MIRYALGUDA - 508 207. Nalgonda Dist. (Telangana) (Affiliated to Mahatma Gandhi University)



mail ID: knmdc1981@gmail.com web: https://gdcts.cgg.gov.in/miryalaguda.edu

Cell: 9491499344.



DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE ON "MS - WORD"

FOR COMPUTER SCIENCE STUDENTS

ACADEMIC YEAR- 2022-2023

[FROM 01-11-2022 TO 07-12-2022]

No. Of Participants: 25

No. Of Hours: 30 Time: 9.00 am to 10.00 am

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PERMISSION LETTER

Date: 28-10-2022

To

The Principal, KNM GOVERNMENT DEGREE COLLEGE, MIRYALAGUDA,

NALGONDA Dist.-508207

Respected Sir,

Sub:- Department of COMPUTER SCIENCE - Seeking Permission to start Certificate Course in COMPUTER SCIENCE in our college Request-Reg.

-000-

We are the Department of COMPUTER SCIENCE would like to start Certificate Course in COMPUTER SCIENCE in our college for the academic year 2022-23 for the betterment of all COMPUTER SCIENCE students.

Hence, I request you to permit me to start the Certificate Course on "MS - WORD FOR COMPUTER SCIENCE STUDENTS" for the above mentioned academic year.

Thanking you sir,

Yours faithfully

Venkanna Sir In-charge

Department of COMPUTER SCIENCE





mail ID: knmdc1981@gmail.com web: https://gdcts.cgg.gov.in/miryalaguda.edu

Cell: 9491499344.



Date: 29 - 10 - 2022

All the students are here by informed that we, the Department of COMPUTER SCIENCE planning to Start "CERTIFICATE COURSE ON MS - WORD FOR COMPUTER SCIENCE STUDENTS" for a period of 30 hours for this Academic Year 2022-23. The classes will be conducted during Zero hours that is from 9:00 A.M to 10:00 P.M (1 hours) on all working days. The Detailed scheduled will be intimated Soon. Interested candidates may enrol their names with Sri. Venkanna Sir, Lecturer in COMPUTER SCIENCE on or before 31-10-2022.

In charge

In-charge
Department of COMPUTER SCIENCE

Y.N.M. Govt. Degree Colog-MIRYALGUDA

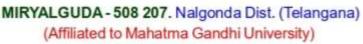
Principal

I-B.Sc.(MPCs, MCCs)

II-B.Sc.(MPCs, MCCs)

III-B.Sc. (MPCs, MCCs)







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DEPARTMENT OF COMPUTER SCIENCE

Certificate Course on

"MS - WORD FOR COMPUTER SCIENCE STUDENTS"

Curriculum of the Certificate Course:

Total Hours: 30

Syllabus of MS Word Course:

- 1. Learn To Create Your New Document.
- 2. Learn How To Change the Page Layout, Background, And Borders.
- 3. Edit Pictures and Shapes.
- 4. Insert Clip Art and Images into Your Document.
- 5. Learn About Paragraphs.
- 6. Managing content.
- 7. Links, Header, and footer.
- 8. References.
- 9. Mail Merge.

10. Protecting Your Documents.

In-charge

Y.N.M. Govt. Degree Colog: MIRYALGUDA

Principal

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MS - WORD FOR COMPUTER SCIENCE STUDENTS"

