

Chikkabanavara, Bengaluru-560090 Accredited by "NAAC" with Grade "A"

Certificate programme on Entrepreneurship and Employability Skills: Syllabus: Academic year 2023-24

w. e. f. 1st January 2024, (For 4th Year B. Pharm, 6th year Pharma D, and 2th year M. Pharm)

Unit I: Introduction to Entrepreneurship

- Understanding Entrepreneurship
 - Definition, Nature, and Importance
 - Characteristics of an Entrepreneur
 - Types of Entrepreneurs (Innovative, Imitative, Social, etc.)
 - Distinction Between Entrepreneur and Manager

Entrepreneurial Mindset

- Importance of Creativity and Innovation
- Risk-taking and Decision-making Skills
- Problem-solving and Critical Thinking
- Entrepreneurial Ecosystem
 - Role of Government and Policies
 - Support Systems: Incubators, Accelerators, and Funding Agencies

Unit II: Business Planning and Development

- Business Idea Generation
 - Sources of Ideas and Methods to Identify Opportunities
 - Feasibility Analysis and SWOT Analysis
- Business Plan Creation
 - Components of a Business Plan
 - Importance of Planning in Startups
 - Legal and Ethical Aspects in Business

Funding and Financial Management

- Sources of Startup Capital (Bootstrapping, Angel Investors, Venture Capitalists)
- Budgeting and Cost Management

Unit III: Employability Skills

- Understanding Employability
 - Definition and Importance
 - Key Employability Skills (Adaptability, Resilience, Initiative, etc.)
- Professional Communication
 - Verbal and Non-verbal Communication Skills
 - o Presentation and Public Speaking Skills
 - Writing Professional Emails and Reports

Teamwork and Collaboration

- Building Interpersonal Relationships
- Conflict Resolution in Teams
- Leadership and Followership Skills

Unit IV: Career Development

Self-assessment and Career Planning

- Identifying Strengths, Weaknesses, Opportunities, and Threats (SWOT Analysis)
- Setting Career Goals (Short-term and Long-term)
- Job Search Strategies
 - Networking and Building Professional Connections
 - Leveraging Social Media Platforms (LinkedIn, etc.)
 - Job Portals and Online Recruitment.
- Interview Preparation
 - Types of Interviews and Interview Techniques

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- Common Interview Questions and How to Answer Them
- o Mock Interviews and Feedback

Unit V: Emerging Trends in Employment

- · Understanding the Job Market
 - o Trends in Employment: Gig Economy, Remote Work, and Freelancing
 - Demand for Technological and Digital Skills
- · Future of Work
 - o Role of Artificial Intelligence and Automation
 - Importance of Lifelong Learning and Upskilling
- Entrepreneurship as an Alternative Career

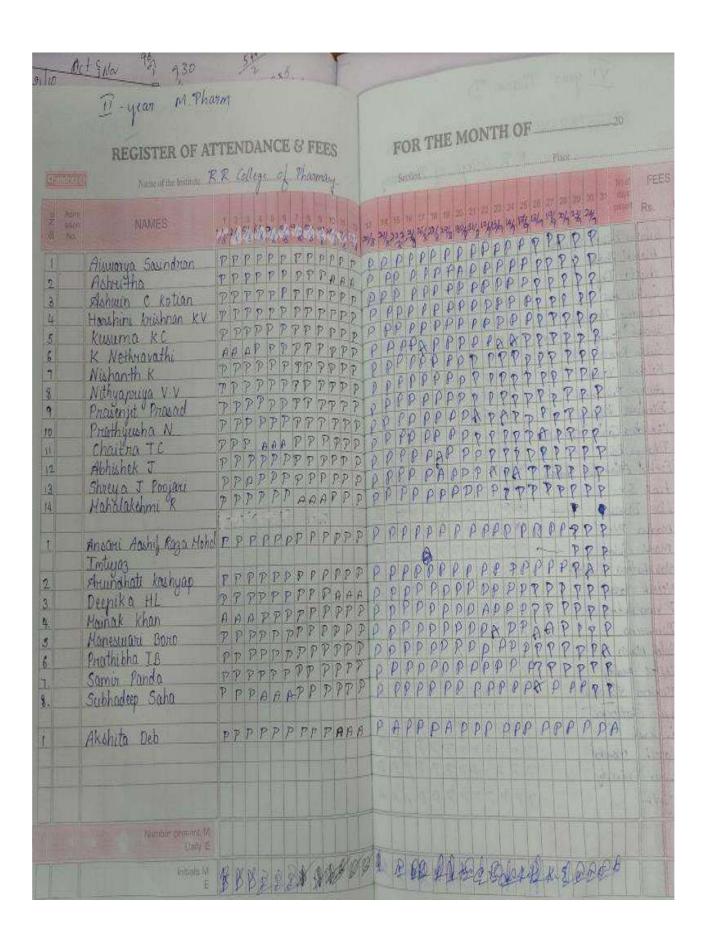
 - o Intrapreneurship in Organizations
 o Freelance and Contract Work Opportunities

