

**GOVERNMENT DEGREE COLLEGE
KARVETINAGARAM, CHITTOOR (DT), A.P.**



CERTIFICATION COURSE

Organized by

Department Computer Applications

2024-25

ప్రభుత్వ డిగ్రీ కళాశాల, కార్యవీనగరం



GOVERNMENT DEGREE COLLEGE
KARVETINAGARAM
CHITTOOR DIST. AP. 517582



Certificate Course
on
MS-Office

Eligibility : B.Com
Registration Fee : Free
Registration Start : 29-08-2024
Registration End : 31-08-2024
Duration of Course : 30 Hrs
Course Start : 01-09-2024

Organized by
Department of Computer

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST.

Karvetinagaram

Date: 27-08-2024


CIRCULAR

All the B.Com students are hereby informed that the Department Computer Applications is going to computer a certificate course on "S-Office" from 1st September 2024 in the afternoon sessions.

Duration of the Course: Thirty Hours only

Course Fee: Free of cost

For further details contact: Dr. G.Bhargavi , Department of Computer Applications


PRINCIPAL
Govt. Degree College
KARVETINAGAR - 51758:
Chittoor Dt. A.P.



GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST

Certificate Course on "MS-Office "

Syllabus

Total Hours:30

Objectives:

- Create document for Printing and Sharing
- Create and share presentations.
- Insert and format graphics into document

- I


Unit I: Text basics Text formatting and saving file, working with objectives ,headers and footers, working with bullets, numbered list, tables, style and content,merging document.

- II

Unit II: Excel :Excel basics,working with cells and worksheets,calculating data, formatting ,adding charts and collaborating,analyzing data,working with macros and the web

- III

Unit III: Power point :Create and manage presentations,insert and format text,shapes and images,insert tables charts,smart media,apply transitions and animations.


PRINCIPAL
Govt. Degree College
KARVETINAGAR - 51758:
Chittoor Dt. A.P.



Inauguration of Certificate Course: MS-Office

GOVERNMENT DEGREE COLLEGE: KARVETINAGARAM

2024-25

Certificate Course in MS-Office

NO	Name of the Student	Class	Signature of the Student
1.	A. Meganath	III B.Com (CA)	A. Meganath
2.	P. Indrasena Reddy	III B.Com (CA)	P. Indrasena Reddy
3.	A. Kumar	III B.Com (CA)	A. Kumar
4.	K. Manoj	III B.Com (CA)	K. Manoj
5.	B. Ganesh	III B.Com (CA)	B. Ganesh
6.	M. OYSI	III B.Com (CA)	M. Oysi
7.	D. Tagore	III B.Com (CA)	D. Tagore
8.	V. Jeevitha	III B.Com (CA)	V. Jeevitha
9.	R. Gayathri	III B.Com (CA)	R. Gayathri
0.	B. Bhargavi	III B.Com (CA)	B. Bhargavi
1.	K. Bhanu Priya	III B.Com (CA)	K. Bhanupriya
2.	K. Dilli Prasad	III B.Com (CA)	K. Dilli Prasad
3.	K. Lava Kumar	III B.Com (CA)	K. Lava Kumar
4.	T. Balaji	III B.Com (CA)	T. Balaji
5.	K. Raghu	III B.Com (CA)	K. Raghu
6.	E. Lokesh	III B.Com (CA)	E. Lokesh
7.	M. Umapathi	III B.Com (CA)	M. Umapathi
8.	P. Dora Babu	III B.Com (CA)	P. Dorababu
9.	J. Mohana	III B.Com (CA)	J. Mohana
0.	Y. Naveen Kumar	III B.Com (CA)	Y. Naveen Kumar



Valedictory of Certificate Course: MS-Office

GOVERNMENT DEGREE COLLEGE
Karvetinagaram, Chittoor (Dist)




DEPARTMENT OF COMPUTER APPLICATIONS

CERTIFICATE

is to certify that certificate is awarded to Mr./Ms P.INDRASENA REDDY of III B.Com (CA) class
nded certificate course in MS-Office conducted by Department of Computer Applications during the
ademic year 2024-25.

of the Department


Principal
Govt. Degree College
KARVETINAGAR - 517502
Chittoor Dt. A.P.

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST.

DEPARTMENT OF COMPUTER APPLICATIONS

Brief Report on

"MS-Office"

A certificate course on MS-Office inaugurated on 1st September 2024 at this college by the principal Dr. S. Vijayulu Reddy. The course duration was 15 hours. This course was run free of cost to the student by the Department of Computer Applications, The course was run by G.Bhargavi . The course was conducted one hour per day. Twenty students are enrolled in this course.


PRINCIPAL
GOVT. DEGREE COLLEGE
KARVETINAGAR - 517 582
Chittoor Dt. A.P.