



**Government Degree College, Mancheria**  
**Dist. Mancheria**

**(email: [gdcmancheria.jkc@gmail.com](mailto:gdcmancheria.jkc@gmail.com))**

# **One month training program on**

## **BASIC MS-OFFICE SKILLS**

**(for the Teaching and Non-teaching staff members)**

**(14.03.2022 to 16.04.2022)**

**Offered by**  
**Department of Computers**

## **About the course**

Department of computers is offering one month in-house training program in "Basic MS-Office Skills" for the teaching and Non-teaching staff members from 14.03.2022 to 16.04.2022.

The objective of this course is to provide basic computer knowledge to the teaching and non-teaching staff members in this college. After successful completion of this course staff members will be able to use completion in their profession. As now days the use of computer has been a necessary in any field, this course helps the staff members by making them familiar with computer skills.

At the end of the course all the enrolled staff members will be evaluated by an examination. Examination will be conducted in objective mode. The staff members need to secure a minimum of 40% marks to pass the exam. All the staff members securing more than 40% marks will be awarded grades as accordingly.

- 40% to 59% - C grade.
- 60% to 74% - B grade.
- 75% to 90% - A grade.
- Above 90% - A+ grade.

All the staff members securing minimum passing marks will be awarded certificates.

Date: 09.03.2022

To,  
The Principal,  
Government Degree College, Mancherial,  
Dist. Mancherial.

Respected sir,

Sub: Request for permission to start a one month training program  
in "Basic MS-Office Skills" for the teaching and Non-teaching  
staff members by Department of Computers - Reg.

###

With reference to the subject cited above, I wish to submit that  
Department of Computers, GDC, Mancherial is planning to offer a one  
month training program in "Basic MS-Office Skills" for the teaching and  
Non-teaching staff members from 14.03.2022 to 16.04.2022. Hence, I  
request your good self to kindly grant us the permission to start the  
training program.

Thanking you sir.



Department of Computers

Government Degree College Mancherial

# GOVERNMENT DEGREE COLLEGE, MANCHERIAL

## Department of Computers

### Notice

Date: 10.03.2022

It is here by informed to all that, department of computers is starting a one month training program in "Basic MS-Office Skills" for the teaching and non-teaching faculty members from 14.03.2022 to 16.04.2022. The course will be very useful to the teaching and non-teaching faculty members. All the staff members are requested to cooperate for the smooth conduct of the course.

  
Principal  
Gov. Degree College  
Mancherial - 504208

  
  


  


  
  
  
  
  




# **Syllabus for training program**

## **on**

### **Basic MS-Office Skills**

#### **Unit- I:**

**8 hours**

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.

#### **Unit-II:**

**8 hours**

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.

#### **Unit-III:**

**8 hours**

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.

#### **Unit- IV:**

**6 hours**

Understanding how to search/Google bookmarking and Going to a specific website, Copy and paste Internet content into your word file and emails.

GOVERNMENT DEGREE COLLEGE, MANCHERIAL

One month raining program on Basic MS-Office Skills

Duration: 40 minutes

Max. Marks: 25

Name of the staff member: \_\_\_\_\_

I). Multiple choice question and answers

10 X 1 = 10

1. Input device ..... [     ]  
a). Monitor                      b). CPU                      c). Keyboard                      d). Printer
2. ... holds only those data and instructions on which computer is currently working [     ]  
a). Primary memory                      b). Secondary memory                      c). None of the above
3. An operating system is [     ]  
a). Interface between user and computer                      b). Interface between memory and computer  
c). Interface between keyboard and mouse                      d). None of the above
4. Which of the following is not an input device [     ]  
a). Projector                      b). Track ball                      c). Light pen                      d). Scanner
5. Set of instructions is called ..... [     ]  
a). Hardware                      b). Software                      c). Computer                      d). None of the above
6. Which of the following is not a text editor [     ]  
a). Wordpad                      b). Excel                      c). Notepad                      d). MS Word
7. In MS Word the menu in which header and footer are available is called [     ]  
a). Insert                      b). Page layout                      c). Review                      d). Home
8. Which of the following is not a type of computer [     ]  
a). Super computer                      b). Micro computer                      c). Macro computer  
d). Mainframe computer
9. To delete the selected text press [     ]  
a). Ctrl                      b). Alt                      c). Home                      d). Delete
10. To see the document before the printout is taken, use [     ]  
a). Print preview                      b). Format printer                      c). Cut                      d). Paste

