


NAGARJUNA GOVT. COLLEGE (A)


IIT BOMBAY SPOKEN TUTORIAL

ACADEMIC YEAR: 2020-21

Organized by



NODAL
TELANGANA SKILLS & KNOWLEDGE CENTRE
TS KC
Telangana Skills & Knowledge Centre





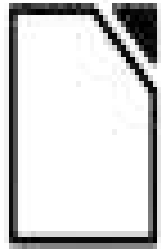
CREATING OPPORTUNITIES **DEVELOPING SKILLS** **UNLEASHING POTENTIAL**

NAGARJUNA GOVERNMENT COLLEGE (A)

Re-Accredited by NAAC with 'A' Grade
Affiliated to Mahatma Gandhi University

NALGONDA





LibreOffice

The Document Foundation

Free and Open Source Office Suite Software



Writer

6.3

Version

(32/64-bit)

CERTIFICATE

COURSE

NAGARJUNA GOVT. COLLEGE (A) NALGONDA
TELANGANA SKILLS & KNOWLEDGE CENTRE

LibreOffice Suite Writer 6.3

Certificate Course

in collaboration with

IIT Bombay Spoken Tutorial

Report:

Telangana Skills & Knowledge Centre (TSKC) conducted a certificate course on Libre Office Suite Writer 6.3 from 15-01-2021. In this course 61 BCOM CA and General were enrolled and successfully completed their course.

Course outcome:

LibreOffice Writer is the word processor component of the LibreOffice Suite. It is the equivalent of Microsoft Word in Microsoft Office Suite. It is a free and open source software so it can be shared, modified and distributed without any restrictions. It provides the features of a word processor like edit text, text modifications, adding images, tables, objects, spell check, auto correct, etc. In addition, it provides the important features Export to PDF, Built-in Drawing tools, Page layout methods. By Learning this course students can do office related work at anywhere.

NAGARJUNA GOVT. COLLEGE (A) NALGONDA TELANGANA SKILLS & KNOWLEDGE CENTRE

Date: 03-01-2021


NOTICE

All the B.Sc, B.Com & B.A students are hereby informed that, TSKC begins IIT Bombay Spoken tutorial registration from 03-01-2021 for the Academic Year 2020-21. Last date for registration is 09-01-2021. Interested students should register in IIT Bombay Spoken Tutorial by scanning the QR Code or by clicking the link which was sent in Telegram Group.



Note:

1. It is a free of cost & remote learning training
2. After completion of course you will get a certificate from IIT Bombay Spoken Tutorial
3. Course will be allotted and will intimate on 12-01-2021
4. Already registered student no need to register again


TSKC Co-Ordinator (Nodal)
N.G. College (A), NALGONDA

NAGARJUNA GOVT. COLLEGE(A) NALGONDA**TELANGANA SKILL & KNOWLEDGE CENTRE****IIT BOMBAY SPOKEN TUTORIAL- COURSE ALLOTMENT****LibreOffice Suite Writer--Student Enrollment**