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	Time: 5.30 PM to 6.30 PM	Time: 5.30 PM to 6.30 PM	Time: 5.30 PM to 6.30 PM
	Theory venue: LH-I	Theory venue: LH-8	Theory venue: LH-2
	Facilitator: Dr. Hindustan Abdul Ahad	Facilitator: Dr. Satheesh Kumar	Facilitator: Dr. Vachala

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Coordinator

R.R. College of Pharmacy Chikkabanavara, Bangalore



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Answer all of the following

A) Risk-taking
B) Indecision

A) Venture capitalists
 B) Family members
 C) Customers
 D) Competitors

A) SWOT analysis
 B) Identifying opportunities
 C) Writing a business plan
 D) Creating a product prototype

o A) SWOT analysis
o B) Financial forecasting
o C) Market research
D) All of the above

o A) Market research

B) Business objectives
 C) Job application strategies
 D) Financial projections

C) Avoiding failure at all costs
 D) Focusing on one product only

8. What is the first step in generating a business idea?

RR COLLEGE OF PHARMACY

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ENTREPRENEURSHIP SKILLS: Quiz

6. Which of the following is an essential skill for an entrepreneur?

7. Which of these is an example of a support system for entrepreneurs?

9. Which of the following is a method used to evaluate the feasibility of a business idea?

10. Which of the following is NOT typically a component of a business plan?

26/09/2024

Darshan K

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1.	Which of the following best defines entrepreneurship?
	A) The process of investing in stocks and bonds
	B) The act of starting and running a new business
	 C) The process of managing large corporations
	 D) The art of managing personal finances
2.	Which characteristic is most associated with an entrepreneur?
	o A) Risk-averse
	o B) Fear of failure
	C) Innovation and creativity
	D) Dependence on established systems
3.	Which type of entrepreneur focuses on developing entirely new products or services?
	A) Innovative Entrepreneur
	o B) Imitative Entrepreneur
	o C) Social Entrepreneur
	o D) Corporate Entrepreneur
4.	Which of the following is NOT a distinction between an entrepreneur and a manager?
	 A) Entrepreneurs seek new opportunities, while managers focus on existing systems
	 B) Entrepreneurs assume higher risks, while managers follow established procedure
	Entrepreneurs work in established companies, while managers start their own
	businesses
	 D) Entrepreneurs focus on innovation, while managers focus on operations
5.	What is the primary role of the government in the entrepreneurial ecosystem?
	o A) Provide direct funding to entrepreneurs
	B) Set policies that encourage or hinder business creation
	o C) Operate businesses
	D) Hire entrepreneurs to work for the state



