

# How to Use LMS

## Exploring Our Site



How to sign-up?

How to browse a course?

How to purchase the course?

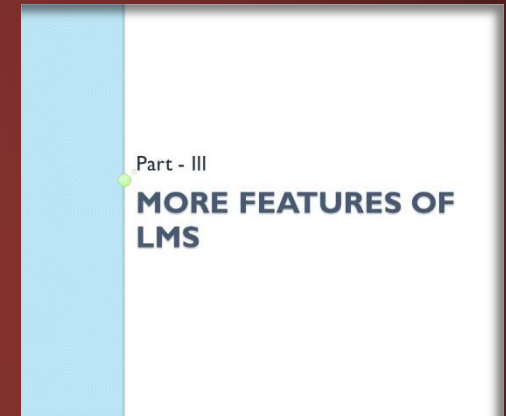
## Exploring Our LMS



How to navigate to the dashboard?

Navigating to the course  
Course Features

## More Features of LMS



Ask me a question

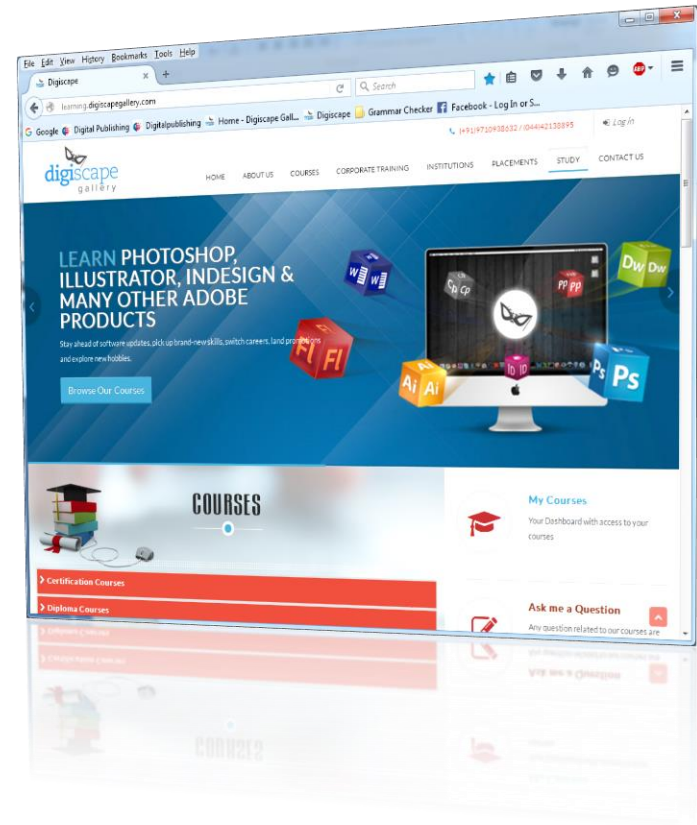
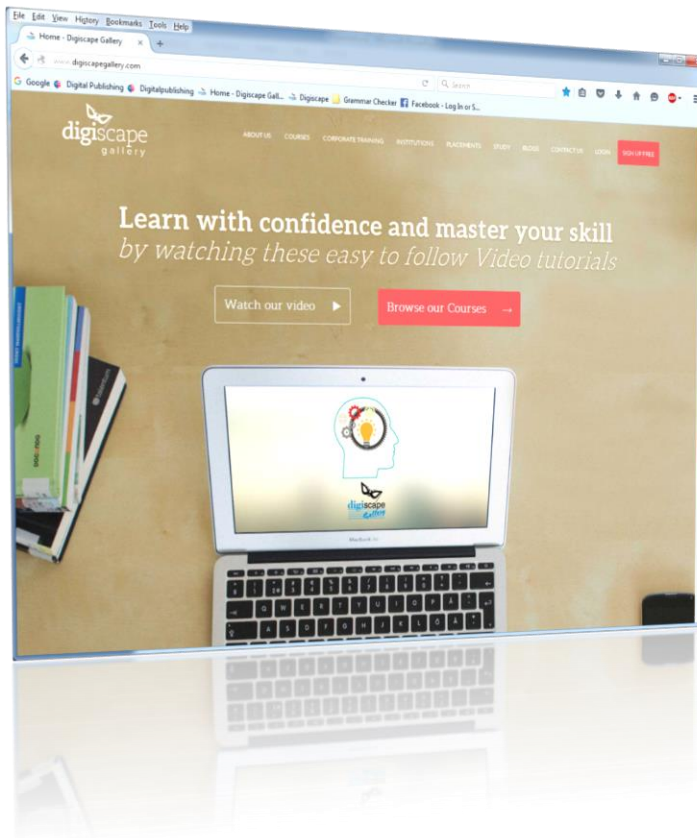
Course Feedback

Course completion requirement

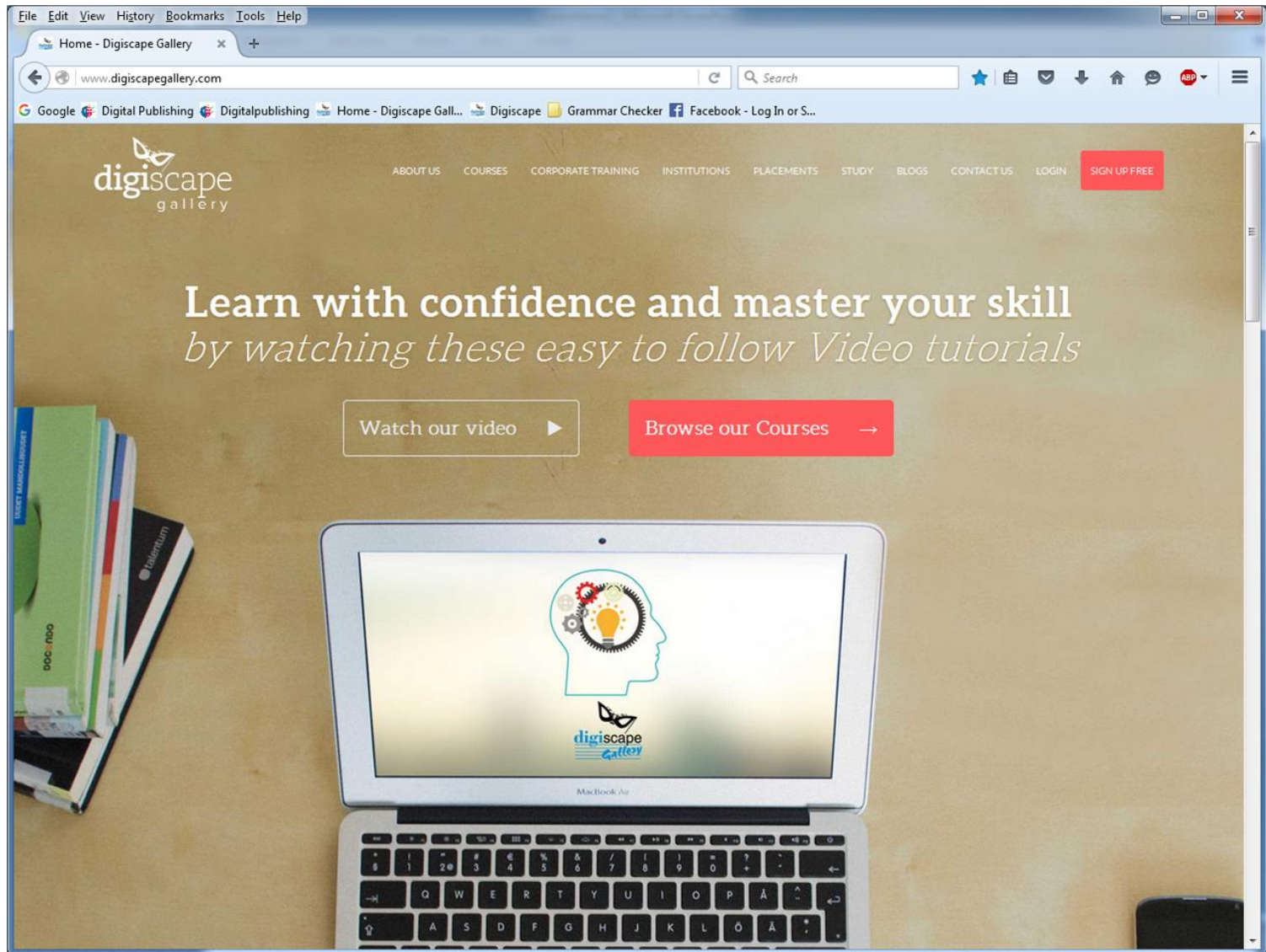
Generate Mark sheet & Certificate

# Digiscape Gallery Learning Management System

## How to Use LMS ?



# Our site – www.digiscapegallery.com





# LMS Homepage - learning.digiscapegallery.com

The screenshot shows a web browser window displaying the LMS homepage. The browser's address bar shows the URL [learning.digiscapegallery.com](http://learning.digiscapegallery.com). The website's header includes the logo for digiscape gallery, a phone number (+91)9710938632 / (044)42138895, and a 'Log in' link. The navigation menu consists of: HOME, ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, STUDY, and CONTACT US. The main banner features the text 'LEARN PHOTOSHOP, ILLUSTRATOR, INDESIGN & MANY OTHER ADOBE PRODUCTS' and a 'Browse Our Courses' button. Below the banner, the 'COURSES' section is visible, with a sub-section for 'My Courses' and a 'Ask me a Question' button. The 'COURSES' section includes links for 'Certification Courses' and 'Diploma Courses'.

File Edit View History Bookmarks Tools Help

Digiscape x +

learning.digiscapegallery.com Search

Google Digital Publishing Digitalpublishing Home - Digiscape Gall... Digiscape Grammar Checker Facebook - Log In or S...

digiscape gallery (+91)9710938632 / (044)42138895 Log in

HOME ABOUT US COURSES CORPORATE TRAINING INSTITUTIONS PLACEMENTS STUDY CONTACT US

LEARN PHOTOSHOP, ILLUSTRATOR, INDESIGN & MANY OTHER ADOBE PRODUCTS

Stay ahead of software updates, pick up brand-new skills, switch careers, land promotions and explore new hobbies.

Browse Our Courses

COURSES

My Courses  
Your Dashboard with access to your courses

Ask me a Question  
Any question related to our courses are

> Certification Courses

> Diploma Courses

Part - I

# **EXPLORING OUR SITE**

# Step 1: Sign-up

The image shows a browser window displaying the Digiscape Gallery website. The browser's address bar shows the URL [www.digiscapegallery.com](http://www.digiscapegallery.com). The website's navigation menu includes links for ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, STUDY, BLOGS, CONTACT US, LOGIN, and a prominent red button labeled SIGN UP FREE. A yellow arrow with a blue outline points to this button. Below the navigation, the main heading reads "Learn with confidence and master your skill by watching these easy to follow Video tutorials". Two buttons are visible: "Watch our video" with a play icon and "Browse our Courses" with a right-pointing arrow. The background of the website features a photograph of a laptop displaying the Digiscape Gallery logo, which consists of a head profile containing gears and a lightbulb, with the text "digiscape gallery" below it. To the left of the laptop is a stack of books.

# Please enter required information to register

File Edit View History Bookmarks Tools Help

SignUp - Digiscape Gallery x +

www.digiscapegallery.com/signup/ Search

Google Digital Publishing Digitalpublishing Home - Digiscape Gall... Digiscape Grammar Checker Facebook - Log In or S...

**digiscape**  
gallery

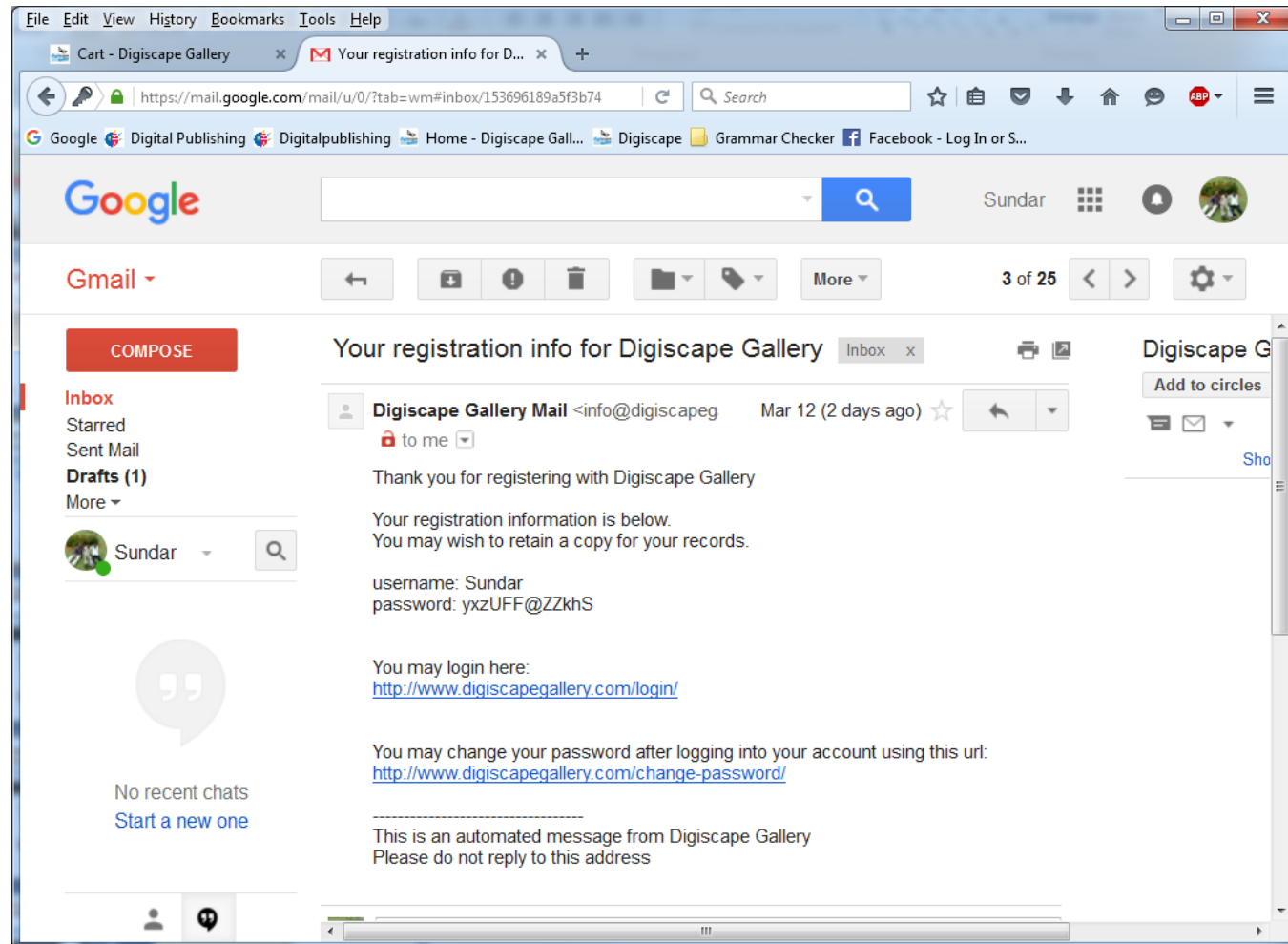
ABOUT US COURSES CORPORATE TRAINING INSTITUTIONS PLACEMENTS STUDY BLOGS CONTACT US LOGIN SIGN UP FREE

