

Date:26/11/2022

To

The Principal,

Dr. BRR Government Degree College,

Jadcherla.

Respected Madam,


Sub: Request permission – to conduct one week training classes in Ms.Office -
Satya Sai Seva Samithi- req-reg..

With reference to the subject cited above I Dr. K.Manjula Assistant Professor Commerce,

Request your kind permission to conduct Ms.Office training classes to the members of Satya Sai Seva Trust at Jadcherla. As a part of this program some of the students of B.Com IIIyear and lecturer Smt .Vanitha together conduct one week training classes and impart technical knowledge to the members.

Thanking you,

Yours Faithfully,


Commerce
Dr. BRR GDC, Jadcherla

(Assistant professor Commerce)

4 permitted
P. Annu
Principal
Dr. BRR Government Degree College
Jadcherla, Dist.Mahabubnagar

Date:26/11/2022

To
Convenor,
Satya sai seva Samithi,
Jadcherla.

Respected sir ,

Sub: Request permission – to conduct one week training classes in Ms.Office –
to members- req-reg..

With reference to the subject cited above I Dr. K.Manjula Assistant Professor Commerce,
Request your kind permission to conduct Ms.Office training classes to the members of satya sai seva
Samithi . As a part of this program some of the students of B.Com IIIyear and lecturer Smt .Vanitha
together conduct one week training classes and impart technical knowledge to the members.

Thanking you,


Yours faithfully,
Commerce
Dr. K. Manjula
DRR GDC Jadcherla

(Assistant professor Commerce)

11 Permitted 11
Approved
Dr. K. Manjula

Dr. BRR GOVERNMENT DEGREE COLLEGE, JADCHERLA
DEPARTMENT OF COMMERCE
Out Reach Program

Date: 29-11-2022 to 05-12-2022

Department of Commerce as a part of outreach program conducted one week training classes in MS-Office to the members of Satya Sai Seva Samithi, at Jadcherla. Students of B.Com IIIYr are involved in providing training classes.

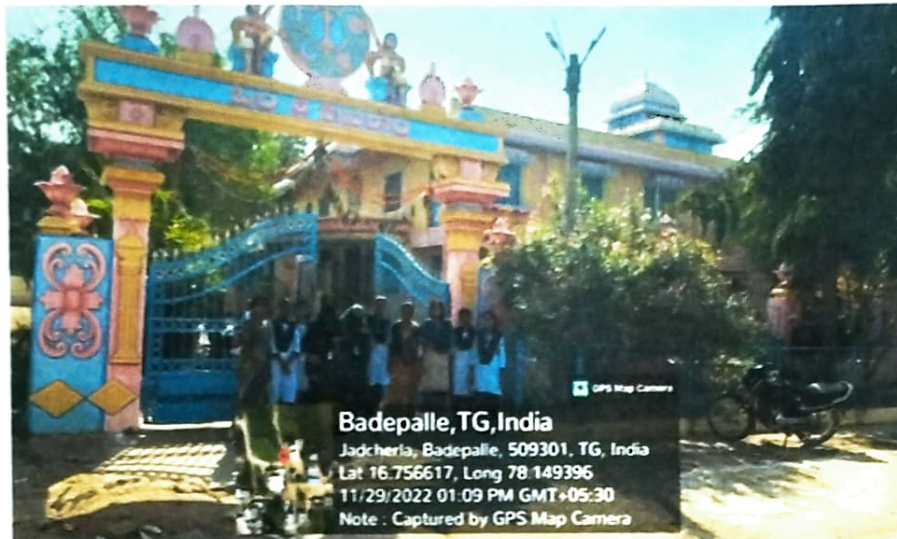
Receiving acceptance letter from Shiva Ramesh Garu Satya Sai Seva Samithi, President.



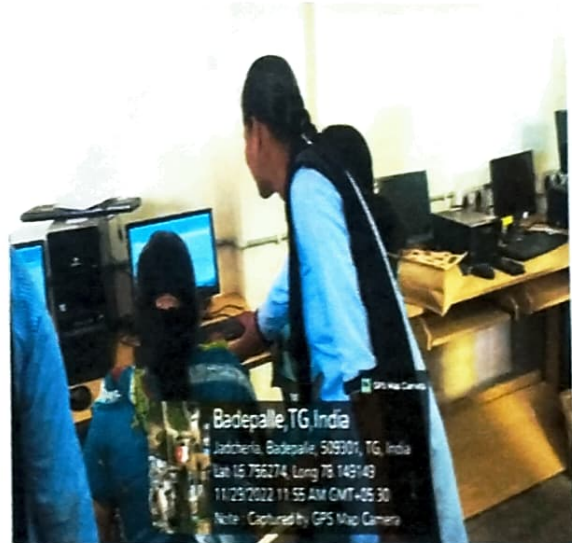

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With Staff and Students at Shiva Ramesh Garu Satya Sai Seva Samithi,



Students explaining to members




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Microsoft Office :-

Microsoft office is a suite of desktop productivity applications that is designed specifically by microsoft for business use. It is a proprietary product of ms. corporation was first released in 1990. For decades, Ms. office has been a dominant model in delivering modern office-related document-handling software environments.

