

**GOVERNMENT DEGREE COLLEGE
YELLANDU**

BHADRADRI KOTHAGUDEM DIST.

(Affiliated to Kakatiya University)

Re-Accredited by NAAC with "B" Grade



**DEPARTMENT OF COMPUTER
APPLICATIONS**

CERTIFICATE COURSE

ON

**MS-WORD WITH INTERNET
CONCEPTS**

2016-17



GOVERNMENT DEGREE COLLEGE, YELLANDU



BHADRADRI KOTHAGUDEM DIST.
(Affiliated to Kakatiya University)
(Re-Accredited by NAAC with "B" Grade)

DATE: 05-02-2017

To
The principal,
Govt. Degree College,
Yellandu,
Bhadradi Kothagudem Dist.



Respected Sir,

Sub: Seeking Permission to Start Certificate Course in "MS-WORD WITH INTERNET CONCEPTS" In Computers – Request- Reg.

With reference to the above subject cited, Department Of Computer Science And Application is going to start a **Certificate Course on "MS-WORD WITH INTERNET CONCEPTS"** in computer from 07-02-2017 to 21-02-2017 for this academic year 2016-17 for the benefit of the students.

In This Connection, Please Permit Me to start the above said Certificate Course.

Thanking You Sir,

Yours Faithfully


(BABALU)


PRINCIPAL
Govt Degree College
Yellandu.

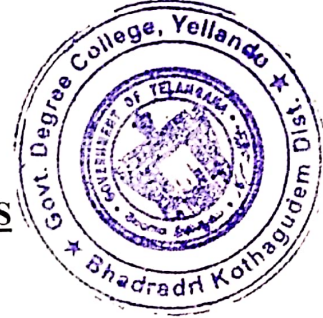


GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.
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CIRCULAR

DEPARTMENT OF COMPUTERS



DATE: 06-02-2017

It is informed to the students that the Department Of Computer Application is going to conduct **Certificate Course on "MS-WORD WITH INTERNET CONCEPTS"** from 07-02-2017 to 21-02-2017 for this academic year 2016-17. Hence who are interested to join in this course, enroll their names in Computer Department.

Head of the Department
Computer Science & Application


(BABULU)


PRINCIPAL
Govt Degree College
Yellandu



GOVERNMENT DEGREE COLLEGE, YELLANDU
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BROUCHER

Certificate Course on

"MS-WORD WITH INTERNET CONCEPTS"

from 07-02-2017 to 21-02-2017

CONDUCT BY

Department Of Computer Application

TOPICS TO KNOWING ABOUT IN MS-Word With Internet Concepts

- ☛ INTRODUCTION TO COMPUTERS
- ☛ OPERATING SYSTEMS
- ☛ MS-WORD
- ☛ INTERNET CONCEPTS



GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.
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SNO	NAME	HTNO	CLASS	SIGN
1	'080152401	SUMEETHN KUMAR	B.Com(CA)	Sumeethn Kumar
2	'080152201	BOLLI VEERA BHADRAM	B.Com(CA)	Bolli Veera Bhadram
3	'080152202	CH KRISHNAVENI	B.Com(CA)	CH Krishnaveni
4	'080152203	CHINTHA SAMPOORNA	B.Com(CA)	CH. Sampoorna
5	'080152205	MOGILI LAXMI	B.Com(CA)	M. Laxmi
6	'080152206	MOGILI SRIKANYA	B.Com(CA)	M. Srikanya
7	'080152207	PAYAM ASHOK	B.Com(CA)	P. Ashok
8	'080152209	YETTI RAVALI	B.Com(CA)	Y. Ravali
9	'080162402	E MAMATHA	B.Com(CA)	E. Mamatha
10	'080162403	E SANJEEV KUMAR	B.Com(CA)	E. Sanjeev Kumar
11	'080162407	K SARAIAH	B.Com(CA)	K. Saraiya
12	'080162408	V KALPANA	B.Com(CA)	V. Kalpana
13	'080162409	V JAMPAL	B.Com(CA)	V. Jampal
14	'080172201	A SAI CHANDU	B.Com(CA)	A. Sai Chandu
15	'080172202	A SIRISHA	B.Com(CA)	A. Sirisha
16	'080172203	CH NIRMALA	B.Com(CA)	CH. Nirmala
17	'080172204	D NAGA JYOTHI	B.Com(CA)	D. Naga Jyothi
18	'080172205	E SOUJANYA	B.Com(CA)	E. Soujanya
19	'080172206	G MANASA	B.Com(CA)	G. Manasa
20	'080172207	G ARUNA	B.Com(CA)	G. Aruna

Dept. In charge



Principal
PRINCIPAL
Govt Degree College
Yellandu

BASIC COMPUTER SKILLS

KNOWING ABOUT COMPUTER:

- ☛ What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU).
- ☛ VDU (Visual Display Unit), Keyboard and Mouse.
- ☛ Other input/output Devices.
- ☛ Computer Memory.
- ☛ Concepts of Hardware and Software.
- ☛ Concept of Computing.
- ☛ Data and Information.
- ☛ Applications of IECT.
- ☛ Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

OPERATING COMPUTER USING GUI Based OPERATING SYSTEM:

- ☛ What is an Operating System; Basics of Popular Operating Systems
- ☛ The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar.
- ☛ Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows.
- ☛ Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

WORD PROCESSING:

- ☛ Word Processing Basics; Opening and Closing of documents.
- ☛ Text creation and Manipulation.
- ☛ Formatting of text.
- ☛ Table handling.
- ☛ Spell check in MS-WORD.
- ☛ Printing of word document.
- ☛ Adding a TABLE and Table Formatting Techniques in MS-WORD.

COMPUTER FUNDAMENTALS TUTORIAL

What is Computer Fundamentals:: It can be described as the learning or studying some basic functions of computers starting from their origin to the modern day

Study of basic computer types to their characteristics, advantages, and disadvantages are included in the Learning of fundamentals of computers.

Before Shifting to advance computer knowledge it is highly recommended to be aware of this topic thoroughly as it would make you more confident and comfortable while acquiring more advanced computer skills.

A Computer can be defined or described as a machine or device which can work with information such as to store, retrieve, manipulate, and process data.

The term computer is derived from the word "**computare**".

The word is derived from a "**Latin**" word which means to calculate.

Therefore computer can be further defined as a programmable machine that is used for some numerical calculations.

Some years back these devices | machines were used only for the purpose of calculations but presently they are widely and proudly used in all sections of human society.

Modern Computers are incredibly advanced thanks to the new up-gradation and enhancement of technologies.

They can store huge amounts of data in the internal as well as external storage units. Computer Hard disk is the external source of storing data.

Basic Fundamental Functions of Computer

There are mainly four common functions of computer system

- Input
- Output
- Processing
- Storage

Input:: The Computer receives its data from input devices in the form of raw data and later this data is processed in human-readable form with the help of other computer devices.

The primary input devices of computer system are

- Keyboard
- Mouse
- Scanner
- Trackball
- Lightpen
- Joystick

Output :: The output devices of computer receive data from the system and further process the data in human-readable form.

Some common output devices are::

- Printers
- Monitors
- Speakers
- Headphones
- Projectors

Processing:: This is the core function of the modern-day Personal Computer.

When the data is received from the memory it transfers the data or information for further processing.

Storage:: There are mainly two storage unit of the personal computer [PC]

- Primary Storage
- Secondary Storage

Primary Storage:: Random Access Memory [RAM] is the primary storage unit of computers.

Secondary Storage:: Hard Disk Drives and Pen drives are called as secondary Storage units.

Different Types of Computer

The overall development of computer has reached to new heights due to vast improvement in modern technology.

The fundamentals of computers have changed rapidly. They are categorized into four different types according to their *speed, size, capabilities, and cost.*

- Super Computer
- Mainframe
- Mini
- Micro

Super:: They are the fastest and most expensive computers compared to others. They require huge space for their installation.

Mainframe:: They are not as fast as supercomputers and require huge space for installation also they are very expensive.

Mini:: They are smaller, cheaper, and slower compared to super and mainframe computers.

Micro:: They are called as Personal computer [PC].

Advantages of Computers

Nowadays computers are playing a vital role in the development of the human society they are making workload as easy efficient and fast you would not have imagined before.

If you ask me what is the basic fundamental advantage of the computer. I will say its role in studying.

Disadvantages of Computer System

As there are numerous advantage of using modern day personal computer there are disadvantages too.

- Spread of Pornography
- Hate & Violence Related Articles
- Cyber Crimes
- Negative Effect on Health

Computer Software and Hardware

The computer software can be described as a collection of small programs that are programmed in such a way which are capable of performing specific and special task whenever desired.

These types of software are developed by computer programmers or software developers which takes care of users needs and intent. There are mainly two types of software::

- System Software
- Application Software

System Software:: These are the software that directly interacts with the computer system. The primary examples are Operating systems [OS] and device drivers.

Application Software:: These are also called as customized software which is developed for personal use or developed for customers to perform some specific task.

Example:: Tally, Ms-office, ERP Software's.

MS – WORD

- Many organisations now use computers to produce and organise written material, correspondence, membership lists and so on.
- This guide deals with the most common programme, MSWORD, that is used on most computers.
- It is written for people who have not used the programme before and has very basic information about the keyboard and MSWORD.
- If you have taught yourself to use MSWORD, it may also be useful to you.
- Your MSWORD programme is called a word-processing package.
- This means that it is useful for typing and storing letters, articles and anything that consists mainly of words.
- It is basically a fancy typewriter with a built in filing-system.
- The more you use your computer the more you will learn about what it can do. This guide contains a few basic things to help you get started.

- If you have not used a computer much, print the next section out and look at your keyboard and MSWORD programme with it. Try to do everything as you read it.

Advantages:-

- It permits printing to selected text.
- It allows changing font and size of fonts.
- It allows adjusting page size and margined.
- Facility to right justify and justify to selected text.
- Adjustable to line spacing and character spacing.
- Facility to add bullets and numbers to lines.
- Facility to move text within the document.
- Preparing the tables of contents.
- Facility to check spelling and grammar.

What is Internet?

The Internet is essentially a global network of computing resources. You can think of the Internet as a physical collection of routers and circuits as a set of shared resources.

Some common definitions given in the past include –

- A network of networks based on the TCP/IP communications protocol.
- A community of people who use and develop those networks.

Internet-Based Services

Some of the basic services available to Internet users are –

- **Email** – A fast, easy, and inexpensive way to communicate with other Internet users around the world.
- **Telnet** – Allows a user to log into a remote computer as though it were a local system.
- **FTP** – Allows a user to transfer virtually every kind of file that can be stored on a computer from one Internet-connected computer to another.
- **UseNet news** – A distributed bulletin board that offers a combination news and discussion service on thousands of topics.
- **World Wide Web (WWW)** – A hypertext interface to Internet information resources.

What is WWW?

WWW stands for **World Wide Web**. A technical definition of the World Wide Web is – All the resources and users on the Internet that are using the Hypertext Transfer Protocol (HTTP).

A broader definition comes from the organization that Web inventor Tim Berners-Lee helped found, the World Wide Web Consortium (W3C): The World Wide Web is the universe of network-accessible information, an embodiment of human knowledge.

In simple terms, The World Wide Web is a way of exchanging information between computers on the Internet, tying them together into a vast collection of interactive multimedia resources.

What is HTTP?

HTTP stands for **H**ypertext **T**ransfer **P**rotocol. This is the protocol being used to transfer hypertext documents that makes the World Wide Web possible.

A standard web address such as Yahoo.com is called a URL and here the prefix **http** indicates its protocol

What is URL?

URL stands for **U**niform **R**esource **L**ocator, and is used to specify addresses on the World Wide Web. A URL is the fundamental network identification for any resource connected to the web (e.g. hypertext pages, images, and sound files).

A URL will have the following format –

protocol://hostname/other_information

The protocol specifies how information is transferred from a link. The protocol used for web resources is HyperText Transfer Protocol (HTTP). Other protocols compatible with most web browsers include FTP, telnet, newsgroups, and Gopher.

The protocol is followed by a colon, two slashes, and then the domain name. The domain name is the computer on which the resource is located.

Links to particular files or subdirectories may be further specified after the domain name. The directory names are separated by single forward slashes.

What is Website?

Currently you are on our website Tutorialspoint.com which is a collection of various pages written in HTML markup language. This is a location on the web where people can find tutorials on latest technologies. Similarly, there are millions of websites available on the web.