Over 20,000 courses and 4000 videos tutorials  
**Start learning today**

### Create your account

**Register**

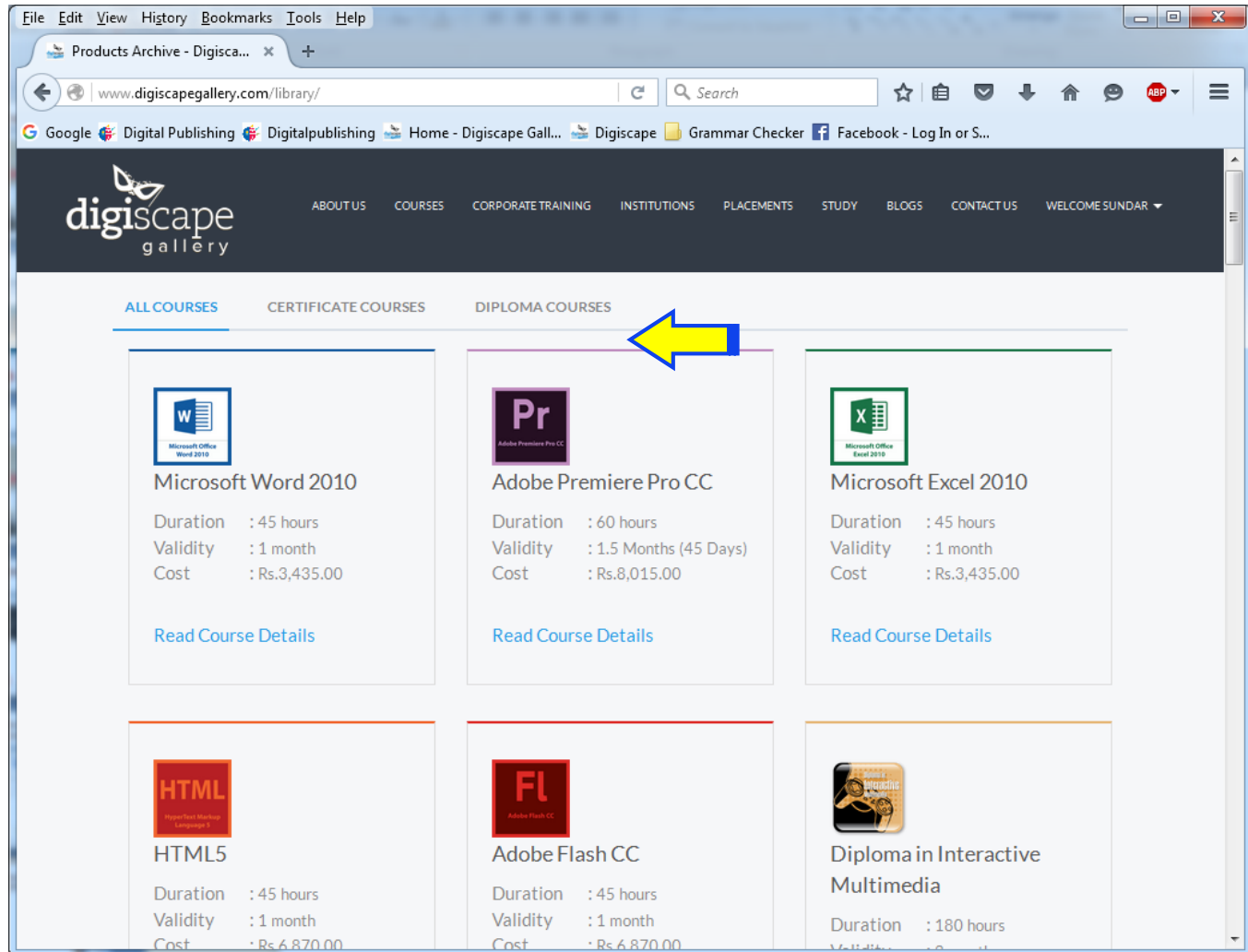
# You will receive a confirmation email along with username and password





# Login using your username and password

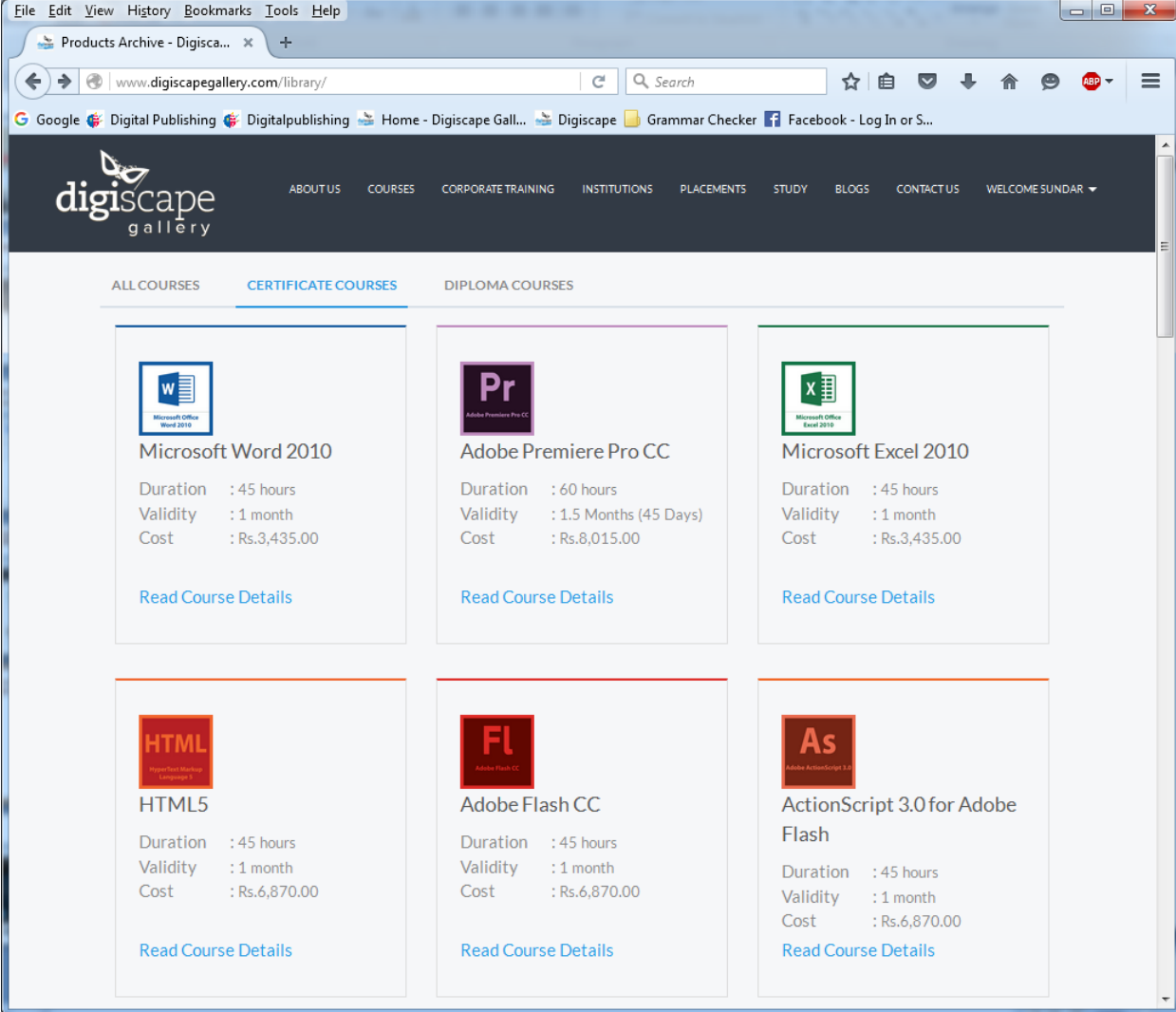
## Click on any Certificate or Diploma course



The screenshot shows a web browser window displaying the Digiscape Gallery website. The browser's address bar shows the URL [www.digiscapegallery.com/library/](http://www.digiscapegallery.com/library/). The website's navigation menu includes links for ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, STUDY, BLOGS, CONTACT US, and WELCOME SUNDAR. Below the navigation, there are three tabs: ALL COURSES, CERTIFICATE COURSES, and DIPLOMA COURSES. A yellow arrow points to the DIPLOMA COURSES tab. The main content area displays a grid of course cards. Each card includes a course icon, the course name, duration, validity, cost, and a link to read course details.

| Course Name                       | Duration    | Validity               | Cost          |
|-----------------------------------|-------------|------------------------|---------------|
| Microsoft Word 2010               | : 45 hours  | : 1 month              | : Rs.3,435.00 |
| Adobe Premiere Pro CC             | : 60 hours  | : 1.5 Months (45 Days) | : Rs.8,015.00 |
| Microsoft Excel 2010              | : 45 hours  | : 1 month              | : Rs.3,435.00 |
| HTML5                             | : 45 hours  | : 1 month              | : Rs.6,870.00 |
| Adobe Flash CC                    | : 45 hours  | : 1 month              | : Rs.6,870.00 |
| Diploma in Interactive Multimedia | : 180 hours |                        |               |

# Step 2: Click on 'Certificate Course' tab to display individual course list

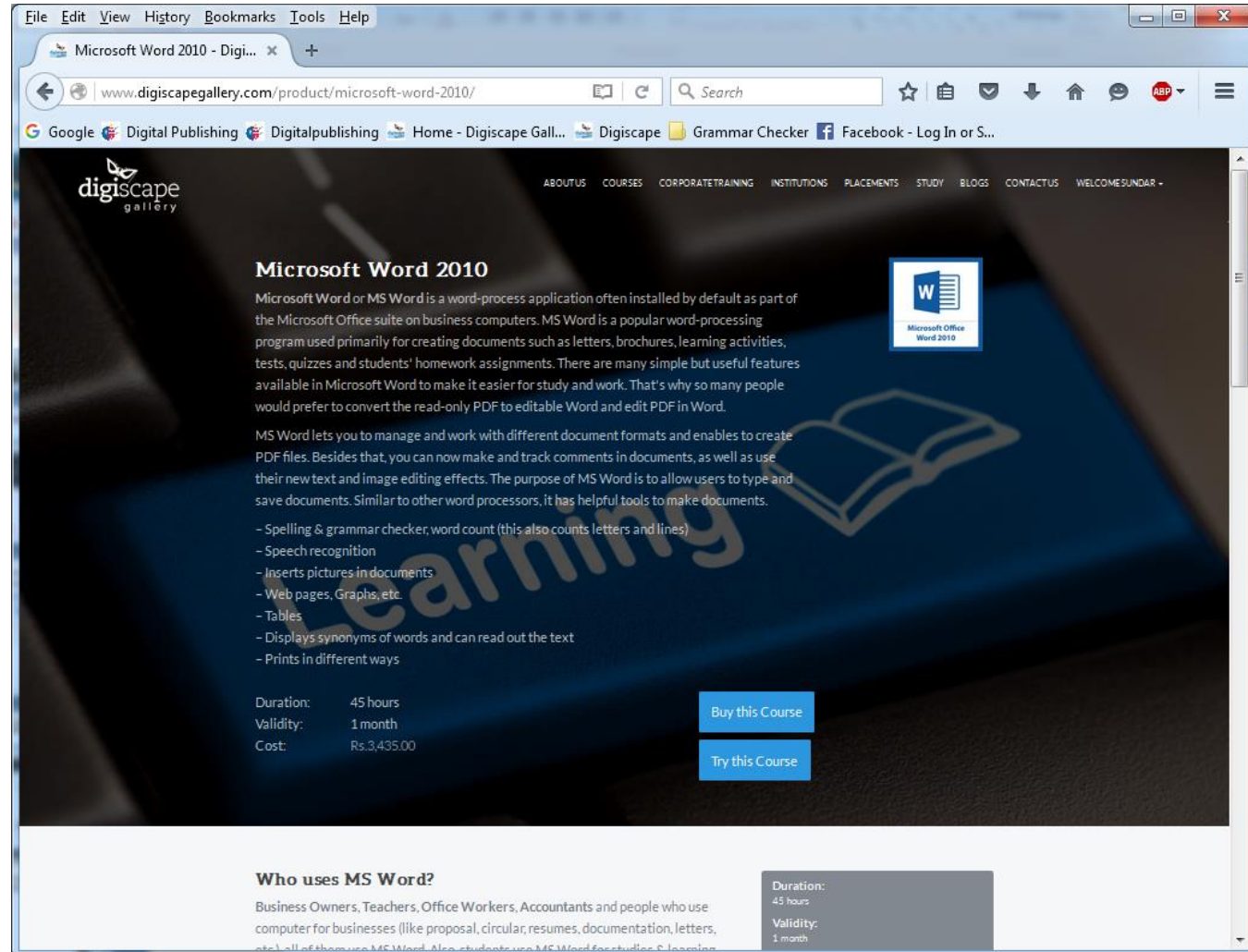


The screenshot shows a web browser window displaying the Digiscape Gallery website. The browser's address bar shows the URL [www.digiscapegallery.com/library/](http://www.digiscapegallery.com/library/). The website's navigation menu includes links for ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, STUDY, BLOGS, CONTACT US, and WELCOME SUNDAR. The main content area is titled 'CERTIFICATE COURSES' and displays a grid of six course cards. Each card includes a software icon, the course name, duration, validity, cost, and a 'Read Course Details' link.

| Course Name                      | Duration | Validity             | Cost        |
|----------------------------------|----------|----------------------|-------------|
| Microsoft Word 2010              | 45 hours | 1 month              | Rs.3,435.00 |
| Adobe Premiere Pro CC            | 60 hours | 1.5 Months (45 Days) | Rs.8,015.00 |
| Microsoft Excel 2010             | 45 hours | 1 month              | Rs.3,435.00 |
| HTML5                            | 45 hours | 1 month              | Rs.6,870.00 |
| Adobe Flash CC                   | 45 hours | 1 month              | Rs.6,870.00 |
| ActionScript 3.0 for Adobe Flash | 45 hours | 1 month              | Rs.6,870.00 |

# Choose a course (Example: MS Word 2010)

This page will give detailed description of full course



The screenshot shows a web browser window with the address bar displaying "www.digiscapegallery.com/product/microsoft-word-2010/". The page features the Digiscape Gallery logo and a navigation menu. The main content area is titled "Microsoft Word 2010" and includes a detailed description of the software, a list of features, and course details. A "Microsoft Office Word 2010" logo is also present.

## Microsoft Word 2010

Microsoft Word or MS Word is a word-process application often installed by default as part of the Microsoft Office suite on business computers. MS Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and edit PDF in Word.

MS Word lets you to manage and work with different document formats and enables to create PDF files. Besides that, you can now make and track comments in documents, as well as use their new text and image editing effects. The purpose of MS Word is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents.

- Spelling & grammar checker, word count (this also counts letters and lines)
- Speech recognition
- Inserts pictures in documents
- Web pages, Graphs, etc.
- Tables
- Displays synonyms of words and can read out the text
- Prints in different ways

Duration: 45 hours  
Validity: 1 month  
Cost: Rs.3,435.00

[Buy this Course](#)  
[Try this Course](#)

### Who uses MS Word?

Business Owners, Teachers, Office Workers, Accountants and people who use computer for businesses (like proposal, circular, resumes, documentation, letters, etc.) all use MS Word. Also, students use MS Word for studies. Learning

Duration: 45 hours  
Validity: 1 month

If you want to buy this course, then click **Buy this Course** button (OR) if you want to see a demo of the course, then click on **Try this Course** button

The screenshot shows a web browser window with the address bar displaying [www.digiscapgallery.com/product/microsoft-word-2010/](http://www.digiscapgallery.com/product/microsoft-word-2010/). The page content includes:

- Navigation Menu:** ABOUTUS, COURSES, CORPORATETRAINING, INSTITUTIONS, PLACEMENTS, STUDY, BLOGS, CONTACTUS, WELCOMESUNDAR
- Logo:** digiscape gallery
- Section Header:** Microsoft Word 2010
- Description:** Microsoft Word or MS Word is a word-process application often installed by default as part of the Microsoft Office suite on business computers. MS Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and edit PDF in Word.
- Features:**
  - MS Word lets you to manage and work with different document formats and enables to create PDF files. Besides that, you can now make and track comments in documents, as well as use their new text and image editing effects. The purpose of MS Word is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents.
  - Spelling & grammar checker; word count (this also counts letters and lines)
  - Speech recognition
  - Inserts pictures in documents
  - Web pages, Graphs, etc.
  - Tables
  - Displays synonyms of words and can read out the text
  - Prints in different ways
- Course Details:**
  - Duration: 45 hours
  - Validity: 1 month
  - Cost: Rs.3,435.00
- Buttons:** Buy this Course, Try this Course
- Image:** Microsoft Office Word 2010 logo
- Background:** A blue book with the word 'Learning' written on it.