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11. What	is the primary importance of business planning for startups?
0	A) To convince investors to fund the business
-0	B) To ensure systematic growth and sustainability
0	C) To generate immediate profits
0	D) To recruit employees effectively
12. Which	h of these is an example of a source of startup capital?
Ø.	A) Loans from family members
0	B) Angel investors
0	
-	D) All of the above
13 What	does "houtet and " " "
	does "bootstrapping" refer to in a business context?
0	A) Using personal savings or income to fund the business
0	A second winger investors for runding
0	A CE COME AND SOUTHWHEN STREET
14. Which	h of the following is a key employability skill?
	A) Adaptability
0	
0	C) Complete independence in decision-making
	D) Strict adherence to routine
15. Which	of the following is an example of non-verbal communication?
O.	A) Speaking clearly in a meeting
0	B) Writing a report
-0	C) Maintaining eye contact during a presentation
0	D) Sending a professional email
16. What	is the most important aspect of professional email communication?
0	A) Use of informal language
-0	B) Clarity and brevity
0	TO A TOTAL OF THE SECOND SECON
•	D) Detailed descriptions of personal opinions
17. What	is a key characteristic of effective teamwork?
0	A) Working independently without consulting others
-	B) Effective communication and collaboration
0	C) Ignoring conflicts and disagreements
0	
18. What	is a common method of resolving conflict in teams?
0	
_	B) Open and respectful discussion of the problem
0	C) Assigning blame to one person
0	D) Allowing the team leader to make all decisions
	skill is crucial for both leadership and followership?
-	A) Willingness to compromise and listen
0	B) Refusal to accept feedback
0	C) Constantly challenging authority
	D) Ignoring group dynamics
	of the following is post of self-second self-second
20. Which	of the following is part of self-assessment for career planning?
	A) Identifying your strengths and weaknesses
0	B) Focusing solely on salary expectations
0	C) Ignoring long-term goals
۰.	D) Only considering job security
21. What is	s a key feature of effective career goal setting?
0	A) Goals should be vague and flexible
_	B) Goals should be measurable and time-bound
0	C) Goals should focus on financial rewards only
0	D) Goals should only focus on immediate job acquisition
22. Which	strategy is most effective for job search?
0	A) Applying to all jobs without customization
	B) Networking and building professional connections

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	 C) Relying solely on job portals
	D) Avoiding social media platforms
23.	Which platform is best suited for professional networking?
	e A) Instagram
	- Di 1 1 1 11
	c C) Facebook
	o D) Snapchat
24,	What is the most important part of interview preparation?
	 A) Memorizing answers to common questions
	B) Dressing according to the company's culture
	C) Practicing how to answer common interview questions
	 D) Showing impatience to get the interview over quickly
25.	Which of the following is a characteristic of the gig economy?
	A) Permanent full-time employment contracts
	B) Short-term, flexible work assignments
	o C) Long-term job security
	o D) Limited use of technology
26.	Which skill is increasingly in demand in the modern job market?
	A) Digital literacy and technological skills
	o B) Basic manual skills only
	 C) Specialization in a single area with no cross-functional skills
	 D) Ignorance of digital tools and platforms
27.	Which of the following is an example of a trend affecting the future of work?
	 A) Decline of technology use in workplaces
	B) Rise in automation and AI applications
	C) Reduced reliance on remote work
	 D) Less demand for skilled professionals
28.	What is the importance of lifelong learning in the future of work?
	A) To adapt to changing technology and skill requirements
	o B) To stay in one job for a lifetime
	 C) To avoid using technology
	 D) To rely on existing skills without learning new ones
29.	What does "intrapreneurship" refer to?
	A) Entrepreneurship within an organization
	B) Freelancing outside of an organization
	 C) Starting a new business from scratch
	 D) Managing traditional corporate structures
30.	Which of the following is a potential benefit of freelancing and contract work?
	 A) Guaranteed job security and pension plans
	B) Freedom to choose projects and work schedules
	C) Limited networking opportunities
	o D) Restrictions on earning potential

29



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ENTREPRENEURSHIP SKILLS

LEARNER FEEDBACK FORM

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ENTREPRENEURSHIP SKILLS

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PKM Educational Society

RR College of Pharmacy

Chikkabanavara, Bangalore-90

Certificate

ENTREPRENEURSHIP AND EMPLOYMENT SKILLS

Issued to

Mr. Abhishek

During the academic year 2023-24

Program Coordinator

(Dr. Narayanaswamy. V.B)

PRINCIPAL R.R. College of Pharmacy Chikkabahavara, Bangalore

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Certificate programme on soft skills: Syllabus: Academic year 2023-24 w. e. f. 1st January 2024, (For 4th Year Pharma D)

Unit I: Positive Attitude

- Introduction to Attitude
 - Definition and Features of Attitude
 - Formation of Attitudes
 - Psychological Factors Influencing Attitude
- Changing Attitudes
 - o Methods for Changing Attitudes in a Person
 - The Power and Benefits of Positive Attitude
 - Developing a Positive Attitude
 - Obstacles in Developing Positive Attitude
- Negative Attitude
 - Causes and Consequences of Negative Attitude
 - Strategies for Changing Negative Attitude

