

Koyana Education Society's
Balasaheb Desai College, Patan.

Department of Library

Skill Enhancement Courses (SEC)

“ MS-Word Certificate course ”

Academic Year: 2025 – 26

कालावधी – 03 November 2025 ते 29 November 2025



Koyana Education Society's
Balasaheb Desai College, Patan.

Department of Library

Skill Enhancement Courses (SEC)

“ MS-Word Certificate course ”

Academic Year: 2025 – 26

कालावधी – 03 November 2025 ते 29 November 2025

Estd 1969

Koyana Education Society's
BALASAHEB DESAI COLLEGE, PATAN
Arts, Commerce, Science (UG & PG), B.C.A., B. Com. IT, Junior & Vocational

बाळासाहेब देसाई कॉलेज, पाटण
कला, वाणिज्य, विज्ञान (पदवी व पदव्युत्तर), बी.बी.ए., बी.कॉम.आय.टी. कनिष्ठ आणि व्यवसाय अध्ययन

Patan - 415206, Dist- Satara (Maharashtra)
Phone: 1023723 283047, E-Mail: str_bdcpl@rediffmail.com, Website: www.bdcpl.edu.in
NAAC 'A+' Grade (CGPA 3.35), DST-FIST (O Level), DBT STAR College

Principal
Dr. S.D. Pawar
(M.A. Ph.D.)

ISO
CGPA 3.35

जा.क्र. 28/2025-26

दिनांक - 13-10-2025

सूचना

ग्रंथालय विभाग

महाविद्यालयातील सर्व विद्यार्थ्यांना कळवण्यात येते की, ग्रंथालय विभागाच्या वतीने कौशल्य वृद्धिंगत अभ्यासक्रम (SEC) अंतर्गत “एमएस-वर्ड सर्टिफिकेट कोर्स” हा कोर्स दि. 03 नोव्हेंबर 2025 पासून सुरु केला जाणार आहे.

ज्यांना या अभ्यासक्रमात सहभागी व्हायचे आहे. त्यांनी आपली नावे ग्रंथपाल प्रा. अनिल पाटील यांचेकडे दि. 31 ऑक्टोबर 2025 पर्यंत नोंदवावीत.

या SEC कोर्सच्या माध्यमातून विद्यार्थ्यांना ग्रंथालय संगणकीकरण व आधुनिक तंत्रज्ञानाचे प्रशिक्षण व मार्गदर्शन केले जाणार आहे. हा कोर्स एक महिना कालावधीत पूर्ण होणार आहे. तरी जास्तीत- जास्त विद्यार्थ्यांनी यामध्ये सहभाग घ्यावा.



PRINCIPAL
Balasaheb Desai Collage Patan
Tal. Patan Dist.Satara 415206 (M.S.)

Ested 1968



Principal
Dr. S.D. Pawar
(M.A. Ph.D.)

Koyana Education Society's

BALASAHEB DESAI COLLEGE, PATAN

Arts, Commerce, Science (UG & PG), B.C.A., B. Com. IT, Junior & Vocational

बाळासाहेब देसाई कॉलेज, पाटण

कला , वाणिज्य, विज्ञान (उच्च माध्यमिक) , बी.बी.ए. , बी.बी.एम.आय.टी. , कनिष्ठ आणि उच्चशाला अभ्यासक्रम

Patan - 415206 , Dist- Satara (Maharashtra)

Phone : 1023721 283047, E-Mail- str_bdcpc@rediffmail.com, Website: www.bdcpc.edu.in

NAAC 'A+' 'Grade' (CGPA 3.35), DST-FIST (O Level), DBT STAR College



Ref No 27 /2025-26

Date: 01/11/25

महत्वाची सूचना

ग्रंथालय विभाग

महाविद्यालयातील Skill Enhancement Course (SEC)- "MS-Word Certificate course " मध्ये सहभागी होणाऱ्या विद्यार्थ्यांना कळवणेत येते की, सदर कोर्सचे उद्घाटन सोमवार दि. 03/11/2025 रोजी सकाळी 11.00 वाजता **Multimedia Center** मध्ये होणार आहे. तरी सर्व सहभागी विद्यार्थ्यांनी उद्घाटन कार्यक्रमासाठी उपस्थित राहावे.