Sl.No	Name	Roll Number	Group	Year	Email	Gender
1	HARIKRISHNA BINGI	18044028401005	BCOM GENERAL	III Year	harikrishnabingi5784@gmail.com	Male
2	BOJJA VENKAT	18044028401008	BCOM GENERAL	III Year	venkatchintuu01@gmail.com	Male
3	EARETI MAHESH	18044028401014	BCOM GENERAL	III Year	maheshearati@gmail.com	Male
4	GOLI VAMSHI	18044028401017	BCOM GENERAL	III Year	golivamshi2000@gmail.com	Male
5	JILLPALIE SOWMYA	18044028401021	BCOM GENERAL	III Year	jillepallysaikumarjillapellysa@gmail.com	Female
6	SAIDULU JITTAGONI	18044028401023	BCOM GENERAL	III Year	jittagonisaidulu999@gmail.com	Male
7	SANDHYA KESHABOINA	18044028401025	BCOM GENERAL	III Year	keshaboinasandya@gmail.com	Female
8	MACHARLA ASHOK	18044028401030	BCOM GENERAL	III Year	macharlaashok001@gmail.com	Male
9	MARUPAKA MADHU SUDHAN	18044028401032	BCOM GENERAL	III Year	madhumarupaka143@gmail.com	Male
10	RAKESH MEDI	18044028401033	BCOM GENERAL	III Year	rakeshmedi33@gmail.com	Male
11	MUNIPALLE NAGA POOJA	18044028401037	BCOM GENERAL	III Year	poojasharma814te@gmail.com	Female
12	PAJJURI NAGALAXMI	18044028401042	BCOM GENERAL	III Year	nagalaxmipajjuri2000@gmail.com	Female
13	SRAVANTHI POGULA	18044028401043	BCOM GENERAL	III Year	sravanthiramesh2000@gmail.com	Female
14	RAVULA PRASANTH	18044028401044	BCOM GENERAL	III Year	prashanthgoud1008@gmail.com	Male
15	LAVANYA SATHANAPALLY	18044028401045	BCOM GENERAL	III Year	lavanyasathanapally@gmail.com	Female
16	SUNKARABOINA MOHAN	18044028401048	BCOM GENERAL	III Year	mohanprabha655@gmail.com	Male
17	TAJBEE MD	18044028401049	BCOM GENERAL	III Year	abbasaymar0603@gmail.com	Female
18	VALLAJI NARESH	18044028401053	BCOM GENERAL	III Year	nareshvallji04765@gmail.com	Male
19	VONGURI SHIRISHA	18044028401057	BCOM GENERAL	III Year	vongurishirisha@gmail.com	Female
20	YADAVALLY KOTESH	18044028401059	BCOM GENERAL	III Year	yadavallykotes@gmail.com	Male
21	BALAGONI RAKESH	18044028401502	BCOM GENERAL	III Year	balagonirakesh52@gmail.com	Male
22	BANDELA PRAVEEN	18044028401505	BCOM GENERAL	III Year	praveenbandela16@gmail.com	Male
23	BHUPATHI PRASHANTH	18044028401506	BCOM GENERAL	III Year	bhupathiprashanth95@gmai.com	Male
24	PRAGATHI CHINTHA	18044028401511	BCOM GENERAL	III Year	chinthapragathi2001@gmail.com	Female
25	CH MAHESHWARI	18044028401512	BCOM GENERAL	III Year	chmaheshawari668@gmail.com	Female
26	NAVYA DASARI	18044028401514	BCOM GENERAL	III Year	navyayadav046@gmail.com	Female
27	SHILAPA DEVATHALA	18044028401517	BCOM GENERAL	III Year	shilpadevathala49@gmail.com	Female
28	DOREPALLY KIRAN	18044028401518	BCOM GENERAL	III Year	kirandorepally123@gmail.com	Male
29	JYOTHI GELLE	18044028401523	BCOM GENERAL	III Year	gellejyothi@gmail.com	Female

NAGARJUNA GOVT. COLLEGE(A) NALGONDA**TELANGANA SKILL & KNOWLEDGE CENTRE****IIT BOMBAY SPOKEN TUTORIAL- COURSE ALLOTMENT****LibreOffice Suite Writer--Student Enrollment**

