GOVERNMENT DEGREE COLLEGE, HUZURABAD



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 MS-WORD Program from 16-02-2022 to 15-03-2022. Course on Hence the Students are informed that enroll their names on or before 15-02-2022

Govt Degree College Huzurabad Karimanagar

GOVERNMENT DEGREE COLLEGE, HUZURABAD



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.

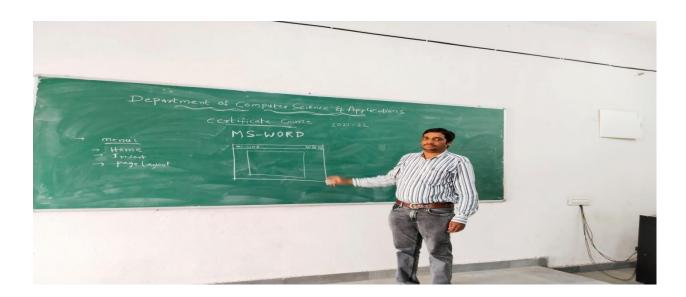
In this regard the information will be given to all students through separate notice .

Principal
Govt Degree College
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





List of Students Participated

Sl.No.	Name of the Student	Group	Signature
01	ch. umesh	BSC CMPC'S)	di mess
02	A prowent uner		& proventou
	M. Chandrashekar Azad	BSC (MPC's)	1 Zada
04	G. Mallikoishna	BA (HEP)	G. Minj
05	K. Haoinath	BZC	K. Hacitaly.
06	G. Jyothi	B.S.C. MPC	G. Tyothi
07	T. Pavani	Bzc	Lavain
08	€ Umarani	BZC	Umarah
07	B. Akash Taga	BEC	\$1. Aloup
101	& Sani	BSC (Bzcs)	Conf.
11)	M. Sánídk	B.com CA	-M. Gold
12)	T. Rakesh	Beomlea) R.Sc.Mpcs	Q. ut
13.	N. Pakesh	B. Com (CA)	Roul
14_	K. Ajay Kumag	B. com (CA)	v Com
15	V. Agay Kumax	13.7011 CH	
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GOVERNMENT DEGREE COLLEGE, HUZURABAD DIST: KARIMNAGAR

Ba-Armeditad with 'B' Grade by NAA



CERTIFICATE OF PARTICIPATION

conducted as part of the course.	student has successfully completed the course and qualified the summative assesment test that was	of CS SI CA The certificate course was organized from 16-02-2026 15-03-2027 The	attended "The Certificate course in MS-W070 offered by the Departmen	in MPCS group/programme II year at GDC, Hu3 μγαδος	This is to certify that, Ch・しmesh
	st that was	3-20 The	Department	has	studying

Convener

Date: 15-03-2022



PRINCHTATE CILEGE GOVERNAMENT DEGREE COLLEGE HUZURABAD