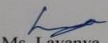





GOVERNMENT OF TELANGANA
TELANGANA TRIBAL WELFARE RESIDENTIAL
DEGREE COLLEGE (GURUKULAM)

DEPARTMENT
OF
COMPUTER SCIENCE
CERTIFICATE COURSES
(2019-2020)

Certificate course/ Add-on course/ Value based course (Pls select one)	Certificate course
Organisation	Telangana Tribal Welfare Residential Degree College (M), Kamareddy
Title of the course	ADVANCED MS-OFFICE
Permission letter:	<p>To The Principal TTWRDC(M), Kamareddy, Sub: Proposal for organizing Certificate Course – Advanced MS-OFFICE. Respected Sir,</p> <p style="text-align: right;">Date:10-01-2020 Kamareddy</p> <p>We Department of Computer science propose to Organise Certificate Course-Advanced MS-OFFICE special for UG (ARTS AND LIFE SCIENCE) students of Telangana Tribal welfare Residential Degree College. This course duration is 30 hrs . We therefore request you to kindly grant permission to organize Certificate Course- Advanced MS-OFFICE.</p> <p>Thanks and Regards  Ms. Lavanya .V.L. Head Dept. of Computer Science</p> <p style="text-align: right;"> PRINCIPAL T.T.W.R. DEGREE COLLEGE (M) Dist. Kamareddy - 503 111, (T.S.) Cell: 7901097707</p>
Date of commencement of course	20-01-20 TO 25-2-2020
Course duration	30 Hours
Resource person	Mr.Ravinder Nayak
No. of students enrolled	45
Course content, Outcome:	
<p>Objectives of the Course:</p> <ul style="list-style-type: none"> • To give basic information about the computer system. • To give knowledge about computer hardware and computer software. • To familiarize students with the use of MS Windows, Internet and E-mail. • To familiarize students with the use of MS Office-MS Word, MS Excel & MS PowerPoint. 	

Course Overview:

Computer Proficiency is an inevitable part of commerce education. The course is aiming to equip all the commerce aspirants to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets, for building databases and preparing presentations, through the use of Microsoft Office Word, Excel, and PowerPoint programmes.

Duration of the course: 30 Hours (Theory and Practical)

SYLLABUS

Module I:

Introduction to Computer Fundamentals, Windows OS, Internet and Email, Classification of computers, Parts of a computer, Operating System, Internet, Modem, Web browsers, E-mail, Establishing your e-mail account **(5Hours)**

Module II :

Introduction to Microsoft Word Basic components of a Word window, Preparing a word document, Editing a prepared document, Adjusting the margin settings, Additional formatting options, Header and Footer options, Border and Shading of page, Drawing options, Inserting images, Mail merge options, Saving a document, Creating a new document, Inserting audio and video files **(10 Hours)**

Module III:

Introduction to Microsoft Excel Enter data in excel workbook, Formatting toolbar, Shortcut to fill a series, Mathematical functions, Editing a data sheet, Format cell, Rename a sheet, Save, Open a workbook, Arrange data in ascending or descending order, Insert new cellcolumn or row, Insert picture or clipart in excel sheet **(10Hours)**

Module IV :

Introduction to Microsoft PowerPoint, How to create a new slide, How to apply animation to slides, Fill background with effects, How to apply sound to slides, How to save a presentation, Opening an existing presentation, Insert new slides with different layout, Editing a slide, Inserting picture to a slide, Inserting media files to PowerPoint slides (5 Hours)