Unit II: Goal Setting

- Introduction to Goals
 - Importance and Definition of Goal Setting
 - Types of Goals
- Goal Setting Process
 - o What exactly is Goal Setting?
 - Reasons Why People Don't Set Goals
 - How to Choose the Right Goals
 - SMART Goals (Specific, Measurable, Achievable, Relevant, Time-bound)
- Career Goals
 - Benefits of Career Goal Setting
 - Tips for Effective Goal Setting

Unit III: Communication Skills

- Communication Basics
 - Communication Process
 - Types of Communication (Verbal and Non-verbal)
 - Barriers to Effective Communication
- Listening Skills
 - Importance of Active Listening
- Speech Techniques
 - Tone of Voice, Voice Clarity, and Verbal Expressiveness.
- Skill Development
 - Tips to Develop Communication Skills
 - Government Initiatives and Related Job Roles

Unit IV: Vocabulary Enrichment

- Importance of Vocabulary
 - Definition and Relevance in Communication
- Word Formation Techniques
 - Prefixes and Suffixes
 - 6 Compound Words (Nouns and Adjectives)
- Vocabulary Elements
 - Synonyms and Antonyms



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- Homonyms and Homophones
- Idioms and Phrases
- One-word Substitutes
- Confused Words
- · Vocabulary Development
 - Tips for Enrichment
 - Oral Presentation Techniques
 - Practical Tasks:
 - Self-introduction
 - Object Descriptions
 - Person Descriptions
 - Welcome Speech
 - Vote of Thanks

Unit V: Resume Writing

- Introduction to Resumes
 - Definition and Purpose of a Resume
 - How a Resume Works for You
- Resume Development
 - Key Information on Resumes
 - Tips for Resume Writing
- Advanced Resume Techniques
 - Online Resumes
 - 6 Guidelines for Submitting Resumes on the Web
 - Computer-Friendly Resume Tips

Date	Details	
21-12-2023 to 6-2-2024	Pharma D 4" year	
0-2-2024	Time: 5,30 PM to 6.30 PM	
	Theory venue: LH-I	
	Facilitator: Mr. Mahalingan	



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Soft Skills :: Quiz

9/01/2024

Answer all of the following

1x30=30M

	Which of the	following	best	defines	"attitude"?
--	--------------	-----------	------	---------	-------------

- o A) A skill acquired through training
- B) A fixed mindset that cannot be changed
- C) A settled way of thinking or feeling about something
- D) A personality trait that remains constant

2. Which psychological factor is most likely to influence a person's attitude?

- A) Social media usage
- B) Family background and personal experiences
- o C) Eye color
- o D) Physical fitness level
- 3. How are attitudes generally formed?
 - A) Through random thoughts and feelings
 - B) By exposure to certain situations, experiences, and environments
 - o C) By the strict rules of a society
 - D) Through external rewards only

4. Which of the following is a method for changing someone's attitude?

- o A) Ignoring their opinions
- B) Positive reinforcement and feedback
- C) Constant criticism and punishment
- D) Keeping them isolated

5. What is one key benefit of having a positive attitude?

- o A) Increased chances of failure
- B) Greater happiness and improved relationships
- C) More opportunities to avoid challenges
 - o D) Less need for personal growth

6. Which of the following is a common obstacle to developing a positive attitude?

- o A) Over-enthusiasm
- B) Fear of failure
- C) Lack of creativity
- D) Focusing on long-term goals only

7. What are the potential consequences of a negative attitude?

- A) Improved relationships and job opportunities
- B) Decreased productivity and stress
- C) Increased motivation and enthusiasm
- D) Greater personal satisfaction

8. Which of the following strategies can help in changing a negative attitude?

- o A) Emphasizing weaknesses
- B) Practicing positive self-talk
 - o C) Isolating oneself from others
 - D) Constantly blaming external factors

9. Why is goal setting important?

- _ A) It helps to focus efforts and achieve desired results
 - B) It makes life predictable and routine
- C) It reduces the need for time management
 D) It eliminates the need for decision-making