Sl.No	Name	Roll Number	Group	Year	Email	Gender
30	KAVITHA GOGU	18044028401524	BCOM GENERAL	III Year	gogukavitha302@gmail.com	Female
31	SHYAM SUNDAR REDDY KALAM	18044028401527	BCOM GENERAL	III Year	shyamsundarreddy999@gmail.com	Male
32	SAIKUMAR MACHARLA	18044028401535	BCOM GENERAL	III Year	macharlasaikumar1234@gmail.com	Male
33	MAMILLA SUMALATHA	18044028401536	BCOM GENERAL	III Year	mamillasumalatha4@gmail.com	Female
34	PRASANNA MUNTHA	18044028401538	BCOM GENERAL	III Year	munthaprasanna2001@gmail.com	Female
35	NIMMALA MAYSYAGIRI	18044028401542	BCOM GENERAL	III Year	nimmalamatsyagirimatsyagiri@gmail.com	Male
36	NAGARAJU PANTHANGI	18044028401544	BCOM GENERAL	III Year	9nagaraju9902@gmail.com	Male
37	PANTHANGI SHIVAPRASAD	18044028401545	BCOM GENERAL	III Year	prasadshiva26701@gmail.com	Male
38	PEEKE SAIKUMAR	18044028401546	BCOM GENERAL	III Year	peekesaikumar@gmail.com	Male
39	ASHOK POGAKU	18044028401547	BCOM GENERAL	III Year	ashok9553236807@gmail.com	Male
40	MADHAVI PUTTA	18044028401548	BCOM GENERAL	III Year	madhavikaringu1611@gmail.com	Female
41	SOWJANYA SAIDULA	18044028401551	BCOM GENERAL	III Year	saidulasowjanya@gmail.com	Female
42	SHAIK JANI PASHA	18044028401553	BCOM GENERAL	III Year	shaikjani05002@gmail.com	Male
43	VINOD TEJAVATH	18044028401555	BCOM GENERAL	III Year	vinodtejavath4@gmail.com	Male
44	BALABRAHAMAM THIRUMANI	18044028401556	BCOM GENERAL	III Year	thirumani2000ba@gmail.com	Male
45	BALASWAMY VANARASHI	18044028401559	BCOM GENERAL	III Year	kotaiahvanarashi@gmail.com	Male
46	SHAIK ALEEMUDDIN	18044028401552	BCOM GENERAL	III Year	aleemuddinshaik2018@gmail.com	Male
47	MADHU KUNCHAM	18044028401534	BCOM GENERAL	III Year	kunchammadhu567@gmail.com	Male
48	SADA SHIVA	19044028405028	BCOM CA	II Year	soloshiva73@gmail.com	Male
49	ETTAMALLA. RAKESH	19044028405075	BCOM CA	II Year	ettamallarakesh.ngc@gmail.com	Male
50	GADAKARI SANDEEP	19044028405076	BCOM CA	II Year	gadakarisandeep257@Gmail.com	Male
51	GURIJA HARI KRISHNA	19044028405101	BCOM CA	II Year	gurijaharikrishna.g0123@gmail.com	Male
52	KASAM NAVEEN	19044028405121	BCOM CA	II Year	kasamnaveen165@gmail.com	Male
53	AJAY MAREPALLY	19044028405156	BCOM CA	II Year	marepallyajay2@gmail.com	Male
54	SAI RUSHIKA	19044028405181	BCOM CA	II Year	sairushika135@gmail.com	Female
55	MUKKOJU SHEKAR SHEKAR	19044028405182	BCOM CA	II Year	mukkojushekar.ngc@gmail.com	Male
56	NARABOINA NARSIMHA	19044028405192	BCOM CA	II Year	naraboinanarasimha212@gmail.com	Male
57	NEELAKANTAM VARSHA	19044028405197	BCOM CA	II Year	varshaneelakantam@gmail.com	Female
58	THIRUMANI POOJA	19044028405266	BCOM CA	II Year	pp3731486@gmail.com	Female

NAGARJUNA GOVT. COLLEGE(A) NALGONDA

TELANGANA SKILL & KNOWLEDGE CENTRE

IIT BOMBAY SPOKEN TUTORIAL- COURSE ALLOTMENT

LibreOffice Suite Writer--Student Enrollment

Sl.No	Name	Roll Number	Group	Year	Email	Gender
59	DURGAPRASAD VADDE	19044028405271	BCOM CA	II Year	durgavadde5@gmail.com	Male
60	VATTIPALLY USHA	19044028405281	BCOM CA	II Year	usri7162@gmail.com	Female
61	SAGARIKA AMGOTHU	19044028405010	BCOM CA	II Year	sagarikaamgothu@gmail.com	Female

NAGARJUNA GOVT. COLLEGE (A) NALGONDA TELANGANA SKILLS & KNOWLEDGE CENTRE


Date: 13-01-2021

NOTICE

All the below mentioned groups of IIT Bombay Spoken Tutorial registered students are hereby informed that, TSKC allotted your course for the Academic year 2020-21 shown below. In this regard instructed that completed your course before 28-02-2021.

Sl.No	Group	Year	Software Course
1	MPCS	III Year	Python - Python 3.4.3
2	MSCS	III Year	
3	BCOM	III Year	Accounting and Finance - FrontAccounting-2.4.7
4	BZCA	III Year	C and Cpp
5	MPCS	II Year	
6	MSCS	II Year	
7	MCIC	III Year	GeoGebra 5.04
8	MPC	III Year	LibreOffice Suite Calc
9	MPG	III Year	
10	BBC	III Year	
11	BA	III Year	LibreOffice Suite Impress
12	BCOM General	III Year	LibreOffice Suite Writer
13	BCOM	II Year	

Note: Any doubts contact @ TSKC Lab, NG College(A) Nalgonda


TSKC Co-Ordinator (Nodal)
N.G. College (A), NALGONDA



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Certificate of Participation

This is to certify that **HARIKRISHNA BINGI** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

Prof. Kannan M Moudgalya
IIT Bombay



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Certificate of Participation

This is to certify that **BOJJA VENKAT** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

A handwritten signature in black ink, appearing to read 'Kannan Moudgalya'.