Brochure



TTWRDC (M) KAMAREDDY

ADVANCED MS-OFFICE

ADD ON COURSE

ORGANISED BY DEPARTMENT OF COMPUTER SCIENCE

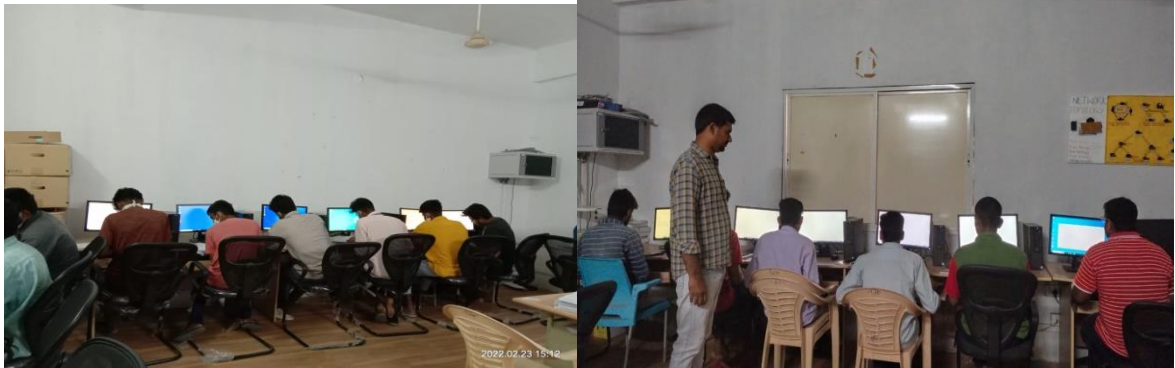
Dates: 20-01-2020 to 25-2-2020

Course Duration: 30 Hrs

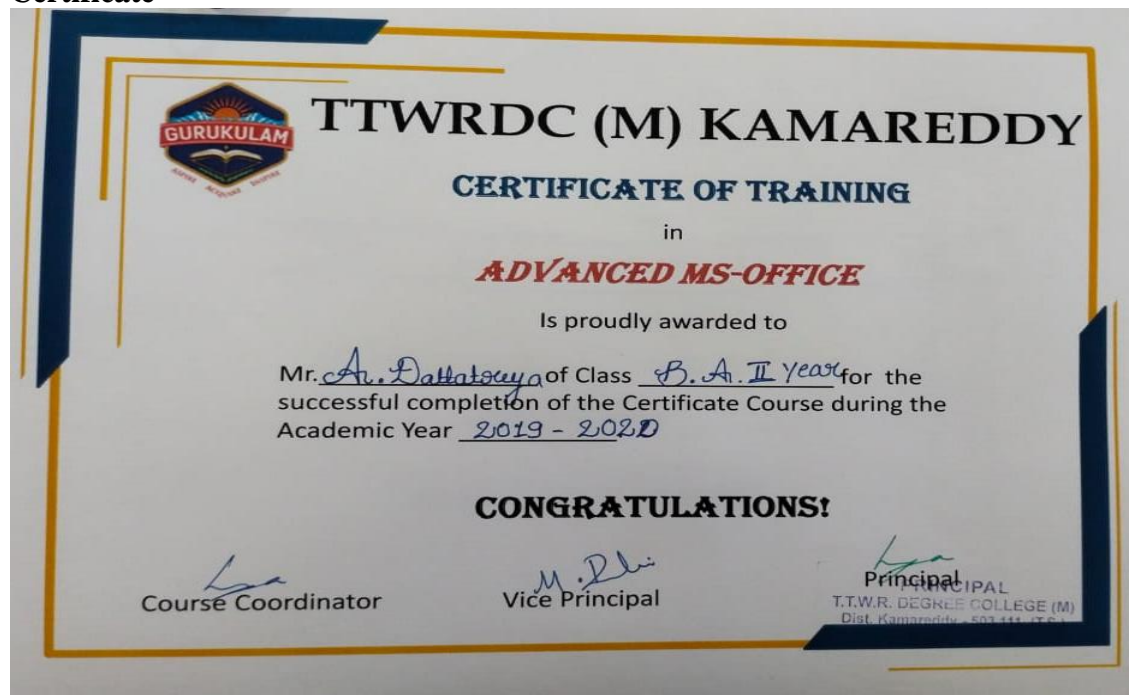
Ms.Lavanya.V.L Venue: CS LAB-2
Resource Person

Programs:
MS-WORD
MS-POWERPOINT
MS-EXCEL

Picture



Certificate



Summary Report : All the students who attended for course do not belong to a non computer science background who don't know basic computing skills, to help them we have conducted ADVANCED MS-OFFICE -Add on course special for “ ARTS and LIFE SCIENCE”. Almost all organisations use Microsoft Office. They use it for business accounting, office administration, project administration, sales, and communications. Thus, most jobs will require you to know how to use it. Most employers assume that you have at least a fundamental knowledge of the software. MS-Office is the most widely used tool for documenting and organising information, delivering presentations, as well as processing data in office environments across the globe. Which include MS Excel, MS Word and MS PowerPoint etc. are used by individuals both in their personal and professional sphere. In fact, knowledge of Microsoft usage is one of the basic requirements for most of the job profiles like accounting, business analysis, marketing or coding. In addition, proficient MS Office skills will bring confidence and increase productivity while delivering their responsibilities in the job. Keeping the above in view to make the students adequately aware of Microsoft programs this course is designed. The ability to manage emails, calendars, and tasks will help them stay organised and productive. Support your students by helping them sharpen their technical skills in Microsoft Office.

