



# GOVERNMENT DEGREE COLLEGE

BHADRACHALAM-507111.BHADRADRI KOTHAGUDEM DIST



## DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS OFFERS




### CERTIFICATE COURSE IN

### MS-OFFICE



  
INCHARGE

CONTACT Mrs.B.DURGA BHAVANI  
MAIL\_ID: bhavanireddy621@gmail.com

  
PRINCIPAL  
Principal  
Govt. Degree College,  
Bhadrachalam-507111  
Bhadrachalam Kothagudem Dist.

GOVERNMENT DEGREE COLLEGE

BHADRACHALAM

BHADRADRI KOTHAGUDEM DISTRICT, TELANGANA STATE



DEPARTMENT OF COMPUTERS

CERTIFICATE COURSE

2021 - 22

ON

MS OFFICE



**GOVERNMENT DEGREE COLLEGE  
BHADRACHALAM  
MS-OFFICE(Certificate Course)**



Name of the student :  
Father's name :  
Date of birth/Age :  
Sex :  
Nationality :  
Religion :  
Community :  
Course in which studying :  
Medium of instruction :  
Marks obtained in qualifying exam :  
Subjects studied in qualifying course :  
Address for communication :

Signature of the applicant

Signature of the Co-Ordinator

  
**Principal**  
Govt. Degree College  
Bhadrachalam-507  
Bhadrachal Kothagudem



# Ms. Office



## Ms. word


Creating, editing, saving and printing text documents, Font and paragraph formatting, Simple character formatting Inserting tables, smart art, page breaks, Using lists and styles, Working with images Using Spelling and Grammar check, Understanding document properties, Mail Merge

## Ms. Excel

Spreadsheet basics, Creating, editing, saving and printing spreadsheets, Working with functions & formulas Modifying worksheets with color & autoformats ,Graphically representing data : Charts & Graphs Speeding data entry : Using Data Forms, Analyzing data : Data Menu, Subtotal, Filtering Data, Formatting worksheets, Securing & Protecting spreadsheets

## Ms. Power Point

Opening, viewing, creating, and printing slides Applying auto layouts Adding custom animation Using slide transitions Graphically representing data : Charts & Graphs Creating Professional Slide for Presentation, Internet Understanding how to search/Google bookmarking and Going to a specific website Copy and paste Internet content into your word file and emails Understanding social media platforms such as Facebook & Many more learn with best practices.

  
Principal  
Govt. Degree College  
Bhadrachalam-507 411,  
Bhadrachalam, N.T.

Hf No - 033-20-4101

Name: A. Manika Reddy

46  
50

GOVERNMENT DEGREE COLLEGE BHADRACHALAM  
CERTIFICATE COURSE ON MS-WORD

1. What is the blank space outside the printing area on a page | b |  
(A) Clipart (B) Margins (C) Header (D) footer
2. Which of the following is an example of page orientation | a |  
(A) Landscape (B) Subscript (C) superscript (D) A4
3. Formatting is performed on | b |  
(A) Text (B) Table (C) Menu (D) both (a) and (b)
4. Which of the following software is used for making resume | b |  
(A) MS Excel (B) MS Word (C) Dev C (D) Java
5. Press \_\_\_ to open the help window in MS word document. | a |  
(A) F1 (B) F2 (C) F9 (D) F11
6. Which file are contents readymade styles that can be used for a worked document | d |  
A. Presentation B. Letters C. Magic wands D. Templates
7. To delete the selected text press | d |  
A. Ctrl B. Alt C. Home D. Delete
8. Which of the following to justification align the text on both the sides-left and of margin | c |  
A. Balanced B. Right C. justify D. Balanced
9. Include the selected text in the index of the document. | a |  
A. Mark entry B. Indent C. Table D. Caption
10. Communication using a modulated carrier to apply a data signal to a transmission medium | a |  
A. Broad band networking B. Base band networking C. Local area network D. Modem
11. Microsoft word is \_\_\_ software. | a |  
A. Application B. Compiler C. System Deprogramming | )
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25. The document can be zoom maximum upto | d |  
A. 150% B. 200% C. 400% D. 500%
26. The bar at the top of the window that bears the name of the window is known as | a |  
A. Title bar B. Menu bar C. Status Bar D. Control Panel
27. SmartArt is the feature of \_\_\_ | d |



GOVERNMENT DEGREE COLLEGE BHADRACHALAM

CERTIFICATE COURSE ON MS-WORD

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# GOVERNMENT DEGREE COLLEGE BHADRACHALAM

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27. SmartArt is the feature of \_\_\_\_\_ [ c ]



