



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

DEPARTMENT
OF
COMPUTER SCIENCE

CERTIFICATE COURSES
(2022-23)

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:	
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>	

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



TTWRDC (M) KAMAREDDY

ADVANCED MS-OFFICE

ADD ON COURSE

ORGANISED BY DEPARTMENT OF COMPUTER SCIENCE

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

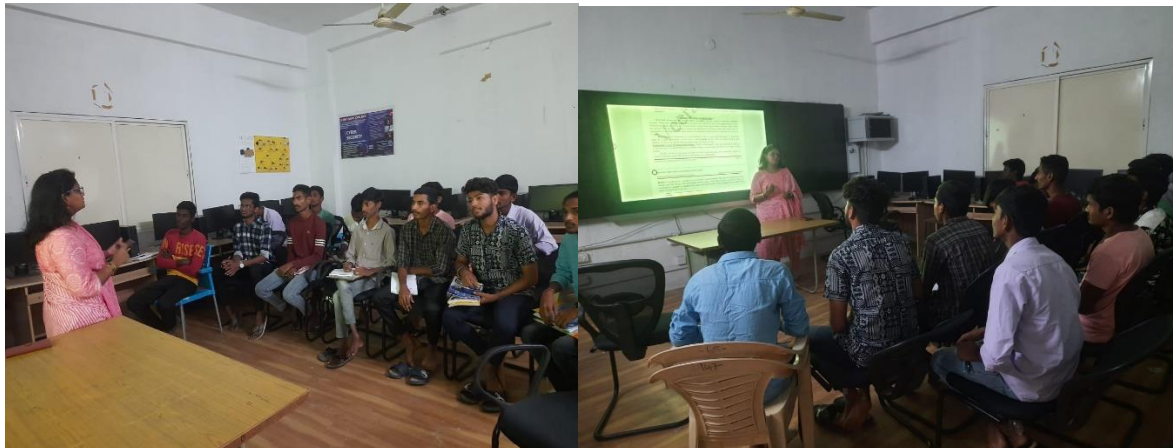
Course Duration:30 Hrs

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

