

GOVERNMENT DEGREE COLLEGE, HUZURABAD



Learn Better to Serve Better

Certificate Course on MS-WORD (2021-22)

CIRCULAR

It is here by informed to all the Students that, The Department of Computer Science & Applications is going to organize a Certificate Course on MS-WORD Program from 16-02-2022 to 15-03-2022. Hence the Students are informed that enroll their names on or before 15-02-2022

Principal
Govt Degree College
Huzurabad Karimanagar

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**Certificate Course
on
MS-WORD
(2021-22)**

RESOLUTION

The Dept.of Computer Science & Applications, Govt.Degree College, Huzurabad has decided to conduct a Certificate Course on MS-WORD for Students from 16-02-2022 to 15-03-2022 .

In this regard the information will be given to all students through separate notice .


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Huzurabad Karimanagar


I/c. Dept. of CS&CA

Syllabus:

- 1) Introduction to MS-WORD
- 2) Creating a new word document
- 3) Menus in word document
- 4) File Opening, Saving, Closing
- 5) Print, Page Setup, Page Layout
- 6) Formatting Text
- 7) Mail Merge
- 8) Creating Tables





GOVERNMENT DEGREE COLLEGE, HUZURABAD
DIST : KARIMNAGAR
Re-Accredited with 'B' Grade by NAAC




CERTIFICATE OF PARTICIPATION

This is to certify that, Ch. Umesh studying
in MPC S group/programme II year at GDC, Huzurabad has
attended "The Certificate course in MS-Word offered by the Department
of CS & CA. The certificate course was organized from 16-02-2022 to 15-03-2022. The
student has successfully completed the course and qualified the summative assessment test that was
conducted as part of the course.


Convener

Date: 15-03-2022




Principal
GOVERNMENT DEGREE COLLEGE
HUZURABAD