



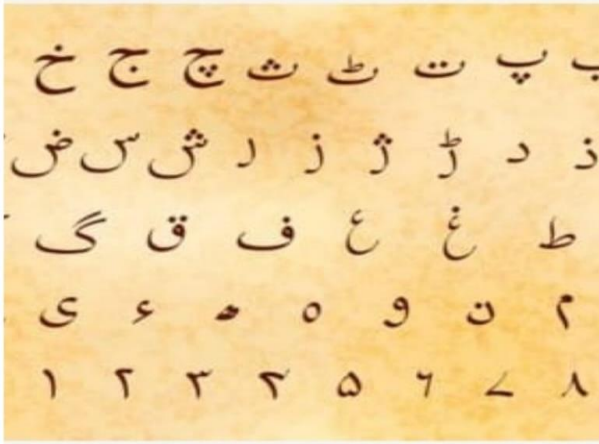
S.T.S. GOVT. DEGREE COLLEGE KADIRI



DEPARTMENT OF URDU

ONE MONTH CERTIFICATE COURSE [22/11/2022 TO 23/12/2022]

In
“URDU INPAGE”



circular

38

One month certificate course

18-11-2022

Urdu Department is conducting one month certificate course on (Urdu Page) from 22-11-2022 to 23-12-2022. Interested student's may give their names at Urdu Department to P. Noorjahan, lecturer in Urdu.

~~S. H. Khan~~
principal

P. Noorjahan
Dept. of Urdu
P. NOORJAHAN

Permission Letter

date: -18/11/22

From

P. Noorjahan
Lecturer in Urdu
Dept. of Urdu
STSN GDC, Kadiri

To
The principal
STSN GDC
Kadiri

Sub: Permission for Conducting Certificate
Course in Urdu regarding.

Respected Madam,

I submit to state that Urdu dept.
is going to conduct one month certificate course
in "Urdu INPAGE" for III B. A (U.H.P) student's
from 22/11/2022 to 23/12/22. Hence, I request
you to group us permission.

Thanking you

Principal
PRINCIPAL

STSN Govt. DEGREE COLLEGE
KADIRI - 515 591
Sri Sathya Sai (Dist).

P. Noorjahan
yours faithfully

S.T.S.N Government Degree College
Department of Urdu
Brief Report

Date: 22/11/2022

Name of the Activity

: One month certificate course in“URDU INPAGE”

Course & Group

: B.A (U.H.P)

No. of Participants

: 30

Objectives

: To know the students urdu Typing or urduinpage to get Employment opportunities.

Report

: To get students know about urduinpage/Typing in urdu Language. By learning the urdu typing students may get Job opportunities

Outcome

: Students got awareness on urduinpage and Learned very Interestingly.

فہرست

- 1 پہلی بات
- 2 کمپیوٹر اور اردو
- 3 ان پیج کا تعارف

..... ان پیج کا آغاز

- 4 ان پیج انشال کرنا
- 5 ان پیج چلانا
- 6 شارٹ کٹ بنانا
- 7 نئی فائل (New) بنانا
- 8 پراگرس چیک
- 9 نوٹس

..... کمپوزنگ کا آغاز

- 10 کی۔ بورڈ سیٹ کرنا
- 11 کی۔ بورڈ کا پرنٹ نکالنا
- 12 ٹائپنگ (Typing)
- 13 فائل محفوظ (Save) کرنا
- 14 فائل بند (Close) کرنا
- 15 ان پیج بند کرنا

Certificate course Day Wise– Time Table

S.NO	DATE	TOPIC COVERED
1	22.11.2022	Inauguration of the certificate course programme
2	23.11.2022	Introduction of Urdu Inpage
3	24.11.2022	Computer aur Urdu
4	25.11.2022	Computer aur Urdu
5	26.11.2022	Inpage ka Taaruf
6	28.11.2022	Inpage ka Taaruf
7	29.11.2022	Inpage ka Aagaz
8	30.11.2022	Inpage install karna
9	01.12.2022	Inpage install karna
10	02.12.2022	Inpage chalaana
11	03.12.2022	Short cut banana
12	05.12.2022	Short cut banana
13	06.12.2022	New file banana
14	07.12.2022	New file banana
15	08.12.2022	Progress check
16	09.12.2022	Composing ka Aagaz
17	10.12.2022	Composing ka Aagaz
18	12.12.2022	Key board check karna
19	13.12.2022	Key board check karna
20	14.12.2022	Key board ka print nikalna
21	15.12.2022	Key board ka print nikalna
22	16.12.2022	File save karna
23	17.12.2022	File save karna
24	19.12.2022	File close karna
25	20.12.2022	File bandh karna
26	21.12.2022	Inpage bandh karna
27	22.12.2022	Conduct of Exam
28	23.12.2022	Certificate Distribution to the Students