10. Which of the following is a type of goal?

- o A) Financial Goal

 B) Emotional Goal
 - o C) Relational Goal
 - o D) All of the above



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	,
11. Which	of the following is the first step in the goal-setting process?
0	A) Setting deadlines
· ·	B) Identifying specific goals
0	annual per la construction de la
	EV Deiocitizing tasks
12. What i	is one common reason why people fail to set goals:
O.	A) Fear of achieving them
	B) Lack of self-discipline
O.	C) Over-commitment to too many goats
	to Last of alerity or direction
13. Which	of the following is NOT a part of SMART goals?
0	
0	B) Measurable
-0	C) Random
	D) Time-bound
14. What	does the "R" in SMART goals stand for?
0	A) Reliable
0	B) Resilient
	C) Relevant
100	D) Rapid
15. Why is	setting career goals important?
	A. To follow the noth of offices:
-	B) To build a clear direction for growth and development
	C) To avoid risks and challenges
230	To ansure inh security at all times
THE WEST-L	-Cabo following is an effective tip for goal setting:
0	A) Set vague. Hexible goals that can be easily changes
17.250	B) Make engls too easy to achieve
-	C) Break goals into smaller, achievable steps
17/2535	D) Focus only on long-term goals
17. What i	s the primary goal of the communication process?
	A) To confuse the receiver
	D) To exchange information effectively
0	C) To maintain a distance between the sender and receiver
	D) To avoid misunderstandings
18. Which	of the following is NOT a type of communication?
0	A) Verbal communication
	B) Non-verbal communication
15	C) Digital communication
0	D) Physical communication
19. What is	a common barrier to effective communication?
0.00	A) Clear articulation
-0-	B) Emotional distractions and bias
0	C) Active listening
0	D) Open body language
20 What is	"active listening"?
	A) Listening without responding
	R) Pretending to listen while thinking about something else
·	C) Fully focusing, understanding, and responding to the speaker
100	D) I intening only to what you agree with
21 Which	of the following speech techniques can improve communication?
0	A) Speaking in a monotone voice
	B) Using clear and varied tone, voice clarity, and expressiveness
	C) Speaking too quickly to finish faster
0	D) Using complicated language to sound professional
22 Which	of the following is a good tip for improving communication skills?
LL. WHICH	A) Avoid eye contact
	B) Be clear and concise in your message



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	C) Interrupt the speaker to assert your point
	13) Ignore the needs of the listener
23	Which of the following is an example of a government initiative related to
	communication skills?
	A) Technical workshops on specific career paths
	B) Public speaking courses and training programs
	C) Skills development programs for athletes
	D) Financial investment seminars
24	Why is vocabulary important in communication?
	A) It helps express thoughts more effectively and precisely
	B) It allows you to confuse others
	C) It reduces the need for grammar
	 D) It makes conversations known
25	Which of the following is a word formation technique?
	A) Homophones
	B) Prefixes and suffixes
	C) Idioms and phrases
	 D) Synonyms and antonyms
26	. What is an example of a compound word?
	o A) Happiness
	B) Bedroom
	C) Quickness
	o D) Avoidance
27	Which of the following refers to words that have the same meaning but different
	spellings?
	A) Homophones
	o B) Synonyms
	o C) Idioms
	D) One-word substitutes
28.	Which of the following is an example of a homophone?
	A) Bear and bare
	B) Up and down
	C) Happiness and joy
	D) Teacher and student
29.	What is a synonym for "happy"?
	o A) Sad
	B) Joyful
	o C) Angry
	D) Nervous
30.	Which of the following vocabulary elements is used to describe a word that is used in
	place of a longer phrase?
	o A) Idioms
	B) One-word substitutes
	o C) Homonyms
	o D) Phrasal verbs



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SOFT SKILLS

LEARNER FEEDBACK FORM

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PKM Educational Society

RR College of Pharmacy

Chikkabanavara, Bangalore-90

Certificate

SOFT SKILLS

Issued to

Mr. Tharun DN

During the academic year 2023-24

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Program Coordinator

PRINCIPAL

(Dr. Narayanaswamy. V.B)

PRINCIPAL R.R. College of Pharmacy Chikkabahavara, Bangalore



Chikkabanavara, Bengaluru-560090 Accredited by "NAAC" with Grade "A"

Syllabus: Computer Skills Academic Year 2023-24 (For 1st Year B. Pharm, 1st Year Pharma D)

Unit I: Introduction to Computers

- 1. Basics of Computing
 - o Definition and Characteristics of Computers
 - History and Evolution of Computers
 - Components of a Computer System (Hardware and Software)
- Operating Systems
 - Types of Operating Systems (Windows, macO3, Linux)
 - Features and Functions of Operating Systems
 - File Management Basics: Creating, Renaming, Moving, Deleting Files.
- 3. Basic Troubleshooting
 - Common Computer Problems and Solutions