List of students enrolled in ADVANCED MS-OFFICE

S.No	Name of the student	Roll Number
1.	A. Satish	180055080461001
2.	B. Jaipal	180055080461002
3.	B. Shravan Kumar	180055080461003
4.	B. Thukaram	180055080461004
5.	B. Prithviraj	180055080461005
6.	B. Anjaiah	180055080461006
7.	G. Ramesh	180055080461007
8.	K. Surender	180055080461008
9.	K. Prem Singh	180055080461009
10.	K. Srikanth	180055080461010
11.	M. Gopal	180055080461011
12.	M. Rajesh	180055080461012
13.	M. Gopal	180055080461013
14.	M. Praveen Kumar	180055080461014
15.	M. Vijay Kumar	180055080461015
16.	M. Sudhakar	180055080461016
17.	N. Suresh	180055080461017
18.	N. Praveen	180055080461018
19.	P. Suman	180055080461019
20.	P. Siddiram	180055080461020
21.	S. Vishal	180055080461021
22.	S. Ajay	180055080461022
23.	A. Dattatreya	180055080129001
24.	B. Suresh	180055080129002
25.	B. Ganguly	180055080129003
26.	B. Sriknath	180055080129004

27.	G. Rahul	180055080129005
28.	G. Raju	180055080129006
29.	G. Sudhakar	180055080129007
30.	G. Thirupathi	180055080129008
31.	G. Shravan Kumar	180055080129009
32.	J. Sandeep Kumar	180055080129010
33.	K. Pandari	180055080129011
34.	K. Naveen Kumar	180055080129012
35.	K. Ganesh	180055080129013
36.	M. Bhaskar	180055080129015
37.	M. Raju	180055080129016
38.	M. Sudhakar	180055080129017
39.	N. Sudhakar	180055080129019
40.	N. Arun Kumar	180055080129020
41.	N. Ravinder	180055080129021
42.	P. Vamshi	180055080129022
43.	P. Srikanth	180055080129023
44.	R. Uday Kumar	180055080129025
45.	R. Srikanth	180055080129026




GOVERNMENT OF TELANGANA
TELANGANA TRIBAL WELFARE RESIDENTIAL
DEGREE COLLEGE (GURUKULAM)

DEPARTMENT
OF
COMPUTER SCIENCE

CERTIFICATE COURSES
(2021-2022)

Certificate course/ Add-on course/ Value based course (Pls select one)	Certificate course
Organisation	Telangana Tribal Welfare Residential Degree College (M), Kamareddy
Title of the course	ADVANCED MS-OFFICE

