SUJATHA S | S. Selli Sujatha | S. Selli Sujatha | S. Selli Sujatha | S. Selli Sujatha | S. Selli Sujatha |
| 41 | 12016U10046 | SHAKILA BANU B | B. Shakila Banu | B. Shakila Banu | B. Shakila Banu | B. Shakila Banu | B. Shakila Banu |
| 42 | 12016U10047 | SHALINI R | R. Shalini | R. Shalini | R. Shalini | R. Shalini | R. Shalini |
| 43 | 12016U10048 | SHANMUGAPRIYA M | M. Shanmugapriya | M. Shanmugapriya | M. Shanmugapriya | M. Shanmugapriya | M. Shanmugapriya |
| 44 | 12016U10049 | SHEEBAH ELAN N | N. Sheebah Elan | N. Sheebah Elan | N. Sheebah Elan | N. Sheebah Elan | N. Sheebah Elan |
| 45 | 12016U10050 | SIVASELVI S | S. Sivaseelvi | S. Sivaseelvi | S. Sivaseelvi | S. Sivaseelvi | S. Sivaseelvi |
| 46 | 12016U10051 | SONIYA M | M. Soniya | M. Soniya | M. Soniya | M. Soniya | M. Soniya |
| 47 | 12016U10052 | SOUNDARYA R | R. Soundarya | R. Soundarya | R. Soundarya | R. Soundarya | R. Soundarya |
| 48 | 12016U10053 | SOWMIYA A | | | | | |
| 49 | 12016U10054 | SOWMYA D | D. Sowmya | D. Sowmya | D. Sowmya | D. Sowmya | D. Sowmya |
| 50 | 12016U10055 | SOWMIYA M | M. Sowmya | M. Sowmya | M. Sowmya | M. Sowmya | M. Sowmya |
| 51 | 12016U10056 | SOWMIYA S | S. Sowmya | S. Sowmya | S. Sowmya | S. Sowmya | S. Sowmya |
| 52 | 12016U10057 | SUDHA N | N. Sudha | N. Sudha | N. Sudha | N. Sudha | N. Sudha |
| 53 | 12016U10058 | SUJITHA P | P. Sujitha | P. Sujitha | P. Sujitha | P. Sujitha | P. Sujitha |
| 54 | 12016U10059 | SUMITHRA A | A. Sumithra | A. Sumithra | A. Sumithra | A. Sumithra | A. Sumithra |
| 55 | 12016U10060 | SURYA M | M. Surya | M. Surya | M. Surya | M. Surya | M. Surya |
| 56 | 12016U10061 | TAMILKODI S | S. Tamilkodi | S. Tamilkodi | S. Tamilkodi | S. Tamilkodi | S. Tamilkodi |
| 57 | 12016U10062 | VARSHA B | B. Varsha | B. Varsha | B. Varsha | B. Varsha | B. Varsha |
| 58 | 12016U10063 | VINITHA J | J. Vinitha | J. Vinitha | J. Vinitha | J. Vinitha | J. Vinitha |

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Digital Literacy Programme
III - B.Sc Chemistry

| Sl.No | Reg.No | Name | Signature of the student | | | |
|-------|-------------|------------------|--------------------------|--------|---------|---------|
| | | | 7.8.18 | 9.8.18 | 10.8.18 | 11.8.18 |
| 1 | 12016U17001 | AARTHI A | | | | |
| 2 | 12016U17003 | ABINAYA M | | | | |
| 3 | 12016U17004 | ABINAYA S | | | | |
| 4 | 12016U17005 | AGALYA V | | | | |
| 5 | 12016U17006 | AMIRDHALAKSHMI K | | | | |
| 6 | 12016U17007 | BENASER N | | | | |
| 7 | 12016U17008 | BHAVANI S | | | | |
| 8 | 12016U17009 | BHUVANESHWARI J | | | | |
| 9 | 12016U17010 | DHANASELVI S | | | | |
| 10 | 12016U17011 | GUNASUNDARI K | | | | |
| 11 | 12016U17012 | GUNAVATHI B | | | | |
| 12 | 12016U17013 | HEMAMBUJAVALLI H | | | | |
| 13 | 12016U17014 | KALAIYARASI R | | | | |
| 14 | 12016U17015 | KAVITHA S | | | | |
| 15 | 12016U17016 | KAYALVIZHI M | | | | |
| 16 | 12016U17017 | KEERTHANA M | | | | |
| 17 | 12016U17018 | KEERTHANA S | | | | |
| 18 | 12016U17019 | KRISHNAVENI K | | | | |
| 19 | 12016U17020 | LAVANYA M | | | | |
| 20 | 12016U17021 | LAVANYA V | | | | |
| 21 | 12016U17022 | MAHESWARI R | | | | |
| 22 | 12016U17023 | MEENAKSHI M | | | | |
| 23 | 12016U17024 | MOHANAPRIYA M | | | | |
| 24 | 12016U17025 | MUTHUISHWARYA T | | | | |
| 25 | 12016U17026 | NAGESWARI M | | | | |
| 26 | 12016U17027 | PAVITHRA P | | | | |
| 27 | 12016U17028 | PREMA J | | | | |

