

**GOVERNMENT DEGREE COLLEGE**  
**NARAYANKHED, SANGAREDDY- DISTRICT**

Date: 10-10-2019

Principal has convened a meeting in his office with the department of Computer Science and Applications. Regarding the introducing a certificate course in “**Microsoft Office Essential Skills**” for academic year 2019-20 it is resolved in the meeting.

**Objective of the course:**

- ❖ To learn Advanced Microsoft office skills in Word, Excel, Power point, Outlook, and Access.
- ❖ Learn how to create stunning charts and graphs in Excel.
- ❖ Know about the practical methods to sort and filter data in Excel.
- ❖ Learn to add charts, graphs, and tables to your PowerPoint.
- ❖ Learn how to use MS-Office in workplace.
- ❖ Learn best practices in the workplace.

**Course module:**

- ❖ Microsoft Office introduction and Installation.
- ❖ MS-Office applications Ms-Word, MS-Excel, MS-PowerPoint.
- ❖ MS-Word introduction and creating new word, editing and modifications of Word file.
- ❖ Inserting pictures, table, shapes, charts and mathematical equations in word file.
- ❖ MS- Excel introduction and creating new excel sheet, editing existing file.

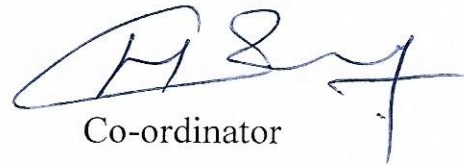
- ❖ Inserting pictures, table, shapes, converting sheet data into graphs and charts.
- ❖ Writing Functions and different types of formulas in sheet.
- ❖ MS- Excel Sorting and Filtering
- ❖ MS- Power Point introduction creating new slides and editing existing slides.
- ❖ Making slides into different designs adding new themes to slides.
- ❖ Adding animations to slides and slideshows and timings for slides.
- ❖ How to manage MS-office at workplace.
- ❖ Google Forms Creating and Posting.

This certificate course unanimously approved by the academic council.

Members present

1. K. Narasimha reddy

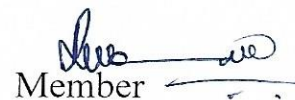
Lec. In CS & App




Co-ordinator

2. R. Arun kumar

Lec. In English



Member



Principal  
Govt Degree College  
NARAYANKHED  
Sangareddy, Dist: 502286

# List of Students Who Enrolled for Certificate Course "Microsoft Office Essential Skills".

S.No	Admission No.	NAME	GROUP	SIGN
1.	6020-17-441-505	M. SANDYA RANI	BSC (MPC)	M. Sandhya Rani
2.	6020-17-441-509	P. SUSATHA	"	P. Sujatha
3.	6020-17-441-525	P. MOONIKA	"	P. Moonika
4.	6020-17-441-544	T. MANIK	"	T. Manik
5.	6020-17-441-510	R. KRISHNA KUMAR	"	R. Krishner
6.	6020-17-441-509	MD. IBRAHIM	"	md Ibrahim
7.	6020-17-441-501	C. KALPANA	"	C. Kalpana
8.	6020-17-441-511	S. JYOTHSNA	"	S. Jyothsna
9.	6020-17-441-508	M. LAXMI	"	M. Laxmi
10.	6020-17-441-506	J. MAHENDAR	"	J. Mahendrar
11.	6020-17-445-522	M. ANIL KUMAR	BSC (BEC)	M. Anil
12.	6020-17-445-504	CH. NARSIMLU	"	Ch. Narasimlu
13.	6020-17-445-505	P. ARCHANA	"	P. Archana
14.	6020-17-445-529	P. PRANAV	"	P. Pranav
15.	6020-17-445-508	D. ASHWINI	"	D. Ashwini
16.	6020-17-445-515	T. RAVINDER	"	T. Ravindar
17.	6020-17-445-525	B. NAVITHA	"	B. Navitha



S.No	ADMISSION NO	NAME	GROUP	SIGN
19	6020-17-129-504	P. SATYANARAYANA	B.A (HEP)	R. Siva
20.	6020-17-129-501	B. RAVI KIRAN	"	B. Ravi
21.	6020-17-129-516	R. SAROJA	"	R. Saroja
22.	6020-17-129-517	S. SUNITHA	"	S. Sunitha
23.	6020-17-129-510	M. JAKKIAH	"	M. Jakkiah
24.	6020-17-129-516	M. PARVEEN KUMAR	"	M. Parveen
25.	6020-17-129-518	S. SANABEGUM	"	S. Sanabegum
26.	6020-17-129-507	E. DIVYASREE	"	Divyasree
27.	6020-17-129-502	B. DEEBI	"	B. Deebi
28.	6020-17-129-506	D. SAMEENA BEGUM	"	Sameena
29.	6020-17-401-506	K. SHOJAN	B. Com	Shojan
30.	6020-17-401-507	K. SRIKANTH	"	Srikanth



# GOVT. DEGREE COLLEGE

NARAYANKHED, SANGAREDDY-DIST

TELANGANA SKILLS AND KNOWLEDGE CENTRE

DEPARTMENT OF COMPUTER SCIENCE

A CERTIFICATE COURSE IN MICROSOFT OFFICE ESSENTIAL SKILLS

## CERTIFICATE

This is to certify that Mr. /Ms....., a student of

.....during the year.....has successfully completed

“A CERTIFICATE COURSE IN MICROSOFT OFFICE ESSENTIAL SKILLS” held at this college from 10/10/2019 to 18/11/2019

  
COORDINATOR

K. NARSIMHA REDDY

  
PRINCIPAL

PRINCIPAL  
Govt. Degree College  
NARAYANKHED-502286.