A yellow arrow points to the 'Try this Course' button.

**Who uses MS Word?**  
Business Owners, Teachers, Office Workers, Accountants and people who use computer for businesses (like proposal, circular, resumes, documentation, letters, etc.) all of them use MS Word. Also, students use MS Word for studies & learning.

**Duration:** 45 hours  
**Validity:** 1 month



Try this **Course** button will navigate you to Demo Course page and here you can explore further

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** learning.digiscapgallery.com/course/view.php?id=6
- Navigation Breadcrumbs:** LMS Home > Free Trial Courses > Microsoft Word 2010 Demo
- Left Sidebar (NAVIGATION):**
  - Home
  - Dashboard
  - Current course
    - Microsoft Word 2010 Demo**
      - Participants
      - General
      - Lesson 01 - Explore Word 2010
      - Lesson 02 - Edit and Proofread Text
      - Interested in other modules?
      - Other Modules
  - My courses
- ADMINISTRATION** (bottom of sidebar)

- Main Content Area:**
- # Microsoft Word 2010 Demo
- [News forum](#)
- ## Lesson 01 - Explore Word 2010

  - Working in the User Interface file
  - Creating, Entering Text in, and Saving Documents
  - Opening, Moving Around in, and Closing Documents
  - Viewing Documents in Different Ways
  - Quiz for Lesson 01
  - E-book for Lesson 01
- Right Sidebar:**
- LATEST NEWS**: (No news has been posted yet)
- COURSE PURCHASE LINK**
  - Buy Full Version
  - Browse Course
- ASK ME A QUESTION**
  - Enter your question\*
  - Enter your question...

learning.digiscapgallery.com/mod/resource/view.php?id=36

Post Demo if you want to purchase the course, then click on **Buy this Course** button

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** learning.digiscapgallery.com/course/view.php?id=6
- Navigation Menu:** ADMINISTRATION, Course administration, Grades
- Section Header:** Lesson 02 - Edit and Proofread Text
- Course Content List:**
  - Making Text Changes
  - Finding and Replacing Text
  - Fine-Tuning Text
  - Correcting Spelling and Grammatical Errors
  - Inserting Saved Text
  - Quiz for Lesson 02
  - E-book for Lesson 02
  - Microsoft Word Certificate
- Form Fields:** Enter your question..., Email-ID\* (ssundar84singh@gmail.com), Contact number\* (Contact No)
- Buttons:** Ask, Reset
- Promotional Banner:** Interested in other modules? To study full... BUY THIS COURSE (highlighted by a yellow arrow)

# The course will be added to your cart

File Edit View History Bookmarks Tools Help

Cart - Digiscape Gallery

www.digiscapegallery.com/cart/

Google Digital Publishing Digitalpublishing Home - Digiscape Gall... Digiscape Grammar Checker Facebook - Log In or S...


digiscape gallery

ABOUT US COURSES CORPORATE TRAINING INSTITUTIONS PLACEMENTS STUDY BLOGS CONTACT US WELCOME SUNDAR

CART (1)

"Microsoft Word 2010" was successfully added to your cart.

Continue Shopping

| Product  | Price       | Quantity | Total       |
|--|-------------|----------|-------------|
|  Microsoft Word 2010 | Rs.3,435.00 | 1        | Rs.3,435.00 |


Continue Shopping

Proceed to Checkout

If you want to browse for other courses, then click on **Continue Shopping** (OR) click on **Proceed to Checkout**

The screenshot shows a web browser window with the URL [www.digiscapegallery.com/cart/](http://www.digiscapegallery.com/cart/). The page header includes the 'digiscape gallery' logo and a navigation menu with links for ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, STUDY, BLOGS, CONTACT US, and WELCOME SUNDAR. A red 'CART (1)' button is visible in the top right corner.

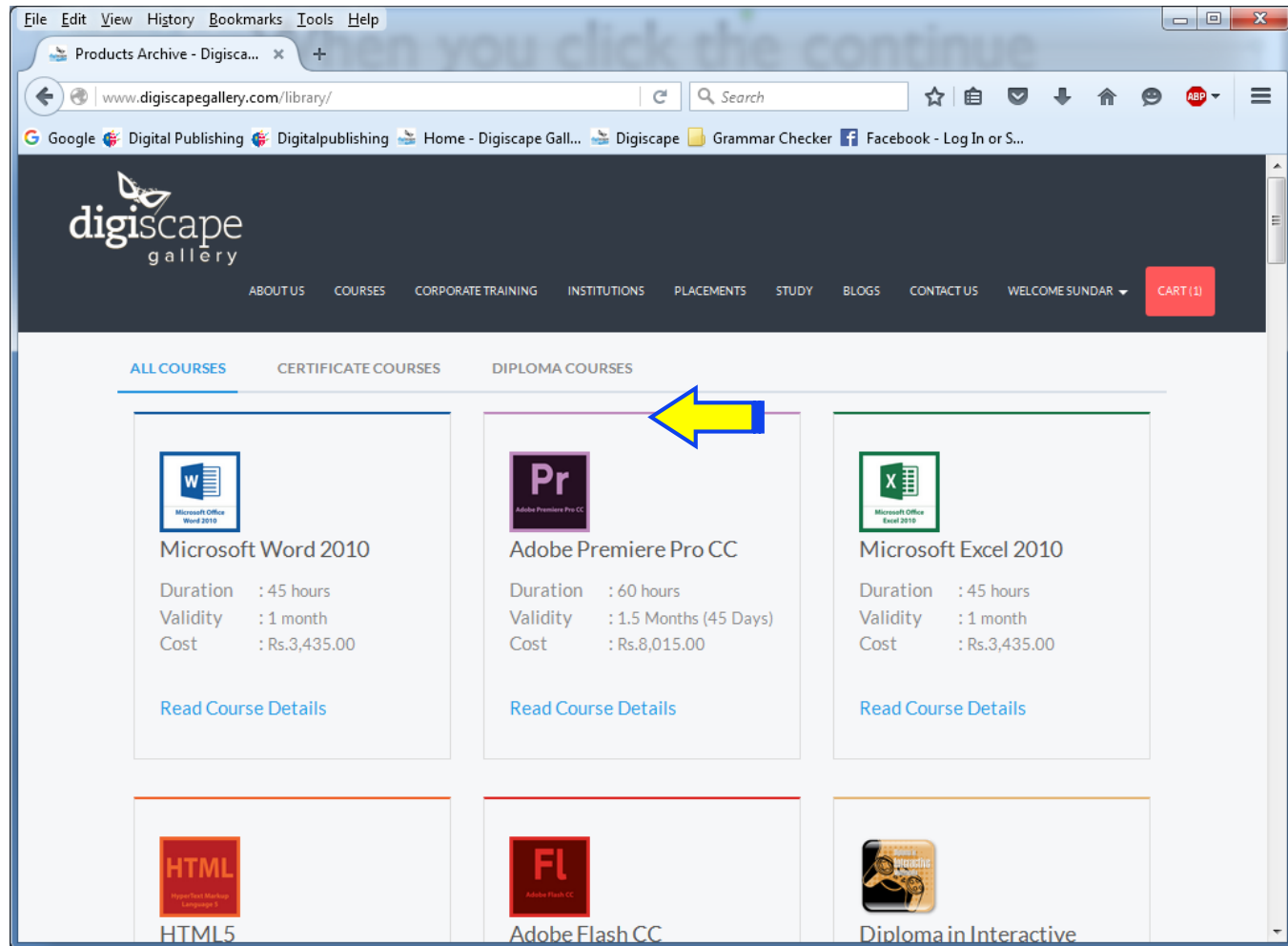
A confirmation message states: "Microsoft Word 2010" was successfully added to your cart. A 'Continue Shopping' button is located to the right of this message.

| Product  | Price       | Quantity | Total       |
|--|-------------|----------|-------------|
|  Microsoft Word 2010 | Rs.3,435.00 | 1        | Rs.3,435.00 |

At the bottom of the cart, there are two buttons: 'Continue Shopping' and 'Proceed to Checkout'. A yellow arrow points to the 'Continue Shopping' button.



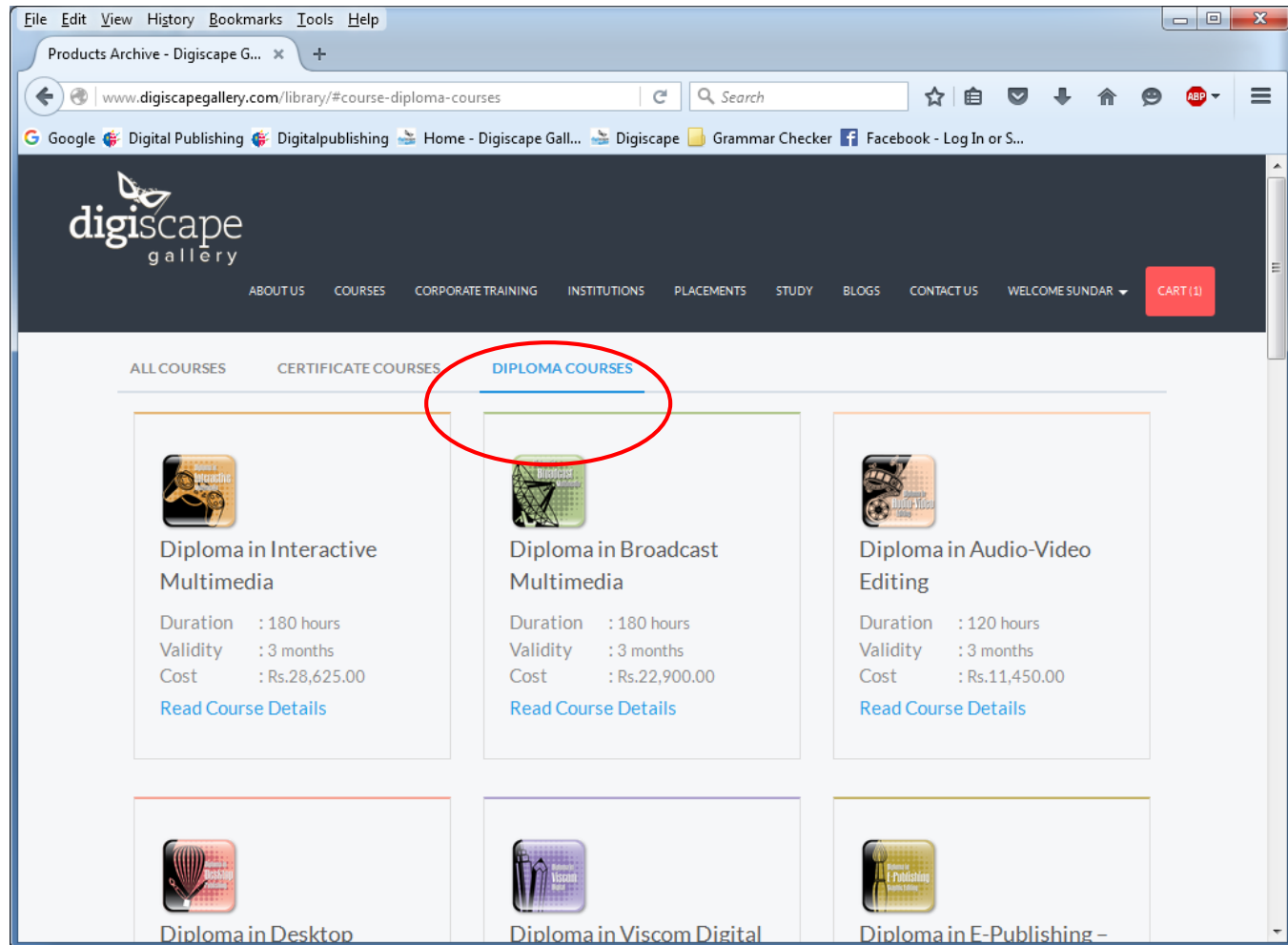
If you choose “Continue Shopping”, it will redirect you to our courses page



The screenshot shows a web browser window displaying the Digiscape gallery website. The browser's address bar shows the URL [www.digiscapegallery.com/library/](http://www.digiscapegallery.com/library/). The website header includes the Digiscape gallery logo and a navigation menu with links for ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, STUDY, BLOGS, CONTACT US, and WELCOME SUNDAR. A red 'CART (1)' button is visible in the top right corner. Below the navigation menu, there are three tabs: ALL COURSES, CERTIFICATE COURSES, and DIPLOMA COURSES. The main content area displays a grid of course cards. A yellow arrow points to the 'Continue Shopping' button on the Adobe Premiere Pro CC card. The course cards are as follows:

| Course Name            | Duration | Validity             | Cost        |
|------------------------|----------|----------------------|-------------|
| Microsoft Word 2010    | 45 hours | 1 month              | Rs.3,435.00 |
| Adobe Premiere Pro CC  | 60 hours | 1.5 Months (45 Days) | Rs.8,015.00 |
| Microsoft Excel 2010   | 45 hours | 1 month              | Rs.3,435.00 |
| HTML5                  |          |                      |             |
| Adobe Flash CC         |          |                      |             |
| Diploma in Interactive |          |                      |             |