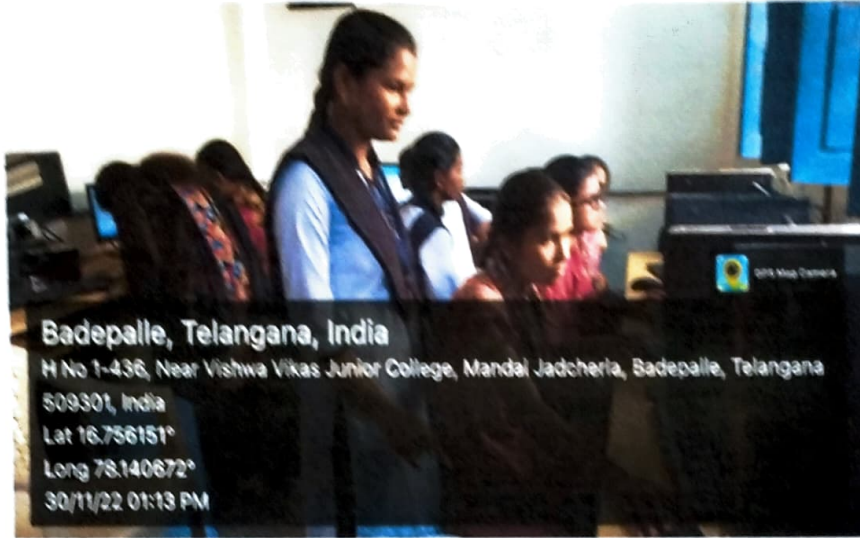
- ↳ MS-Word
- ↳ MS-Excel
- ↳ MS-Powerpoint.

MS-Word :-

Microsoft word is a word processing software applications primarily used for creating documents in different formats. Being a word package, ms word can be used to create letters, projects, simple logos, amidst many other functions.

- .docx is an extension to save file in word document.

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Fonts :-

The fonts available in Microsoft Word are determined by those installed on the system. If you have 5 fonts on your system, you can use one of those five in your word document.

Header and Footer :-

A header is text that is placed at the top of a page, while a footer is placed at the bottom, or foot, of a page.

A header is the top margin of each page, and a footer is the bottom margin of each page.

Table creation :-

Click Insert > Table and move the cursor over the grid until you highlight the number of columns and rows you want.

Parts of MS-Word :-

Title bar, menu bar, Tool bars, workspace, Status Bar, Scroll Bar, Scroll Box, Task Pane.