Each page available on the website is called a *web page* and first page of any website is called *home page* for that site.

What is Web Server?

Every Website sits on a computer known as a Web server. This server is always connected to the internet. Every Web server that is connected to the Internet is given a unique address made up of a series of four numbers between 0 and 256 separated by periods. For example, 68.178.157.132 or 68.122.35.127.

When you register a Web address, also known as a domain name, such as tutorialspoint.com you have to specify the IP address of the Web server that will host the site.

We will see different type of Web servers in a separate chapter.

What is Web Browser?

Web Browsers are software installed on your PC. To access the Web you need a web browsers, such as Netscape Navigator, Microsoft Internet Explorer or Mozilla Firefox.

Currently you must be using any sort of Web browser while you are navigating through my site tutorialspoint.com. On the Web, when you navigate through pages of information this is commonly known as *browsing or surfing*.

We will see different type of Web browsers in a separate chapter.

What is SMTP Server?

SMTP stands for Simple Mail Transfer Protocol Server. This server takes care of delivering emails from one server to another server. When you send an email to an email address, it is delivered to its recipient by a SMTP Server.

What is ISP?

ISP stands for Internet Service Provider. They are the companies who provide you service in terms of internet connection to connect to the internet.

You will buy space on a Web Server from any Internet Service Provider. This space will be used to host your Website.

What is HTML?

HTML stands for Hyper Text Markup Language. This is the language in which we write web pages for any Website. Even the page you are reading right now is written in HTML.

This is a subset of Standard Generalized Mark-Up Language (SGML) for electronic publishing, the specific standard used for the World Wide Web.

What is Hyperlink?

A hyperlink or simply a link is a selectable element in an electronic document that serves as an access point to other electronic resources. Typically, you click the hyperlink to access the linked resource. Familiar hyperlinks include buttons, icons, image maps, and clickable text links.

What is DNS?

DNS stands for Domain Name System. When someone types in your domain name, `www.example.com`, your browser will ask the Domain Name System to find the IP that hosts your site. When you register your domain name, your IP address should be put in a DNS along with your domain name. Without doing it your domain name will not be functioning properly.

What is W3C?

W3C stands for World Wide Web Consortium which is an international consortium of companies involved with the Internet and the Web.

The W3C was founded in 1994 by Tim Berners-Lee, the original architect of the World Wide Web. The organization's purpose is to develop open standards so that the Web evolves in a single direction rather than being splintered among competing factions. The W3C is the chief standards body for HTTP and HTML.



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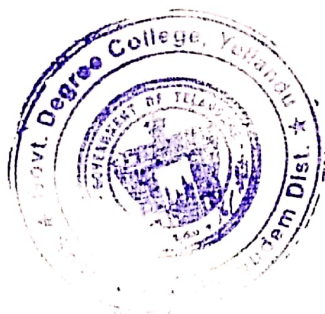


COMPLETION OF CERTIFICATE

This is certified that the Mr. /Miss. HT.NO is a student of
GDC-Yellandu and has successfully completed "MS-WORD WITH INTERNET
CONCEPTS" course held from 07-02-2017 to 21-02-2017

CONDUCT BY

Department Of Computer Application



ellens
PRINCIPAL
Govt Degree College
Yellandu.

ROLL NO.	NAME OF THE STUDENT	MONTH	DATE	INITIAL OF LECTURER	NO. OF LECTURES																										TOTAL NO. OF LECTURES ATTENDED BY STUDENTS	REMARKS	
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
1	Suneetha. Kumar				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
2.	B. Veera bhadram				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
3.	Ch. Krishnaveni				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
4.	Ch. Sampurna				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
5.	M. Laxmi				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
6.	M. Sreekanya				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
7.	P. Ashok				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
8.	Y. Ravali				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
9.	E. Manalika				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
10.	E. Sanjeev				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
11.	K. Saraiyah				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
12.	V. Kalpana				0	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
13.	V. Jampal				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
14.	A. Sai Chandu.				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
15.	A. Shirisha				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
16.	Ch. Nirmala				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
17.	D. Naga Srethai				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
18.	E. Soujanya				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
19.	A. Manasa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
20.	G. Aruna				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		



Lecturer

 Govt Degree College

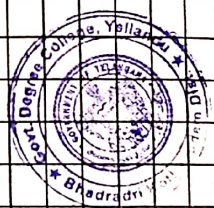
 Kottur, Khammam

Class Completed on

 21-02-2019

ATTENDANCE REGISTER OF.....

ROLL NO.	NAME OF THE STUDENT	MONTH																												TOTAL NO. OF LECTURES ATTENDED BY STUDENTS	REMARKS	
		DATE																														
		INITIAL OF LECTURER	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52				
		NO. OF LECTURES																														
1	Sumeeeth. Kumar		24	25	25	26																										
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Yellandu

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**DEPARTMENT OF COMPUTER
APPLICATIONS
CERTIFICATE COURSE
ON
MS-OFFICE & INTERNET CONCEPTS
2018-19**



GOVERNMENT DEGREE COLLEGE, YELLANDU

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DATE: 01-03-2019

To
The principal,
Govt. Degree College,
Yellandu,
Bhadradi Kothagudem Dist.



Respected Madam,

Sub: Seeking Permission to Start Certificate Course in "MS-OFFICE WITH INTERNET CONCEPTS" In Computers – Request- Reg.

With reference to the above subject cited, Department Of Computer Science And Application is going to start a **Certificate Course on "MS-OFFICE WITH INTERNET CONCEPTS"** in computer from 02-03-2019 to 18-03-2019 for this academic year 2018-19 for the benefit of the students.

In This Connection, Please Permit Me to start the above said Certificate Course.

Thanking You Madam,

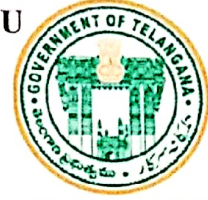
Yours Faithfully,

(BABALU)

P. Padur
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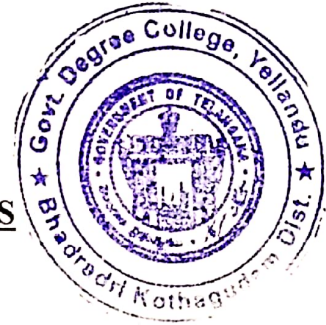


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DEPARTMENT OF COMPUTERS



DATE: 01-03-2019

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Head of the Department
Computer Science & Application

P. Padma
PRINCIPAL
Govt Degree College
Yellandu.

Babulu
(BABULU)



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from 02-03-2019 to 18-03-2019

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- ☛ INTRODUCTION TO COMPUTERS
- ☛ OPERATING SYSTEMS
- ☛ MS-WORD
- ☛ MS-EXCEL
- ☛ MS-POWERPOINT
- ☛ INTERNET CONCEPTS

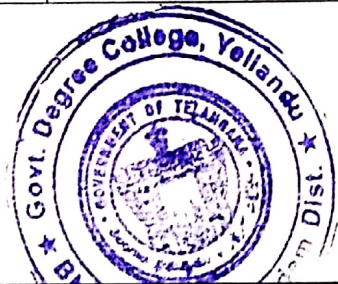


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2	`080172201	A SAI CHANDU	B.Com(CA)	A Sai Chandu
3	`080172203	CH NIRMALA	B.Com(CA)	CH. Nirmala
4	`080172204	D NAGA JYOTHI	B.Com(CA)	D. Naga Jyothi
5	`080172206	G MANASA	B.Com(CA)	G. Manasa
6	`080172207	G ARUNA	B.Com(CA)	G. Aruna
7	`080172211	P MOUNIKA	B.Com(CA)	P. Mounika
8	`080172212	T MANISHA	B.Com(CA)	T. Manisha
9	`080172213	V SWARNA	B.Com(CA)	V. Swarna
10	080194001	A.POOJITHA	B.Sc (M.P.C)	A. Poojitha
11	080194002	B.BHAVANI	B.Sc (M.P.C)	B. Bhavani
12	080194003	E.RAJITHA	B.Sc (M.P.C)	E. Rajitha
13	080194004	E.NARESH	B.Sc (M.P.C)	E. Naresh
14	080194005	E.KAVERI	B.Sc (M.P.C)	E. Kaveri
15	080194006	K.RAVI KUMAR	B.Sc (M.P.C)	K. Ravi Kumar
16	080194007	K.NIROSHA	B.Sc (M.P.C)	K. Niroshta
17	080194008	M.NAGARAJU	B.Sc (M.P.C)	M. Nagaraju
18	080194009	T.SATHSH	B.Sc (M.P.C)	T. Sathish
19	080194010	V.BINDU	B.Sc (M.P.C)	V. Bindu
20	080194013	B.SATHISH	B.Sc (M.P.C)	B. Sathish
21	080194014	B.TEJASWI	B.Sc (M.P.C)	B. Tejaswi

Dept. In charge



Principal

PRINCIPAL
Govt Degree College
Yellandu.

BASIC COMPUTER SKILLS

KNOWING ABOUT COMPUTER:

- ☛ What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU).
- ☛ VDU (Visual Display Unit), Keyboard and Mouse.
- ☛ Other input/output Devices.
- ☛ Computer Memory.
- ☛ Concepts of Hardware and Software.
- ☛ Concept of Computing.
- ☛ Data and Information.
- ☛ Applications of IECT.
- ☛ Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

OPERATING COMPUTER USING GUI Based OPERATING SYSTEM:

- ☛ What is an Operating System; Basics of Popular Operating Systems
- ☛ The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar.
- ☛ Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows.
- ☛ Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

WORD PROCESSING:

- ☛ Word Processing Basics; Opening and Closing of documents.
- ☛ Text creation and Manipulation.
- ☛ Formatting of text.
- ☛ Table handling.
- ☛ Spell check in MS-WORD.
- ☛ Printing of word document.
- ☛ Adding a TABLE and Table Formatting Techniques in MS-WORD.

MS-EXCEL (Spread Sheet):

- Basics of Spreadsheet.
- Manipulation of cells.
- Formulas and Functions.
- Editing of Spread Sheet.
- Printing of Spread Sheet.

MS-POWER POINT (Making Small Presentation):

- Basics of presentation software.
- Creating Presentation.
- Preparation and Presentation of Slides.
- Slide Show and Slide Transaction.
- Taking printouts of presentation / handouts.

COMPUTER FUNDAMENTALS TUTORIAL

What is Computer Fundamentals:: It can be described as the learning or studying some basic functions of computers starting from their origin to the modern day

Study of basic computer types to their characteristics, advantages, and disadvantages are included in the Learning of fundamentals of computers.

Before Shifting to advance computer knowledge it is highly recommended to be aware of this topic thoroughly as it would make you more confident and comfortable while acquiring more advanced computer skills.

A Computer can be defined or described as a machine or device which can work with information such as to store, retrieve, manipulate, and process data.

The term computer is derived from the word "*computare*".

The word is derived from a "*Latin*" word which means to calculate.

Therefore computer can be further defined as a programmable machine that is used for some numerical calculations.

Some years back these devices | machines were used only for the purpose of calculations but presently they are widely and proudly used in all sections of human society.

Modern Computers are incredibly advanced thanks to the new up-gradation and enhancement of technologies.

They can store huge amounts of data in the internal as well as external storage units. Computer Hard disk is the external source of storing data.

Basic Fundamental Functions of Computer

There are mainly four common functions of computer system

- Input
- Output
- Processing
- Storage

Input:: The Computer receives its data from input devices in the form of raw data and later this data is processed in human-readable form with the help of other computer devices.

The primary input devices of computer system are

- Keyboard
- Mouse
- Scanner

- Trackball
- Lightpen
- Joystick

Output :: The output devices of computer receive data from the system and further process the data in human-readable form.

Some common output devices are::

- Printers
- Monitors
- Speakers
- Headphones
- Projectors

Processing:: This is the core function of the modern-day Personal Computer.

When the data is received from the memory it transfers the data or information for further processing.

Storage:: There are mainly two storage unit of the personal computer [PC]

- Primary Storage
- Secondary Storage

Primary Storage:: Random Access Memory [RAM] is the primary storage unit of computers.

Secondary Storage:: Hard Disk Drives and Pen drives are called as secondary Storage units.

Different Types of Computer

The overall development of computer has reached to new heights due to vast improvement in modern technology.

