

### **GOVERNMENT OF TELANGANA**

## TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (GURUKULAM)

# DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSES (2019-2020)

Certificate	Certificate course
course/ Add-	
on course/	
Value based	
course (Pls	
select one)	
Organisatio	Telangana Tribal Welfare Residential Degree College (M), Kamareddy
n	
Title of the	ADVANCED MS-OFFICE
course	
Permission	
letter:	To Date:10-01-2020
	The Principal Kamareddy
	TTWRDC(M),
	Kamareddy,
	Sub: Proposal for organizing Certificate Course – Advanced MS-OFFICE.
	Respected Sir,
Data of	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.  Thanks and Regards  Ms. Lavanya .V.L  Head Dept. of Computer Science  PRINCIPAL  I.I.W.R. DEGREE COLLEGE (M)  Dist. Kamaraeddy - 503 111, (T.S.)  Cell: 7901097707
Date of	20-01-20 TO 25-2-2020
commencement	
of course	20.11
Course duration	30 Hours
Resource persor	
No. of students	45
enrolled	
Course content.	Outcome:

Course content, Outcome:

### **Objectives of the Course:**

- 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, Email, Establishing your e-mail account (5Hours)

### Module II:

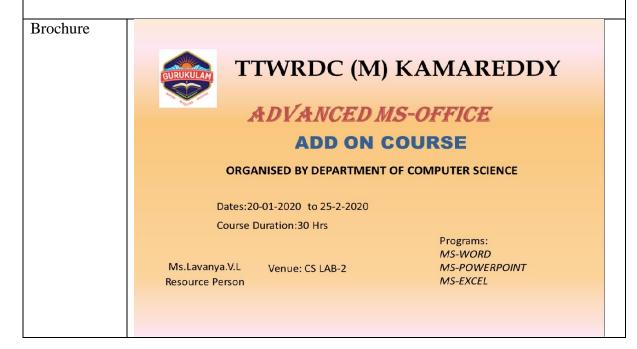
Introduction to Microsoft Word Basic components of a Word window, Preparing a word document, Editing a prepared document, Adjusting the margin settings, Additional formatting options, Header and Footer options, Border and Shading of page, Drawing options, Inserting images, Mail merge options, Saving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

### **Module III:**

Introduction to Microsoft ExcelEnter 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)







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

### ATTENDANCE OF STUDENTS ATTENDING

### CERTIFICATE COURSE IN ADVANCED MS-OFFICE

S.N0	NAME OF THE STUDENT	ROLL NUMBER	27-01-2020	28-01-2020	29-01-2020	30-01-2020	31-01-2020	01-02-2020	06-02-2020	07-02-2020	08-02-2020	10-02-2020	11-02-2020	12-02-2020	13-02-2020	14-02-2020	15-02-2020
1.	A. Satish	180055080461001		I	]	]	]	]	]	]	]	]	]	]	]	J	
2.	B. Jaipal	180055080461002		I	]	]	]	]	]	]	]	]	]	]	]	]	]
3.	B. Shravan Kumar	180055080461003		I	]	]	]	]	]	]	]	]	]	]	]	]	]
4.	B. Thukaram	180055080461004		I	]	]	]	]	]	]	]	]	]	]	]	]	]
5.	B. Prithviraj	180055080461005		I	]	]	]	]	]	]	]	]	]	]	]	]	]
6.	B. Anjaiah	180055080461006		I	]	]	]	]	]	]	]	]	]	]	]	]	]
7.	G. Ramesh	180055080461007		I	]	]	]	]	]	]	]	]	]	]	]	]	
8.	K. Surender	180055080461008		I	]	]	]	]	]	]	]	]	]	]	]	]	
9.	K. Prem Singh	180055080461009		I	]	]	]	]	]	]	]	]	]	]	]	]	]
10.	K. Srikanth	180055080461010	-	I	]	]	]	]	]	]	]	]	]	]	]	]	]
11.	M. Gopal	180055080461011	-	I	]	]	]	]	]	]	]	]	]	]	]	]	]
12.	M. Rajesh	180055080461012		I	]	]	]	]	]	]	]	]	]	]	]	]	]
13.	M. Gopal	180055080461013		I	]	]	]	]	]	]	]	]	]	]	]	]	]
14.	M. Praveen Kumar	180055080461014		I	]	]	]	]	]	]	]	]	]	]	]	]	]
15.	M. Vijay Kumar	180055080461015		I	]	]	]	]	]	]	]	]	]	]	]	]	]
16.	M. Sudhakar	180055080461016		I	]	]	]	]	]	]	]	]	]	]	]	]	]
17.	N. Suresh	180055080461017		I	]	]	]	]	]	]	]	]	]	]	]	]	]
18.	N. Praveen	180055080461018		I	]	]	]	]	]	]	]	]	]	]	]	]	
19.	P. Suman	180055080461019		I	]	]	]	]	]	]	]	]	]	]	]	]	
20.	P. Siddiram	180055080461020		I	]	]	]	]	]	]	]	]	]	]	]	]	]
21.	S. Vishal	180055080461021		I	]	]	]	]	]	]	]	]	]	]	]	]	]
22.	S. Ajay	180055080461022		I	]	]	]	]	]	]	]	]	]	]	]	]	]
23.	A. Dattatreya	180055080129001		I	]	]	]	]	]	]	]	]	]	]	]	]	
24.	B. Suresh	180055080129002		I	]	]	]	]	]	]	]	]	]	]	]	]	]