Features of MS-Word :-

↳ Spelling check

↳ Grammar check

↳ text & formatting

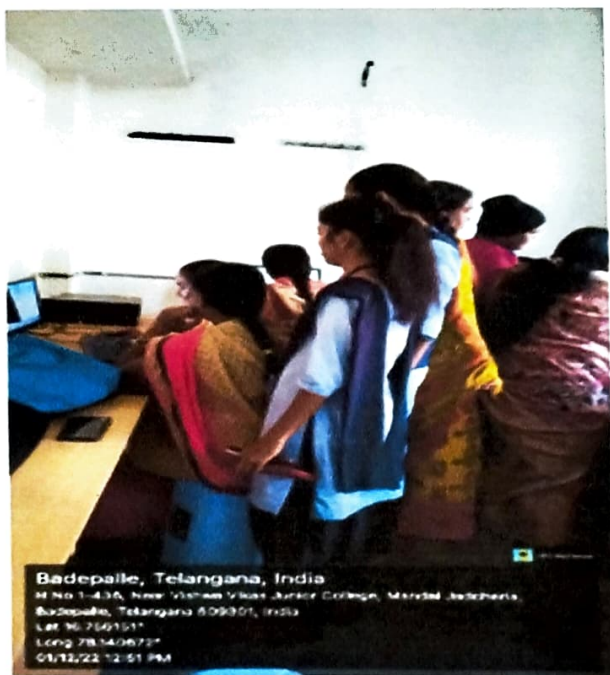
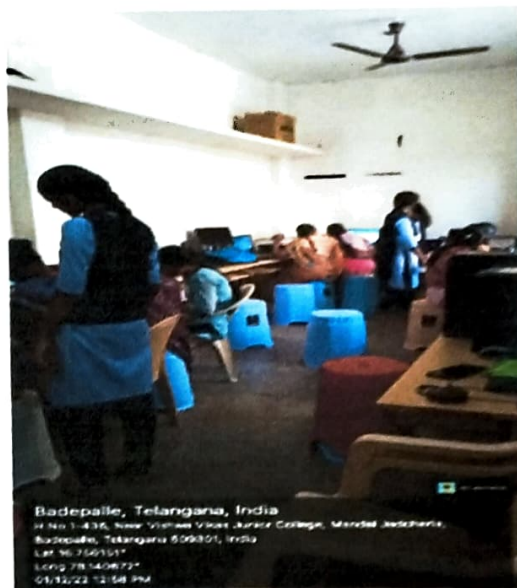
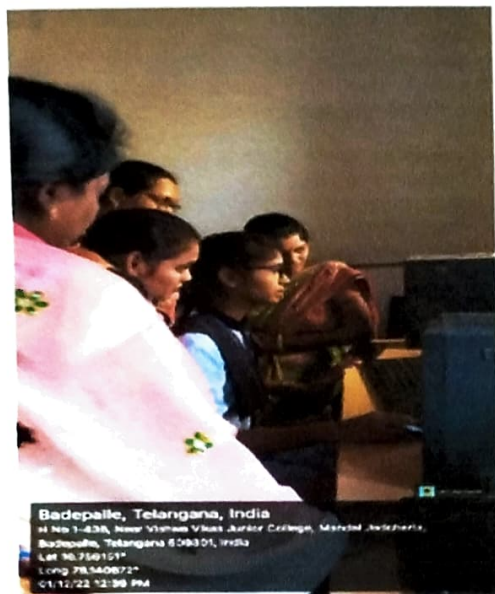
↳ HTML support.

↳ Image support

↳ advanced page layout

etc.....

DATE:1-12-2022




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MS-Excel

Introduction:

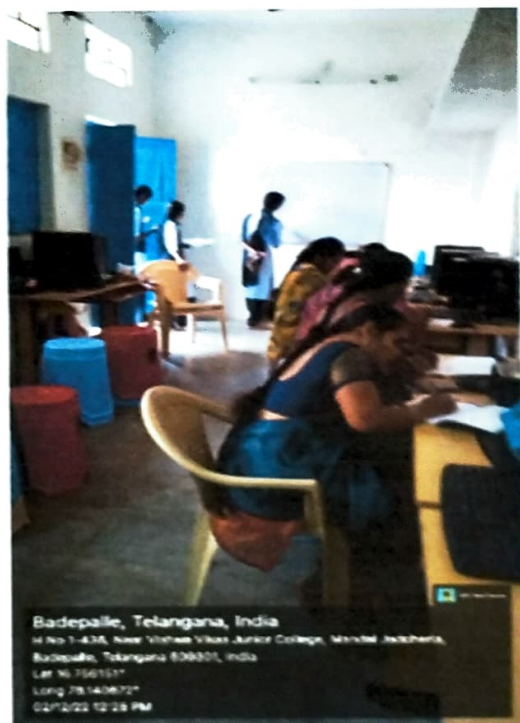
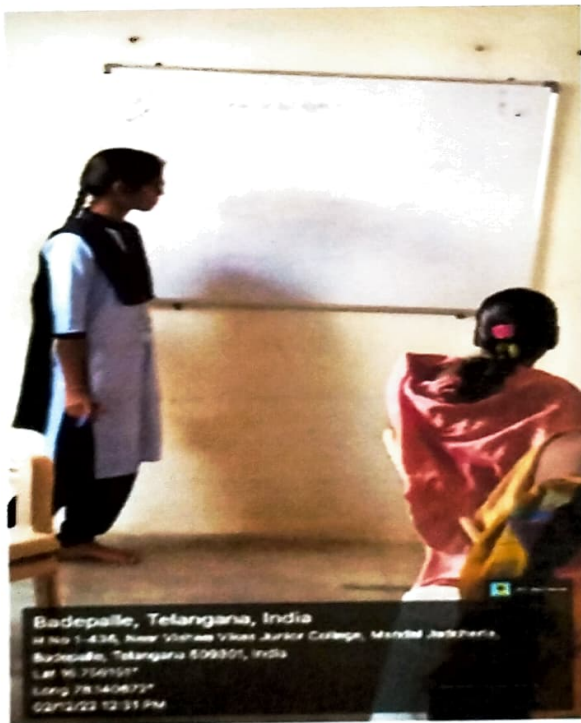
Microsoft Excel is a general-purpose electronic spreadsheet used to organize, calculate, and analyze data. The tasks you can complete with Excel range from preparing a simple family budget, preparing a purchase order, or managing a complex accounting ledger for a medium-size business.