The fundamentals of computers have changed rapidly. They are categorized into four different types according to their *speed, size, capabilities, and cost*.

- Super Computer
- Mainframe
- Mini
- Micro

Super:: They are the fastest and most expensive computers compared to others. They require huge space for their installation.

Mainframe:: They are not as fast as supercomputers and require huge space for installation also they are very expensive.

Mini:: They are smaller, cheaper, and slower compared to super and mainframe computers.

Micro:: They are called as Personal computer [PC].

Advantages of Computers

Nowadays computers are playing a vital role in the development of the human society they are making workload as easy efficient and fast you would not have imagined before.

If you ask me what is the basic fundamental advantage of the computer. I will say its role in studying.

Disadvantages of Computer System

As there are numerous advantage of using modern day personal computer there are disadvantages too.

- Spread of Pornography
- Hate & Violence Related Articles
- Cyber Crimes
- Negative Effect on Health

Computer Software and Hardware

The computer software can be described as a collection of small programs that are programmed in such a way which are capable of performing specific and special task whenever desired.

These types of software are developed by computer programmers or software developers which takes care of users needs and intent. There are mainly two types of software::

- System Software
- Application Software

System Software:: These are the software that directly interacts with the computer system. The primary examples are Operating systems [OS] and device drivers.

Application Software:: These are also called as customized software which is developed for personal use or developed for customers to perform some specific task.

Example:: Tally, Ms-office, ERP Software's.

MS – WORD

- Many organisations now use computers to produce and organise written material, correspondence, membership lists and so on.
- This guide deals with the most common programme, MSWORD, that is used on most computers.
- It is written for people who have not used the programme before and has very basic information about the keyboard and MSWORD.
- If you have taught yourself to use MSWORD, it may also be useful to you.
- Your MSWORD programme is called a word-processing package.
- This means that it is useful for typing and storing letters, articles and anything that consists mainly of words.
- It is basically a fancy typewriter with a built in filing-system.
- The more you use your computer the more you will learn about what it can do. This guide contains a few basic things to help you get started.
- If you have not used a computer much, print the next section out and look at your keyboard and MSWORD programme with it. Try to do everything as you read it.

Advantages:-

- ☛ It permits printing to selected text.
- ☛ It allows changing font and size of fonts.
- ☛ It allows adjusting page size and margined.
- ☛ Facility to right justify and justify to selected text.
- ☛ Adjustable to line spacing and character spacing.
- ☛ Facility to add bullets and numbers to lines.
- ☛ Facility to move text within the document.
- ☛ Preparing the tables of contents.
- ☛ Facility to check spelling and grammar.

MS – EXCEL

- Microsoft Excel is powerful data visualization and analysis software, which uses spreadsheets to store, organize, and track data sets with formulas and functions.
- Excel is used by marketers, accountants, data analysts, and other professionals. It's part of the Microsoft Office suite of products. Alternatives include Google Sheets and Numbers.
- Excel is primarily known as an accounting tool, professionals in any field can use its features and formulas — especially marketers — because it can be used for tracking any type of data.
- It removes the need to spend hours and hours counting cells or copying and pasting performance numbers. Excel typically has a shortcut or quick fix that speeds up the process.

Excel Basics

- Creating a new spreadsheet from scratch.

- Executing basic computations like adding, subtracting, multiplying, and dividing.
- Writing and formatting column text and titles.
- Using Excel's auto-fill features.
- Adding or deleting single columns, rows, and spreadsheets. (Below, we'll get into how to add things like multiple columns and rows.)
- Keeping column and row titles visible as you scroll past them in a spreadsheet, so that you know what data you're filling as you move further down the document.
- Sorting your data in alphabetical order.

MS – POWERPOINT:

- Microsoft PowerPoint is a computer application program written by Microsoft. It mainly used to Design for Presentation.

What is PowerPoint

Microsoft PowerPoint, usually just called the PowerPoint, is a software program developed by Microsoft to produce effective presentations. It is a part of Microsoft Office suite. The program comprises slides and various tools like word processing, drawing, graphing and outlining. Thus it can display text, table, chart, graphics and media in the slides.

Features of PowerPoint

- **Ribbon:** PowerPoint has a new, intuitive user interface called the Ribbon that helps you create better presentations much more quickly than you could in earlier versions of PowerPoint.
- **Live Preview:** PowerPoint takes advantage of the live preview feature to review your formatting choices before you apply them.
- **Create Dynamic Presentations:** PowerPoint quickly creates dynamic and great looking presentations using the redesigned user interface and new graphics capabilities.
- **Video Capabilities:** One of the attractive features of Microsoft PowerPoint is that it allows you to use video in your presentations. With this software, you can embed a video clip into one of your slides and use it during the slideshow. When you embed the video, you can also perform a number of editing functions which will allow you to alter the video to your needs for the presentation.
- **Apply a consistent look and feel in one click:** PowerPoint themes help you change the look and feel of your entire presentation with just one click. PowerPoint comes with new themes, layouts and Quick Styles that offer you a wide range of options when you are formatting your presentations. Changing the theme of your presentation not only changes the background colour but the colour of a diagram, table etc and even the style of any bullet points within a presentation.
- **Sharing:** Another feature of Microsoft PowerPoint is the ability to share presentations with other individuals in different locations.
- **Dynamically modify shapes, text, and graphics with new tools and effects:** You can now manipulate and work with your text, tables, charts and other presentation elements in much richer ways than ever before.

- **Special Effects:** When creating a presentation, one of your jobs as a presenter is to keep the attention of your audience. If you create a plain presentation without any flair, your subjects may not pay attention for long. With Microsoft PowerPoint, you can use a number of special effects to enhance the quality of your presentations.
- **Reduce your document sizes and improve file recovery at the same time:** The new compressed Microsoft PowerPoint XML Format offers a dramatic reduction in file size, while offering an improvement in data recovery for damaged files.

What is Internet?

The Internet is essentially a global network of computing resources. You can think of the Internet as a physical collection of routers and circuits as a set of shared resources.

Some common definitions given in the past include –

- A network of networks based on the TCP/IP communications protocol.
- A community of people who use and develop those networks.

Internet-Based Services

Some of the basic services available to Internet users are –

- **Email** – A fast, easy, and inexpensive way to communicate with other Internet users around the world.
- **Telnet** – Allows a user to log into a remote computer as though it were a local system.
- **FTP** – Allows a user to transfer virtually every kind of file that can be stored on a computer from one Internet-connected computer to another.
- **UseNet news** – A distributed bulletin board that offers a combination news and discussion service on thousands of topics.
- **World Wide Web (WWW)** – A hypertext interface to Internet information resources.

What is WWW?

WWW stands for **World Wide Web**. A technical definition of the World Wide Web is – All the resources and users on the Internet that are using the Hypertext Transfer Protocol (HTTP).

A broader definition comes from the organization that Web inventor Tim Berners-Lee helped found, the World Wide Web Consortium (W3C): The World Wide Web is the universe of network-accessible information, an embodiment of human knowledge.

In simple terms, The World Wide Web is a way of exchanging information between computers on the Internet, tying them together into a vast collection of interactive multimedia resources.

What is HTTP?

HTTP stands for **Hypertext Transfer Protocol**. This is the protocol being used to transfer hypertext documents that makes the World Wide Web possible.

A standard web address such as Yahoo.com is called a URL, and here the prefix **http** indicates its protocol

What is URL?

URL stands for **Uniform Resource Locator**, and is used to specify addresses on the World Wide Web. A URL is the fundamental network identification for any resource connected to the web (e.g., hypertext pages, images, and sound files).

A URL will have the following format –

protocol://hostname/other_information

The protocol specifies how information is transferred from a link. The protocol used for web resources is HyperText Transfer Protocol (HTTP). Other protocols compatible with most web browsers include FTP, telnet, newsgroups, and Gopher.

The protocol is followed by a colon, two slashes, and then the domain name. The domain name is the computer on which the resource is located.

Links to particular files or subdirectories may be further specified after the domain name. The directory names are separated by single forward slashes.

What is Website?

Currently you are on our website Tutorialspoint.com which is a collection of various pages written in HTML markup language. This is a location on the web where people can find tutorials on latest technologies. Similarly, there are millions of websites available on the web.

Each page available on the website is called a *web page* and first page of any website is called *home page* for that site.

What is Web Server?

Every Website sits on a computer known as a Web server. This server is always connected to the internet. Every Web server that is connected to the Internet is given a unique address made up of a series of four numbers between 0 and 256 separated by periods. For example, 68.178.157.132 or 68.122.35.127.

When you register a Web address, also known as a domain name, such as tutorialspoint.com you have to specify the IP address of the Web server that will host the site.

We will see different type of Web servers in a separate chapter.

What is Web Browser?

Web Browsers are software installed on your PC. To access the Web you need a web browsers, such as Netscape Navigator, Microsoft Internet Explorer or Mozilla Firefox.

Currently you must be using any sort of Web browser while you are navigating through my site tutorialspoint.com. On the Web, when you navigate through pages of information this is commonly known as *browsing or surfing*.

We will see different type of Web browsers in a separate chapter.

What is SMTP Server?

SMTP stands for Simple Mail Transfer Protocol Server. This server takes care of delivering emails from one server to another server. When you send an email to an email address, it is delivered to its recipient by a SMTP Server.

What is ISP?

ISP stands for Internet Service Provider. They are the companies who provide you service in terms of internet connection to connect to the internet.

You will buy space on a Web Server from any Internet Service Provider. This space will be used to host your Website.

What is HTML?

HTML stands for Hyper Text Markup Language. This is the language in which we write web pages for any Website. Even the page you are reading right now is written in HTML.

This is a subset of Standard Generalized Mark-Up Language (SGML) for electronic publishing, the specific standard used for the World Wide Web.

What is Hyperlink?

A hyperlink or simply a link is a selectable element in an electronic document that serves as an access point to other electronic resources. Typically, you click the hyperlink to access the linked resource. Familiar hyperlinks include buttons, icons, image maps, and clickable text links.

What is DNS?

DNS stands for Domain Name System. When someone types in your domain name, www.example.com, your browser will ask the Domain Name System to find the IP that hosts your site. When you register your domain name, your IP address should be put in a DNS along with your domain name. Without doing it your domain name will not be functioning properly.



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COMPLETION OF CERTIFICATE

This is certified that the Mr. /Miss. HT.NO is a student of
GDC-Yellandu and has successfully completed "MS-OFFICE WITH INTERNET
CONCEPTS" course held from 02-03-2019 to 18-03-2019.

CONDUCT BY

Department Of Computer Application

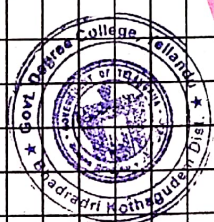


P. Padma
PRINCIPAL
Govt Degree College
Yellandu

From 02-03-2019 to 18-03-2019

ROLL NO.	NAME OF THE STUDENT	MONTH																											
		DATE																											
		INITIAL OF LECTURER																											
		NO. OF LECTURES																											
1.	K. Priyanka	1	2	3	4	5	5	6	7	8	8	9	10	10	11	12	13	14	15	16	16	17	17	18	19	20	21	22	23
2.	A. Sai Chandu	1	1	2	3	4	5	6	7	7	7	8	9	10	10	10	10	11	12	13	14	15	16	17	18	18	18	18	
3.	Chi. Nirmala	0	1	2	3	4	4	4	4	5	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
4.	D. Naga Tejithi	1	2	3	3	3	4	5	6	7	8	8	9	9	10	10	10	10	10	11	12	13	14	15	16	17	17		
5.	G. Manasa	1	1	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	9	10	11	12	13	14	15	16	16		
6.	G. Aruna	1	2	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	19	20	21	22	22	23	24	
7.	P. Mounika	1	2	2	2	2	2	2	3	4	5	6	7	8	9	10	11	12	13	14	14	15	16	17	18	19	20	21	
8.	T. Manisha	0	1	1	1	2	2	3	4	5	6	7	7	8	8	8	8	9	9	10	11	12	13	14	15	16	17	18	19
9.	V. Swarna	0	1	1	2	2	2	3	4	5	6	7	7	8	8	8	8	9	9	10	11	12	13	14	15	16	17	17	17
10.	A. Poojitha	1	1	2	2	3	4	5	6	7	8	9	9	9	9	10	11	12	13	14	15	16	17	17	18	19	20		
11.	B. Bhavani	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
12.	E. Rajitha	0	1	1	1	1	1	1	1	2	2	2	3	3	3	4	5	6	7	8	9	10	11	12	13	14	15		
13.	E. Naresh	1	2	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	17	18	19	20	21	22				
14.	E. Ravali	1	2	3	4	5	5	6	7	8	8	9	10	10	11	12	13	14	15	16	17	18	18	19	19	20			
15.	K. Ravi Kumar	0	2	2	3	4	5	6	6	7	8	9	9	10	11	12	13	13	14	15	16	17	17	18	19				
16.	K. Nirosha	1	2	3	4	4	4	4	5	5	5	5	5	6	7	8	9	10	11	11	12	13	13	14	15	16			
17.	M. Nagaraju	1	2	3	4	5	6	7	8	9	10	11	12	12	13	14	15	16	16	17	18	19	20	21	22	23			
18.	T. Sathish	1	2	3	4	5	5	6	7	7	8	8	9	10	11	12	13	14	15	16	16	17	18	19	20				
19.	V. Bindu	1	1	2	3	4	5	5	6	7	8	8	9	10	11	12	13	14	15	16	17	17	18	19					
20.	B. Sathish	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		
21.	B. Tejaswi	1	2	3	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	16	17	18	19	20					

TOTAL NO. OF LECTURES TENDED BY STUDENTS	REMARKS



Principal
Govt Degree College
Bellanduru.