S.N0	NAME OF THE STUDENT	ROLL NUMBER	27-01-2020	28-01-2020	29-01-2020	30-01-2020	31-01-2020	01-02-2020	06-02-2020	07-02-2020	08-02-2020	10-02-2020	11-02-2020	12-02-2020	13-02-2020	14-02-2020	15-02-2020
25.	B. Ganguly	180055080129003		I	]	]	]	]	]	]	]	]	]	]		]	
26.	B. Sriknath	180055080129004		I	]	]	]	]	]	]	]	]	]	]	]	]	]
27.	G. Rahul	180055080129005		I	]	]	]	]	]	]	]	]	]	]	]	]	]
28.	G. Raju	180055080129006		I	]	]	]	]	]	]	]	]	]	]	]	]	]
29.	G. Sudhakar	180055080129007		I	]	]	]	]	]	]	]	]	]	]		]	]
30.	G. Thirupathi	180055080129008		I	]	]	]	]	]	]	]	]	]	]	]	]	]
31.	G. Shravan Kumar	180055080129009		I	]	]	]	]	]	]	]	]	]	]	]	]	]
32.	J. Sandeep Kumar	180055080129010		I	]	]	]	]	]	]	]	]	]	]		]	
33.	K. Pandari	180055080129011		I	]	]	]	]	]	]	]	]	]	]		]	
34.	K. Naveen Kumar	180055080129012		I	]	]	]	]	]	]	]	]	]	]		]	
35.	K. Ganesh	180055080129013		I	]	]	]	]	]	]	]	]	]	]	]	]	]
36.	M. Bhaskar	180055080129015		I	]	]	]	]	]	]	]	]	]	]	]	]	]
37.	M. Raju	180055080129016		I	]	]	]	]	]	]	]	]	]	]		]	
38.	M. Sudhakar	180055080129017		I	]	]	]	]	]	]	]	]	]	]	]	]	]
39.	N. Sudhakar	180055080129019		I	]	]	]	]	]	]	]	]	]	]	]	]	]
40.	N. Arun Kumar	180055080129020		I	]	]	]	]	]	]	]	]	]	]	]	]	]
41.	N. Ravinder	180055080129021		I	]	]	]	]	]	]	]	]	]	]	]	]	]
42.	P. Vamshi	180055080129022		I	]	]	]	]	]	]	]	]	]	]	]	]	]
43.	P. Srikanth	180055080129023		I	]	]	]	]	]	]	]	]	]	]		]	ᅵ
44.	R. Uday Kumar	180055080129025		I	]	]	]	]	]	]	]	J	]	]		1	
45.	R. Srikanth	180055080129026		I	]	]	]	]	]	]	]	]	]	]		]	



### **GOVERNMENT OF TELANGANA**

## TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (GURUKULAM)

# DEPARTMENT OF COMPUTER SCIENCE

### CERTIFICATE COURSES

(2021-2022)

Certificate	Certificate course
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	То	Date:11-12-2021
Letter:	The Principal	Kamareddy
Letter:	TTWRDC(M),	
	Kamareddy,	
	Sub: Proposal for organizing Ce	tificate Course - Advanced MS-OFFICE.
	Respected Sir,	
	Advanced MS-OFFICE special for UG Tribal welfare Residential Degree Col	science propose to Organise Certificate Course- (ARTS AND LIFE SCIENCE) students of Telangana ege. This course duration is 30 hrs. We therefore n to organize Certificate Course- Advanced MS-
	Thanks and Regards	
	Ms. Lavanya .V.L	
	Head Dept. of Computer Science	
	PRINCIPAL EGE (M) PRINCIPAL EGE (M) PRINCIPAL EGG (M) TJWR DEGNE 5.003 th. TJWR DEGNE 700 1097707 Dist. 150,1097707	
Date of	17-12-2021 TO 5-1-202	2
commencement of		
course		
Course duration	30 Hours	
Resource person	Ms.Lavanya.V.L.	
No. of students	40	
enrolled		
Course content Out	oomo:	