# Step 3: Click on Diploma Courses tab to display the list of diplomas



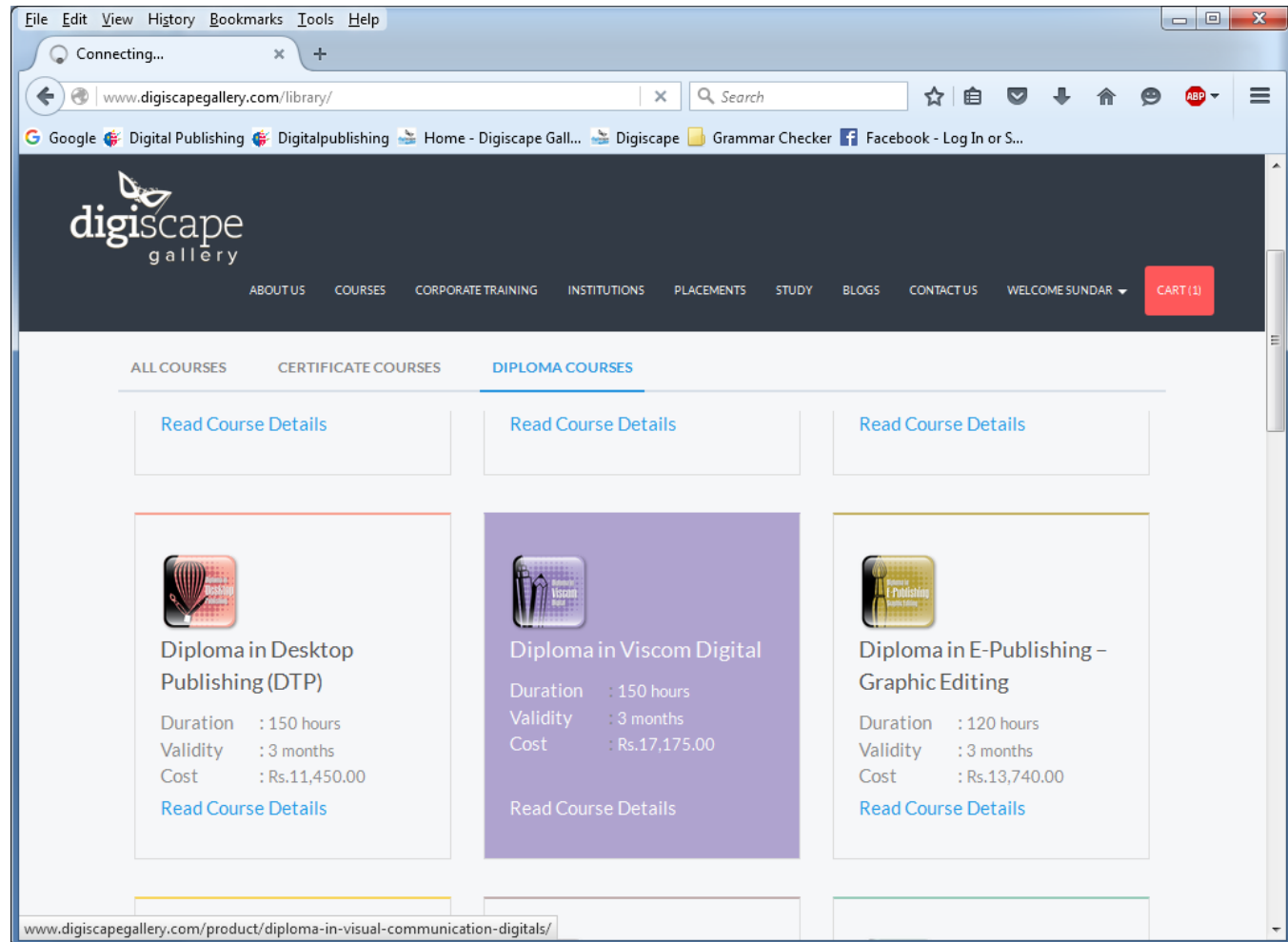
The screenshot shows a web browser window displaying the Digiscape Gallery website. The browser's address bar shows the URL [www.digiscapegallery.com/library/#course-diploma-courses](http://www.digiscapegallery.com/library/#course-diploma-courses). The website's header includes the Digiscape Gallery logo and a navigation menu with the following items: ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, STUDY, BLOGS, CONTACT US, WELCOME SUNDAR, and a red CART (1) button. Below the navigation menu, there are three tabs: ALL COURSES, CERTIFICATE COURSES, and DIPLOMA COURSES. The DIPLOMA COURSES tab is highlighted with a red circle. Below the tabs, a grid of course cards is displayed. Each card features a course icon, the course title, duration, validity, cost, and a 'Read Course Details' link. The visible courses are:

- Diploma in Interactive Multimedia**: Duration : 180 hours, Validity : 3 months, Cost : Rs.28,625.00
- Diploma in Broadcast Multimedia**: Duration : 180 hours, Validity : 3 months, Cost : Rs.22,900.00
- Diploma in Audio-Video Editing**: Duration : 120 hours, Validity : 3 months, Cost : Rs.11,450.00

Below these, the top of three more course cards are visible:

- Diploma in Desktop**
- Diploma in Viscom Digital**
- Diploma in E-Publishing -**

# Choose a Diploma Course (Example: Diploma in Viscom Digital)



The screenshot shows a web browser window displaying the 'digiscape gallery' website. The browser's address bar shows 'www.digiscapegallery.com/library/'. The website's navigation menu includes 'ABOUT US', 'COURSES', 'CORPORATE TRAINING', 'INSTITUTIONS', 'PLACEMENTS', 'STUDY', 'BLOGS', 'CONTACT US', 'WELCOME SUNDAR', and a 'CART (1)' button. The 'DIPLOMA COURSES' section is active, showing three course cards. The central card, 'Diploma in Viscom Digital', is highlighted in purple and includes the following details:

| Course Name                               | Duration         | Validity        | Cost                |
|---|------------------|-----------------|---------------------|
| Diploma in Desktop Publishing (DTP)       | 150 hours        | 3 months        | Rs.11,450.00        |
| <b>Diploma in Viscom Digital</b>          | <b>150 hours</b> | <b>3 months</b> | <b>Rs.17,175.00</b> |
| Diploma in E-Publishing - Graphic Editing | 120 hours        | 3 months        | Rs.13,740.00        |

The URL at the bottom of the browser window is 'www.digiscapegallery.com/product/diploma-in-visual-communication-digitals/'.

This page will give detailed description of full course

The screenshot shows a web browser window with the following details:

- Browser:** Chrome, address bar: [www.digiscapegallery.com/product/diploma-in-visual-commi](http://www.digiscapegallery.com/product/diploma-in-visual-commi)
- Page Title:** Diploma in Viscom Digital
- Navigation Menu:** ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, STUDY, BLOGS, CONTACT US, WELCOME SUNDAR
- Logo:** digiscape gallery
- Section Header:**

## Diploma in Viscom Digital
- Description:**

Visual communication is communication through visual aid and is described as the conveyance of ideas and information in forms that can be read or looked upon. Visual communication is primarily presented or expressed with two dimensional images, it includes: signs, typography, drawing, graphic design, illustration, Industrial Design and Advertising. It also explores the idea that a visual message accompanying text has a greater power to inform, educate, or persuade a person or audience.
- Course Details:**
  - Duration: 150 hours
  - Validity: 3 months
  - Cost: Rs.17,175.00
- Buttons:** Buy this Course, Try this Course
- Form:** Select Course (dropdown menu)



If you want to buy this course, then click on **Buy this Course** button (OR) if you want to see a demo of the course, then click on **Try this Course** button and select from the drop-down list

The screenshot shows a web browser window displaying the 'Diploma in Viscom Digital' course page on the 'digiscape gallery' website. The browser's address bar shows the URL 'www.digiscapegallery.com/product/diploma-in-visual-communication-'. The page features a navigation menu with links for 'ABOUT US', 'COURSES', 'CORPORATE TRAINING', 'INSTITUTIONS', 'PLACEMENTS', 'STUDY', 'BLOGS', 'CONTACT US', and 'WELCOME SUNDAR'. A red 'CART (1)' button is visible in the top right corner. The main content area includes the course title 'Diploma in Viscom Digital' and a detailed description of visual communication. Below the description, the course details are listed: 'Duration: 150 hours', 'Validity: 3 months', and 'Cost: Rs.17,175.00'. Two blue buttons are present: 'Buy this Course' and 'Try this Course'. A yellow arrow points to the 'Try this Course' button. Below the 'Try this Course' button is a dropdown menu with the following options: 'Select Course', 'Adobe Photoshop CC Demo', and 'Adobe Illustrator CC Demo'.

Try this **Course** button will navigate you to Demo Course page and here you can explore further

The screenshot shows a web browser window with the following elements:

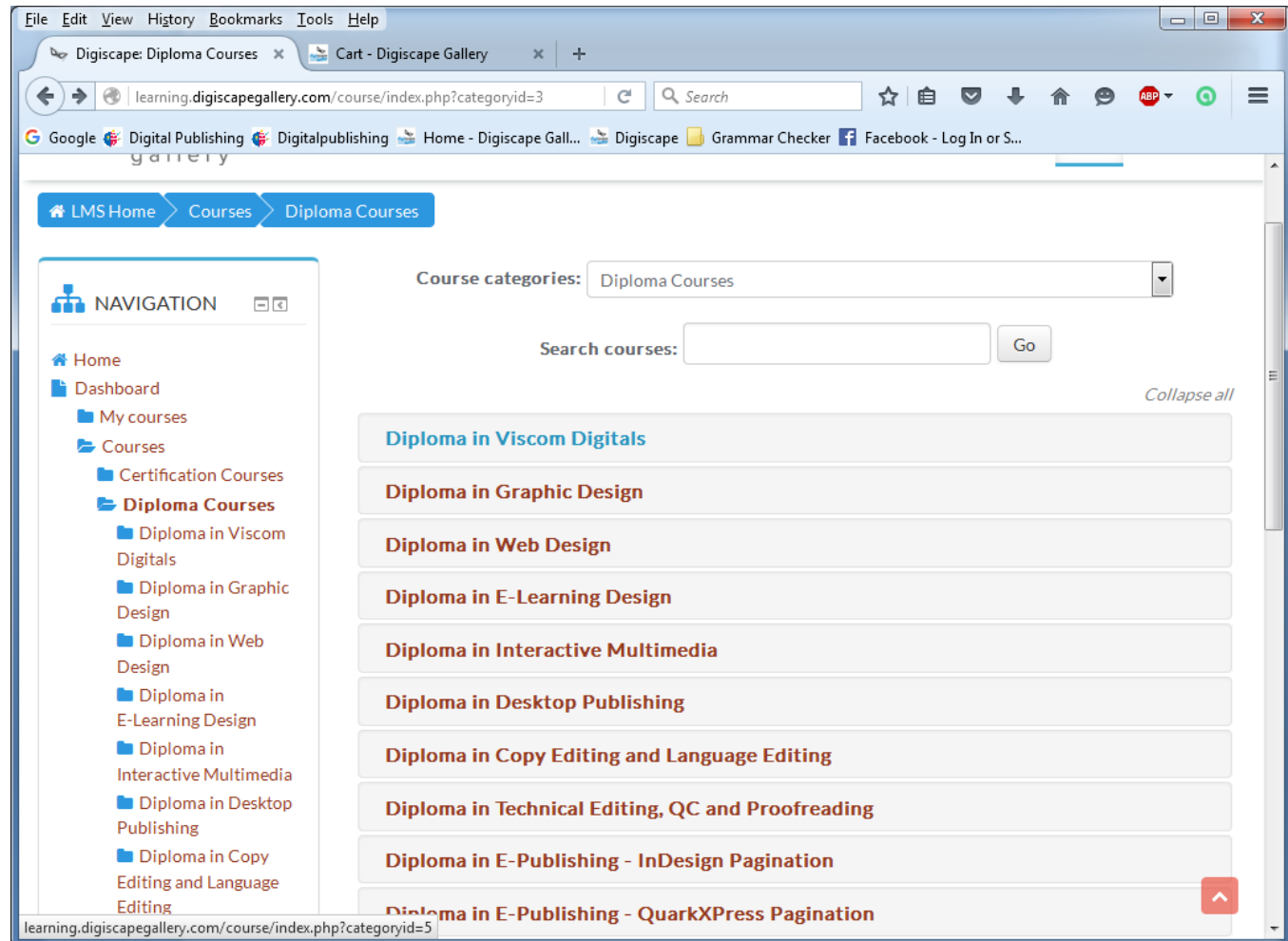
- Browser Address Bar:** `learning.digiscapgallery.com/course/view.php?id=40`
- Course Navigation Menu (Left):**
  - Participants
  - General
  - LESSON 01 - GETTING TO KNOW THE WORK AREA
  - Interested in other modules?
  - Other Modules
  - My courses
- ADMINISTRATION (Left):**
  - Course administration
  - Grades
- Main Content Area:**
  - LESSON 01 - GETTING TO KNOW THE WORK AREA**
  - Video Tutorial - Getting to Know the Work Area - Part I
  - Video Tutorial - Getting to Know the Work Area - Part II
  - E-book - Getting to Know the Work Area
  - Quiz - Getting to know the Work Area
  - Interested in other modules?**
  - BUY THIS COURSE** (with a shopping cart icon and text "To study further")
- Right Sidebar:**
  - COURSE PURCHASE LINK**
    - Buy Full Version
    - Browse Course
  - ASK ME A QUESTION**
    - Enter your question\*
    - Enter your question...
- Footer:** `learning.digiscapgallery.com/course/index.php?categoryid=3`

Post Demo if you want to purchase the course, then click on **“Buy Full Version”** button

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** learning.digiscapgallery.com/course/view.php?id=40
- Course Title:** LESSON 01 - GETTING TO KNOW THE WORK AREA
- Course Content List:**
  - Video Tutorial - Getting to Know the Work Area - Part I
  - Video Tutorial - Getting to Know the Work Area - Part II
  - E-book - Getting to Know the Work Area
  - Quiz - Getting to know the Work Area
- PURCHASE LINK Section:** Contains two buttons: "Buy Full Version" and "Browse Course". A yellow arrow points to the "Buy Full Version" button.
- ASK ME A QUESTION Section:** Includes a text input field for "Enter your question...".
- ADMINISTRATION Section:** Includes "Course administration" and "Grades".
- Interested in other modules? Section:** Features an image of a graduation cap, books, and a shopping cart with a green "BUY THIS COURSE" button.

This will take you to 'Diploma Course Category' page. Here choose your Diploma



The screenshot shows a web browser window displaying the 'Diploma Course Category' page on the Digiscape platform. The browser's address bar shows the URL `learning.digiscapegallery.com/course/index.php?categoryid=3`. The page features a navigation menu on the left with options like 'Home', 'Dashboard', 'My courses', 'Courses', and 'Diploma Courses'. The main content area displays a list of diploma categories under the heading 'Diploma Courses'. A search bar is also present for finding specific courses.

Course categories: Diploma Courses

Search courses:  Go

**Diploma in Viscom Digitals**

**Diploma in Graphic Design**

**Diploma in Web Design**

**Diploma in E-Learning Design**

**Diploma in Interactive Multimedia**

**Diploma in Desktop Publishing**

**Diploma in Copy Editing and Language Editing**

**Diploma in Technical Editing, QC and Proofreading**

**Diploma in E-Publishing - InDesign Pagation**

**Diploma in E-Publishing - QuarkXPress Pagation**

Now click on **Buy Full Package** button

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Digiscape: Diploma in Visc..., Cart - Digiscape Gallery
- Address Bar:** learning.digiscapegallery.com/course/index.php?categoryid=5
- Navigation Breadcrumbs:** LMS Home > Courses > Diploma Courses > Diploma in Viscom Digitals
- Left Sidebar (NAVIGATION):**
  - Home
  - Dashboard
  - My courses
  - Courses
    - Certification Courses
    - Diploma Courses
      - Diploma in Viscom Digitals**
        - VDPDCC
        - VDILLCC
        - AIDCC
      - Diploma in Graphic Design
      - Diploma in Web Design
      - Diploma in E-Learning Design
      - Diploma in Interactive Multimedia
      - Diploma in Desktop Publishing
      - Diploma in Copy

- Main Content Area:**
- Course categories:** Diploma Courses / Diploma in Viscom Digitals
- What is Viscom Digital?**



Visual communication is communication through visual aid and is described as the conveyance of ideas and information in forms that can be read or looked upon. Visual communication is primarily presented or expressed with two dimensional images, it includes: signs, typography, drawing, graphic design, illustration, Industrial Design and Advertising. It also explores the idea that a visual message accompanying text has a greater power to inform, educate, or persuade a person or audience. [More...](#)
- Search courses:**
- Buy Full Package** (button)
- Course List:**
  - Viscom Digital with Adobe Photoshop CC** (with user icon)
  - Viscom Digital with Adobe Photoshop CC
  - Viscom Digital with Adobe Illustrator CC** (with user icon)
  - Viscom Digital with Adobe Illustrator CC
  - Viscom Digital with Adobe InDesign CC** (with user icon)



The course will be added to your cart - please proceed with your checkout

The screenshot shows a web browser window with the following details:

- Browser tabs: Digiscape: Diploma in Visc... and Cart - Digiscape Gallery
- Address bar: www.digiscapegallery.com/cart/
- Search bar: Search
- Navigation menu: ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, STUDY, BLOGS, CONTACT US, WELCOME SUNDAR, CART (2)
- Cart items table:

| Product  | Price        | Quantity | Total        |
|--|--------------|----------|--------------|
|  Microsoft Word 2010        | Rs.3,435.00  | 1        | Rs.3,435.00  |
|  Diploma in Viscom Digital | Rs.17,175.00 | 1        | Rs.17,175.00 |

Buttons: Continue Shopping, Proceed to Checkout

This will take you to 'Billing Details' – please furnish required information and proceed

The screenshot shows the checkout page for Digiscapex. The 'Billing Details' section is highlighted with a blue border. It contains the following fields:

- Country:** A dropdown menu with 'India' selected.
- First Name:** A text input field containing 'Sundar'.
- Last Name:** A text input field containing 'Singh'.
- Company Name:** An empty text input field.
- Address:** A text input field containing 'No.99 Vinavagar Kovil Street.'
- Town / City:** A text input field containing 'Ambattur'.