Student Enrolment sheet: 2022-23

Sl.No	STUDENT NAME	COLLEGE ID	GROUP	SIGNATURE
1	KESHABOINA SRIHARI	220440184681002	B.Sc - I MPCs	K. (854)
2	NAKKA VAMSI	220440184681003	B.Sc - I MPCs	N. Vamsi
3	PERLA MOUNIKA	220440184681004	B.Sc - I MPCs	P-mounika
4	RATHULA HARIKA	220440184681005	B.Sc - I MPCs	R. Harika
5	GANTA MOHAN	220440185781001	B.Sc - I MCCs	G. MOHAN
6	JAJAM NIKHIL	220440185781002	B.Sc - I MCCs	45-
7	P. SHIVA SAI	220440185781005	B.Sc - I MCCs	P. Shina Sai
8	SHIRISHALA MOHAN	220440185781006	B.Sc - I MCCs	Dalun
9	S. SRIMANTH KUMAR	220440185781007	B.Sc - I MCCs	Somauth
10	JANAPATI LAVANYA	220440185791002	B.Sc - I BZCs	J. Lavanya
11	KAVURI KUMARI	220440185791003	B.Sc - I BZCs	K Kuman
12	MATHANGI POOJITHA	220440185791005	B.Sc - I BZCs	Desgitts a.
13	D. Vamshi	210440185780001	B.Sc -II MCCs	DAA:
14	A. Venkatesh	210440184681002	B.Sc - II MPCs	A. venkatesh
15	K. Veeranjaneyulu	210440184681008	B.Sc - II MPCs	den .
16	R. Kavya	210440184681012	B.Sc - II MPCs	R. Kavya
17	Y. Ramana	210440184681013	B.Sc - II MPCs	y. Ramana
18	P. LOKESH	210440185791002	B.Sc - II BZCs	P.Lokesh
19	D. Ganesh Naik	20044018468002	B.Sc - III MPCs	D. Ganerh Naik
20	J. Mounika	20044018468004	B.Sc - III MPCs	i . Mounika
21	P. Sai Teja	20044018468008	B.Sc - III MPCs	p.sai tesa
22	P. Surya Dattatreya	20044018578004	B.Sc -III MCCs	P. Sinya Kattatrya
23	R. Hemanth	20044018578005	B.Sc -III MCCs	R. Hemanth
24	P. KAMALHASAN	20044018603002	B.Sc- III BZCA	P.kamaLHasaN
25	SHIK. MUBEEN	20044018603003	B.Sc- III BZCA	Mubeen

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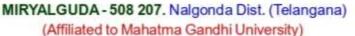
KNM GOVERNMENT DEGREE COLLEGE, MIRYALAGUDA



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Rowing

Sign. Of the Lecturer





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Cell: 9491499344.

CERTIFICATE COURSE ON MS - WORD

Resource Person: Sri. Venkanna Sir, Lecturer in COMPUTER SCIENCE

Learning outcomes

There is Some Very Useful Skill That We Get from MS Word Such As:-

- 1. Creating templates.
- 2. Text formatting.
- 3. Textboxes.
- 4. SmartArt.
- 5. Apply pre-designed Styles and format text with fonts and colors.
- 6. Mail merge permits you to, without problems alter one part of a document with specific records elements.

- 7. Learn To Manage Documents.
- 8. It enhances Your Creativity.

-000-

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DEPARTMENT OF COMPUTER SCIENCE

Student Feedback analysis on

CERTIFICATE COURSE ON MS - WORD

Resource Person: Sri. Venkanna Sir, Lecturer in COMPUTER SCIENCE

Sl.No	Questionnaire	Excellent	Very Good	Good	Average	Poor	Total
1	Syllabus frame work	23	02				
2	Coverage of Syllabus	21	02	02			
3	Course Methods	21	03	01			
4	Explanation of the topics	24	01				
5	Interaction	24		01			
6	Doubts clarification	22	01	02			
7	Teacher presentation	23	01	01			
8	Interest Generation	22	02	01			
9	Time Management	23	01	01			
10	Overall opinion	22	02	01			
	Remarks of the Prin	cipal					

Principas
V.N.M. Govt. Degree Colog:
MIRYALGUDA
Principal

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DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE ON MS - WORD

Certificate Course Summary

1. Name of the course : MS - WORD

2. Name of the Course Coordinator : Venkanna Sir

3. Number of students participated: : 25

4. Number of students completed the course : 25

5. Number of hours taken : 30 Hours

6. Date of the course (From – To) : 01-11-2022 TO 07-12-2022

7. No. of certificates issued : 25

Course Co-ordinator

Principas
V.N.M. Govt. Degree CoBop:
MIRYALGUDA

Principal

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DEPARTMENT OF COMPUTER SCIENCE

Student Feedback Form

CERTIFICATE COURSE ON MS - WORD

Resource Person: Sri Venkanna Sir, Lecturer in COMPUTER SCIENCE

Sl.No	Questionnaire	Excellent	Very Good	Good	Average	Poor	Total
1	Syllabus frame work	✓					
2	Coverage of Syllabus	✓					
3	Course Methods		✓				
4	Explanation of the topics	✓					
5	Interaction		✓				
6	Doubts clarification		✓				
7	Teacher presentation	✓					
8	Interest Generation		✓				
9	Time Management	✓					
10	Overall opinion		✓				

Signature of the student