Excel features:

There are a number of features that are available in Excel to make your task easier. Some of the main features are:

- 1) Auto Sum:- helps you to add the contents of a cluster of adjacent cells.
- 2) List Auto fill:- automatically extends cell formatting when a new item is added to the end of a list.
- 3) Auto Shapes toolbar:- will allow you to draw a number of geometrical shapes, arrows, flowchart elements, stars and more.
- 4) Drag and Drop:- feature data and text by simply dragging the data with the help of mouse.
- 5) charts:- data in the form of pie, bar, line charts and more.
- 6) pivot table: You can also analyse complex data relationships graphically.
- 7) Shortcut Menus:- Commands that are appropriate to the task that you are doing appear by clicking the right mouse button.

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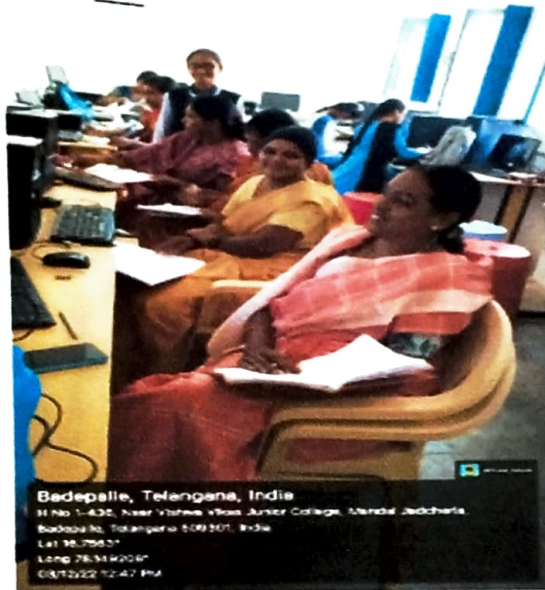
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MS-Excel formulas

SUM Excel formula :	SUM (number 1, [number 2])
AVERAGE Excel formula :	AVERAGE (number 1, [number 2] ----)
MAX & MIN Excel formula :	= MAX (A2:A5) = MIN (A2:A5)
COUNT & COUNT A formula :	COUNT (value 1, [value 2], ...)
IF Excel formula :	IF (logical — test, [value - if - true], [value - if - false])
TRIM Excel formula :	= TRIM (A1)
LEN Excel formula :	= LEN (text)
CONCATENATE Excel formula :	CONCATENATE (text 1, [text 2], ----)

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* Consider the following sales data with columns: date, Name, Region (North/South/East/West), sales in Rs, Generate a pivot table to calculate the total sales regionwise. Also calculate the average sales made region wise.

Answer := procedure :=

→ click on start → All programs → Microsoft office → Microsoft excel.

→ Now the new work sheet 1 will be open. type the data as the details mentioned in question

→ first selectioning of the data is done by clicking on

Insert tab → pivot table

Then the new sheet will be opened to display the pivot table.

→ Drag and drop salesman option in Row labels

Drag and drop Region in column labels.

Drag and drop sales option in values labels.

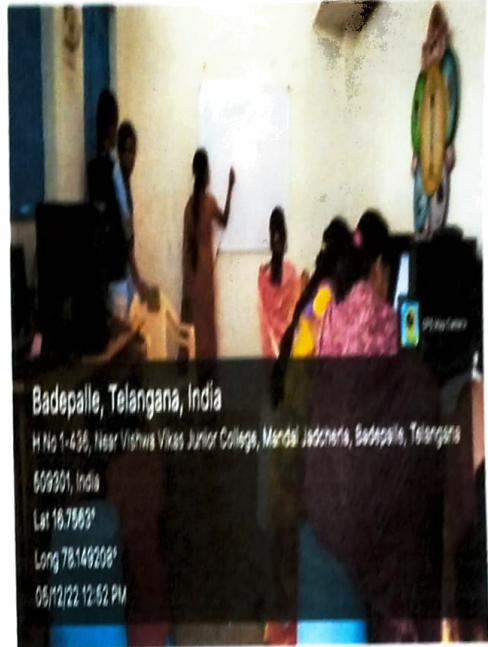
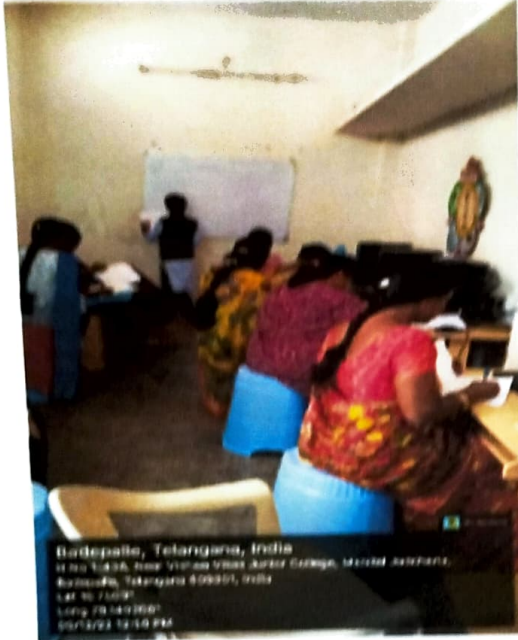
→ From options contextual tab → select the field header