उद्घाटनानंतर रोज मल्टिमीडिया सेंटर मध्ये सकाळी 10 ते 10 या वेळेत नियमित तास सुरु राहतील. सर्व विद्यार्थ्यांनी कोर्ससाठी उपस्थित राहावे.



PRINCIPAL

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बाळासाहेब देसाई कॉलेज, पाटण

अनं, वाणिज्य, विज्ञान (एचडी व पदव्युत्तर), बी.बी.ए., बी.बी.आर.टी., कॉमि.आर.टी. वावरात अस्थापना

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NAAC 'A+' Grade (CGPA 3.35), DST-FIST (O Level), DBT STAR College



जा.क्र. 24/2025-26

दिनांक - 01-11-2025

Skill Enhancement Courses (SEC)

कौशल्य वृद्धिंगत अभ्यासक्रम 2025 - 26

B.D.C. ग्रंथालय विभाग

कोर्स - MS-Word Certificate course

अभ्यास मंडळ

अ.न.	अध्यपक	सही
1	Mr. Patil A.S.	
2	Mr. Kadam M.M.	
3	Ku. Ghadage A.P.	
4	Mr. Nalawade Rajendr	

Librarian

Balasaheb Desai College, Patan
Dist. Satara 415206 (Maharashtra)



PRINCIPAL
Balasaheb Desai Collage Patan
Tal. Patan Dist.Satara 415206 (MH)

Skill Enhancement Courses (SEC)

कौशल्य वृद्धिगत अभ्यासक्रम 2025 - 26

B.D.C. ग्रंथालय विभाग

Microsoft Word Course Contents

1. INTRODUCTION OF MS WORD

- What is Ms Word?
- About Extensions
- Ms Word is Part of
- How to Start

2. HOME TOOLBARS

- Clipboard
- Fonts (Practical Assignment)
- Paragraph (Practical Assignment)
- Styles (Practical Assignment)
- Editing (Practical Assignment)

3. INSERT TOOLBARS

- Pages & Tables (Practical Assignment)
- Illustrations (Practical Assignment)
- Links (Practical Assignment)
- Header & Footer (Practical Assignment)
- Text & Symbols (Practical Assignment)

4. FORMAT TOOLBARS

- Text Box Styles (Practical Assignment)
- Shadows & 3-D Effects (Practical Assignment)
- Arrange & Size Management (Practical Assignment)

5. PAGE LAYOUT TOOLBARS

- Page Setup (Practical Assignment)
- Page Background (Practical Assignment)
- Paragraph & Arrange (Practical Assignment)

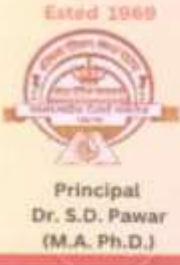
6. MAILINGS TOOLBARS

- Create Letter (Practical Assignment)
- Start Mail Merge
- Write & Insert Fields
- Preview Results & Finish

SHORTCUT KEYS


PRINCIPAL

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बाळासाहेब देसाई कॉलेज, पाटण

कला , वाणिज्य, विज्ञान (उपरी व पदव्युत्तर) , बी.बी.ए. , बी.बी.एम.आय.टी. , कनिष्ठ आणि उच्चतम अध्ययनात्मक

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जा.क्र. 26/2025-26

दिनांक - 01-11-2025

Skill Enhancement Courses (SEC)

कौशल्य वृद्धिंगत अभ्यासक्रम

2025-26

B.D.C. ग्रंथालय विभाग

कोर्स - MS-Word Certificate course

कालावधी - 03 November 2025 ते 29 November 2025

अ.न.	अभ्यासक्रमाचे विषय	अध्यपक	गुण
1	INTRODUCTIONS OF MS WORD	Mr. Kadam M.M.	10
2	HOME & INSERT TOOLBARS	Ku. Ghadage A.P.	10
3	FORMAT & PAGE LAYOUT TOOLBARS	Mr. Patil A.S.	10
4	MAILINGS TOOLBARS	Mr. Kadam M.M.	10
5	SHORTCUT KEYS	Mr. Kadam M.M.	10
			50

Pattern of Question paper

प्रश्न	प्रश्न स्वरूप	एकूण गुण
01 ते 25	बहुपर्यायी वस्तुनिष्ठ प्रश्न (MCQ) यौग्य पर्याय निवडा (प्रत्येकी ०२ गुणाचे २५ प्रश्न)	50



PRINCIPAL

Balasaheb Desai College Patan
Tal. Patan Dist. Satara 415206 (MH)