The 'Additional Information' section is also visible, with a label 'Order Notes' and a text area for 'Notes about your order, e.g. special notes for delivery.'

The screenshot shows the checkout page for Digiscapex, focusing on the 'Your order' summary and payment options. The 'Your order' section is highlighted with a blue border.

| Product                       | Total               |
|-------------------------------|---------------------|
| Microsoft Word 2010 × 1       | Rs.3,435.00         |
| Diploma in Viscom Digital × 1 | Rs.17,175.00        |
| <b>Cart Subtotal</b>          | <b>Rs.20,610.00</b> |
| <b>Order Total</b>            | <b>Rs.20,610.00</b> |

Below the order summary, there is a payment section for CC Avenue. It includes a radio button selected for CC Avenue, a security message: 'Pay securely by Credit or Debit card or internet banking through CC Avenue Secure Servers.', and a checkbox for 'I've read and accept the terms & conditions'. A 'Place order' button is located at the bottom of this section.

This will navigate you to the payment page - ' – please furnish required information and 'Make Payment'

The screenshot shows a web browser window with the URL <https://secure.ccavenue.com/transaction/transaction.do?command=ini>. The page is divided into two main sections: Billing Information and Payment Information.

**Billing Information**

|                              |                          |
|------------------------------|--------------------------|
| Sundar Singh                 |                          |
| No.99 Vinayagar Kovil Street |                          |
| 600053                       | Chennai                  |
| TN                           | India                    |
| 9791181648                   | ssundar84singh@gmail.com |
| Notes (Optional)             |                          |

My Billing and Shipping address are different

**ORDER DETAILS**

|                     |  |
|---------------------|--|
| Order #:            | 648_16031523                               |
| Coupon Code         | <input type="text"/> <a href="#">Apply</a> |
| Order Amount        | 20610.00                                   |
| <b>Total Amount</b> | <b>INR 20610.00</b>                        |

**Payment Information**

Credit Card  Card Number

Debit Cards

Net Banking  Expiry Date Month  Year  CVV

Cash Card

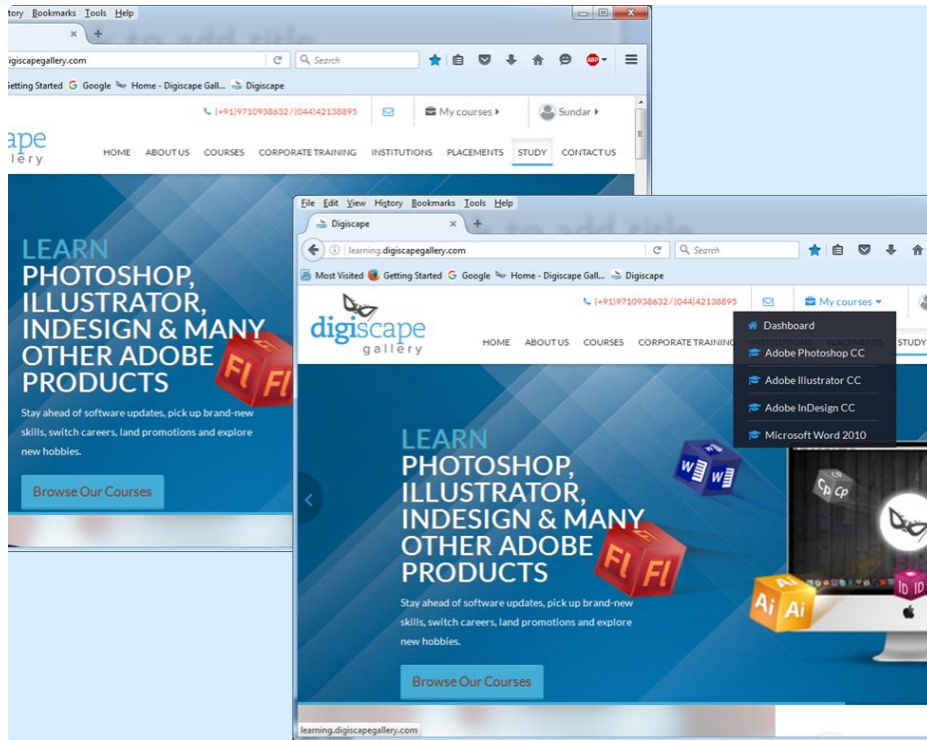
Mobile Payments  Or Pay By

Wallet

EMI Options

**INR 20610.00** (Total Amount Payable)

Upon a successful transaction, you will receive an email receipt from the payment gateway team.



Next

## Part – 2 Exploring the Course Structure in Study Page

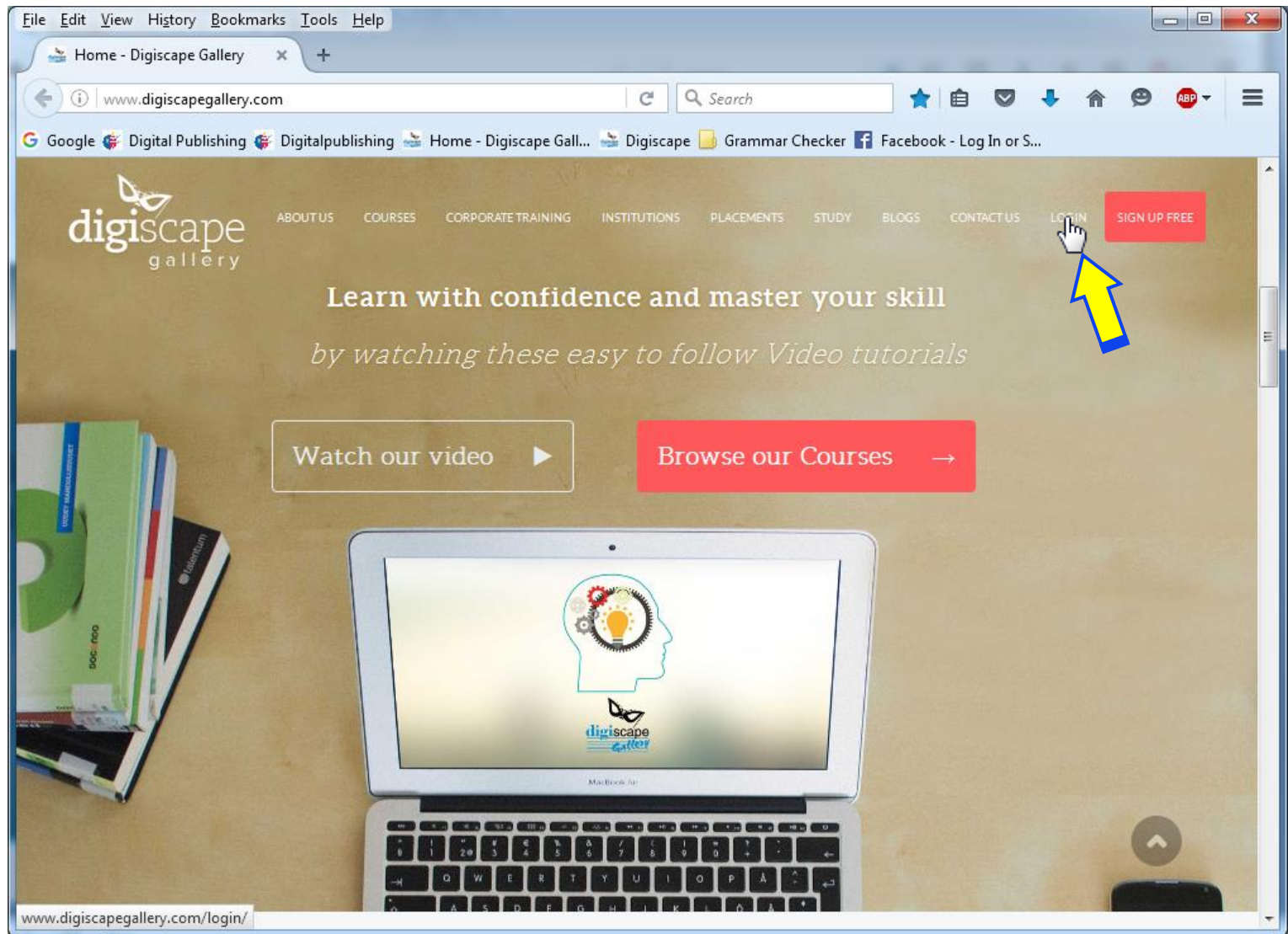
Part - II



**EXPLORING OUR  
COURSE**



# Login to [www.digiscapegallery.com](http://www.digiscapegallery.com), using your Username & Password

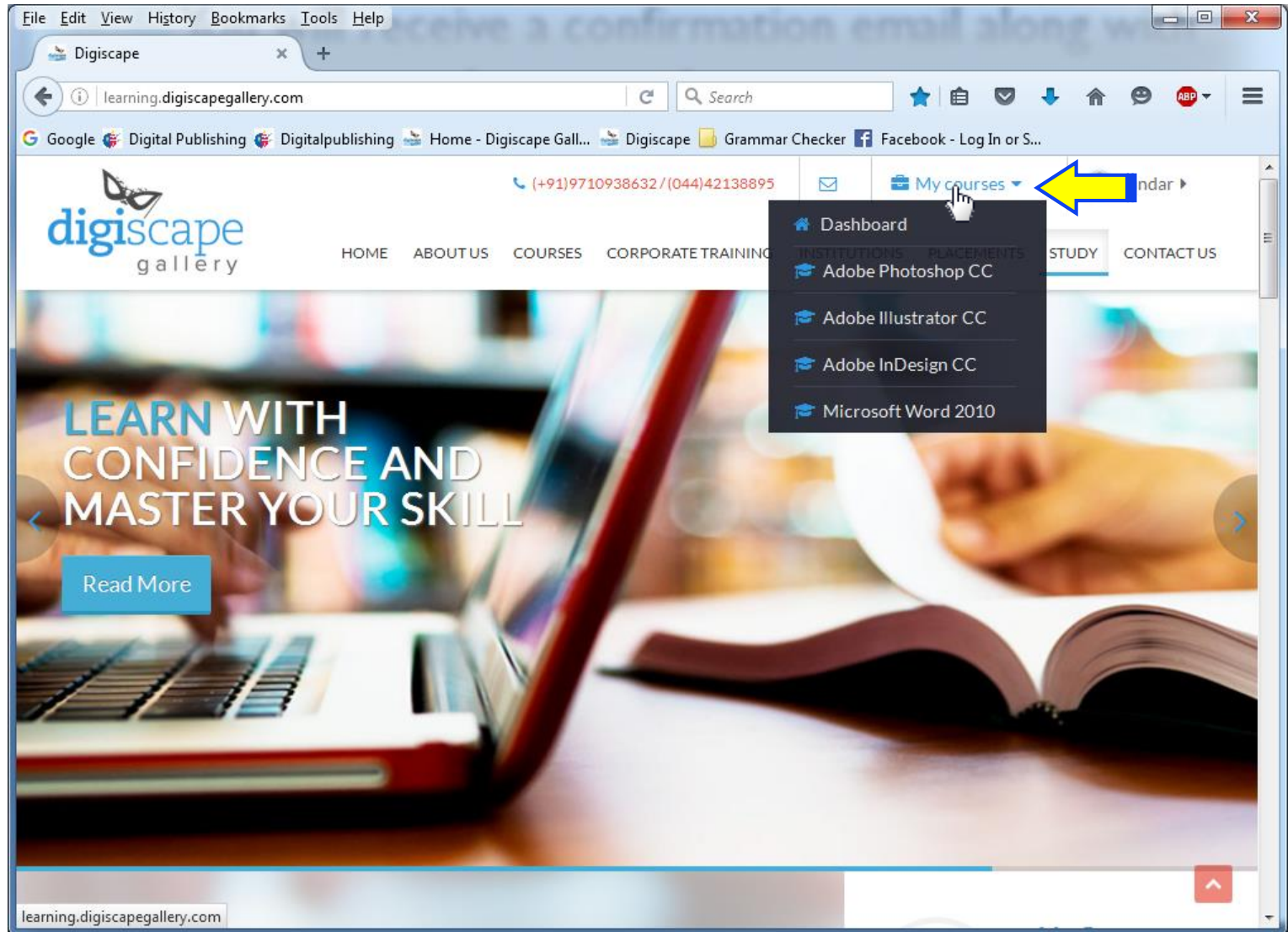


# Click on 'Study' tab

The screenshot shows a web browser window displaying the Digiscape Gallery website. The browser's address bar shows the URL [www.digiscapegallery.com/library/](http://www.digiscapegallery.com/library/). The website's navigation menu includes links for ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, **STUDY** (highlighted with a red circle and a mouse cursor), BLOGS, CONTACT US, and WELCOME SUNDAR. Below the navigation menu, there are three tabs: ALL COURSES, CERTIFICATE COURSES, and DIPLOMA COURSES. The main content area displays a grid of course cards. The first row includes Microsoft Word 2010, Adobe Premiere Pro CC, and Microsoft Excel 2010. The second row includes HTML 5, Adobe Flash CC, and Diploma in Interactive Multimedia. Each course card provides details such as Duration, Validity, and Cost, along with a 'Read Course Details' link. The footer of the page contains the text 'learning.digiscapegallery.com'.

| Course Name                       | Duration | Validity             | Cost        |
|-----------------------------------|----------|----------------------|-------------|
| Microsoft Word 2010               | 45 hours | 1 month              | Rs.3,435.00 |
| Adobe Premiere Pro CC             | 60 hours | 1.5 Months (45 Days) | Rs.8,015.00 |
| Microsoft Excel 2010              | 45 hours | 1 month              | Rs.3,435.00 |
| HTML 5                            |          |                      |             |
| Adobe Flash CC                    |          |                      |             |
| Diploma in Interactive Multimedia |          |                      |             |

“Study” tab is your LMS Homepage. Here, click on “My courses” - This will display the list of courses you have purchased





Next, click on any course name from the list to start your Course (Example: Microsoft Word 2010)

The screenshot shows a web browser window displaying the Digiscape gallery website. The browser's address bar shows the URL `learning.digiscapegallery.com`. The website's header includes the Digiscape gallery logo, a phone number `(+91)9710938632 / (044)42138895`, a user profile for 'Sundar', and navigation links for 'HOME', 'ABOUT US', 'COURSES', 'CORPORATE TRAINING', 'INSTITUTIONS', 'PLACEMENTS', 'STUDY', and 'CONTACT US'. A dropdown menu is open over the 'COURSES' link, listing the following options: 'Dashboard', 'Adobe Photoshop CC', 'Adobe Illustrator CC', 'Adobe InDesign CC', and 'Microsoft Word 2010'. A yellow arrow points to the 'Microsoft Word 2010' option. The main content area features a large blue banner with the text 'LEARN PHOTOSHOP, ILLUSTRATOR, INDESIGN & MANY OTHER ADOBE PRODUCTS' and a 'Browse Our Courses' button. The banner also includes 3D icons for Word (W), Photoshop (Pp), Illustrator (Ai), and InDesign (ID) floating around a computer monitor displaying the Digiscape logo. The browser's status bar at the bottom shows the URL `learning.digiscapegallery.com/course/view.php?id=29`.