Course Completed on 18-03-2019.

ATTENDANCE REGISTER OF.....

ROLL NO.	NAME OF THE STUDENT	MONTH
		DATE
		INITIAL OF LECTURE
		NO. OF LECTURE

1.	K. Priyanka
2.	A. Sai Chandu
3.	Ch. Normala
4.	D. Naga Tyotli
5.	G. manasa
6.	G. Aruna
7.	P. Mounika
8.	T. Manisha
9.	V. Swarna
10.	A. Poojitha
11.	B. Bhavani
12.	E. Rajitha
13.	E. Naresh
14.	E. Rowali
15.	K. Ravi Kumar
16.	K. Nirosha
17.	M. Nagaraju
18.	T. Sathish
19.	V. Bindu
20.	B. Sathish
21.	B. Tejaswi

27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
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21	22	22	23																					
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18	19	20	21																					

DATE

K. Prasad
PRINCIPAL
 Govt Degree College
 Yellandu.



GOVERNMENT DEGREE COLLEGE YELLANDU

BHADRADRI KOTHAGUEM DIST.

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**DEPARTMENT OF COMPUTER
APPLICATIONS
CERTIFICATE COURSE
ON
MS-OFFICE & INTERNET CONCEPTS
2018-19**



GOVERNMENT DEGREE COLLEGE, YELLANDU

BHADRADRI KOTHAGUDEM DIST.
(Affiliated to Kakatiya University)
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DATE: 12-08-2018

To
The principal,
Govt. Degree College,
Yellandu,
Bhadradi Kothagudem Dist.



Respected Madam,

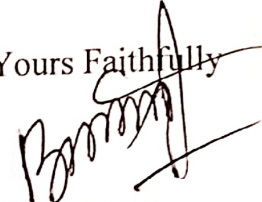
Sub: Seeking Permission to Start Certificate Course in "MS-OFFICE WITH INTERNET CONCEPTS" In Computers – Request- Reg.

With reference to the above subject cited, Department Of Computer Science And Application is going to start a **Certificate Course** on "MS-OFFICE WITH INTERNET CONCEPTS" in computer from 14-08-2018 to 28-08-2018 for this academic year 2018-19 for the benefit of the students.

In This Connection, Please Permit Me to start the above said Certificate Course.

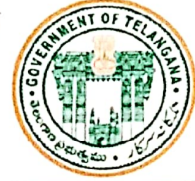
Thanking You Madam,

Permitted
P. padma
PRINCIPAL
Govt Degree College
Yellandu

Yours Faithfully

(BABALU)



GOVERNMENT DEGREE COLLEGE, YELLANDU
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CIRCULAR

DEPARTMENT OF COMPUTERS

DATE: 13-08-2018

It is informed to the students that the Department Of Computer Application is going to conduct **Certificate Course on "MS-OFFICE WITH INTERNET CONCEPTS"** from 14-08-2018 to 28-08-2018 for this academic year 2018-19. Hence who are interested to join in this course, enroll their names in Computer Department.

*permitted
M.P. Acharya
14/8/2018*
PRINCIPAL
Govt Degree College
Yellandu.



Head of the Department
Computer Science & Application

Babulu

(BABULU)



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BROUCHER

Certificate Course on

"MS-OFFICE WITH INTERNET CONCEPTS"

from 14-08-2018 to 28-08-2018

CONDUCT BY

Department Of Computer Application

TOPICS TO KNOWING ABOUT IN MS-Word With Internet Concepts

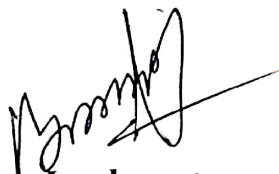
- ☛ INTRODUCTION TO COMPUTERS
- ☛ OPERATING SYSTEMS
- ☛ MS-WORD
- ☛ MS-EXCEL
- ☛ MS-POWERPOINT
- ☛ INTERNET CONCEPTS

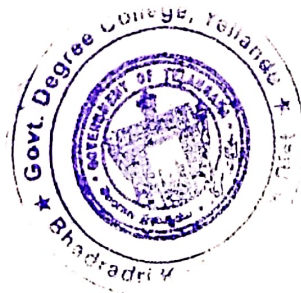



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SNO	NAME	HTNO	CLASS	SIGN
1	`080172201	A SAI CHANDU	B.Com(CA)	A. Saichandu
2	`080172203	CH NIRMALA	B.Com(CA)	Nirmala
3	`080172204	D NAGA JYOTHI	B.Com(CA)	D. Naga Jyothi
4	`080172205	E SOUJANYA	B.Com(CA)	Soujanya
5	`080172206	G MANASA	B.Com(CA)	Manasa
6	`080172207	G ARUNA	B.Com(CA)	G. Aruna
7	`080172211	P MOUNIKA	B.Com(CA)	Mounika
8	`080172212	T MANISHA	B.Com(CA)	T. Manisha
9	`080172213	V SWARNA	B.Com(CA)	V. Swarna
10	`080162402	E MAMATHA	B.Com(CA)	E. Mamatha
11	`080162403	E SANJEEV KUMAR	B.Com(CA)	E. Sanjeev Kumar
12	`080162407	K SARAIAH	B.Com(CA)	K. Saraiah
13	`080162408	V KALPANA	B.Com(CA)	Kalpana
14	`080162409	V JAMPAL	B.Com(CA)	Jampal
15	`080174101	JEJARA NAGARAJU	BSC (M.P.Cs)	
16	`080174102	KOREM NARENDER	BSC (M.P.Cs)	


Dept. In charge




Principal
PRINCIPAL
Govt Degree College
Yellandu

BASIC COMPUTER SKILLS

KNOWING ABOUT COMPUTER:

- ☛ What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU).
- ☛ VDU (Visual Display Unit), Keyboard and Mouse.
- ☛ Other input/output Devices.
- ☛ Computer Memory.
- ☛ Concepts of Hardware and Software.
- ☛ Concept of Computing.
- ☛ Data and Information.
- ☛ Applications of ICT.
- ☛ Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

OPERATING COMPUTER USING GUI Based OPERATING SYSTEM:

- ☛ What is an Operating System; Basics of Popular Operating Systems
- ☛ The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar.
- ☛ Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows.
- ☛ Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

WORD PROCESSING:

- ☛ Word Processing Basics; Opening and Closing of documents.
- ☛ Text creation and Manipulation.
- ☛ Formatting of text.
- ☛ Table handling.
- ☛ Spell check in MS-WORD.
- ☛ Printing of word document.
- ☛ Adding a TABLE and Table Formatting Techniques in MS-WORD.

MS-EXCEL (Spread Sheet):

- ☛ Basics of Spreadsheet.

- ☛ Manipulation of cells.
- ☛ Formulas and Functions.
- ☛ Editing of Spread Sheet.
- ☛ Printing of Spread Sheet.

MS-POWER POINT (Making Small Presentation):

- ☛ Basics of presentation software.
- ☛ Creating Presentation.
- ☛ Preparation and Presentation of Slides.
- ☛ Slide Show and Slide Transaction.
- ☛ Taking printouts of presentation / handouts.

COMPUTER FUNDAMENTALS TUTORIAL

What is Computer Fundamentals:: It can be described as the learning or studying some basic functions of computers starting from their origin to the modern day

Study of basic computer types to their characteristics, advantages, and disadvantages are included in the Learning of fundamentals of computers.

Before Shifting to advance computer knowledge it is highly recommended to be aware of this topic thoroughly as it would make you more confident and comfortable while acquiring more advanced computer skills.

A Computer can be defined or described as a machine or device which can work with information such as to store, retrieve, manipulate, and process data.

The term computer is derived from the word "*computare*".

The word is derived from a "*Latin*" word which means to calculate.

Therefore computer can be further defined as a programmable machine that is used for some numerical calculations.

Some years back these devices | machines were used only for the purpose of calculations but presently they are widely and proudly used in all sections of human society.

Modern Computers are incredibly advanced thanks to the new up-gradation and enhancement of technologies.

They can store huge amounts of data in the internal as well as external storage units. Computer Hard disk is the external source of storing data.

Basic Fundamental Functions of Computer

There are mainly four common functions of computer system

- Input
- Output
- Processing
- Storage

Input:: The Computer receives its data from input devices in the form of raw data and later this data is processed in human-readable form with the help of other computer devices.

The primary input devices of computer system are

- Keyboard
- Mouse
- Scanner
- Trackball
- Lightpen
- Joystick

Output :: The output devices of computer receive data from the system and further process the data in human-readable form.

Some common output devices are::

- Printers
- Monitors
- Speakers
- Headphones
- Projectors

Processing:: This is the core function of the modern-day Personal Computer.

When the data is received from the memory it transfers the data or information for further processing.

Storage:: There are mainly two storage unit of the personal computer [PC]

- Primary Storage
- Secondary Storage

Primary Storage:: Random Access Memory [RAM] is the primary storage unit of computers.

Secondary Storage:: Hard Disk Drives and Pen drives are called as secondary Storage units.

Different Types of Computer

The overall development of computer has reached to new heights due to vast improvement in modern technology.

The fundamentals of computers have changed rapidly. They are categorized into four different types according to their *speed, size, capabilities, and cost*.

- Super Computer
- Mainframe
- Mini
- Micro

Super:: They are the fastest and most expensive computers compared to others. They require huge space for their installation.

Mainframe:: They are not as fast as supercomputers and require huge space for installation also they are very expensive.

Mini:: They are smaller, cheaper, and slower compared to super and mainframe computers.

Micro:: They are called as Personal computer [PC].

Advantages of Computers

Nowadays computers are playing a vital role in the development of the human society they are making workload as easy efficient and fast you would not have imagined before.

If you ask me what is the basic fundamental advantage of the computer. I will say its role in studying.

Disadvantages of Computer System

As there are numerous advantage of using modern day personal computer there are disadvantages too.

- Spread of Pornography
- Hate & Violence Related Articles
- Cyber Crimes
- Negative Effect on Health

Computer Software and Hardware

The computer software can be described as a collection of small programs that are programmed in such a way which are capable of performing specific and special task whenever desired.

These types of software are developed by computer programmers or software developers which takes care of users needs and intent. There are mainly two types of software::

- System Software
- Application Software

System Software:: These are the software that directly interacts with the computer system. The primary examples are Operating systems [OS] and device drivers.

Application Software:: These are also called as customized software which is developed for personal use or developed for customers to perform some specific task.

Example:: Tally, Ms-office, ERP Software's.

MS – WORD

- Many organisations now use computers to produce and organise written material, correspondence, membership lists and so on.
- This guide deals with the most common programme, MSWORD, that is used on most computers.
- It is written for people who have not used the programme before and has very basic information about the keyboard and MSWORD.
- If you have taught yourself to use MSWORD, it may also be useful to you.
- Your MSWORD programme is called a word-processing package.
- This means that it is useful for typing and storing letters, articles and anything that consists mainly of words.
- It is basically a fancy typewriter with a built in filing-system.
- The more you use your computer the more you will learn about what it can do. This guide contains a few basic things to help you get started.

