



Government General Degree College, Kalna-I
36 contact hours add on course on **Basic Computing**

List of books

Sl no	Title	Author(s)	Publisher
1	Excel 2019 All-In-One: Master the New features of Excel 2019 / Office 365	Lokesh Lalwani	BPB Publications
2	Excel Formulas and Functions: Step-By-Step Guide with Examples	Adam Ramirez	Caprioru
3	Advance Excel 2019 Training Guide: Tips And Tricks To Kick Start Your Excel Skills	Manish Nigam	BPB Publications
4	Excel Basics In 30 Minutes (2nd Edition): The beginner's guide to Microsoft Excel and Google Sheets	Ian Lamont	In 30 Media Corporation
5	Microsoft Word 2016 Step By Step	Lambert Joan	PHI Learning Pvt Ltd
6	Microsoft Word 2010 Inside Out	Katherine Murray	PHI Learning Pvt Ltd
7	Microsoft Word In 30 Minutes	Angela Rose	In 30 Minutes Guides; Illustrated
8	PowerPoint Basics In 30 Minutes	Angela Rose	In 30 Minutes Guides; Illustrated edition
9	Computer Awareness	N K Gupta	IBC Academy Publications
10	LATEX -A BEGINNER GUIDE TO PROFESSIONAL DOCUMENTATION (English, Paperback, Dr. S. SWAPNA KUMAR)	Dr. S. SWAPNA KUMAR	Laxmi Publications Pvt Ltd
11	LaTeX and HTML: Skill Enhancement course	Pooja Raj Verma, Sandeep Kumar, Binay Kumar Sharma	Vardhman Publications
12	Computer basics	G. Manjunath	VASAN PUBLICATIONS
13	Smart phoner bahumukhi byabohar(Bengali)	Munirul Hasan	Systech Publications
14	Microsoft Office 2010 (Bengali)	Mahbubur Rahman	Dhaka publication
15	Practical Networking Handbook(Bengali)	Mojahedur Islam Dheu	Dhaka publication