Inside a course page, you will view - a brief introduction, list of lessons, recent activity, ask me a question, feedback, course completion status, certificate, mark sheet, etc.

The screenshot shows a web browser window displaying a course page for Microsoft Word 2010. The browser's address bar shows the URL `learning.digiscapegallery.com/course/view.php?id=29`. The website header includes the Digiscape gallery logo and navigation links: HOME, ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, STUDY, and CONTACT US. The course breadcrumb trail is: LMS Home > Certification Courses > Microsoft Word 2010.

**NAVIGATION**

- Home
- Dashboard
- Current course
  - Microsoft Word 2010**
    - Participants
    - General
    - Lesson 01 - Explore Word 2010
    - Lesson 02 - Edit and Proofread Text
    - Lesson 03 - Change the Look of Text
    - Lesson 04 - Organize Information in Columns and Ta...
    - Lesson 05 - Add Simple Graphic Elements
    - Lesson 06 - Preview, Print, and Distribute Docum...
    - Lesson 07 - Insert and Modify Diagrams
    - Lesson 08 - Insert and Modify Charts
    - Lesson 09 - Use Other Visual

## Microsoft Word 2010

Your progress 🕒

Microsoft Word or MS Word is a word-process application often installed by default as part of the Microsoft Office suite on business computers. MS Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and edit PDF in Word.

MS Word lets you to manage and work with different document formats and enables to create PDF files. Besides that, you can now make and track comments in documents, as well as use their new text and image editing effects. The purpose of MS Word is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents.

- Spelling & grammar checker, word count (this also counts letters and lines)
- Speech recognition
- Inserts pictures in documents
- Web pages, Graphs, etc.
- Tables
- Displays synonyms of words and can read out the text
- Prints in different ways

**RECENT ACTIVITY**

Activity since Thursday, 31 March 2016, 10:58 AM

Full report of recent activity...

No recent activity

**TRACKING REPORT**

Report

**ASK ME A QUESTION**

Enter your question\*

Enter your question...



Scroll down to lessons - In each lesson you will have Video Tutorials, Quiz, eBook, Source file and Assignment submission.

Please note – upon accessing your course, duration for that course starts.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** learning.digiscapgallery.com/course/view.php?id=29
- Navigation Menu (Left):** ADMINISTRATION, Course administration, Grades
- Course Content (Center):**
  - Syllabus in Detail
  - How to obtain our Certification course?
  - Lesson 01 - Explore Word 2010**
    - Working in the User Interface
    - Creating, Entering Text in, and Saving Documents
    - Opening, Moving Around in, and Closing Documents
    - Viewing Documents in Different Ways
    - Quiz for Lesson 01
    - E-book for Lesson 01
    - Source File - Lesson 01 531.5KB Archive (ZIP)
  - Lesson 01 - Submit your assignment

A yellow box labeled "Video tutorials" is positioned to the left of the lesson list, with a line pointing to the first item: "Working in the User Interface".

Below the lesson list, there is a text prompt: "Please download the source file for lesson practice." and a link: "Lesson 01 - Submit your assignment".

Below the submission link, there is a text prompt: "After completing the lesson upload your lesson 01 completed file here."

**Right Side Panel:**

- Email-ID:** ssundar84singh@gmail.com
- Contact number:** Contact No
- Buttons:** Ask, Reset
- COURSE FEEDBACK:** Enter feedback...

# Video Tutorial

learning.digiscapegallery.com/pluginfile.php/1824/mod\_resource/content/1/Lesson 01-Part2/index.html

| Slide Title             | Duration |
|-------------------------|----------|
| Creating, Entering T... | 05:53    |
| ○ Creating, Enteri...   | 00:05    |
| ○ Entering Text         | 00:53    |
| ○ Types of New D...     | 00:44    |
| ○ Tip                   | 00:07    |
| ○ Types of New D...     | 00:35    |
| ○ Types of New D...     | 00:50    |
| ○ Tip                   | 00:09    |
| ○ Saving Document       | 00:33    |
| ○ Notes                 | 00:30    |
| ○ Saving Docume...      | 00:48    |
| ○ Tip                   | 00:37    |
| Exercise                | 05:22    |
| ○ Exercise              | 00:15    |
| ○ Creating and A...     | 01:25    |

Creating, Entering Text in, and Saving Documents

digiscape gallery  
© Digiscape Gallery

Microsoft Office Word 2010  
Lesson 01 - Explore Word 2010

00:04 / 11:16 Minutes

Table of Content

Quiz – You must complete quiz for each lesson, to be able to get certified. Please note – there are unlimited attempts on quizzes.

The screenshot shows a Mozilla Firefox browser window with the address bar displaying `learning.digiscapegallery.com/pluginfile.php/1827/mod_scm/content/1/index_lms.html`. The main content area features a blue-themed quiz interface. At the top, it says "Lesson 01 - Explore Word 2010" and "Question List". The central question is: "When you use a computer program to create, edit, and produce text documents, you are performing a task known as \_\_\_\_\_." Below the question are two radio button options: "Document Creation" and "Word Processing". The "Word Processing" option is highlighted with a light blue bar and a mouse cursor. At the bottom of the interface, there is a "SUBMIT" button, a progress bar, and logos for "digiscape gallery" and "Microsoft Office Word 2010".



Source File – You must download this “source” file to be able to practice, while going through video tutorial

The image shows a web browser window displaying a course page for "Lesson 01 - Explore Word 2010". The browser's address bar shows the URL "learning.digiscapgallery.com/course/view.php?id=29#section-1". The page content includes a sidebar with "Course administration" and "Grades", a main list of lesson topics with checkboxes, and a "Contact number" form. A dialog box titled "Opening Chapter01.zip" is overlaid on the page, showing the file name "Chapter01.zip" (532 KB) and the option to "Save File".

Course: Microsoft Word 20... x +

learning.digiscapgallery.com/course/view.php?id=29#section-1

Google Digital Publishing Digitalpublishing Home - Digiscap Gall... Digiscap Grammar Checker Facebook - Log In or S...

Course administration  
Grades

## Lesson 01 - Explore Word 2010

- Working in the User Interface
- Creating, Entering Text in, and Saving Documents
- Opening, Moving Around in, and Closing Documents
- Viewing Document
- Quiz for Lesson
- E-book for Lesson
- Source File - Lesson

Please download the source file for this lesson.

Lesson 01 - Sub...  
After completi...  
completed file...

Contact number\*  
Contact No  
Ask Reset

Opening Chapter01.zip

You have chosen to open:  
**Chapter01.zip**  
which is: WinRAR ZIP archive (532 KB)  
from: http://learning.digiscapgallery.com

What should Firefox do with this file?

Open with WinRAR archiver (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

## Lesson 02 - Edit and Proofread Text



Assignment Submission – Here you can submit lesson practice files as part of Assignments. This is not compulsory. Please note - a maximum of 3 attempts are available for submission.

The screenshot shows a web browser window with the following content:

- Browser Address Bar:** learning.digiscapegallery.com/mod/assign/view.php?id=2895
- Breadcrumbs:** LMS Home > Certification Courses > Microsoft Word 2010 > Lesson 01 - Explore Word 2010 > Lesson 01 - Submit your assignment
- Section Header:** Microsoft Word 2010
- Section Header:** Lesson 01 - Submit your assignment
- Text:** After completing the lesson upload your lesson 01 completed file here.
- Section Header:** Submission status
- Submission Status Table:**

|                     |                                  |
|---------------------|----------------------------------|
| Submission status   | No attempt                       |
| Grading status      | Not graded                       |
| Last modified       | Saturday, 2 April 2016, 11:34 AM |
| Submission comments | ▶ Comments (0)                   |
- Action:** A button labeled "Add submission" is circled in red, with a mouse cursor hovering over it.
- Footer:** Make changes to your submission

Drag & Drop the file into the box, then click 'Save Changes' button

The screenshot shows a web browser window with the address bar displaying `learning.digiscapegallery.com/mod/assign/view.php?id=2895&action=ec`. The page content includes the instruction: "After completing the lesson upload your lesson 01 completed file here." Below this is a section titled "File submissions" with a sub-header "Files" and a red circle around the file upload icons. To the right of the icons, it says "Maximum size for new files: 150MB, maximum attachments: 3". A large dashed box contains a blue downward arrow and the text "You can drag and drop files here to add them." At the bottom of the page, there are two buttons: "Save changes" and "Cancel". The footer of the page features the "digiscape" logo and navigation links for "ABOUT", "COURSES", "RESOURCES", and "FOLLOW US ON" with a red upward arrow icon.

If you need to modify a file, then click on “Edit Submission” or else click “Submit Assignment” button.

File Edit View History Bookmarks Tools Help

Assignment x +

learning.digiscapgallery.com/mod/assign/view.php?id=2895&action=vi Search

Google Digital Publishing Digitalpublishing Home - Digiscap Gall... Digiscap Grammar Checker Facebook - Log In or S...

# MICROSOFT WORD 2010

## Lesson 01 - Submit your assignment

After completing the lesson upload your lesson 01 completed file here.

### Submission status

|                     |                                  |
|---------------------|----------------------------------|
| Submission status   | Draft (not submitted)            |
| Grading status      | Not graded                       |
| Last modified       | Saturday, 2 April 2016, 11:41 AM |
| File submissions    | sample.docx                      |
| Submission comments | ▶ Comments (0)                   |

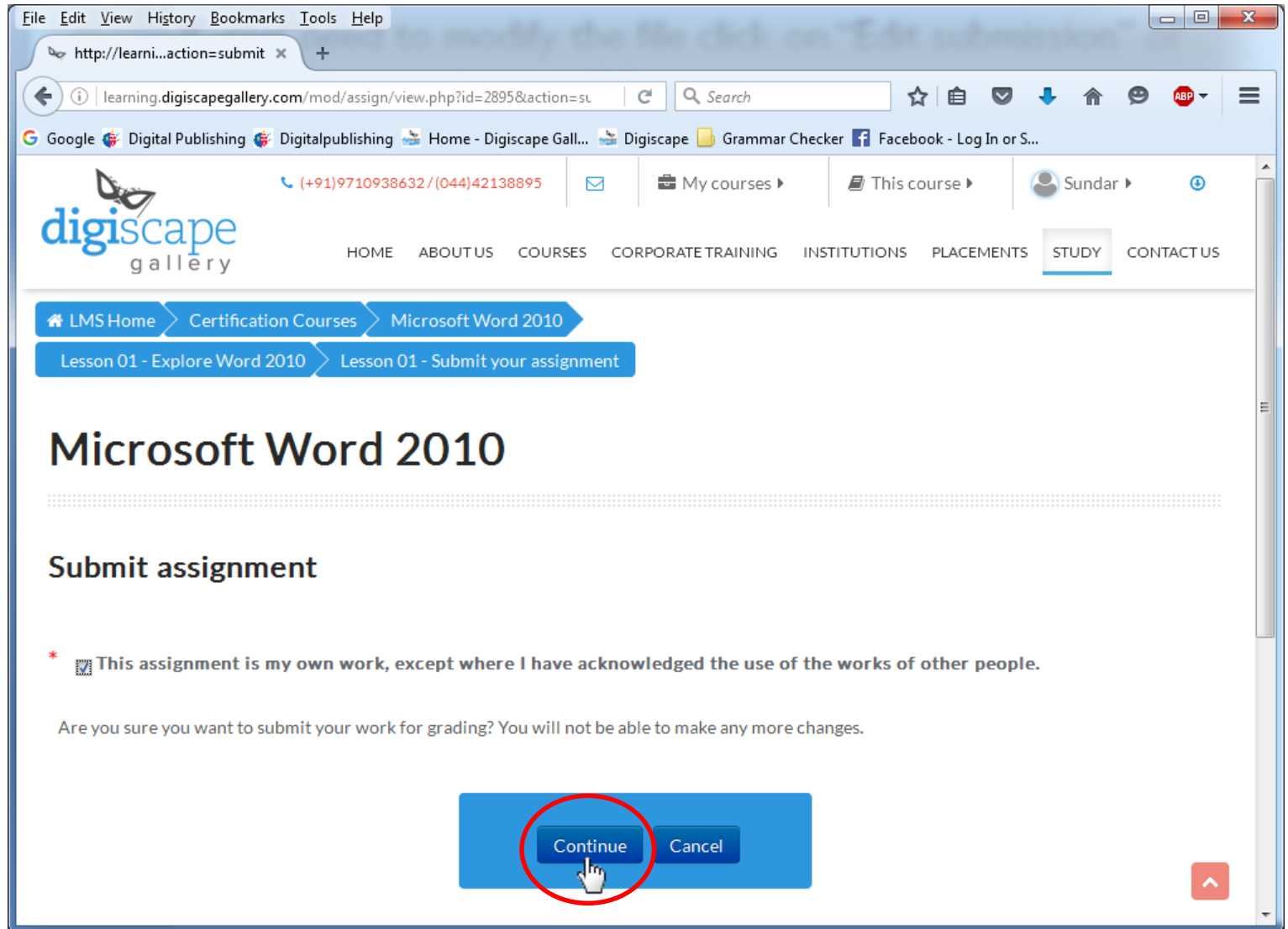
Edit submission

Make changes to your submission

Submit assignment

learning.digiscapgallery.com/mod/assign/view.php?id=2895&action=view#

Confirm submission by clicking “Continue”. This will display details of your submission.



The screenshot shows a web browser window with the URL `http://learning.digiscapgallery.com/mod/assign/view.php?id=2895&action=submit`. The page header includes the Digiscap gallery logo, contact information (+91)9710938632 / (044)42138895, and navigation links for HOME, ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, STUDY, and CONTACT US. The breadcrumb trail shows: LMS Home > Certification Courses > Microsoft Word 2010 > Lesson 01 - Explore Word 2010 > Lesson 01 - Submit your assignment. The main heading is "Microsoft Word 2010". Below it is the section "Submit assignment". A checkbox is checked, with the text: "\* This assignment is my own work, except where I have acknowledged the use of the works of other people." Below this is the question: "Are you sure you want to submit your work for grading? You will not be able to make any more changes." At the bottom, there are two buttons: "Continue" and "Cancel". The "Continue" button is circled in red, and a mouse cursor is pointing at it.

# Navigate to get back to the course

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** learning.digiscapegallery.com/mod/assign/view.php?id=2895&action=vi
- Page Header:** digiscape gallery logo, contact number (+91)9710938632 / (044)42138895, and navigation links: HOME, ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, STUDY, CONTACT US.
- Breadcrumb Navigation:** LMS Home > Certification Courses > Microsoft Word 2010 > Lesson 01 - Explore Word 2010. The 'Microsoft Word 2010' link is circled in red.
- Page Content:**
  - ## Microsoft Word 2010
  - ### Lesson 01 - Submit your assignment
  - After completing the lesson upload your lesson 01 completed file here.
  - #### Submission status

|                     |                                  |
|---------------------|----------------------------------|
| Submission status   | Submitted for grading            |
| Grading status      | Not graded                       |
| Last modified       | Saturday, 2 April 2016, 11:45 AM |
| File submissions    | <a href="#">sample.docx</a>      |
| Submission comments | <a href="#">Comments (0)</a>     |

At the end of each course, you have “Final Test” section for ‘Theory’ and ‘Practical’. This is a compulsory section to get certified.