<p>Permission Letter:</p>	<p style="text-align: right;">Date:11-12-2021</p> <p>To The Principal TTWRDC(M), Kamareddy,</p> <p style="text-align: right;">Kamareddy</p> <p>Sub: Proposal for organizing Certificate Course – Advanced MS-OFFICE.</p> <p>Respected Sir,</p> <p>We Department of Computer science propose to Organise Certificate Course-Advanced MS-OFFICE special for UG (ARTS AND LIFE SCIENCE) students of Telangana Tribal welfare Residential Degree College. This course duration is 30 hrs . We therefore request you to kindly grant permission to organize Certificate Course- Advanced MS-OFFICE.</p> <p>Thanks and Regards</p>  <p>Ms. Lavanya .V.L. Head Dept. of Computer Science</p> <p><i>Permitted</i></p> <p>PRINCIPAL T.T.W.R. DEGREE COLLEGE (M) Dist. Kamareddy - 503111, (T.S.) Cell: 7901097707</p>
<p>Date of commencement of course</p>	<p>17-12-2021 TO 5-1-2022</p>
<p>Course duration</p>	<p>30 Hours</p>
<p>Resource person</p>	<p>Ms.Lavanya.V.L.</p>
<p>No. of students enrolled</p>	<p>40</p>
<p>Course content, Outcome:</p> <p>Objectives of the Course:</p> <ul style="list-style-type: none"> • To give basic information about the computer system. • To give knowledge about computer hardware and computer software. • To familiarize students with the use of MS Windows, Internet and E-mail. • To familiarize students with the use of MS Office-MS Word, MS Excel & MS PowerPoint. <p>Course Overview: Computer Proficiency is an inevitable part of commerce education. The course is aiming to equip all the commerce aspirants to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets, for building databases and preparing presentations, through the use of Microsoft Office Word, Excel, and PowerPoint programmes.</p> <p>Duration of the course: 30 Hours (Theory and Practical)</p> <p style="text-align: center;">SYLLABUS</p> <p>Module I: Introduction to Computer Fundamentals, Windows OS, Internet and Email, Classification of computers, Parts of a computer, Operating System, Internet, Modem, Web browsers, E-mail, Establishing your e-mail account (5Hours)</p>	

Module II :

Introduction to Microsoft Word Basic components of a Word window, Preparing a word document, Editing a prepared document, Adjusting the margin settings, Additional formatting options, Header and Footer options, Border and Shading of page, Drawing options, Inserting images, Mail merge options, Saving a document, Creating a new document, Inserting audio and video files **(10 Hours)**

Module III:

Introduction to Microsoft Excel Enter data in excel workbook, Formatting toolbar, Shortcut to fill a series, Mathematical functions, Editing a data sheet, Format cell, Rename a sheet, Save, Open a workbook, Arrange data in ascending or descending order, Insert new cell column or row, Insert picture or clipart in excel sheet **(10Hours)**

Module IV :

Introduction to Microsoft PowerPoint, How to create a new slide, How to apply animation to slides, Fill background with effects, How to apply sound to slides, How to save a presentation, Opening an existing presentation, Insert new slides with different layout, Editing a slide, Inserting picture to a slide, Inserting media files to PowerPoint slides (5 Hours)

Brochure



 **TTWRDC (M) KAMAREDDY**

ADVANCED MS-OFFICE
ADD ON COURSE

ORGANISED BY DEPARTMENT OF COMPUTER SCIENCE

Dates: 17-12-2021 to 5-1-2022
Course Duration: 30 Hrs

Ms. Lavanya.V.L
Resource Person

Venue: CS LAB-2

Programs:
MS-WORD
MS-POWERPOINT
MS-EXCEL

Picture



Certificate



Summary Report : All the students who attended for course do not belong to a non computer science background who don't know basic computing skills, to help them we have conducted ADVANCED MS-OFFICE -Add on course special for “ ARTS and LIFE SCIENCE”. Almost all organisations use Microsoft Office. They use it for business accounting, office administration, project administration, sales, and communications. Thus, most jobs will require you to know how to use it. Most employers assume that you have at least a fundamental knowledge of the software. MS-Office is the most widely used tool for documenting and organising information, delivering presentations, as well as processing data in office environments across the globe. Which include MS Excel, MS Word and MS PowerPoint etc. are used by individuals both in their personal and professional sphere. In fact, knowledge of Microsoft usage is one of the basic requirements for most of the job profiles like accounting, business analysis, marketing or coding. In addition, proficient MS Office skills will bring confidence and increase productivity while delivering their responsibilities in the job. Keeping the above in view to make the students adequately aware of Microsoft programs this course is designed. The ability to manage emails, calendars, and tasks will help them stay organised and productive. Support your students by helping them sharpen their technical skills in Microsoft Office.

