



# **KNM GOVERNMENT DEGREE COLLEGE**

**MIRYALGUDA - 508 207. Nalgonda Dist. (Telangana)**

**(Affiliated to Mahatma Gandhi University)**

**Accredited by NAAC**

**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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## DEPARTMENT OF COMPUTER SCIENCE

### 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.

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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



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## CIRCULAR

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  
Department of COMPUTER SCIENCE

Principal  
Y.N.M. Govt. Degree College  
MIRYALGUDA

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

Principal  
K.N.M. Govt. Degree College  
MIRYALGUDA.  
Principal



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## MS - WORD FOR COMPUTER SCIENCE STUDENTS"

Student Enrolment sheet: 2022-23

SLNo	STUDENT NAME	COLLEGE ID	GROUP	SIGNATURE
1	KESHABOINA SRIHARI	220440184681002	B.Sc - I MPCs	K. Srihari
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	
7	P. SHIVA SAI	220440185781005	B.Sc - I MCCs	P. Shiva Sai
8	SHIRISHALA MOHAN	220440185781006	B.Sc - I MCCs	Mohan
9	S. SRIMANTH KUMAR	220440185781007	B.Sc - I MCCs	Srimanth
10	JANAPATI LAVANYA	220440185791002	B.Sc - I BZCs	J. Lavanya
11	KAVURI KUMARI	220440185791003	B.Sc - I BZCs	K. Kumari
12	MATHANGI POOJITHA	220440185791005	B.Sc - I BZCs	Poojitha
13	D. Vamshi	210440185780001	B.Sc - II MCCs	D. Vamshi
14	A. Venkatesh	210440184681002	B.Sc - II MPCs	A. Venkatesh
15	K. Veeranjanyulu	210440184681008	B.Sc - II MPCs	
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. Ganesh Naik
20	J. Mounika	20044018468004	B.Sc - III MPCs	J. Mounika
21	P. Sai Teja	20044018468008	B.Sc - III MPCs	P. Sai Teja
22	P. Surya Dattatreya	20044018578004	B.Sc - III MCCs	P. Surya Dattatreya
23	R. Hemanth	20044018578005	B.Sc - III MCCs	R. Hemanth
24	P. KAMALHASAN	20044018603002	B.Sc - III BZCA	P. Kamal Hasan
25	SHIK. MUBEEN	20044018603003	B.Sc - III BZCA	Mubeen





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## **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.

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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 Principal						

  
Principal  
K.N.M. Govt. Degree College  
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

Principal  
K.N.M. Govt. Degree College  
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