The screenshot shows a web browser window with the following content:

- Browser Tab:** Course: Microsoft Word 20...
- Address Bar:** learning.digiscapgallery.com/course/view.php?id=29
- Navigation Bar:** Includes icons for back, forward, search, and other browser functions.
- Course Content:**
  - Lesson 13 - Submit your assignment**  
After completing the lesson upload your lesson 13 completed file here.
  - Lesson 14 - Submit your assignment**  
After completing the lesson upload your lesson 14 completed file here.
- Final Test Section:**
  - Theory Test**
    - Final Theory Test1
    - Final Theory Test2
  - Practical Test**
    - Final Practical - Submit your final assignment
    - After completing the final practical test upload your completed final practical file here.



Final Theory Test – Each final test will have 2 attempts and you must obtain a minimum of 50% mark to pass the course. If you fail to do so, then you will not be able to get certified.

The screenshot shows a web browser window with the following elements:

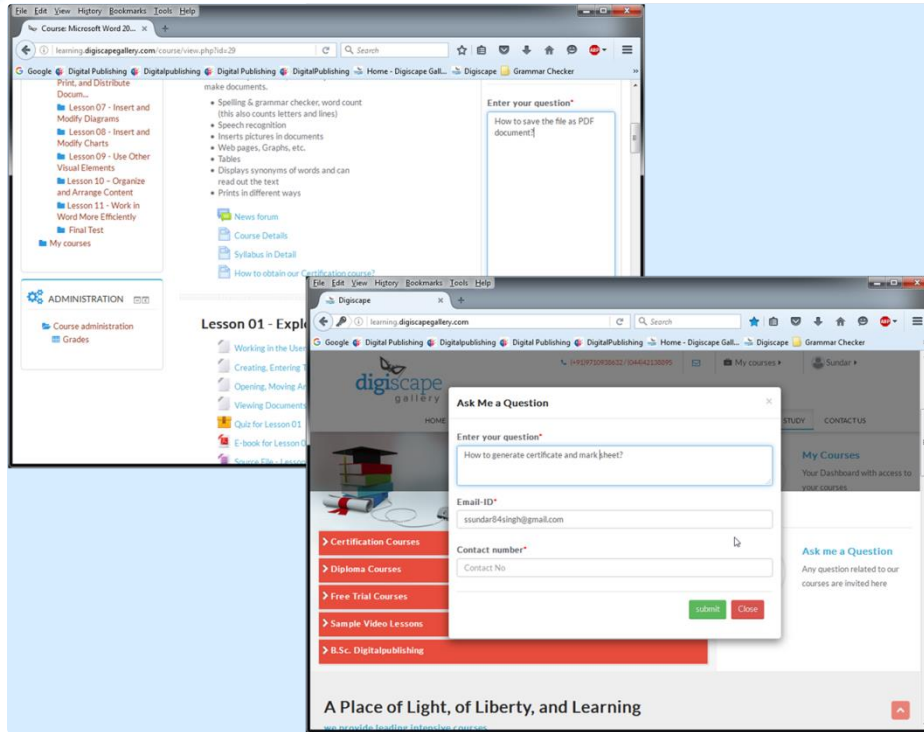
- Browser Address Bar:** learning.digiscapegallery.com/mod/scorm/view.php?id=1595
- Navigation Menu:** HOME, ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, STUDY, CONTACT US
- Breadcrumbs:** LMS Home > Certification Courses > Microsoft Word 2010 > Final Test > Final Theory Test1
- Section Header:** Microsoft Word 2010
- Section Header:** Final Theory Test1
- Test Details:**
  - Final Theory Test1
  - Number of attempts allowed: 2
  - Number of attempts you have made: 0
  - Grading method: Highest attempt
  - Grade reported: None
- Action Button:** An "Enter" button is highlighted with a red oval and a hand cursor.
- Footer:** ABOUT, COURSES, RESOURCES, FOLLOW US ON

Final Practical Test – A maximum of 3 attempts are available to submit your assignment and obtain a minimum of 50% mark to pass the course. If you fail to do so, then you will not be able to get certified.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** learning.digiscapegallery.com/mod/assign/view.php?id=4932
- Page Header:** digiscape gallery logo, contact number (+91)9710938632 / (044)42138895, and navigation links: HOME, ABOUT US, COURSES, CORPORATE TRAINING, INSTITUTIONS, PLACEMENTS, STUDY, CONTACT US.
- Breadcrumbs:** LMS Home > Certification Courses > Microsoft Word 2010 > Final Test
- Section Title:** Final Practical - Submit your final assignment
- Instruction:** After completing the final practical test upload your completed final practical file here.
- Submission Status Table:**

|                     |                                  |
|---------------------|----------------------------------|
| Submission status   | No attempt                       |
| Grading status      | Not graded                       |
| Last modified       | Saturday, 2 April 2016, 12:04 PM |
| Submission comments | <a href="#">Comments (0)</a>     |
- Action Button:** Add submission



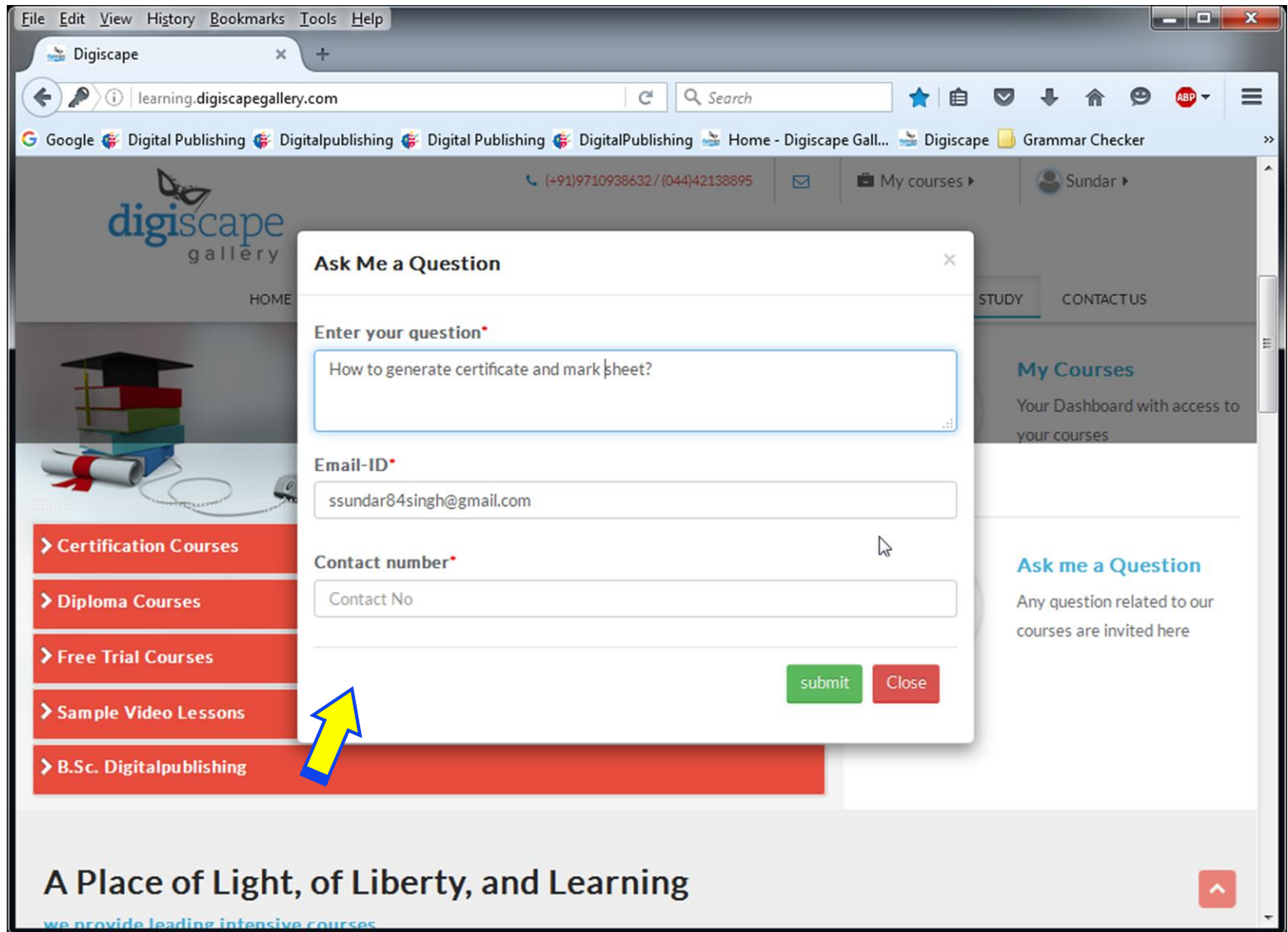
Next

## Part – 3 Other Features in Learning Management Systems

Part - III

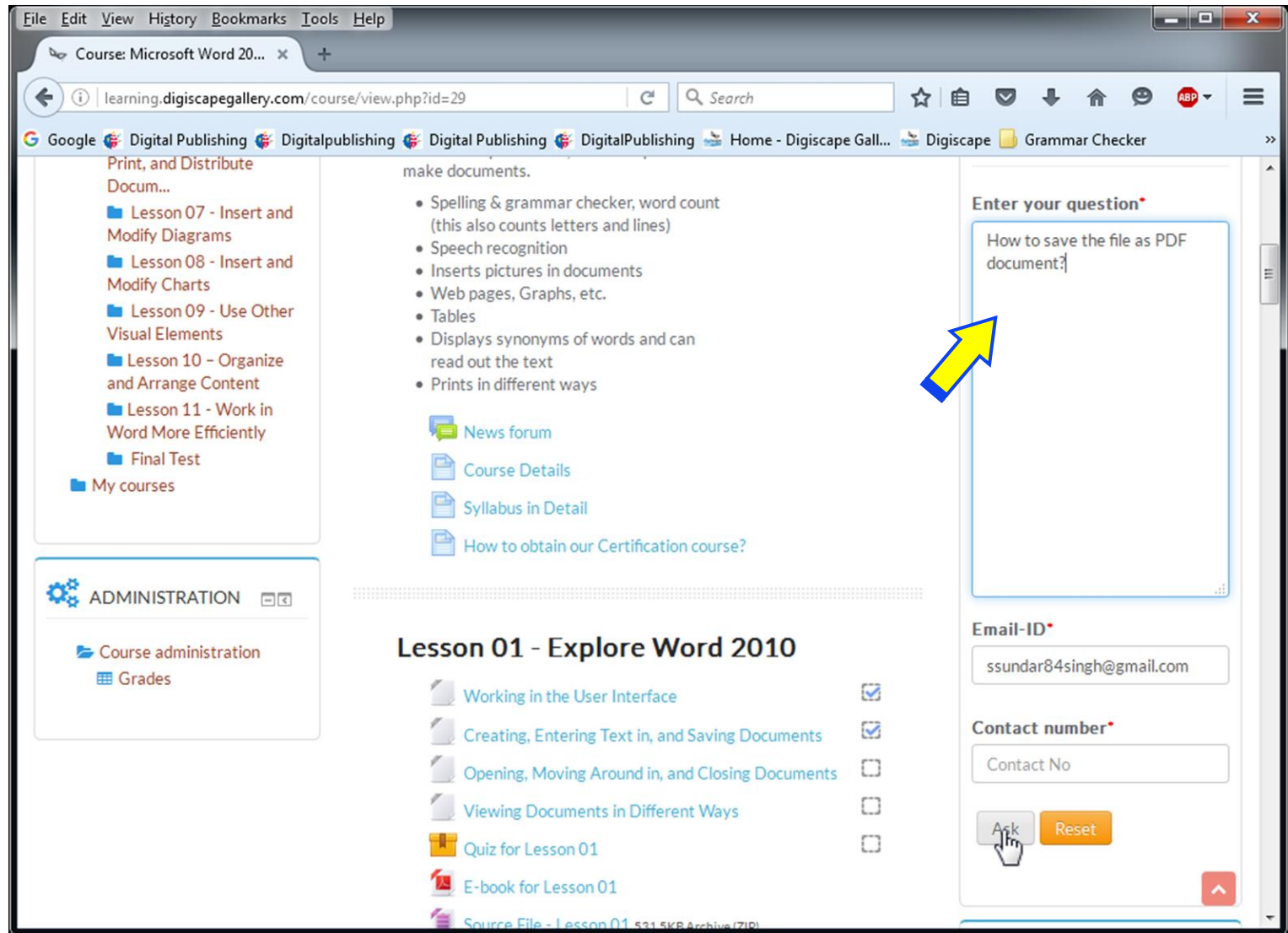
# **MORE FEATURES OF LMS**

For any queries related to our website or courses, you can write to us through “Ask Me a Question”, which is available on LMS Home Page



The screenshot shows a web browser window displaying the Digiscape website. The browser's address bar shows the URL [learning.digiscapegallery.com](http://learning.digiscapegallery.com). The website header includes the Digiscape logo, a phone number (+91)9710938632 / (044)42138895, and a user profile for Sundar. A navigation menu contains links for HOME, STUDY, and CONTACT US. A sidebar on the left lists course categories: Certification Courses, Diploma Courses, Free Trial Courses, Sample Video Lessons, and B.Sc. Digitalpublishing. A central modal window titled "Ask Me a Question" is open, containing a text input field with the question "How to generate certificate and mark sheet?", an email input field with "ssundar84singh@gmail.com", and a contact number input field with "Contact No". The modal has "submit" and "Close" buttons. A yellow arrow points to the "Ask me a Question" link in the sidebar. The footer of the website reads "A Place of Light, of Liberty, and Learning" and "we provide leading intensive courses".

You can enquire about a course through “Ask Me a Question”, available in the courses page



The screenshot shows a web browser window displaying a course page for Microsoft Word 2010. The browser's address bar shows the URL: [learning.digiscapgallery.com/course/view.php?id=29](http://learning.digiscapgallery.com/course/view.php?id=29). The page features a navigation menu on the left with various lessons and a main content area with a list of features and a list of lessons. A yellow arrow points to the 'Ask Me a Question' form on the right side of the page.

The 'Ask Me a Question' form contains the following fields and buttons:

- Enter your question\***: A text area containing the text "How to save the file as PDF document?".
- Email-ID\***: A text input field containing the email address "ssundar84singh@gmail.com".
- Contact number\***: A text input field containing the text "Contact No".
- Buttons**: Two buttons labeled "Ask" and "Reset". A mouse cursor is hovering over the "Ask" button.

The main content area of the page includes a list of features for Microsoft Word 2010:

- make documents.
- Spelling & grammar checker, word count (this also counts letters and lines)
- Speech recognition
- Inserts pictures in documents
- Web pages, Graphs, etc.
- Tables
- Displays synonyms of words and can read out the text
- Prints in different ways

Below the features list, there are links for "News forum", "Course Details", "Syllabus in Detail", and "How to obtain our Certification course?".