Prof. Kannan M Moudgalya
IIT Bombay



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Certificate of Participation

This is to certify that **EARETI MAHESH** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **GOLI VAMSHI** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **JILLPALIE SOWMYA** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **SAIDULU JITTAGONI** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **SANDHYA KESHABOINA** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **MACHARLA ASHOK** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **MARUPAKA MADHU SUDHAN** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **RAKESH MEDI** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **MUNIPALLE NAGA POOJA** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **PAJJURI NAGALAXMI** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **SRAVANTHI POGULA** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **RAVULA PRASANTH** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **LAVANYA SATHANAPALLY** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **SUNKARABOINA MOHAN** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **TAJBEE MD** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **VALLAJI NARESH** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **VONGURI SHIRISHA** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **YADAVALLY KOTESH** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **BALAGONI RAKESH** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **BANDELA PRAVEEN** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **BHUPATHI PRASHANTH** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

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This is to certify that **PRAGATHI CHINTHA** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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This is to certify that **CH MAHESHWARI** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **NAVYA DASARI** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **SHILAPA DEVATHALA** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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March 2nd 2021

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This is to certify that **DOREPALLY KIRAN** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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Certificate of Participation

This is to certify that **JYOTHI GELLE** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Writer** were covered in the training.

March 2nd 2021

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Certificate of Participation

This is to certify that **KAVITHA GOGU** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **SAIKUMAR MACHARLA** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **NIMMALA MAYSYAGIRI** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **BALABRAHAMAM THIRUMANI** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **GURIJA HARI KRISHNA** participated in the **LibreOffice Suite Writer** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2021** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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1 Online / Offline content

1. The online content of Spoken Tutorials can be accessed from:
<https://spoken-tutorial.org/tutorial-search/>
2. You can also download the Spoken Tutorials for offline learning from:
<https://spoken-tutorial.org/cdcontent/>
3. From this link download the FOSS categories in the language you wish to learn.
4. The Spoken Tutorial content will be downloaded as a zip file on your machine.
5. Extract the contents of the zip file & access them.

2 The procedure to practise

1. You have been given a set of spoken tutorials and files.
2. You will typically do one tutorial at a time.
3. You may listen to a spoken tutorial and practise by reproducing all the steps shown in the video by Side-by-Side Method.
4. If you find it difficult to do the above, you may consider listening to the whole tutorial once and then practise during the second hearing.

3 LibreOffice Installation

1. By default, LibreOffice will be pre-installed in Ubuntu Linux OS.
2. If you wish to install any specific version of LibreOffice or for any other OS, please go through the LibreOffice Installation tutorials on <https://spoken-tutorial.org>

4 LibreOffice Suite Writer 6.3

1. Click on "Select FOSS" or "All FOSS Categories" drop-down and choose "LibreOffice Suite Writer 6.3".
2. Click on "Select Language" or "All Languages" drop-down and choose the language (English, Hindi, Marathi ...) in which you wish to learn.
3. Click on "Search" or "Submit" button.

4. You will see a list of tutorials based on your selection.
5. Start with the first tutorial in the displayed list.

5 First tutorial: Introduction to LibreOffice Writer

1. Locate the topic Introduction to LibreOffice Writer and click on it.
2. To view the tutorial, click on the Play icon which is located in the player.
3. The Pre-requisite and Slides will be visible below the player (only for Online contents).
4. Outline, Assignments and Code Files are available below the player.
5. Adjust the size of the browser in such a way that you are able to practise in parallel.

5.1 Instructions for changing the font name

- (a) At 10:56 the video shows how to change the font name for the text.
- (b) The fonts used in this tutorial are a part of the Font set available on the computer and OS used for recording.
- (c) You may have a different Font set on your computer and OS.
- (d) While practising, use the fonts that are available on your computer.

5.2 Instructions to practise

- (a) Create a folder on the "Desktop" with your "Name-RollNo-Component".
(Eg. "vin-04-writer")
- (b) Give a unique name to the files you save in your folder, so as to recognize it next time.
(Eg. "Practice-01-vin")
- (c) Remember to save all your work in your folder.
- (d) This will ensure that your files don't get overwritten by someone else.
- (e) Save your work from time to time, instead of saving it at the end of the task.

5.3 Common instructions for Assignments

- (a) Attempt the **Assignments** as instructed in the tutorial.
- (b) Save your work in your folder.

5.4 Common instructions to use Code files

- (a) Click on the link "**Code files**" located below the player and save it in your folder.
 - (b) Extract the downloaded zip file.
 - (c) You will see all the code/source files used in the particular tutorial.
 - (d) Use these files as per the instructions given in the particular tutorial.
6. Play-pause-practise the whole tutorial.
 7. Once the tutorial is complete, choose the next tutorial from the playlist which is located on the right side or below the player.
 8. Follow all the above instructions, till you complete all the tutorials in the series.