B.D.C. ग्रंथालय विभाग
Skill Enhancement Courses (SEC)
कौशल्य वृद्धिगत अभ्यासक्रम 2025-26

कोर्स – MS-Word Certificate course

Time Table

कालावध – 03 November 2025 ते 29 November 2025

स्थळ - **Multimedia Center**

वेळ – दररोज **10.00 pm** ते **11.00 pm**

अ.न.	अभ्यासक्रमाचे विषय	अध्यपक	Date	गुण
1	INTRODUCTIONS OF MS WORD	Mr. Kadam M.M.	1 st Week	10
2	HOME & INSERT TOOLBARS	Ku. Ghadage A.P.	2 nd Week	10
3	FORMAT & PAGE LAYOUT TOOLBARS	Mr. Patil A.S.	3 rd Week	10
4	MAILINGS TOOLBARS	Mr. Kadam M.M.	4 th Week	10
5	SHORTCUT KEYS	Mr. Kadam M.M.	4 th Week	10
Exam 29/11/2025				
01/12/2025 Certificate Distribution Ceremony				




PRINCIPAL
Balasaheb Desai Collage Patan
Tal. Patan Dist.Satara 415206 (MH)



Koyana Education Society's
Balasaheb Desai College, Patan.
Department of Library
(2025-26)

Skill Enhancement Course (SEC)
“ MS-Word Certificate course ”
Inauguration Function



Introduction - Mr. A.S.Patil
Chief Guest - Dr. H.V.Kate
Chair Person - Prin. Dr.S.D.Pawar
Chief of Presence - Mr. Nalawade Rajendra
Vote of Thanks - Mr.Kadam M.M.
Day & Date - Monday 03/11/2025
Venue - Multimedia Center



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Tal. Patan Dist.Satara 415206 (M.)



Koyana Education Society's
Balasaheb Desai College, Patan.
Inauguration Function
Department of Library
2025-26



Name of the Activity - “ **Skill Enhancement Course (SEC)** ”
“ **MS-Word Certificate course** ”

Date – 03/11/2025

Venue - Multimedia Center



Prin. Dr. S. D. Pawar, Prof. Anil Patil, Dr.Kate H.V., Mr. Nalawade
Rajendra, Mr. M.M.Kadam, Kum.Asmita Ghadge

Objective of Activity- Providing information and training to student about the working of librarianship.

Outcomes of Activity The student acquired the skills of librarianship

Name of The Guest- Dr.Kate H.V

Chair Person of Activity- Prin. Dr. S. D. Pawar

Vote Of Thanks- Mr.Kadam M.M.



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Tal. Patan Dist.Satara 415206 (M.S.)



Koyana Education Society's
Balasaheb Desai College, Patan.



Lecher Report
Department of Library
2025-26

Name of the Activity - **“ Skill Enhancement Course (SEC) ”**

“MS-Word Certificate course”

Mr. Kadam M.M.

INTRODUCTIONS OF MS WORD

Venue - Multimedia Centre



Pune Division, Maharashtra, India

Latitude	Longitude	24° C
17.3563° N	73.8962° E	
Tuesday, 04, Nov, 2025		10:10 am



PRINCIPAL
Balasaheb Desai College Patan
Tal. Patan Dist.Satara 415206 (Mr.,



Koyana Education Society's
Balasaheb Desai College, Patan.



Lecher Report
Department of Library
2025-26

Name of the Activity - “ **Skill Enhancement Course (SEC)** ”
“ **MS-Word Certificate course** ”

Ku. Ghadage A.P.

HOME & INSERT TOOLBARS

Venue - Multimedia Centre



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Koyana Education Society's
Balasaheb Desai College, Patan.



Lecher Report
Department of Library
2025-26

Name of the Activity - “ **Skill Enhancement Course (SEC)** ”

“**MS-Word Certificate course**”

Mr. Kadam M.M.

MAILINGS TOOLBARS & SHORTCUT KEYS

Venue - MS-CIT Centre



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Koyana Education Society's
Balasaheb Desai College, Patan.
Exam Report
Department of Library
2025-26



Name of the Activity - **“Skill Enhancement Course (SEC)”**

“MS-Word Certificate course”

Mr. Patil A.S.