- If you have not used a computer much, print the next section out and look at your keyboard and MSWORD programme with it. Try to do everything as you read it.

Advantages:-

- It permits printing to selected text.
- It allows changing font and size of fonts.
- It allows adjusting page size and margined.
- Facility to right justify and justify to selected text.
- Adjustable to line spacing and character spacing.
- Facility to add bullets and numbers to lines.
- Facility to move text within the document.
- Preparing the tables of contents.
- Facility to check spelling and grammar.

MS – EXCEL

- Microsoft Excel is powerful data visualization and analysis software, which uses spreadsheets to store, organize, and track data sets with formulas and functions.
- Excel is used by marketers, accountants, data analysts, and other professionals. It's part of the Microsoft Office suite of products. Alternatives include Google Sheets and Numbers.
- Excel is primarily known as an accounting tool, professionals in any field can use its features and formulas — especially marketers — because it can be used for tracking any type of data.
- It removes the need to spend hours and hours counting cells or copying and pasting performance numbers. Excel typically has a shortcut or quick fix that speeds up the process.

Excel Basics

- Creating a new spreadsheet from scratch.
- Executing basic computations like adding, subtracting, multiplying, and dividing.
- Writing and formatting column text and titles.
- Using Excel's auto-fill features.
- Adding or deleting single columns, rows, and spreadsheets. (Below, we'll get into how to add things like multiple columns and rows.)
- Keeping column and row titles visible as you scroll past them in a spreadsheet, so that you know what data you're filling as you move further down the document.
- Sorting your data in alphabetical order.

MS – POWERPOINT:

- Microsoft PowerPoint is a computer application program written by Microsoft. It mainly used to Design for Presentation.

What is PowerPoint

Microsoft PowerPoint, usually just called the PowerPoint, is a software program developed by Microsoft to produce effective presentations. It is a part of Microsoft Office suite. The program comprises slides and various tools like word processing, drawing, graphing and outlining. Thus it can display text, table, chart, graphics and media in the slides.

Features of PowerPoint

- **Ribbon:** PowerPoint has a new, intuitive user interface called the Ribbon that helps you create better presentations much more quickly than you could in earlier versions of PowerPoint.
- **Live Preview:** PowerPoint takes advantage of the live preview feature to review your formatting choices before you apply them.
- **Create Dynamic Presentations:** PowerPoint quickly creates dynamic and great looking presentations using the redesigned user interface and new graphics capabilities.
- **Video Capabilities:** One of the attractive features of Microsoft PowerPoint is that it allows you to use video in your presentations. With this software, you can embed a video clip into one of your slides and use it during the slideshow. When you embed the video, you can also perform a number of editing functions which will allow you to alter the video to your needs for the presentation.
- **Apply a consistent look and feel in one click:** PowerPoint themes help you change the look and feel of your entire presentation with just one click. PowerPoint comes with new themes, layouts and Quick Styles that offer you a wide range of options when you are formatting your presentations. Changing the theme of your presentation not only changes the background colour but the colour of a diagram, table etc and even the style of any bullet points within a presentation.
- **Sharing:** Another feature of Microsoft PowerPoint is the ability to share presentations with other individuals in different locations.
- **Dynamically modify shapes, text, and graphics with new tools and effects:** You can now manipulate and work with your text, tables, charts and other presentation elements in much richer ways than ever before.
- **Special Effects:** When creating a presentation, one of your jobs as a presenter is to keep the attention of your audience. If you create a plain presentation without any flair, your subjects may not pay attention for long. With Microsoft PowerPoint, you can use a number of special effects to enhance the quality of your presentations.
- **Reduce your document sizes and improve file recovery at the same time:** The new compressed Microsoft PowerPoint XML Format offers a dramatic reduction in file size, while offering an improvement in data recovery for damaged files.

What is Internet?

The Internet is essentially a global network of computing resources. You can think of the Internet as a physical collection of routers and circuits as a set of shared resources.

Some common definitions given in the past include –

- A network of networks based on the TCP/IP communications protocol.
- A community of people who use and develop those networks.

Internet-Based Services

Some of the basic services available to Internet users are --

- **Email** -- A fast, easy, and inexpensive way to communicate with other Internet users around the world.
- **Telnet** -- Allows a user to log into a remote computer as though it were a local system.
- **FTP** -- Allows a user to transfer virtually every kind of file that can be stored on a computer from one Internet-connected computer to another.
- **UseNet news** -- A distributed bulletin board that offers a combination news and discussion service on thousands of topics.
- **World Wide Web (WWW)** -- A hypertext interface to Internet information resources.

What is WWW?

WWW stands for **World Wide Web**. A technical definition of the World Wide Web is -- All the resources and users on the Internet that are using the Hypertext Transfer Protocol (HTTP).

A broader definition comes from the organization that Web inventor Tim Berners-Lee helped found, the World Wide Web Consortium (W3C): The World Wide Web is the universe of network-accessible information, an embodiment of human knowledge.

In simple terms, The World Wide Web is a way of exchanging information between computers on the Internet, tying them together into a vast collection of interactive multimedia resources.

What is HTTP?

HTTP stands for **Hypertext Transfer Protocol**. This is the protocol being used to transfer hypertext documents that makes the World Wide Web possible.

A standard web address such as [Yahoo.com](http://www.yahoo.com) is called a URL and here the prefix **http** indicates its protocol

What is URL?

URL stands for **Uniform Resource Locator**, and is used to specify addresses on the World Wide Web. A URL is the fundamental network identification for any resource connected to the web (e.g., hypertext pages, images, and sound files).

A URL will have the following format --

protocol://hostname/other_information

The protocol specifies how information is transferred from a link. The protocol used for web resources is HyperText Transfer Protocol (HTTP). Other protocols compatible with most web browsers include FTP, telnet, newsgroups, and Gopher.

The protocol is followed by a colon, two slashes, and then the domain name. The domain name is the computer on which the resource is located.

Links to particular files or subdirectories may be further specified after the domain name. The directory names are separated by single forward slashes.

What is Website?

Currently you are on our website TutorialsPoint.com which is a collection of various pages written in HTML markup language. This is a location on the web where people can find tutorials on latest technologies. Similarly, there are millions of websites available on the web.

Each page available on the website is called a *web page* and first page of any website is called *home page* for that site.

What is Web Server?

Every Website sits on a computer known as a Web server. This server is always connected to the internet. Every Web server that is connected to the Internet is given a unique address made up of a series of four numbers between 0 and 256 separated by periods. For example, 68.178.157.132 or 68.122.35.127.

When you register a Web address, also known as a domain name, such as tutorialsPoint.com you have to specify the IP address of the Web server that will host the site.

We will see different type of Web servers in a separate chapter.

What is Web Browser?

Web Browsers are software installed on your PC. To access the Web you need a web browsers, such as Netscape Navigator, Microsoft Internet Explorer or Mozilla Firefox.

Currently you must be using any sort of Web browser while you are navigating through my site tutorialsPoint.com. On the Web, when you navigate through pages of information this is commonly known as *browsing or surfing*.

We will see different type of Web browsers in a separate chapter.

What is SMTP Server?

SMTP stands for Simple Mail Transfer Protocol Server. This server takes care of delivering emails from one server to another server. When you send an email to an email address, it is delivered to its recipient by a SMTP Server.

What is ISP?

ISP stands for Internet Service Provider. They are the companies who provide you service in terms of internet connection to connect to the internet.

You will buy space on a Web Server from any Internet Service Provider. This space will be used to host your Website.

What is HTML?

HTML stands for **H**yper **T**ext **M**arkup **L**anguage. This is the language in which we write web pages for any Website. Even the page you are reading right now is written in HTML.

This is a subset of Standard Generalized Mark-Up Language (SGML) for electronic publishing, the specific standard used for the World Wide Web.

What is Hyperlink?

A hyperlink or simply a link is a selectable element in an electronic document that serves as an access point to other electronic resources. Typically, you click the hyperlink to access the linked resource. Familiar hyperlinks include buttons, icons, image maps, and clickable text links.

What is DNS?

DNS stands for **D**omain **N**ame **S**ystem. When someone types in your domain name, www.example.com, your browser will ask the Domain Name System to find the IP that hosts your site. When you register your domain name, your IP address should be put in a DNS along with your domain name. Without doing it your domain name will not be functioning properly.



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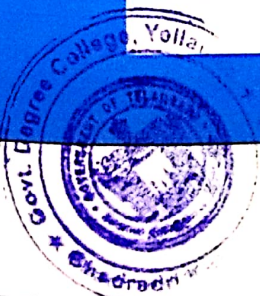


COMPLETION OF CERTIFICATE

This is certified that the Mr. /Miss. HT.NO is a student of
GDC-Yellandu and has successfully completed "MS-OFFICE WITH INTERNET
CONCEPTS" course held from 14-08-2018 to 28-08-2018.

CONDUCT BY

Department Of Computer Application

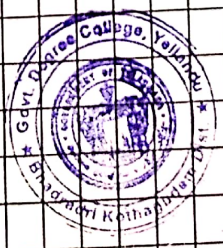


M. Padma
PRINCIPAL
Govt Degree College
Yellandu

ATTENDANCE REGISTER OF Certificate Course YEAR..... CLASS..... Office with Internet

ROLL NO.	NAME OF THE STUDENT	MONTH																											
		DATE																											
		INITIAL OF LECTURER																											
		NO. OF LECTURES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
1.	A. Sai Chandu		1	2	3	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
2.	Ch. Nirmala		1	1	2	3	4	5	6	7	8	9	10	11	12	13	13	14	15	16	17	18	19	20	21	22	23	24	25
3.	D. Naga Jyothi		1	2	3	4	5	6	7	8	9	10	11	12	13	13	14	15	16	17	18	19	20	21	22	23	24	25	
4.	E. Soujanya		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
5.	G. Manasa		1	2	3	4	4	5	6	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
6.	G. Aruna		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
7.	P. Mounika		1	2	3	4	5	5	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
8.	T. Manisha		1	1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
9.	V. Swarna		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
10.	F. Mamatha		1	2	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
11.	E. Sanjeev Kumar		1	2	3	4	5	5	6	7	8	9	10	11	12	13	14	15	16	16	17	18	19	20	21	21	22	24	
12.	K. Saraiyah		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
13.	V. Kalpana		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
14.	V. Jampal		1	1	1	2	3	4	5	6	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
15.	J. Nagaraju		1	2	3	4	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	21	22	23	24	25	26	
16.	K. Narendra																												

Course Completed on 28-08-2018



[Signature]
PRINCIPAL
 Govt Degree College
 Yellandu

ATTENDANCE REGISTER OF *Certification*

ROLL NO.	NAME OF THE STUDENT	MONTH
		DATE
		INITIAL OF LECTURER
		NO. OF LECTURES
1.	A. Sai Chandu.	
2.	Ch. Nirmala	
3.	D. Naga Jyothi	
4.	E. Soujanya	
5.	G. Manasa	
6.	G. Aruna	
7.	P. Mounika	
8.	T. Manisha	
9.	V. Swarna	
10.	F. Mamatha	
11.	R. Sanjeev Kumar	
12.	K. Sarajah	
13.	V. Kalpana	
14.	V. Jampal	
15.	J. Nagaraju.	
16.	K. Narendra.	

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40	41	42	43	44	45	46	47	48	49	50	51	52



Principal
 PRINCIPAL
 G. D. ...
 ...

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**DEPARTMENT OF COMPUTER SCIENCE
CERTIFICATE COURSE**

ON

BASIC COMPUTER SKILLS

2020-2021



GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.
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DATE: 29-06-2021

To
The principal,
Govt. Degree College,
Yellandu,
Bhadradi Kothagudem Dist.

Respected Madam,

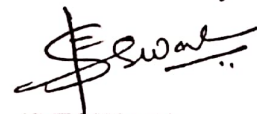
Sub: Seeking Permission to Start Certificate Course in "Basic Computer Skills" In
Computers – Request- Reg.

With reference to the above subject cited, Department Of Computer Science And Application
is going to start a **Certificate Course In "Basic Computer Skills"** in computer in the month of 1ST
JULY to 23rd JULY 2021 for this academic year 2020-2021 for the benefit of the students.

In This Connection, Please Permit Me to start the above said Certificate Course.