Unit II: Word Processing Skills

- Working with Word Processors
 - Introduction to Microsoft Word/Google Docs
 - Document Creation, Formatting, and Editing

 - Use of Templates, Styles, and Themes
 Inserting Tables, Images, and Charts
 Page Setup, Margins, and Printing Options
- Advanced Features in Word Processing
 - Mail Merge
 - Track Changes and Comments
 - Table of Contents and Indexing

Unit III: Spreadsheet Skills

- Introduction to Spreadsheets
 - Overview of Microsoft Excel/Google Sheets
 - Workbook and Worksheet Basics
 - Data Entry, Formatting, and Sorting
- 2. Formulas and Functions
 - Basic Mathematical Functions (SUM, AVERAGE, IF, etc.)
 - Logical and Text Functions
 - Creating and Using Charts and Graphs
- Advanced Features in Spreadsheets
 - Pivot Tables
 - Data Validation and Conditional Formatting
 - Macros: Introduction and Basic Use.

Unit IV: Presentation Skills

- 1. Creating Presentations
 - Introduction to Microsoft PowerPoint/Google Slides
 - Slide Design and Layout Options
 - Adding Text, Images, Videos, and Animations
- 2. Effective Presentation Techniques
 - Creating Consistent and Engaging Slides
 - Using Transitions and Animations Wisely
 - o Tips for Delivering Presentations



Chikkabanayara, Bengaluro-560090 Accredited by "NAAC" with Grade "A"

1. Collaboration Features in Presentations

Sharing and Collaborating on Presentations Online

Unit V: Internet and Online Tools

1. Introduction to the Internet

- Basics of Browsing and Search Engines
 Email Communication: Composing, Sending, and Managing Emails
- Understanding Cloud Storage (Google Drive, OneDrive)

2. Cybersecurity

- Importance of Data Privacy
- Safe Online Practices (Passwords, Phishing Awareness)
- Antivirus and Firewall Basics

3. Online Collaboration Tools

- Introduction to Google Workspace and Microsoft Teams
- Virtual Meeting Tools (Zoom, Google Meet)
 Managing Projects Online (Trello, Asana, etc.)

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10	Jasmine Khan Kanishka Mohan Rgi	P	P	7.	P	P	P	P	P	P	PA
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15	Prenana Priyadanshini	P	7	P	P	P	P	P	P	P	PP
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18	Rashiba Akter	P	P	P	P	P	P	P	1		PP
19	Rishilush	P	P	7	P	P	P	P	P	9	PP
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21	Sapna Kumari	P	P	P	P	P	P	P	P	P	AAPP
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REGISTER OF ATTENDANCE & FEES

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57		Naman Tamang	P	P	P	1500	P	P	P	P	PD
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REGISTER OF ATTENDANCE & FEES

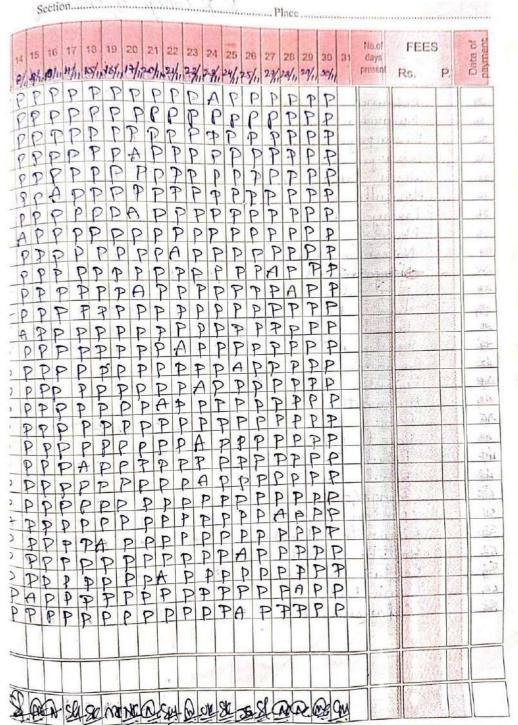
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30		Mukawam Rahi	P	P	K	F	P	P	P	P 7	-I D	P
31.		Bhanupriya . A. S	7	D.	P	P	P	100,000	P	PP	AO	P.
32		Bhavya Shree. R	P	4		1	P	P	P	PF		P
33.		Deepa Jakshmi P	P	PP	-	-	B. 3		P	P 1	200	P
34.		Hemanth R	P	-	P	-	P	P	P			A
35.		Laronya HA	9		- 01	. Column	A:	f	P	-	~	P
36		Megha 39999	1	7	-	1	P	P	P	PF		P
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39_		Noor saheba	P		P	P		P	P	A	APP	P
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42		Breksha A.R TT) A			1000		D	1	1/	
43		Priyanihu Kumar Singh	1					P	P			P.D.
44		Priyanka Nath.	7	X -				1 4	P		P. P 3	
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46		Rabat Sandi 97	. A	5	PY	PF			1	1	1	PP
47		Rahul Debiggg	Į.	> 8	? 1	2 3	P9	P	7	111	PPI	1
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FOR THE MONTH OF