STSN GOVT. DEGREE COLLEGE, KADIRI
DEPARTMENT OF URDU

Student's Particulars for the Certificate Course

SL.NO	Name o the Student	Group	Signature	Remarks
1	Beedipalli.Shaik.Salma	B.A(U.H.P)	B. S. Salma	
2	G.Mohammed Farhan Alam	B.A(U.H.P)	G. Farhan Alam	
3	G.S.Rashida	B.A(U.H.P)	G. S. Rashida	
4	Kattubadi.Roshini	B.A(U.H.P)	K. S. Rashida	
5	K.S.Airshiya	B.A(U.H.P)	K. S. Arshiya	
6	Madanpalli.Muskan	B.A(U.H.P)	M. Muskan	
7	P.S.Muteeba	B.A(U.H.P)	P. S. Muteeba	
8	Reddypalli.Samreen Taj	B.A(U.H.P)	R. Samreen Taj	
9	Shaik.Afroza	B.A(U.H.P)	S. Afroza	
10	Shaik.Afsana	B.A(U.H.P)	S. Afsana	
11	Shaik.Althaf	B.A(U.H.P)	S. Althaf	
12	Shaik.Arshiya	B.A(U.H.P)	S. Arshiya	
13	Shaik.Gazala Nasreen	B.A(U.H.P)	S. Gazala Nasreen	
14	Shaik.Jaffer Shareef	B.A(U.H.P)	S. Jaffer Shareef	
15	Shaik.Khurhana	B.A(U.H.P)	S. Khurhana	
16	Shaik.Madiha	B.A(U.H.P)	S. Madiha	
17	Shaik.Moulabi	B.A(U.H.P)	S. Moulabi	
18	Shaik.Mohammed Nadeem	B.A(U.H.P)	S. M. Nadeem	
19	Shaik.Pyari	B.A(U.H.P)	S. Pyari	
20	Shaik.Roohi	B.A(U.H.P)	S. Roohi	
21	Shaik.Salma	B.A(U.H.P)	Shaik. Salma	
22	Shaik.Tahaseen	B.A(U.H.P)	S. Tahaseen	
23	Shaik.Sadiq	B.A(U.H.P)	S. Sadiq	
24	Syeda.Nasreen	B.A(U.H.P)	S. Nasreen Banu	
25	Syed.Shabreen Banu	B.A(U.H.P)	S. Shabreen	
26	Shaik.Md.Shadab	B.A(U.H.P)	S. Md. Shadab	
27	Syed.Saniya	B.A(U.H.P)	S. Saniya	
28	M.S.Shabbir	B.A(U.H.P)	M. S. Shabbir	
29	Madanpalli.Aliya Ali	B.A(U.H.P)	M. Aliya Ali	
30	S.Mubeena	B.A(U.H.P)	S. Mubeena	

Department of Urdu
1 Month Certificate course
Question paper

Time: 1 Hour

20 Marks

1. what is Inpage?
2. what is the importance of Urdu Inpage?
3. write any 10 shortcuts of Urdu Inpage?
4. write on - Keyboard Ka print Nikale?
5. write on file kaise close karen?

_____ . o _____

Student's Feed Back
2022-23

1. One month Certificate Course in "URDU INPAGE" conducted by Urdu dept. is very useful for all of us.
2. We learnt computer typing skills in Urdu language.
3. This Urdu typing source facility is not available in Kadipi area, which we all learnt in this college's Urdu dept.
4. For this we very thankful to P. Noorjahan madam and the Urdu dept.

by -

B.S. Salma IIIrd sem UHP
G. S. Rasheeda III sem UHP
K. S. Arshiya III sem U.H.P
M. M. Usman III U.H.P



**S.T.S.N GOVT. DEGREE COLLEGE
KADIRI**

DEPARTMENT OF URDU

ONE MONTH CERTIFICATE COURSE [22/11/2022 TO 23/12/2022]

**In
“URDU INPAGE”**

**This is to certify that Mr./Ms -----of
B.A(U.H.P).has actively participated in one month certificate course
in “URDU INPAGE” from (22/11/2022 TO 23/12/2022)**

Principal

Convener



GPS Map Camera

Kadiri, Andhra Pradesh, India

45G3+VCX, Saidapuram, Kadiri, Andhra Pradesh

515591, India

Lat 14.127333°

Long 78.153817°

31/01/23 10:21 AM GMT +05:30



Date 22/1/22
S.T.S.N. Govt Degree college
Dept. of URDU
One Month Certificate Course
"URDU-INPAGE"
[22-11-2022 To 23-12-2022]





Conducting Exam for the students of Certificate course.