II). Fill in the blanks

10 X 1 = 10

11. A ..... is an electronic device which accepts the input data processing according to their instruction and it gives output result.
12. DOS .....
13. Intersection of a row and column in excel is called .....
14. Four text alignment options available in MS Word are .....
15. Three different kind of views available in MS Power Point are .....
16. Two page orientation options in MS Word are.....
17. Short cut used to make alphabets bold is .....
18. Name three types of charts available in excel .....
19. To print document press .....
20. Arial, Cambria, Verdana, Times New Roman are the name of .....

III). Match the following

5 X 1 = 5

- |                                      |         |                      |
|--------------------------------------|---------|----------------------|
| 21. 1MB                              | [     ] | a). RAM              |
| 22. Fastest memory                   | [     ] | b). 1024KB           |
| 23. Power point                      | [     ] | c). Secondary memory |
| 24. Intersection of rows and columns | [     ] | d). Slides           |
| 25. Non volatile memory              | [     ] | e). Cell             |



GOVERNMENT DEGREE COLLEGE MANCHERIAL

Dist. Mancherial

( email: [gdcmancherial.jkc@gmail.com](mailto:gdcmancherial.jkc@gmail.com) )

Date: 25.04.2022

## Certificate

*This is to certify that Sri. K. Vinesh, Record Asst. Government Degree College, Mancherial completed the one month training program on "Basic MS-Office Skills" offered by Department of Computer Science from 14.03.2022 to 16.04.2022 with A grade.*

H.O.D

Department of Computer Science

Principal

GDC, Mancherial

*Principal*

Govt. Degree College  
Mancherial - 504208



**Government Degree College, Mancherla**  
**One month training program on**  
**Basic MS-Office Skills**

**Feedback form**

1. Are you satisfied with the training programme?

Yes ☐                  No ☐

2. What did you learnt from the course?

.....

.....

.....

.....

3. Is it useful to improve your skills?

Yes ☐                  ☐ No

4. Can you apply this in discharging your professional duties?

Yes ☐                  No ☐

5. Any suggestions by you regarding the programme?

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## **Summary**

Department of Computers offered a one month training program in "Basic MS-Office Skills" for the teaching and Non-teaching faculty members from 14.03.2022 to 16.04.2022. The training program was inaugurated on 14.03.2022.

During the early part of the course teaching and non-teaching faculty members learnt about evolution of computers, text formatting features in MS Word and MS Excel, learnt to create attractive presentations using MS Power Point also learnt to use various web browsers. Practical sessions were conducted for the staff members to apply the theoretical knowledge gained during oral classes.

After completion of the syllabus, faculty members enrolled for the course were evaluated by an objective type exam consisting of 30 questions. Exam was conducted on 20.04.2022. Certification programme was organized on 25.04.2022. All the faculty members securing the minimum pass marks were issued certificates. Dr. V. Chakrapani, Prinicipal, GDC Mancherial presented the certificates to the staff members.

## **Analysis of feedback given by the staff members**

After completion of the one month training program feedback forms were issued to staff members. Feedback form consisted of 5 questions.

Question wise analysis of feedback given by staff members:

1. Are you satisfied by the training programme?

Feedback of the staff members: 100% of the staff members have given feedback as they are satisfied by the programme.

2. What did you learn from the programme?

Feedback of the staff members: Learnt Basic MS-Office Skills.

3. Is it useful to improve your skills?

Feedback of the staff members: 100% staff members given answer as "yes".

4. Can you apply this in discharging your professional duties?

Feedback of the staff members: 80% of the staff members felt that they can apply the knowledge gained during this certificate course in computerising their professional works.

5. Any suggestions by you regarding the programme?

Feedback of the staff members: staff members felt that more practical sessions are needed to master the skills taught in this course.