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REGISTER OF ATTENDANCE & FEES

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3.		Adition Mahanta	P	P	P	P	P	P	P	7	P	P	-	-
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5.		Ansh Kumar	P	P	7	P	P	P	P	P	P	7	P	Ŧ
6.		Anusha. M	P	P	P	A	A	A	P	P	7	P	P	7
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20.		K.V Hari Prasad	A	A	A	-0	P	P		P			P	7
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24.		Krishna.	P	-	13			P	P		P	P	P	V
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_ A) Insert → Table o B) View → Table C) Home → Table o D) Tools → Table

o A) Mail Merge B) Track Changes

o D) To encrypt documents

RR COLLEGE OF PHARMACY

2/12/2023

Chikkabanavara Bengaluro 560090 Accredited by "NAAC" with Grade "A"

Computer Skills :: Quiz

Answer all of the following Which of the following is NOT a characteristic of a computer? A) Speed
 B) Accura B) Accuracy C) Creativity
D) Storage 2. Which of the following is the earliest computing device? o. A) Vacuum tube computers B) The abacus o C) Microprocessor-based computers o D) Punch card machines 3. Which of the following is an example of a hardware component of a computer system? A) Operating System B) CPU o C) Antivirus software D) Word processor 4. Which of the following is NOT a function of an operating system? o A) Memory management o B) File management ____C) Internet browsing o D) Device control 5. Which of the following is an example of a Linux-based operating system? o A) Windows 10 o B) macOS C) Ubuntu o D) Android 6. What is the purpose of file management in an operating system? A) To manage the software programs
 B) To manage the hardware components C) To organize and store files in directories D) To manage network connections 7. Which of the following is a common solution for a computer that is running very slowly? A) Uninstall unused programs B) Reinstall the operating system 0 C) Disconnect from the internet D) Disable antivirus software 8. Which of the following is a common word processor? o A) Excel o B) PowerPoint C) Word

9. Which of the following is the correct way to insert a table in Microsoft Word?

11. Which feature in Microsoft Word allows you to track changes made to a document?

10. What is the purpose of using templates in a word processor? A) To create a standard format for documents
 B) To create random documents C) To save space on the hard drive

C) Spelling and Grammar Check



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Bridge 1845	
100	D) AutoCorrect
12. What i	s the function of "Page Layout" in Microsoft Word?
0	A) To change the font style
_	B) To format the margins, page size, and orientation
· c	C) To insert charts and graphs
0	D) To add footnotes and endnotes
13. What i	s Mail Merge used for in a word processor?
a- -	A) To automate the creation of personalized letters or labels
0	B) To protect the document with a password
0	C) To change the layout of the document
	D) To translate the document
	D) To translate the document into different languages
	s the purpose of the "Track Changes" feature in a word processor?
-0	A) To keep a record of revisions made to the document
	y a marketime document totalisatility
15 Which	D) To save the document in different formats
is, which	of the following is a spreadsheet software? A) PowerPoint
	B) Word
	C) Excel
16 100	
io. what i	s the purpose of a "Workbook" in Microsoft Excel?
0_	A) To create a chart
-0	B) To contain one or more worksheets
0	C) To enter data into cells
	D) To store images
17. Which	function is used to calculate the total of a range of numbers in Excel?
~0	A) SUM
	B) AVERAGE
	C) IF
0	D) COUNT
18. What is	s the main use of "Pivot Tables" in Excel?
	A) To automate formatting
	B) To summarize and analyze data
0	C) To create charts
0	
19. Which	of the following functions is used for conditional formatting in Excel?
0	A) COUNTIF
0	B) SUMIF
	C) IF
0	D) VLOOKUP
20. What d	oes a "Macro" do in Excel?
0	A) It stores data in a database
	B) It automates repetitive tasks
	C) It formats the text
0	D) It generates random numbers
21. Which	of the following is NOT a logical function in Excel?
	A) AND
	B) OR
	C) NOT
	D) SUM
22. Which	software is commonly used for creating presentations? A) Microsoft Word
	B) Microsoft Excel
	C) Microsoft PowerPoint
	D) Microsoft Access
25. What is	the function of a slide layout in Microsoft PowerPoint?
0	A) To insert text