Course content, Outcome:

### **Objectives of the Course:**

- 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, Email, 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 ExcelEnter 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)



# 

### 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

G. Gopal	20055080129008	
G. Santhosh	20055080129009	
G. Gopal	20055080129010	
J. Pradeep Goud	20055080129011	
J. Devraj	20055080129012	
J. Vinod	20055080129013	
K. VIkas	20055080129014	
K. Gajanand	20055080129015	
K. VInod	20055080129016	
K. Mukesh	20055080129017	
K. Satish	20055080129018	
M. Sriram	20055080129020	
N. RIthik	20055080129021	
N. Charan	20055080129022	
	G. Santhosh G. Gopal J. Pradeep Goud J. Devraj J. Vinod K. VIkas K. Gajanand K. VInod K. Mukesh K. Satish M. Sriram N. RIthik	G. Santhosh  G. Sopal  J. Pradeep Goud  J. Pradeep Goud  J. Vinod  K. VIkas  Coopsing Coopsin

### ATTENDANCE OF STUDENTS ATTENDING

### CERTIFICATE COURSE IN ADVANCED MS-OFFICE

S.N0	NAME OF THE STUDENT	ROLL NUMBER	17-12-2021	18-12-2021	20-12-2021	21-12-2021	22-12-2021	23-12-2021	27-12-2021	28-12-2021	29-12-2021	30-12-2021	31-12-2021	03-01-2022	04-01-2022	05-01-2022	07-01-2022
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															

S.N0	NAME OF THE STUDENT	ROLL NUMBER	17-12-2021	18-12-2021	20-12-2021	21-12-2021	22-12-2021	23-12-2021	27-12-2021	28-12-2021	29-12-2021	30-12-2021	31-12-2021	03-01-2022	04-01-2022	05-01-2022	07-01-2022
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)

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	25-10-2022 to 11-11-2022
commencement of	
course	
Course duration	30 Hours
Resource person	Ms.Lavanya.V.L.
No. of students	30
enrolled	

Course content, Outcome:

### **Objectives of the Course:**

- 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, Email, 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 ExcelEnter 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



ADVANCED MS-OFFICE
ADD ON COURSE

### ORGANISED BY DEPARTMENT OF COMPUTER SCIENCE

Dates: 25-10-2022 T0 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						

23.	Thumma Siddartha	210550801291036
24.	Barmavath Kamal	210550804451001
25.	Boddu Adarsh	210550804451002
26.	Chekka Prashanth	210550804451003
27.	Debbati Raviteja	210550804451004
28.	Dhanavath Pavan Kalyan	210550804451005
29.	Gone Naveen	210550804451007
30.	Katroth Mahipal	210550804451009

## ATTENDANCE OF STUDENTS ATTENDING CERTIFICATE COURSE IN ADVANCED MS-OFFICE

S.No.	NAME OF THE STUDENT	ROLL NUMBER	25-10-2022	26-10-2022	27-10-2022	28-10-2022	29-10-2022	31-10-2022	1-11-2022	2-11-2022	3-11-2022	5-11-2022	7-11-2022	9-11-2022	10-11-2022	11-11-2022
1.	Banot Charan	20055080445001														
2.	Boda Mohan	20055080445003														
3.	Chathiri Venkatesh	20055080445004														
4.	Chukka Akhil Vardhan	20055080445005														
5.	C Vinay	20055080445006														
6.	Degavath Babulal	20055080445007														
7.	Gaini Shiva Kumar	20055080445008														
8.	Gunda Chandu	20055080445009														
9.	Jadhav Pradeep	20055080445010														
10.	Katroth Anil	20055080445011														
11.	Kethavath Gangadhar	20055080445012														
12.	Kethavath Srinu	20055080445013														
13.	Kothuru Rithesh	20055080445014														
14.	Maloth Jeevan Kumar	20055080445015														
15.	Mothukoori Anil Kumar	20055080445016														
16.	Nenavath Chanti	20055080445017														
17.	Nenavath Purushotham	20055080445018														
18.	Nenavath Ramesh	20055080445019														

19.	Palthya Balaji	20055080445023
20.	Pathloth Harish	20055080445020
21.	Ramavath Narsingh	20055080129001
22.	Rathod Kranthi Kumar	20055080129003
23.	Thumma Siddartha	20055080129004
24.	Barmavath Kamal	20055080129005
25.	Boddu Adarsh	20055080129006
26.	Chekka Prashanth	20055080129007
27.	Debbati Raviteja	20055080129008
28.	Dhanavath Pavan Kalyan	20055080129009
29.	Gone Naveen	20055080129010
30.	Katroth Mahipal	20055080129011