→ select the design contextual tab → click on Grand totals drop down list → on for column only

→ To calculate the average, Right click on Grand total

cell select summarise data by option then select Average from Submen

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Create a presentation of 5 slides to describe the facilities in your college.

Step-1 :- click on start → All programs → Microsoft office
→ Microsoft power point.

Step-2 :- Take a New slide → go to home tab → slides →
Select new slide.

Step-3 :- For every new slide we need to do the same
process.

Step-4 :- Now write regarding the facilities of your
college by using different fonts and bullets.

LIST OF STUDENTS PARTICIPATED IN TRAINING PROGRAM

Roll No	Name of the student	29/11/22	30/11/22	1/12/22	2/12/22	3/12/22	5/12/22
2103300640 51014	C. Madhuri	Madhuri	Madhuri	Madhuri	Madhuri	Madhuri	Madhuri
2103300640 52007	A. Mamatha	A. Mamatha	A. Mamatha	A. Mamatha	A. Mamatha	A. Mamatha	A. Mamatha
210330064 051081	Sadiya Begum	Sadiya	Sadiya	Sadiya	Sadiya	Sadiya	Sadiya
2003300640 5544	U. Shilpa	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa
20033006 405056	Balima Fathima	Balima	Balima	Balima	Balima	Balima	Balima
20033006 405005	A. SRILEKHA	Srilekha	Srilekha	Srilekha	Srilekha	Srilekha	Srilekha
2003300640 5524	L. vijayansumala	L. vijayansumala	L. vijayansumala	L. vijayansumala	L. vijayansumala	L. vijayansumala	L. vijayansumala
2103300640 52012	B. Alekhya	B. Alekhya	B. Alekhya	B. Alekhya	B. Alekhya	B. Alekhya	B. Alekhya


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LIST OF MEMBERS PARTICIPATED IN TRAINING PROGRAM

S.No	Name of the Participant	29-11-22	30-11-22	1-12-22	2-12-22	3-12-22	5-12-22
1.	R. Shirisha	Shirisha	Shirisha	Shirisha	Shirisha	Shirisha	Shirisha
2.	V. Prashanthi	prashanthi	prashanthi	prashanthi	prashanthi	prashanthi	prashanthi
3.	S. Sweetha	Sai	Sai	Sai	Sai	Sai	Sai
4.	D. Soilatha	Sai	Sai	Sai	Sai	Sai	Sai
5.	V. Geetha	v.Geetha	v.Geetha	v.Geetha	v.Geetha	v.Geetha	v.Geetha
6.	S. Himabindu	S. Him	S. Him	S. Him	S. Him	S. Him	S. Him
7.	S. Laxmi Tejaswini	S. Laxmi	S. Laxmi	S. Laxmi	S. Laxmi	S. Laxmi	S. Laxmi
8.	G. Sowbhagya	G. Sowbhagya	G. Sowbhagya	G. Sowbhagya	G. Sowbhagya	G. Sowbhagya	G. Sowbhagya
9.	P. Jyothirmai	P. Jyoti	P. Jyoti	P. Jyoti	P. Jyoti	P. Jyoti	P. Jyoti
10.	E. Sujatha	E. Suj	E. Suj	E. Suj	E. Suj	E. Suj	E. Suj
11.	V. Pavani	Pavani	Pavani	Pavani	Pavani	Pavani	Pavani
12.	M. Uhasani	Uhas	Uhas	Uhas	Uhas	Uhas	Uhas
13.	M. Deepikanjali	Deepy	Deepy	Deepy	Deepy	Deepy	Deepy


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