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	0	B) To design the appearance of	the entire pr	resentation	FFOGI
	- 40	C) To determine the arrangemen			1
	0	D) To format the text			
24	Whic	h of the following is used to add	movement	to a presenta	tion slide?
	0	TO THE REPORT OF THE PARTY OF	2010/01/2017		23/20/20/2025
	0	B) Animation			
	_0	C) Slide Layout	-0		
	0				
25	What	is the purpose of adding "Notes	" in Power	Point presen	tations?
	M	A) To add additional comments	or speaker o	ues	78 100 00000
	ò	B) To create hyperlinks		-	
	0	C) To change the font style	0.00		
	. 6	D) To insert multimedia files	40		
26	Which	h of the following is a feature of	Microsoft P	owerPoint fo	or collaboration?
	0	A) Email			
	-0	B) Shared Access	3	/	
	0	77-100	15		
	9	D) Slide Layouts			
27.	What	is a good practice for delivering	an effective	e presentatio	n?
	0	A) Read directly from the slides			
	0	B) Keep the slides cluttered with	h informatio	n	
	-00	C) Maintain eye contact and end	tage with the	andience	1
	9	 D) Speak as fast as possible to o 	over all mat	erial	1
28.	Which	of the following is used to brow	vse the inter	net?	
	a	A) Microsoft Word			
	-	B) Google Chrome		Dept.	
	0	A THE STREET STREET			
2000		D) PowerPoint	1		
29.	What	does "cloud storage" refer to?			
	0	 A) Storing files on your compute 	er's hard driv	ve -	- 1
	-0	B) Storing files on a remote serv	er accessible	e via the inter	net
	0	C) Storing files on a USB flash of	drive	NOS160830101830	7773
2000	0	D) Storing files in email attachm	ents		
30.	Which	of the following is an example of	of an online	collaboratio	n tool?
	- L	A) MICTOSOIL WORD			
	-0	B) Microsoft Teams		/	
	0	C) Microsoft Excel	-1		
	0	D) Adobe Photoshop			
				_	



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LEARNER FEEDBACK FORM

Leamer Name:		Title of Cours	e / Modele /	raining A	hotivity
Gitalal Biam		Comput	es skill		
Q.1 Claime training most your	Makhing objects	es? 1	-87 L. WOONG	Yes	No
Y65				73.	
Q.2 How do you intend to appli Comment	y what you learn	ed?			
T1					
Ves					
Q.3 Was the programme i mod	n e othered sta	eny?		Ves T	No C
Commers					
Ves					
0.4 Was the eart of the propren	nine v viccinia eig	plaines?		Yes	No C
Commert					
Yes					
103					
118-010	able to the trainin	g programme	/module?	Yes 🗗	No C
0.5 Was the training room suiti Comment	able to the trainin	g programme	/module?	Yes 🗗	No C
Q.5 Was the training room suit Comment	able to the trainin	g programme	/module?	Yes 🗗	No C
Q.5 Was the training room suits	able to the trainin	g programme	/module?	Yes 🗗	No C
Q.5 Was the training room suit Comment		2/(/module?	Yes 🗗	No C
G.5 Was the training room suit Comment Ye.S G.5 How would you rate the toll	lowwig [®] (Please) Excellent	2/(/module?		No C
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Q.5 Was the training room suits Y.6.5 Q.6 How would you rase the tott Resources 6 ecopyment Approachabliky of cutor (s) Hendouls Exercises assessments Overel Tutor Support	lowing* (Prease*)	Dece	Egy-		
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