| | | | 7.8.18 | 9.8.18 | 10.8.18 | 11.8.18 |
|----|--------------|------------------|---------------|---------------|---------------|---------------|
| 28 | 12016U17029 | PRIYADHARSHINI G | Absent | Absent | Absent | Absent |
| 29 | 12016U17030 | PRIYANGA J | J.Priyanga | J.Priyanga | J.Priyanga | J.Priyanga |
| 30 | 12016U17031 | PRIYANKA K | K.Priyanka | K.Priyanka | K.Priyanka | K.Priyanka |
| 31 | 12016U17032 | RADHA M | M.Radha | M.Radha | M.Radha | M.Radha |
| 32 | 12016U17033 | RAJALAKSHMI K | K.Rajalek | K.Rajil | K.Raji | B.Raj |
| 33 | 12016U17034 | SANGAVI M | M.Sangavi | M.Sangavi | M.Sangavi | M.Sangavi |
| 34 | 12016U17036 | SANTHIYA V | V.Santhiya | V.Santhiya | V.Santhiya | V.Santhiya |
| 35 | 12016U17037 | SARANYA B | B.Saranya | B.Saranya | B.Saranya | B.Saranya |
| 36 | 12016U17039 | SATHIYAPRIYA K | K.Sathi | K.Sathi | K.Sathi | K.Sathi |
| 37 | 12016U17038 | SATHYA D | D.Sathya | D.Sathya | D.Sathya | D.Sathya |
| 38 | 12016U17040 | SHABEENA BEGUM E | E.Shabeena | E.Shabeena | E.Shabeena | E.Shabeena |
| 39 | 12016U17041 | SHIVANI S | S.Shivani | S.Shivani | S.Shivani | S.Shivani |
| 40 | 12016U17042 | SIVASANKARI J | J.Sivasankari | J.Sivasankari | J.Sivasankari | J.Sivasankari |
| 41 | 12016U17044 | SOUNDARYA J | J.Soundary | J.Soundary | J.Soundary | J.Soundary |
| 42 | 12016U17045 | SOWMIYA S | S.Sowmya | S.Sowmya | S.Sowmya | S.Sowmya |
| 43 | 12016U17046 | SUBASHINI K | K.Subashini | K.Subashini | K.Subashini | K.Subashini |
| 44 | 12016U17047 | SUBASRI B | | | | |
| 45 | 12016U17048 | SUJITHA D | D.Sujitha | D.Sujitha | D.Sujitha | D.Sujitha |
| 46 | 12016U17049 | SUMITHRA S | S.Sumithra | S.Sumithra | S.Sumithra | S.Sumithra |
| 47 | 12016U17050 | THENMOZHI J | J.Thenmozhi | J.Thenmozhi | J.Thenmozhi | J.Thenmozhi |
| 48 | 12016U17051 | UDHAYANILA V | V.Udhayanila | V.Udhayanila | V.Udhayanila | V.Udhayanila |
| 49 | 12016U17052 | USHA M | | | | |
| 50 | 12016U17053 | VALARMATHI V | V.Valarmathi | V.Valarmathi | V.Valarmathi | V.Valarmathi |
| 51 | 12016U17054 | VINITHA M | M.Vinitha | M.Vinitha | M.Vinitha | M.Vinitha |
| 52 | 12016U17055 | VINOTHINI J | J.Vinitha | J.Vinitha | J.Vinitha | J.Vinitha |
| 53 | 12016TU17056 | VUJAYALAKSHMI.K | K.Viji | K.Viji | K.Viji | K.Viji |