Thanking You Madam,

Yours Faithfully


(S.ESWAR)

permitted
P. Pradeep
29/6/2021
PRINCIPAL
Govt Degree College
Yellandu.



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CIRCULAR

DEPARTMENT OF COMPUTERS

DATE: 30-06-2021

It is informed to the students that the Department Of Computer Science and Application is going to conduct certificate course on "BASIC COMPUTER SKILLS" from month of 1st JULY to 23rd JULY 2021 for this academic year 2020-2021. Hence who are interested to join in this course, enroll their names in Computer Department.

Head of the Department
Computer Science & Application

(S.ESWAR)



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BROCHURE

BASIC COMPUTER SKILLS
(CERTIFICATE COURSE)

FROM 1st JULY 2021 to 23rd JULY 2021

ORGANIZED
BY
DEPT. OF COMPUTER SCIENCE & APPLICATION

TOPICS TO KNOWING ABOUT IN BASIC COMPUTER SKILLS

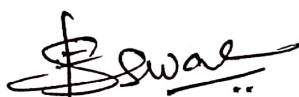
- ☛ INTRODUCTION TO COMPUTERS
- ☛ OPERATING SYSTEMS
- ☛ MS-WORD
- ☛ MS-EXCEL
- ☛ MS-POWERPOINT




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SNO	NAME	HTNO	CLASS	SIGN
1	BOMMALA KIRAN	080213001	Bze	B. Kiran
2	BOMMALA SUNITHA	080213002	B.Z.C	B. Sunitha
3	GOGGALA LAVANYA	080213003	BSc.BZC	Lavanya
4	JARUPULA SANTHOSH	080213004	B.Sc.BZC	J. Santhosh
5	KODEM SREEJA	080213005	BZC	K. Sreeja
6	KOMARAM SHIREESHA	080213006	BZC	Shireesha
7	KOMARAM SRUTHI	080213007	B.Z.C	K. Sruthi
8	KORAM PRATHYUSHA	080213008	B.Z.C	K. Prathusha
9	VARSA PRIYANKA	080213009	BZC	Priyanka
10	CHEEMALA SARALA	080214001	MPC	Ch. Sarala
11	KALTHI SADHANA	080214002	MPC	K. SANDHYA
12	K.ANUSHA	080201207	HEP	Anusha
13	K.ASHWANI	080201208	H.E.P.	ASWHINI
14	K.SINDHUPRIYA	080201209	BA.HEP	Sindhu Priya
15	M.SOIJANYA	080201210	HEP	M. Soujanya
16	M.BHARGAVI	080201211	BAHEP	Bhargavi
17	P.VASANTHA RAO	080201212	HEP	Vasantharao
18	P.NAGENDRA PRASAD	080201213	HEP	P. Nagendra
19	S.SHANKAR	080201214	H.E.P	Shankar
20	T.NAVANEETHA	080201215	HEP	T. Navaneetha


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BASIC COMPUTER SKILLS

KNOWING ABOUT COMPUTER:

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- ☛ Concept of Computing.
- ☛ Data and Information.
- ☛ Applications of IECT.
- ☛ Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

OPERATING COMPUTER USING GUI Based OPERATING SYSTEM:

- ☛ What is an Operating System; Basics of Popular Operating Systems
- ☛ The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar.
- ☛ Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows.
- ☛ Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

WORD PROCESSING:

- ☛ Word Processing Basics; Opening and Closing of documents.
- ☛ Text creation and Manipulation.
- ☛ Formatting of text.
- ☛ Table handling.
- ☛ Spell check in MS-WORD.
- ☛ Printing of word document.
- ☛ Adding a TABLE and Table Formatting Techniques in MS-WORD.

MS-EXCEL (Spread Sheet):

- ☛ Basics of Spreadsheet.
- ☛ Manipulation of cells.
- ☛ Formulas and Functions.
- ☛ Editing of Spread Sheet.
- ☛ Printing of Spread Sheet.

MS-POWER POINT (Making Small Presentation):

- ☛ Basics of presentation software.
- ☛ Creating Presentation.
- ☛ Preparation and Presentation of Slides.
- ☛ Slide Show and Slide Transaction.
- ☛ Taking printouts of presentation / handouts.

COMPUTER FUNDAMENTALS TUTORIAL

What is Computer Fundamentals:: It can be described as the learning or studying some basic functions of computers starting from their origin to the modern day

Study of basic computer types to their characteristics, advantages, and disadvantages are included in the Learning of fundamentals of computers.

Before Shifting to advance computer knowledge it is highly recommended to be aware of this topic thoroughly as it would make you more confident and comfortable while acquiring more advanced computer skills.

A Computer can be defined or described as a machine or device which can work with information such as to store, retrieve, manipulate, and process data.

The term computer is derived from the word "*computare*".

The word is derived from a "*Latin*" word which means to calculate.

Therefore computer can be further defined as a programmable machine that is used for some numerical calculations.

Some years back these devices | machines were used only for the purpose of calculations but presently they are widely and proudly used in all sections of human society.

Modern Computers are incredibly advanced thanks to the new up-gradation and enhancement of technologies.

They can store huge amounts of data in the internal as well as external storage units. Computer Hard disk is the external source of storing data.

Basic Fundamental Functions of Computer

There are mainly four common functions of computer system

- Input
- Output
- Processing
- Storage

Input:: The Computer receives its data from input devices in the form of raw data and later this data is processed in human-readable form with the help of other computer devices.

The primary input devices of computer system are

- Keyboard
- Mouse
- Scanner

- Trackball
- Lightpen
- Joystick

Output :: The output devices of computer receive data from the system and further process the data in human-readable form.

Some common output devices are::

- Printers
- Monitors
- Speakers
- Headphones
- Projectors

Processing:: This is the core function of the modern-day Personal Computer.

When the data is received from the memory it transfers the data or information for further processing.

Storage:: There are mainly two storage unit of the personal computer [PC]

- Primary Storage
- Secondary Storage

Primary Storage:: Random Access Memory [RAM] is the primary storage unit of computers.

Secondary Storage:: Hard Disk Drives and Pen drives are called as secondary Storage units.

Different Types of Computer

The overall development of computer has reached to new heights due to vast improvement in modern technology.

The fundamentals of computers have changed rapidly. They are categorized into four different types according to their *speed, size, capabilities, and cost*.

- Super Computer
- Mainframe
- Mini
- Micro

Super:: They are the fastest and most expensive computers compared to others. They require huge space for their installation.

Mainframe:: They are not as fast as supercomputers and require huge space for installation also they are very expensive.

Mini:: They are smaller, cheaper, and slower compared to super and mainframe computers.

Micro:: They are called as Personal computer [PC].

Advantages of Computers

Nowadays computers are playing a vital role in the development of the human society they are making workload as easy efficient and fast you would not have imagined before.

If you ask me what is the basic fundamental advantage of the computer. I will say its role in studying.

Disadvantages of Computer System

As there are numerous advantage of using modern day personal computer there are disadvantages too.

- Spread of Pornography
- Hate & Violence Related Articles
- Cyber Crimes
- Negative Effect on Health

Computer Software and Hardware

The computer software can be described as a collection of small programs that are programmed in such a way which are capable of performing specific and special task whenever desired.

These types of software are developed by computer programmers or software developers which takes care of users needs and intent. There are mainly two types of software::

- System Software
- Application Software

System Software:: These are the software that directly interacts with the computer system. The primary examples are Operating systems [OS] and device drivers.

Application Software:: These are also called as customized software which is developed for personal use or developed for customers to perform some specific task.

Example:: Tally, Ms-office, ERP Software's.

MS – WORD

- Many organisations now use computers to produce and organise written material, correspondence, membership lists and so on.
- This guide deals with the most common programme, MSWORD, that is used on most computers.
- It is written for people who have not used the programme before and has very basic information about the keyboard and MSWORD.
- If you have taught yourself to use MSWORD, it may also be useful to you.
- Your MSWORD programme is called a word-processing package.
- This means that it is useful for typing and storing letters, articles and anything that consists mainly of words.
- It is basically a fancy typewriter with a built in filing-system.
- The more you use your computer the more you will learn about what it can do. This guide contains a few basic things to help you get started.
- If you have not used a computer much, print the next section out and look at your keyboard and MSWORD programme with it. Try to do everything as you read it.

Advantages:-

- ☛ It permits printing to selected text.
- ☛ It allows changing font and size of fonts.
- ☛ It allows adjusting page size and margined.
- ☛ Facility to right justify and justify to selected text.
- ☛ Adjustable to line spacing and character spacing.
- ☛ Facility to add bullets and numbers to lines.
- ☛ Facility to move text within the document.
- ☛ Preparing the tables of contents.
- ☛ Facility to check spelling and grammar.

MS – EXCEL

- Microsoft Excel is powerful data visualization and analysis software, which uses spreadsheets to store, organize, and track data sets with formulas and functions.
- Excel is used by marketers, accountants, data analysts, and other professionals. It's part of the Microsoft Office suite of products. Alternatives include Google Sheets and Numbers.
- Excel is primarily known as an accounting tool, professionals in any field can use its features and formulas — especially marketers — because it can be used for tracking any type of data.
- It removes the need to spend hours and hours counting cells or copying and pasting performance numbers. Excel typically has a shortcut or quick fix that speeds up the process.

Excel Basics

- Creating a new spreadsheet from scratch.
- Executing basic computations like adding, subtracting, multiplying, and dividing.
- Writing and formatting column text and titles.
- Using Excel's auto-fill features.
- Adding or deleting single columns, rows, and spreadsheets. (Below, we'll get into how to add things like multiple columns and rows.)
- Keeping column and row titles visible as you scroll past them in a spreadsheet, so that you know what data you're filling as you move further down the document.
- Sorting your data in alphabetical order.

MS – POWERPOINT:

- Microsoft PowerPoint is a computer application program written by Microsoft. It mainly used to Design for Presentation.

What is PowerPoint

Microsoft PowerPoint, usually just called the PowerPoint, is a software program developed by Microsoft to produce effective presentations. It is a part of Microsoft Office suite. The program comprises slides and various tools like word processing, drawing, graphing and outlining. Thus it can display text, table, chart, graphics and media in the slides.

Features of PowerPoint

- **Ribbon:** PowerPoint has a new, intuitive user interface called the Ribbon that helps you create better presentations much more quickly than you could in earlier versions of PowerPoint.
- **Live Preview:** PowerPoint takes advantage of the live preview feature to review your formatting choices before you apply them.
- **Create Dynamic Presentations:** PowerPoint quickly creates dynamic and great looking presentations using the redesigned user interface and new graphics capabilities.
- **Video Capabilities:** One of the attractive features of Microsoft PowerPoint is that it allows you to use video in your presentations. With this software, you can embed a video clip into one of your slides and use it during the slideshow. When you embed the video, you can also perform a number of editing functions which will allow you to alter the video to your needs for the presentation.
- **Apply a consistent look and feel in one click:** PowerPoint themes help you change the look and feel of your entire presentation with just one click. PowerPoint comes with new themes, layouts and Quick Styles that offer you a wide range of options when you are formatting your presentations. Changing the theme of your presentation not only changes the background colour but the colour of a diagram, table etc and even the style of any bullet points within a presentation.
- **Sharing:** Another feature of Microsoft PowerPoint is the ability to share presentations with other individuals in different locations.

- **Dynamically modify shapes, text, and graphics with new tools and effects:** You can now manipulate and work with your text, tables, charts and other presentation elements in much richer ways than ever before.
- **Special Effects:** When creating a presentation, one of your jobs as a presenter is to keep the attention of your audience. If you create a plain presentation without any flair, your subjects may not pay attention for long. With Microsoft PowerPoint, you can use a number of special effects to enhance the quality of your presentations.
- **Reduce your document sizes and improve file recovery at the same time:** The new compressed Microsoft PowerPoint XML Format offers a dramatic reduction in file size, while offering an improvement in data recovery for damaged files.
- **Support other file formats:** PowerPoint enables support for other file formats, such as PDF and XPS.

TRAINING CLASS



P. Padma
PRINCIPAL
Govt Degree College
Yellandu.



GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.

(Affiliated to Kakatiya University)
Re-Accredited by NAAC with "B" Grade

Certificate Of Participation

This Certificate Presented to Mr. **Bommala Kiran**

HTNo: 080213001 is a Student of **i B.Sc BZC E/M** of GDC-Yellandu

Participated and has successfully completed "**Basic Computer Skills**" course held from
01-07-2021 To 23-07-2021.