Topic - **FORMAT & PAGE LAYOUT TOOLBARS**

Venue - **Multimedia Centre**



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Koyana Education Society's
Balasaheb Desai College, Patan.
Lecher Report
Department of Library
2025-26



Name of the Activity - “ **Skill Enhancement Course (SEC)** ”
“**MS-Word Certificate course**”
Mr. Kadam M.M.
Online Exam 29/11/2025
Venue - MS-CIT Centre




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B.D.C. ग्रंथालय विभाग
Skill Enhancement Courses (SEC) कौशल्य वृद्धिगत अभ्यासक्रम 2025-26
कोर्स- MS-Word Certificate course

विद्यार्थी हजेरी पत्रक कालावध - 03 November 2025 ते 29 November 2025

प्राध्यापक हजेरी पत्रक

S.no.	Professor Name	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time
1	Mr. Kadam M.M.	3/11/25	3/11/25	4/11/25	6/11/25	7/11/25	8/11/25
2	Ku.Ghadge A.P.	10/11/25	11/11/25	12/11/25	13/11/25	14/11/25	15/11/25
3	Mr. Patil A.S.	17/11/25	18/11/25	19/11/25	20/11/25	21/11/25	22/11/25
4	Mr. Kadam M.M.	24/11/25	25/11/25	26/11/25	27/11/25	28/11/25	29/11/25
		Exam	29/11/2025	Certificate Distribution		01/12/2025	

Librarian
 Balasaheb Desai College, Patan
 Dist. Satara 415206 (Maharashtra)



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 Tal. Patan Dist.Satara 415206



Koyana Education Society's
 Balasaheb Desai College, Patan.

CERTIFICATE

SKILL ENHANCEMENT COURSE (SEC)

MS-Word Certificate course

DEPARTMENT OF LIBRARY



*This is to certify that..... Student,
 Balasaheb Desai College, Patan has successfully completed the Skill
 Enhancement Course (SEC) 'MS-Word Certificate course' in the
 academic year 2025-26 and possesses proficient knowledge of MS-
 Word.*

Convener

Mr.Anil Patil

IQAC Coordinator

Dr. H. V. Kate

Principal

Prin. Dr. S. D. Pawar

**Koyana Education Society's
Balasaheb Desai College, Patan**

Library

Name of the activity- "Skill Enhancement Course (SEC)"

"Ms-word Certificate course"

Date- 03/11/2025 to 29/11/2025

Place- Multimedia Center

Time- 10.00pm to 11.00pm

Chief Guest- Dr.Kate H.V. (IQAC Coordinator)

President - Prin. Dr. S. D. Pawar (Principal B.D.C.Patan)

Chief Attendance - Mr. Nalawade Rajendra

Pro. Anil Patil (Librarian)

Feedback

Sr.No.	Name	Excellent	Very Good	Good	Fair	Sign
01	GOTPAGAR KARAN PRABHAKAR	✓				K.P.B
02	DEWAKANT PRAMKUMAR SURYAKANT	✓				Devakant
03	KADAM HARSHADA BHIKU	✓				H.B.Kadmy
04	KADAM HARSHADA MAHADEV	✓				H.M.Kadmy
05	PAWAR SHUBHAM ASHOK	✓				PSA
06	KADAM ADITY SANDIP	✓				Adity
07	KADAM RAGHURAJ NANDKUMAR	✓				R.N.
08	KADAM SHUBHAM BHIKU		✓			S.G.Kadmy
09	PARIT ADITI AMAR	✓				Parit
10	JOY JOHNSON COYTO	✓				Joy
11	DEWAKANT RAMA SURYAKANT	✓				R.B.Devkant

Sr.No.	Name	Excellent	Very Good	Good	Fair	Sign
12	AREKAR ADITYA DEEPAK	✓				Aditya
13	PAWAR LAXMI SHITARAM	✓				Phawar
14	CHAVAN ANUJA SURESH		✓			Anujam
15	SURVE SUMIT KRUSHNAT	✓				SRS
16	KUMBHAR ANAMIKA YASHWANT	✓				Kumbhar
17	PATANKAR SANJANA SANTOSH	✓				Patankar
18	BHALEKAR SASMIT RAJARAM	✓				Bhalekar
19	KADAM HARSH RAJENDRA	✓				Kadam

Excellent	Very Good	Good	Fair	Total
17	02	00	00	19


Librarian

Balasaheb Desai College, Patan
Dist. Satara 415206 (Maharashtra)




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Tal. Patan Dist.Satara 415206 (MH)