List of students enrolled in ADVANCED MS-OFFICE

S.No	Name of the student	Roll Number
1.	A. Rajendar	20055080445001
2.	A. Anil Kumar	20055080445003
3.	B. Sripal	20055080445004
4.	B. Vinod	20055080445005
5.	B. Sardar	20055080445006
6.	Ch. Akash	20055080445007
7.	D. Srikanth	20055080445008
8.	D. Naveen	20055080445009
9.	D. Shan	20055080445010
10.	G. Laxman	20055080445011
11.	G. Yashwanth	20055080445012
12.	J. Pavan	20055080445013
13.	K. Manoj	20055080445014
14.	K. Praveen Kumar	20055080445015
15.	L. Rajendra Prasad	20055080445016
16.	M. Rakesh	20055080445017
17.	M. Anil	20055080445018
18.	N. Venkatesh	20055080445019
19.	P. Ravinder	20055080445023
20.	P. Nanda Kumar	20055080445020
21.	B. Eshwar	20055080129001
22.	B. Ganesh	20055080129003
23.	B. Akhil	20055080129004
24.	D. Naveen	20055080129005
25.	D. Praveen	20055080129006
26.	D. Gopi	20055080129007

27.	G. Gopal	20055080129008
28.	G. Santhosh	20055080129009
29.	G. Gopal	20055080129010
30.	J. Pradeep Goud	20055080129011
31.	J. Devraj	20055080129012
32.	J. Vinod	20055080129013
33.	K. Vikas	20055080129014
34.	K. Gajanand	20055080129015
35.	K. Vinod	20055080129016
36.	K. Mukesh	20055080129017
37.	K. Satish	20055080129018
38.	M. Sriram	20055080129020
39.	N. Rithik	20055080129021
40.	N. Charan	20055080129022



GOVERNMENT OF TELANGANA
TELANGANA TRIBAL WELFARE RESIDENTIAL
DEGREE COLLEGE (GURUKULAM)

DEPARTMENT
OF
COMPUTER SCIENCE
CERTIFICATE COURSES
(2022-23)

Certificate	Certificate course
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course/ Add-on course/ Value based course (Pls select one)	
Organisation	Telangana Tribal Welfare Residential Degree College (M), Kamareddy
Title of the course	ADVANCED MS-OFFICE
Permission Letter:	
Date of commencement of course	25-10-2022 to 11-11-2022
Course duration	30 Hours
Resource person	Ms.Lavanya.V.L.
No. of students enrolled	30
<p>Course content, Outcome:</p> <p>Objectives of the Course:</p> <ul style="list-style-type: none"> • To give basic information about the computer system. • To give knowledge about computer hardware and computer software. • To familiarize students with the use of MS Windows, Internet and E-mail. • To familiarize students with the use of MS Office-MS Word, MS Excel & MS PowerPoint. <p>Course Overview: Computer Proficiency is an inevitable part of commerce education. The course is aiming to equip all the commerce aspirants to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets, for building databases and preparing presentations, through the use of Microsoft Office Word, Excel, and PowerPoint programmes.</p> <p>Duration of the course: 30 Hours (Theory and Practical)</p> <p style="text-align: center;">SYLLABUS</p> <p>Module I: Introduction to Computer Fundamentals, Windows OS, Internet and Email, Classification of computers, Parts of a computer, Operating System, Internet, Modem, Web browsers, E-mail, Establishing your e-mail account (5Hours)</p> <p>Module II : Introduction to Microsoft Word Basic components of a Word window, Preparing a word document, Editing a prepared document, Adjusting the margin settings, Additional formatting options, Header and Footer options, Border and Shading of page, Drawing options, Inserting images, Mail merge options, Saving a document, Creating a new document, Inserting audio and video files (10 Hours)</p> <p>Module III:</p>	

Introduction to Microsoft Excel Enter data in excel workbook, Formatting toolbar, Shortcut to fill a series, Mathematical functions, Editing a data sheet, Format cell, Rename a sheet, Save, Open a workbook, Arrange data in ascending or descending order, Insert new cellcolumn or row, Insert picture or clipart in excel sheet (10Hours)

Module IV :

Introduction to Microsoft PowerPoint, How to create a new slide, How to apply animation to slides, Fill background with effects, How to apply sound to slides, How to save a presentation, Opening an existing presentation, Insert new slides with different layout, Editing a slide, Inserting picture to a slide, Inserting media files to PowerPoint slides (5 Hours)

Brochure

TTWRDC (M) KAMAREDDY

ADVANCED MS-OFFICE

ADD ON COURSE

ORGANISED BY DEPARTMENT OF COMPUTER SCIENCE

Dates: 25-10-2022 TO 11-11-2022)