*[Handwritten signature in green ink]*





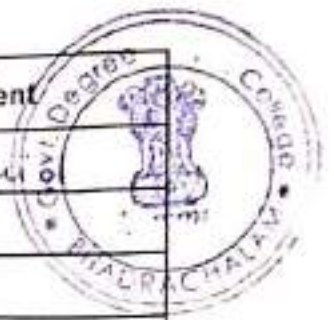
S.NO	H.T.NO.	Name of the Student	Signature of the student
1	03317-2001	Adaari Chandra Shekhar	A. Chandra shekhar
2	03317-2002	Agniparthi Sri Latha	A. Sri latha
3	03317-2003	Akkala Harsha Vineeth Raj	A. Harsha Vineeth Raj
4	03317-2004	Attam Sagarika	A. Sagarika
5	03317-2005	Bojja Sumanth	B. Sumanth
6	03317-2006	Borra Uma Maheswari	B. Uma Maheswari
7	03317-2007	Borra Anji Babu	B. Anji Babu
8	03317-2008	Chelikani Shiva Kumar	Ch. Shiva Kumar
9	03317-2009	Dasari Madhuri	D. Madhuri
10	03317-2010	Duggi Naga Mani	D. Nagamani
11	03317-2011	Eesam Praveen	E. Praveen
12	03317-2012	Ella Raj Kumar	E. Raj Kumar
13	03317-2013	Irpa Swarna Rekha	I. Swarna Rekha
14	03317-2014	Gangavath Jhansi	G. Jhansi
15	03317-2015	Gondi Suneetha Rani	G. Suneetha Rani
16	03317-2016	Gummala Sreeja	G. Sreeja
17	03317-2017	Gundi Jampanna	G. Jampanna
18	03317-2018	Jalagam Prameela	J. Prameela
19	03317-2019	Kaka Dileep Kumar	K. Dileep Kumar
20	03317-2020	Kanithi Vijay Kumar	K. Vijay Kumar
21	03317-2021	Katla Vanitha	K. Vanitha
22	03317-2022	Kella Krishna Vamshi	K. Krishna Vamshi
23	03317-2023	Kesupaka Sowjanya	K. Sowjanya
24	03317-2024	Kilari Naga Mallesh	K. Naga Mallesh
25	03317-2025	Kola Janaki	K. Janaki
26	03317-2026	Kondagorla Sailaja	K. Sailaja
27	03317-2027	Kondala Immanuel	K. Immanuel
28	03317-2028	Kondala Isaiah	K. Isaiah
29	03317-2029	Kondapalli Alina	K. Alina
30	03317-2030	Kota Gopinath	K. Gopinath

31	03317-2031	Kunja Pooja	K. Pooja
32	03317-2032	Kursam Batukamma	K. Batukamma
33	03317-2033	Madakam Muthaiah	M. Muthaiah
34	03317-2034	Mahadeva Chaitanya	M. Chaitanya
35	03317-2035	Manda Prashasnth	M. Prashanth
36	03317-2036	Muthiboina PraSHANTH	M. Prashanth
37	03317-2037	Nerraboina Balaji	N. Balaji
38	03317-2038	Oggu Srilekha	O. Srilekha
39	03317-2039	Pachineelam Bala Sri Krishna Mahendra	P. Bala Sri Krishna Mahendra
40	03317-2040	Pilaka Reena Preethi	P. Reena Preethi
41	03317-2041	Podiyam Kavitha	P. Kavitha
42	03317-2042	Rowthu Arjun	R. Arjun
43	03317-2043	S. Madhavi	S. Madhavi
44	03317-2044	Shaik Rihana Begum	SK. Rihana Begum
45	03317-2045	Sonde Seetha Ramulu	S. Seetha Ramulu
46	03317-2046	Soyam Anji Babu	S. Anji Babu
47	03317-2047	Tholem Suma Latha	T. Suma Latha
48	03317-2048	Ubba Sandhya	U. Sandhya
49	03317-2049	Vuke Chandra Sai Alekhya	V. Chandra Sai Alekhya
50	03317-2050	Vasam Saraswathi	V. Saraswathi
51	03317-2051	Vemula Sai	V. Sai
52	03317-2052	Yelisetti Madhuri	Y. Madhuri

*(Handwritten signature)*



S.NO	H.T.NO.	Name of the Student	Signature of the student
53	03317-2201	ARENDA KRISHNAVENI	A. Krishnaveni
54	03317-2202	AMARAVARAPU RAJESH	A. Rajesh
55	03317-2203	BADAVATH NAVEEN	B. Naveen
56	03317-2204	BANATH PRAVALLIKA	B. Pravallika
57	03317-2205	DIGGI JAGAN	D. Jagan.
58	03317-2206	EESAM MUSAPATHI RAO	E. Musapathi Rao
59	03317-2207	ESLAVATH ASHOK	E. Ashok
60	03317-2208	GADIDA ANUSHA	G. Anusha
61	03317-2209	GADIDA SRI HARSHA	G. Sriharsha
62	03317-2210	GAJUBOINA VIJAY	G. Vijay
63	03317-2211	GOLLAMANDA VEERA VENKAT	G. Veera Venkat
64	03317-2212	GORRE BALA KRISHNA	G. Bala Krishna
65	03317-2213	IMMADI SOWJANYA	I. Sowjanya
66	03317-2214	KAMBAMPATI SRIJA	K. Srija
67	03317-2215	KAVULURI KIRAN KUMAR	K. Kiran Kumar
68	03317-2216	KONDAPALLI RAKESH	K. Rakesh
69	03317-2217	KONGA MAHESH	K. Mahesh
70	03317-2218	KORA GANAPATHI	K. Ganapathi
71	033-17-1009	K. Vinod Kumar	K. Vinod Kumar
72	033-17-1010	M. Laxmi Bai	M. Laxmi Bai
73	033-17-1011	M.S. Durga Bhavani	M. S. Durga Bhavani
74	033-17-1012	M. Sravani	M. Sravani
75	033-17-1013	P. Rajesh	P. Rajesh



*(Handwritten signature in green ink)*

# GOVERNMENT DEGREE COLLEGE

## BHADRACHALAM

BHADRADRI KOTHAGUDEM., TELANGANA STATE

NAAC-B

### DEPARTMENT OF COMPUTERS

#### CERTIFICATE

This is to certify that Mr. /Miss.....

S/o/ D/o.....of class.....was trained in

in "MS-OFFICE" in Govt.Degree & P.G College, Bhadrachalam from.....to.....

COURSE  
ORGANISER

DEPARTMENT  
IN-CHARGE



PRINCIPAL

