




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

**DEPARTMENT**  
**OF**  
**COMPUTER SCIENCE**  
**CERTIFICATE COURSES**  
**(2021-2022)**

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

<p><b>Permission Letter:</b></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><b>Objectives of the Course:</b></p> <ul style="list-style-type: none"> <li>• To give basic information about the computer system.</li> <li>• To give knowledge about computer hardware and computer software.</li> <li>• To familiarize students with the use of MS Windows, Internet and E-mail.</li> <li>• To familiarize students with the use of MS Office-MS Word, MS Excel &amp; MS PowerPoint.</li> </ul> <p><b>Course Overview:</b> 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><b>Duration of the course: 30 Hours (Theory and Practical)</b></p> <p style="text-align: center;"><b>SYLLABUS</b></p> <p><b>Module I:</b> 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 (<b>5Hours</b>)</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**

<b>S.No</b>	<b>Name of the student</b>	<b>Roll Number</b>
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

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