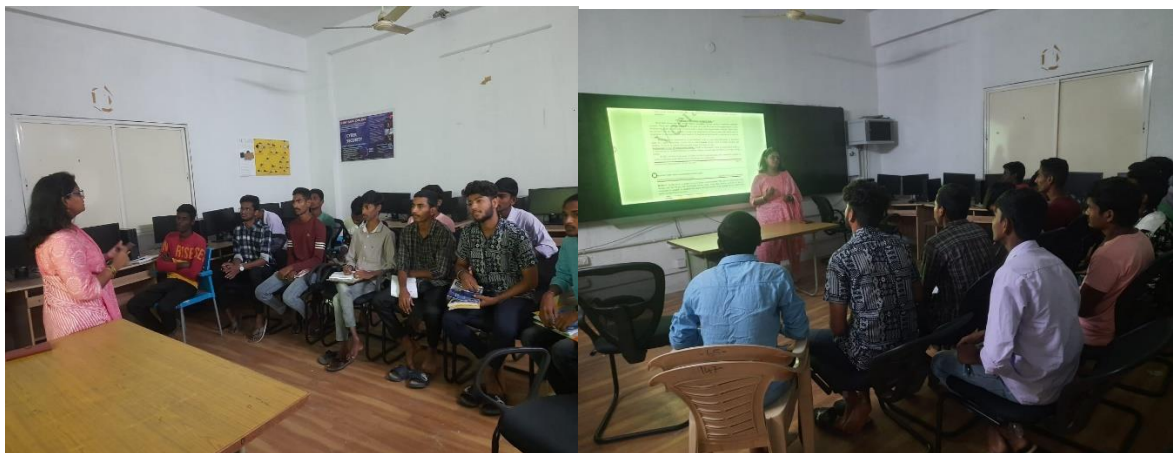
Course Duration: 30 Hrs

Ms. Lavanya.V.L
Resource Person

Venue: CS LAB-2

Programs:
MS-WORD
MS-POWERPOINT
MS-EXCEL

Picture



Certificate

Summary Report : All the students who attended for course do not belong to a non computer science background who don't know basic computing skills, to help them we

have conducted ADVANCED MS-OFFICE -Add on course special for “ ARTS and LIFE SCIENCE”. Almost all organisations use Microsoft Office. They use it for business accounting, office administration, project administration, sales, and communications. Thus, most jobs will require you to know how to use it. Most employers assume that you have at least a fundamental knowledge of the software. MS-Office is the most widely used tool for documenting and organising information, delivering presentations, as well as processing data in office environments across the globe. Which include MS Excel, MS Word and MS PowerPoint etc. are used by individuals both in their personal and professional sphere. In fact, knowledge of Microsoft usage is one of the basic requirements for most of the job profiles like accounting, business analysis, marketing or coding. In addition, proficient MS Office skills will bring confidence and increase productivity while delivering their responsibilities in the job. Keeping the above in view to make the students adequately aware of Microsoft programs this course is designed. The ability to manage emails, calendars, and tasks will help them stay organised and productive. Support your students by helping them sharpen their technical skills in Microsoft Office.

List of students enrolled in ADVANCED MS-OFFICE

S.No	Name of the student	Roll Number
1.	Banot Charan	21055080129001
2.	Boda Mohan	210550801291003
3.	Chathiri Venkatesh	210550801291004
4.	Chukka Akhil Vardhan	210550801291005
5.	C Vinay	210550801291006
6.	Degavath Babulal	210550801291007
7.	Gaini Shiva Kumar	210550801291008
8.	Gunda Chandu	210550801291009
9.	Jadhav Pradeep	210550801291012
10.	Katroth Anil	210550801291014
11.	Kethavath Gangadhar	210550801291016
12.	Kethavath Srinu	210550801291017
13.	Kothuru Rithesh	210550801291018
14.	Maloth Jeevan Kumar	210550801291023
15.	Mothukoori Anil Kumar	210550801291026
16.	Nenavath Chanti	210550801291027
17.	Nenavath Purushotham	210550801291028
18.	Nenavath Ramesh	210550801291029
19.	Palthya Balaji	210550801291030
20.	Pathloth Harish	210550801291032
21.	Ramavath Narsingh	210550801291033
22.	Rathod Kranthi Kumar	210550801291034