S.ESWAR
Lect.in Computer Science

Dr. P.PADMA
Principal

PRINCIPAL
Govt Degree College
Yellandu.



GOVERNMENT DEGREE COLLEGE ,YELLANDU
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S.ESWAR
Lect.in Computer Science

Dr. P.PADMA
Principal

Certificate Course On

from : 01-07-21 TO 23-07-21

BASIC COMPUTER SKILLS

Name Of The Office: Dept. of Computer Applications

Attendance

Register

Month:

Year:

S. No.	NAME	Designation	1	2	3	4	5	6	7	8	9	10
1.	Bommala. Kiran		1	0	3	4	5	6	7	8	9	10
2.	Bommala. Sunitha		1	0	3	4	5	6	6	7	8	9
3.	Goggela. Iavanya		1	0	3	3	4	5	6	7	8	9
4.	Jarpala. Santhosh		1	0	3	4	5	6	7	8	9	10
5.	Kodam. Sreeja		1	0	3	4	5	6	7	8	9	
6.	Kamaram. Shireesha		1	0	3	4	5	6	7	7	8	9
7.	Kamaram. Sruthi		1	0	3	4	5	6	7	8	9	
8.	Koram. Prathvisha		1	0	3	4	5	6	7	8	9	
9.	Varasa. Priyanka		1	0	3	4	5	6	7	8	9	10
10.	Cheemala. Sarala		1	0	3	3	4	5	6	7	7	8
11.	Kalathi. Sathana		1	0	3	3	4	5	6	7	8	9
12.	K. Anusha		1	0	3	4	5	6	7	8	9	
13.	K. Aswini		1	0	3	4	5	6	7	7	8	9
14.	K. Singhu priya		1	0	3	4	5	6	7	8	9	10
15.	M. Soujanya		1	0	3	4	5	6	6	7	8	9
16.	M. Bhargavi		1	0	2	3	4	5	6	7	8	8
17.	P. Vasanthakumari		1	0	3	4	5	6	7	7	8	
18.	P. Nagenendra prasad		1	0	3	3	4	5	6	7	8	9
19.	S. Shan kar		1	0	3	4	5	6	7	8	8	9
20.	T. Navaneetha.		1	0	3	3	4	5	6	7	7	8

	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks
1	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
2	10	11	12	13	14	15	16	17	18	19	20	20	21	22	23	24	25	26	27	28	29	
3	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
4	11	12	13	14	15	16	17	17	18	19	20	21	22	23	24	25	26	27	28	29		
5	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
6	10	10	11	12	13	14	14	15	16	17	18	19	20	21	22	23	24	25	26	27		
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13	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
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16	9	10	11	12	13	14	15	16	17	18	18	19	20	21	22	23	24	25	26	27	28	
17	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
18	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
19	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
20	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		

Course Completed on 23-07-2021



P. Prasad
PRINCIPAL
 Govt Degree College
 Yellandu.

GOVERNMENT DEGREE COLLEGE, YELLANDU

Bhadradri Kothagudem Dist.

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THREE DAY COMPUTER EDUCATION
PROGRAMME

ON

“HOW TO CREATE AND SEND E-MAILS”

FROM 08-04-2016 TO 10-04-2016



GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.
(Affiliated to Kakatiya University)
(Re-Accredited by NAAC with "B" Grade)



DATE: 07-11-2016

To
The Principal,
Govt. Degree College,
Yellandu,
Bhadradi Kothagudem Dist.

Respected Sir,

Sub: Seeking Permission to Start Three Day Computer Education Programme On "How To
Create And Send E-Mails In Computers – Request- Reg.

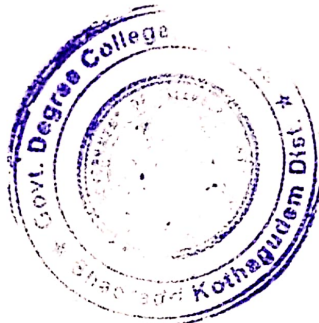
With reference to the above subject cited, Department Of Computer Science And
Application is going to start a Three Day Computer Education Programme on "How to Create
and Send E-Mails in computer from 08-04-2016 to 10-04-2016 for this academic year 2016-17
for the benefit of the students.

In This Connection, Please Permit Me to start the above said Three Day Computer
Education Programme.

Thanking You Sir,

Yours Faithfully

(BABULU)



permitted
ms
PRINCIPAL
Govt Degree College
Yellandu



GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.
(Affiliated to Kakatiya University, Warangal)
gdcyellandu.jkc@gmail.com



THREE DAY COMPUTER EDUCATION PROGRAMME ON "HOW TO
CREATE & SEND E-MAILS"

Name of the Department: COMPUTER APPLICATIONS


Title of the programme: THREE DAY COMPUTER EDUCATION PROGRAMME ON "HOW
TO CREATE AND SEND E-MAILS

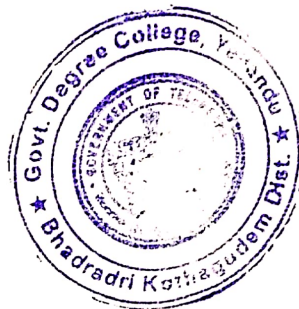
Duration of the programme: 3 days


Commenced on: 08/04/2016

NOTICE

Greetings from the Department of Computer Applications, Government Degree College, Yellandu. All the students are hereby informed that the Department of Computer Applications is going to organize a THREE DAY COMPUTER EDUCATION PROGRAMME ON "HOW TO CREATE AND SEND E-MAILS" will be commenced on 08/11/2016 .Hence; all the students are instructed to attend the programme without fail.


Sign.of the lecturer




Sign.of the Principal
PRINC.
Govt Degree College
Yellandu.

Course Content

- What is internet?
- Importance of Internet using
- How an internet useful to us
- How to connect or transfer the data through internet
- How to signup E-Mail
- How to sign in E-Mail
- How to send the e-mail with subject and body text
- How to send the e-mail with attaching a file

Benefit of this programme

- ✓ Basically, the traditional method of contacting people anywhere in the world used to be costly. With a single click, mail can be sent to anyone who has a mail address, which helps to maintain contacts easily. And this is done with no cost at all if the system is connected to the internet.
- ✓ Emails can be used for many purposes and this depends on the person who uses them.
- ✓ It can be used as a means of communication, informing a failure or an update, helping the team with instructions and guidelines to follow, route map for a trip, instructions to be followed for cleaning or hospitalizing and anything that seems relevant to the user.
- ✓ In educational terms, emails can be sent to apply for admissions, receive results and job offers. It helps the communication smooth and simple that people find it easy by clicking on the send button.

Advantages and Disadvantages of E-mail

Electronic Mail (e-mail) is one of most widely used services of Internet. This service allows an Internet user to send a **message in formatted manner (mail)** to other Internet user in any part of the world. Message in mail not only contain text, but it also contains images, audio and videos data. The person who is sending mail is called **sender** and person who receives mail is called **recipient**. It is just like postal mail service.

Advantages of E-mail:

1. E-mails provides faster and easy mean of communication. One can send message to any person at any place of world by just clicking mouse.
2. Various folders and sub-folders can be created within inbox of mail, so it provide management of messages.
3. It is effective and cheap means of communication because single message can be send to multiple people at same time.
4. E-mails are very easy to filter. User according to his/her priority can prioritize e-mail by specifying subject of e-mail.
5. E-mail is not just only for textual message. One can send any kind of multimedia within mail.
6. E-mail can be send at any hour of day, thus ensures timeliness of message.
7. It is secure and reliable method to deliver our message.
8. It also provides facility for edition and formatting of textual messages.
9. There is also facility of auto-responders in e-mail i.e. to send automated e-mails with certain text.

10. To write an e-mail there is no need of any kind of paper, thus it is environment friendly.

Disadvantages of E-mail:

1. It is source of viruses. It is capable to harm one's computer and read out user's e-mail address book and send themselves to number of people around the world.
2. It can be source of various spams. These spam mails can fill up inbox and to deletion of these mail consumes lot of time.
3. It is informal method of communication. The documents those require signatures are not managed by e-mail.
4. To use facility of e-mail, user must have an access to internet and there are many parts of world where people do not have access to Internet.
5. Sometimes, e-mails become misunderstood as it is not capable of expressing emotions.
6. To be updated, users have to check inbox from time-to-time.

No of students participated in this programme:

S.no	H.T.No	Name	Group	Signature
1	`080152401	SUMEETHN KUMAR	BCom	<i>Sumeethn</i>
2	`080152201	BOLLI VEERA BHADRAM	BCom	<i>Bhadram</i>
3	`080152202	CH KRISHNAVENI	BCom	<i>Ch</i>
4	`080152203	CHINTHA SAMPOORNA	BCom	<i>Ch</i>
5	`080152205	MOGILI LAXMI	BCom	<i>Laxmi</i>
6	`080152206	MOGILI SRIKANYA	BCom	<i>Sri</i>
7	`080152207	PAYAM ASHOK	BCom	<i>P. Ashok</i>
8	`080152209	YETTI RAVALI	BCom	<i>Ravali</i>
9	`080162402	E MAMATHA	BCom	<i>Mamatha</i>
10	`080162403	E SANJEEV KUMAR	BCom	<i>E. Sanjeev Kumar</i>
11	`080162407	K SARAIAH	BCom	<i>Saraiah</i>
12	`080162408	V KALPANA	BCom	<i>V. Kalpana</i>
13	`080162409	V JAMPAL	BCom	<i>Jampal</i>
14	080161001	A.ALEKYA	BA(G)	<i>Alekya</i>
15	080161002	A.RUPAVANI	BA(G)	<i>Rupavani</i>
16	080161003	A.NARESH	BA(G)	<i>Naresh</i>
17	080161004	B.SURENDER	BA(G)	<i>Surender</i>
18	080161005	B.NARESH	BA(G)	<i>Naresh</i>
19	080161006	B.SANTHOSH	BA(G)	<i>Santhosh</i>
20	080161007	B.THIRUPATHI RAO	BA(G)	<i>Thirupathi</i>
21	080161008	B.UMA MAHESHWARI	BA(G)	<i>Uma Maheshwari</i>
22	080161009	B.BALESH	BA(G)	<i>Balesh</i>



[Signature]
PRINCIPAL
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 Yellandu

GOVERNMENT DEGREE COLLEGE, YELLANDU

Bhadradi Kothagudem Dist.

(Affiliated to Kakatiya University)

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THREE DAY COMPUTER EDUCATION
PROGRAMME

ON

"OPERATING SYSTEMS"

FROM 08-11-2017 TO 10-11-2017



GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.
(Affiliated to Kakatiya University)
(Re-Accredited by NAAC with "B" Grade)



To
The Principal,
Govt. Degree College,
Yellandu,
Bhadradi Kothagudem Dist.

DATE: 07-11-2017

Respected Sir,

Sub: Seeking Permission to Start Tree Day Computer Education Programme on "Operating System" In Computers – Request- Reg.

With reference to the above subject cited, Department Of Computer Science And Application is going to start a Three Day Computer Education Programme on "Operating Systems" in computer from 08-11-2017 to 10-11-2017 for this academic year 2017-18 for the benefit of the students.

In This Connection, Please Permit Me to start the above said Three Day Computer Education Programme.

Thanking You Sir,

Yours Faithfully

(BABULU)

permitted

B. Babulu
PRINCIPAL
Govt Degree College
Yellandu





GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.
(Affiliated to Kakatiya University, Warangal)
gdcyellandu.jkc@gmail.com



THREE DAY COMPUTER EDUCATION PROGRAMME ON **“OPERATING SYSTEMS”**

Name of the Department: COMPUTER APPLICATIONS

Title of the programme: THREE DAY COMPUTER EDUCATION PROGRAMME ON
“OPERATING SYSTEMS”

Duration of the programme: 3 days

Commenced on: 08/11/2017

NOTICE

Greetings from the Department of Computer Applications, Government Degree College, Yellandu. All the students are hereby informed that the Department of Computer Applications is going to organize a THREE DAY COMPUTER EDUCATION PROGRAMME ON “OPERATING SYSTEMS” will be commenced on 08/11/2017 .Hence; all the students are instructed to attend the programme without fail.