The page also features a section for "Lesson 01 - Explore Word 2010" with a list of topics and checkboxes:

- Working in the User Interface
- Creating, Entering Text in, and Saving Documents
- Opening, Moving Around in, and Closing Documents
- Viewing Documents in Different Ways
- Quiz for Lesson 01
- E-book for Lesson 01
- Source File - Lesson 01 531.5KB Archive (ZIP)



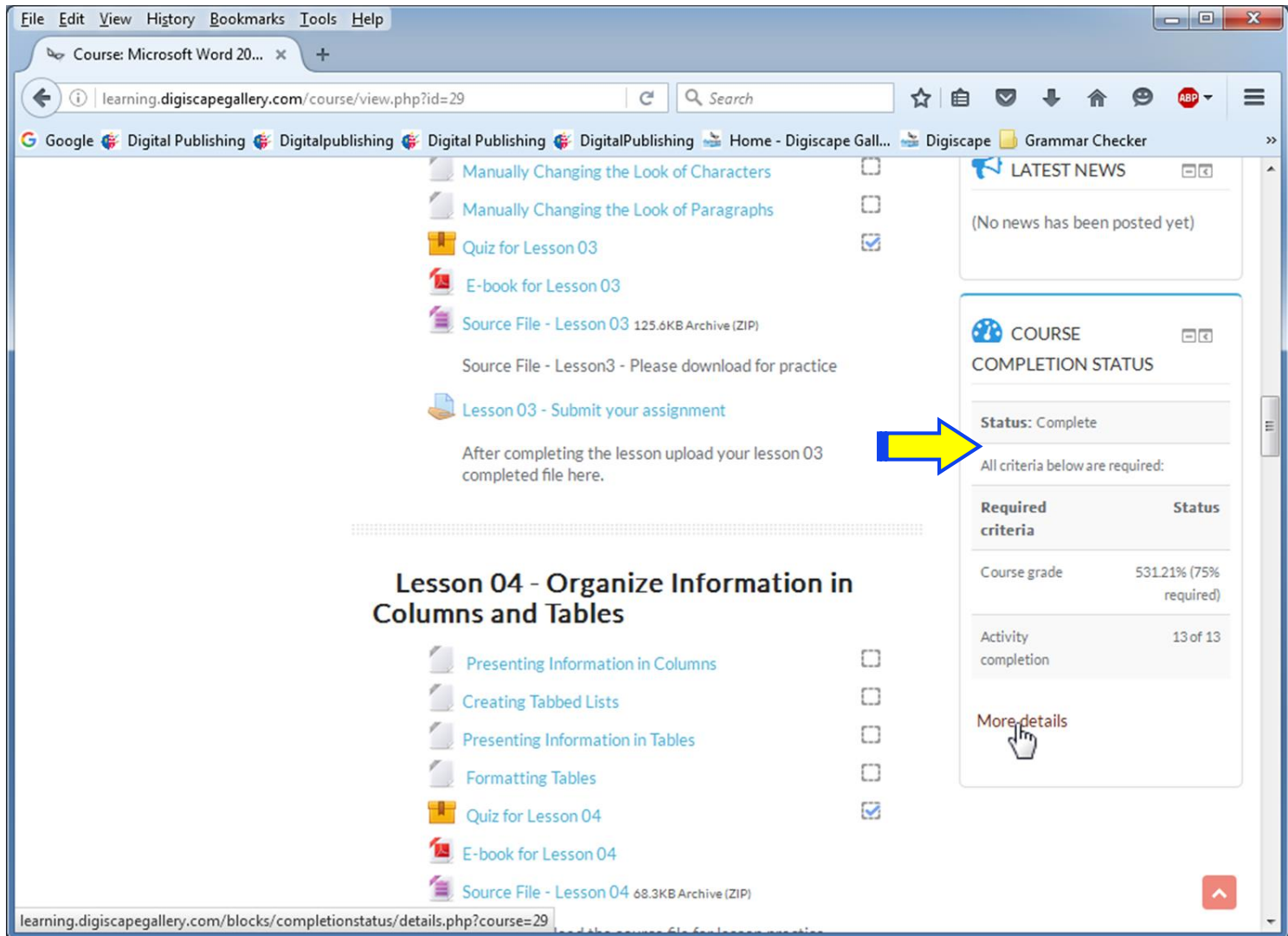
# Course Feedback – Here you can provide feedback or suggestions about a Course/LMS

The screenshot shows a web browser window with the address bar displaying `learning.digiscapgallery.com/course/view.php?id=29`. The page content includes:

- Lesson 01 Section:**
  - Source File - Lesson 01 531.5KB Archive (ZIP)
  - Please download the source file for lesson practice.
  - Lesson 01 - Submit your assignment
  - After completing the lesson upload your lesson 01 completed file here.
- Lesson 02 - Edit and Proofread Text Section:**
  - Making Text Changes
  - Finding and Replacing Text
  - Fine-Tuning Text
  - Correcting Spelling and Grammatical Errors
  - Inserting Saved Text
  - Quiz for Lesson 02
  - E-book for Lesson 02
  - Source File - Lesson 02 223.6KB Archive (ZIP)
  - Please download the source file for lesson practice.
  - Lesson 02 - Submit your assignment
  - After completing the lesson upload your lesson 02 completed file here.

On the right side of the page, there is a **COURSE FEEDBACK** form. It features a text input field with the placeholder text "Enter feedback...", a **Send** button, and a **Reset** button. A yellow arrow points from the "Lesson 02" section towards the feedback form. Below the feedback form is a **LATEST NEWS** section with the text "(No news has been posted yet)".

# Course Completion Status – This section displays what is the ‘Status’ and ‘Required Criteria’ to complete your course



The screenshot shows a web browser window with the URL [learning.digiscapegallery.com/course/view.php?id=29](http://learning.digiscapegallery.com/course/view.php?id=29). The page displays a list of lessons and their completion status. A sidebar on the right shows the course completion status.

**Lesson 03 - Submit your assignment**

After completing the lesson upload your lesson 03 completed file here.

**Lesson 04 - Organize Information in Columns and Tables**

**Course Completion Status**

Status: Complete

All criteria below are required:

| Required criteria   | Status                 |
|---------------------|------------------------|
| Course grade        | 531.21% (75% required) |
| Activity completion | 13 of 13               |

More details

“More Details” in Course Completion Status, will display full details of Required Criteria Status. This will let you know minimum criteria needed to get certified and obtain your MarkSheet

The screenshot shows a web browser window with the URL `learning.digiscapgallery.com/blocks/completionstatus/details.php?cour`. The page title is "Completion progress details". The main content area shows the following information:

**Status** Complete  
**Required** All criteria below are required

| Criteria group                        | Criteria              | Requirement        | Status          | Complete | Completion date |
|---------------------------------------|-----------------------|--------------------|-----------------|----------|-----------------|
| Activity completion<br>(all required) | Quiz for Lesson 01    | Achieving grade    |                 | Yes      | 28 March 2016   |
|                                       | Quiz for Lesson 02    | Achieving grade    |                 | Yes      | 28 March 2016   |
|                                       | Quiz for Lesson 03    | Achieving grade    |                 | Yes      | 28 March 2016   |
|                                       | Quiz for Lesson 04    | Achieving grade    |                 | Yes      | 28 March 2016   |
|                                       | Quiz for Lesson 05    | Achieving grade    |                 | Yes      | 28 March 2016   |
|                                       | Quiz for Lesson 06    | Achieving grade    |                 | Yes      | 28 March 2016   |
|                                       | Quiz for Lesson 07    | Achieving grade    |                 | Yes      | 28 March 2016   |
|                                       | Quiz for Lesson 08    | Achieving grade    |                 | Yes      | 28 March 2016   |
|                                       | Quiz for Lesson 09    | Achieving grade    |                 | Yes      | 28 March 2016   |
|                                       | Quiz for Lesson 10    | Achieving grade    |                 | Yes      | 28 March 2016   |
|                                       | Quiz for Lesson 11    | Achieving grade    |                 | Yes      | 28 March 2016   |
|                                       |                       | Final Theory Test1 | Achieving grade |          | Yes             |
|                                       | Final Theory Test2    | Achieving grade    |                 | Yes      | 28 March 2016   |
| Course grade                          | Required course grade | 75%                | 531.21%         | Yes      | 28 March 2016   |

At the bottom left, there is a button labeled "Return to course".

Upon Completion of a Course, the **“MarkSheet and Certificate”** section will be enabled. Please Note – Even after completing a course, if this section is disabled, then check **“Course Completion Status”**

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** learning.digiscapgallery.com/course/view.php?id=29
- Course Title:** Microsoft Word 2010
- Left Sidebar (Table of Contents):**
  - Word 2010
    - Lesson 02 - Edit and Proofread Text
    - Lesson 03 - Change the Look of Text
    - Lesson 04 - Organize Information in Columns and Ta...
    - Lesson 05 - Add Simple Graphic Elements
    - Lesson 06 - Preview, Print, and Distribute Docum...
    - Lesson 07 - Insert and Modify Diagrams
    - Lesson 08 - Insert and Modify Charts
    - Lesson 09 - Use Other Visual Elements
    - Lesson 10 - Organize and Arrange Content
    - Lesson 11 - Work in Word More Efficiently
    - Final Test
  - My courses
- Main Content Area:**
  - Text: "are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and edit PDF in Word."
  - Text: "MS Word lets you to manage and work with different document formats and enables to create PDF files. Besides that, you can now make and track comments in documents, as well as use their new text and image editing effects. The purpose of MS Word is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents."
  - List of features:
    - Spelling & grammar checker, word count (this also counts letters and lines)
    - Speech recognition
    - Inserts pictures in documents
    - Web pages, Graphs, etc.
    - Tables
    - Displays synonyms of words and can read out the text
    - Prints in different ways
  - Links:
    - News forum
    - Course Details
    - Syllabus in Detail
    - How to obtain our Certification course?
- Right Sidebar:**
  - TRACKING REPORT**
    - Report
  - MARKSHEET AND CERTIFICATE**
    - Marksheet
    - Certificate
  - ASK ME A QUESTION**
    - Enter your question\*
    - Enter your question...
- ADMINISTRATION**
  - Course administration

**Lesson 01 - Explore Word 2010**



# Certificate Button – click on ‘Certificate’ button to generate a certificate for the completed course

The screenshot shows a web browser window displaying a Moodle course page for 'Microsoft Word 2010'. The page is divided into three main sections: a left-hand navigation menu, a central content area, and a right-hand sidebar.

**Left-hand navigation menu:**

- Participants
- General
- Lesson 01 - Explore Word 2010
- Lesson 02 - Edit and Proofread Text
- Lesson 03 - Change the Look of Text
- Lesson 04 - Organize Information in Columns and Ta...
- Lesson 05 - Add Simple Graphic Elements
- Lesson 06 - Preview, Print, and Distribute Docum...
- Lesson 07 - Insert and Modify Diagrams
- Lesson 08 - Insert and Modify Charts
- Lesson 09 - Use Other Visual Elements
- Lesson 10 - Organize and Arrange Content
- Lesson 11 - Work in Word More Efficiently
- Final Test
- My courses

**Central content area:**

on business computers. MS word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and edit PDF in Word.

MS Word lets you to manage and work with different document formats and enables to create PDF files. Besides that, you can now make and track comments in documents, as well as use their new text and image editing effects. The purpose of MS Word is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents.

- Spelling & grammar checker, word count (this also counts letters and lines)
- Speech recognition
- Inserts pictures in documents
- Web pages, Graphs, etc.
- Tables
- Displays synonyms of words and can read out the text
- Prints in different ways

[News forum](#)  
[Course Details](#)  
[Syllabus in Detail](#)

[in our Certification course?](#)

**Right-hand sidebar:**

- No recent activity
- TRACKING REPORT
- Report
- MARKSHEET AND CERTIFICATE
- Marksheet
- Certificate** (circled in red)
- ASK ME A QUESTION
- Enter your question\*
- Enter your question...

The browser's address bar shows the URL: `learning.digiscapegallery.com/course/view.php?id=29`. The browser's taskbar at the bottom shows the URL: `learning.digiscapegallery.com/mod/certificate/view.php?id=4849&action=get`.

The newly generated certificate will open in a new tab and you can download or print the same. Please note – We will send a hard-copy of MarkSheet and Certificate to your registered address

The screenshot shows a web browser window with the following details:

- Browser Menu:** File, Edit, View, History, Bookmarks, Tools, Help
- Address Bar:** learning.digiscapgallery.com/mod/certificate/view.php?id=4849&action
- Page Info:** Page: 1 of 1, Automatic Zoom
- Toolbar:** Includes icons for print, download, and other functions. The print and download icons are circled in red.
- Certificate Content:**
  - Title:** THIS CERTIFICATE IS AWARDED TO
  - Recipient:** mahag G
  - Date:** On this 28<sup>th</sup> day of March 2016
  - Reason:** after the successful completion of Certificate in Microsoft Word 2010
  - Signature:** A. Elangovan, President
  - Logo:** digiscape gallery - The Digital Design School
  - Contact Info:** 2, Wheat Crofts Road, Nungambakkam, Chennai - 600 034, India. Ph: 28236068/28269021/42317537 Mob: 9710938632 e-mail: training@digiscapem.com, website: www.digiscapgallery.com



# MarkSheet Button – click on ‘MarkSheet’ button to generate a MarkSheet for the completed course

The screenshot shows a web browser window with the address bar displaying `learning.digiscapegallery.com/course/view.php?id=29`. The page content is organized into three main sections:

- Left Sidebar:** A navigation menu for the 'Current course' 'Microsoft Word 2010'. It includes folders for 'Participants', 'General', and a series of lessons from 'Lesson 01 - Explore Word 2010' to 'Lesson 11 - Work in Word More Efficiently', ending with a 'Final Test' and 'My courses' link.
- Center Content:** Text describing Microsoft Word as a popular word-processing program. It includes a bulleted list of features: 'Spelling & grammar checker, word count (this also counts letters and lines)', 'Speech recognition', 'Inserts pictures in documents', 'Web pages, Graphs, etc.', 'Tables', 'Displays synonyms of words and can read out the text', and 'Prints in different ways'. Below the text are links for 'News forum', 'Course Details', and 'Syllabus in Detail'.
- Right Sidebar:** A vertical stack of widgets. The top one is 'Full report of recent activity...' showing 'No recent activity'. Below it is a 'TRACKING REPORT' widget. The third widget is 'MARKSHEET AND CERTIFICATE', which contains two buttons: 'Marksheet' (circled in red) and 'Certificate'. The bottom widget is 'ASK ME A QUESTION' with an input field and a submit button.

The newly generated MarkSheet will open in a new tab and you can download or print the same. Please note – We will send a hard-copy of this MarkSheet to your registered address

The screenshot shows a web browser window displaying the 'STATEMENT OF GRADES' page for a student named mahag G. The page features a navigation menu with options like HOME, ABOUT US, COURSES, and STUDY. A red circle highlights the 'Export into PDF' button in the top right corner. Below the navigation, the student's details are listed: Student Name: mahag G, Registration Number: 20160225, Year of Study: 2016, Course Studied: Microsoft Word 2010, and Subject: Certification Courses. The main content is a table with columns for Lesson No, Lesson Title, Marks, %age, Grade, and Month & Year. The table lists six lessons, with the first five having quiz results and the sixth being a preview lesson.

| Lesson No  | Lesson Title       | Marks  | %age   | Grade | Month & Year |
|--|--------------------|--------|--------|-------|--------------|
| Lesson 01 - Explore Word 2010                          |                    |        |        |       |              |
| 1  | Quiz for Lesson 01 | 35/100 | 35.00% | D     | Mar-2016     |
| Lesson 02 - Edit and Proofread Text                    |                    |        |        |       |              |
| 2  | Quiz for Lesson 02 | 36/100 | 36.00% | D     | Mar-2016     |
| Lesson 03 - Change the Look of Text                    |                    |        |        |       |              |
| 3  | Quiz for Lesson 03 | 44/100 | 44.00% | D     | Mar-2016     |
| Lesson 04 - Organize Information in Columns and Tables |                    |        |        |       |              |
| 4  | Quiz for Lesson 04 | 41/100 | 41.00% | D     | Mar-2016     |
| Lesson 05 - Add Simple Graphic Elements                |                    |        |        |       |              |
| 5  | Quiz for Lesson 05 | 27/100 | 27.00% | D     | Mar-2016     |
| Lesson 06 - Preview, Print, and Distribute Documents   |                    |        |        |       |              |

**THANK YOU**