Sign. Of the lecturer



Sign. Of the Principal

PRINCIPAL
Govt Degree College
Yellandu

Course Content

- Introduction of Computer Parts
- Window Installation
- Driver Installation
- Software Installation
- Disk Management
- Device Manager

Benefit of this programme:

Now a day, every household and many organizations maintains the Digital Data using Personal Computers and desktops, those are very interested to use and to make work very simple for that they are using the latest version of software and new type of gadgets. So everyone needs to know how it could be use and how to maintain and install it.

For that we make a three day educational training programme on Operating System to teach how to done Windows Installation, Software Installation, Driver Installation and Disk Management. It is very useful to everyone who is working with personal computers and to make work comfort and also earn some money.

Operating systems (OS), Examples of operating systems, Advantages of operating systems

Operating systems

The Operating system is system software that acts as an interface between the software and hardware. The user can only communicate with hardware with the help of operating systems. So, we can say that computer hardware always required software to perform important useful tasks.

Examples of Operating Systems

There are many examples of operating systems

- Windows XP
- Windows 7
- Windows 8
- Windows 10
- Android
- IOS

- MacOS
- Disk operating systems (DOS).

Advantages of OS:

There are many advantages to operating systems.

1. OS Provides Graphical User Interface (GUI) in the form of menu, icons, and buttons.
2. OS manage the memory by memory management techniques. e.g., paging, swapping, segmentation etc.
3. OS manage the input and output. All I/O devices are managed by OS.
4. OS manage resource allocation. OS gives the resources to the process in such a way that all processes can use the resources in an efficient way. A resource can be a file or in the form of software or hardware etc. Banker's algorithm is a very famous algorithm to manage the resources in an efficient way and to avoid deadlock.
5. OS convert a program into the process. [Read More](#)
6. OS is responsible to synchronize the processes. Monitors and semaphores are very commonly used to synchronize the processes.
7. OS is responsible to manage the processes by making a process simple by threads.
8. OS manage the interrupts and handle the interrupts.
9. OS is responsible to schedule the process for the execution on CPU. Some common process scheduling techniques are first come-first served, round robin, priority scheduling and shortest job first scheduling, etc.

No of students participated in this programme:

S.no	H.T.No	Name	Group	Signature
1	`080162402	E MAMATHA	B. com	E. Mamatha
2	`080162403	E SANJEEV KUMAR	B. com	E. Sanjeev Kumar
3	`080162407	K SARAIHAH	B. com	K. Saraiha
4	`080162408	V KALPANA	B. com	V. kalpana
5	`080162409	V JAMPAL	B. com	V. Jampal
6	`080172201	A SAI CHANDU	B. com	A. Sai Chandu
7	`080172203	CH NIRMALA	B. com	ch. Nirmala
8	`080172204	D NAGA JYOTHI	B. com	D. Naghajathi
9	`080172205	E SOUJANYA	B. com	E Soujanya
10	`080172206	G MANASA	B. com	G. manasa
11	`080172207	G ARUNA	B. com	G. Aruna
12	`080172211	P MOUNIKA	B. com	MOUNIKA
13	`080172212	T MANISHA	B. com	T. manisha
14	`080172213	V SWARNA	B. com	V. Swarna
15	`121172215	S VENKANNA	B. com	S. venkanna
16	`080174101	JEJARA NAGARAJU	MPCS	Jejara Nagaraju
17	`080174102	KOREM NARENDER	MPCS	Narender



Principal
PRINCIPAL

GOVERNMENT DEGREE COLLEGE, YELLANDU

Bhadradri Kothagudem Dist.

(Affiliated to Kakatiya University)

Re-Accredited by NAAC with "B" Grade



THREE DAY COMPUTER EDUCATION
PROGRAMME

ON

"DIGITAL MARKETING AND DIGITAL
TRANSACTIONS"

FROM 14-03-2018 TO 16-03-2018



GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.
(Affiliated to Kakatiya University)
(Re-Accredited by NAAC with "B" Grade)



DATE: 13-03-2018

To
The Principal,
Govt. Degree College,
Yellandu,
Bhadradi Kothagudem Dist.



Respected Sir,

Sub: Seeking Permission to Start "Three Day Computer Education Programme on "Digital Marketing and Digital Transactions" In Computers - Request- Reg.

With reference to the above subject cited, Department Of Computer Science And Application is going to start a "Three Day Computer Education Programme on "Digital Marketing and Digital Transactions" in computer from 14-03-2018 to 16-03-2018 for this academic year 2017-18 for the benefit of the students.

In This Connection, Please Permit Me to start the above said Three Day Computer Education Programme.

Thanking You Sir,

Yours Faithfully

(BABULU)

Princip
B. S. Rao
PRINCIPAL
Govt Degree College
Yellandu



GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.
(Affiliated to Kakatiya University, Warangal)
gdevellandu.jkc@gmail.com



THREE DAY COMPUTER EDUCATION PROGRAMME ON "OPERATING SYSTEMS"

Name of the Department: COMPUTER APPLICATIONS

Title of the programme: "THREE DAY COMPUTER EDUCATION PROGRAMME ON
"DIGITAL MARKETING AND DIGITAL TRANSACTIONS"

Duration of the programme: 3 days

Commenced on: 14-03-2018



NOTICE

Greetings from the Department of Computer Applications, Government Degree College, Yellandu. All the students are hereby informed that the Department of Computer Applications is going to organize a "THREE DAY COMPUTER EDUCATION PROGRAMME ON "DIGITAL MARKETING AND DIGITAL TRANSACTIONS" will be commenced on 14-03-2018. Hence; all the students are instructed to attend the programme without fail.

Sign. Of The Lecturer

Sign. Of the Principal
PRINCIPAL
Govt Degree College
Yellandu

Course Content

Digital marketing is the promotion of products or brands via one or more forms of electronic media. Digital marketing is often referred to as **online marketing**, **internet marketing** or **web marketing**.

Digital marketing has been around for quite some time but it hasn't been very well defined. We tend to think that digital marketing encompasses banner advertising, search engine optimization (SEO) and pay per click. Yet, this is too narrow a definition, because digital marketing also includes e-mail, RSS, voice broadcast, fax broadcast, blogging, podcasting, video streams, wireless text messaging, and instant messaging. Yes! digital marketing has a very wide scope.

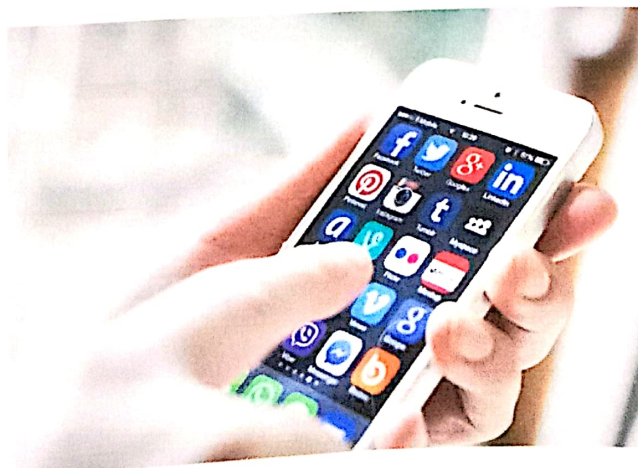
Why Digital Marketing?

In digital marketing, a reporting and analytics engine can be layered within a campaign which allows the organization or brand to monitor in real-time how a campaign is performing, such as what is being viewed, how often, how long, as well as other actions such as response rates and purchases made.

- The use of digital marketing in the digital era not only allows for brands to market their products and services but also offers online customer support through 24x7 services to make the customer feel supported and valued.
- The use of social media in digital marketing interaction allows brands to receive both positive and negative feedback from their customers as well as determine what media platforms work well for them.
- Digital marketing provides increased advantage for brands and businesses. It is now common for consumers to post feedback online through social media sources, blogs, and websites about their experience with a product or brand.

Digital Marketing - Mobile

Mobile marketing is marketing on or with a mobile device, such as a smartphone. Mobile marketing can provide the customers with time and location sensitive, personalized information that promotes goods, services, and ideas.



Mobile marketing is similar to advertising delivered over other electronic channels such as text, graphic and voice messages.

- **SMS messaging** (text messaging) is currently the most common delivery channel for mobile marketing.
- **Search engine marketing** is the second-most common channel, followed by **display-based campaigns**.

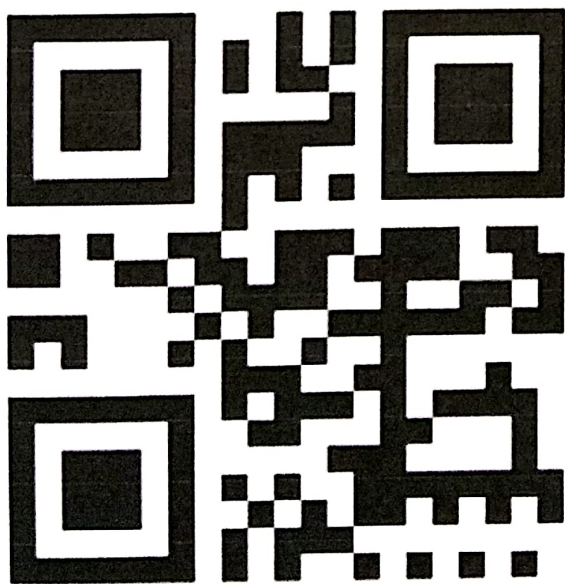
New Mobile Marketing Channels

The expanding capabilities of mobile devices enable new types of interactive marketing. New mobile marketing channels include –

- **Location-based Service (LBS)** involves detecting the area the user is connecting from (geolocation) and sending marketing messages for businesses in that area.
- **Augmented reality mobile campaigns** overlays the user's phone display with location-specific information about businesses and products.
- **2D barcodes** are barcodes that scan vertically as well as horizontally to include much more information. A mobile user can scan barcodes in the environment to access associated information.
- **GPS messaging** involves location-specific messages that the user picks up when he comes into range.

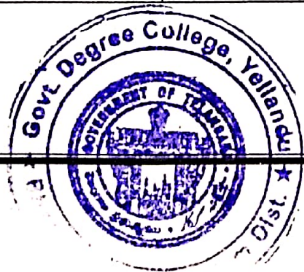
Use QR codes to streamline user experience

One way to provide relevant information as quickly and seamlessly as possible to mobile users is through the use of QR codes. Whatever you're using QR codes for, they should ideally act as shortcuts for getting valuable information into the hands of your customers and prospects.



No of students participated in this programme:

S.no	H.T.No	Name	Group	Signature
1	`080192001	B SRILATHA	BCOM(CA)	B. Srilatha
2	`080192002	B MOUNIKA	BCOM(CA)	B. Mounika
3	`080192003	B SAILAJA	BCOM(CA)	B. Sailaja
4	`080192004	D NAVEEN	BCOM(CA)	D. Naveen
5	`080192005	E SHALINI	BCOM(CA)	E. Shalini
6	`080192006	G PAVAN KALYAN	BCOM(CA)	G. Pavan Kalyan
7	`080192007	J UDAY	BCOM(CA)	J. Uday
8	`080192008	J KARUNAKUMARI	BCOM(CA)	J. Karuna Kumari
9	`080192009	K SANDHYA	BCOM(CA)	K. Sandhya
10	`080192010	K SINDHUJA	BCOM(CA)	K. Sindhuja
11	`080192011	M SANTHOSH	BCOM(CA)	M. Santhosh
12	`080192012	M SPANDANA	BCOM(CA)	M. Spandana
13	`080192013	M BHAVANI	BCOM(CA)	M. Bhavani
14	`080192014	PRADEEP KUMAR	BCOM(CA)	P. Pradeep Kumar
15	`080192015	R SWATHI	BCOM(CA)	R. Swathi
16	`080192016	U MOUNIKA	BCOM(CA)	U. Mounika
17	`080192017	V SARIKA	BCOM(CA)	V. Sarika
18	`080192018	V SWAPNA	BCOM(CA)	V. Swapna
19	`080192019	CH NAGARAJU	BCOM(CA)	Ch. Nagaraju
20	`080192020	K SNEHA	BCOM(CA)	K. Sneha
21	`080192021	K SILVARANI	BCOM(CA)	K. Silvarani
22	`080192022	P ARAVIND	BCOM(CA)	P. Aravind



[Handwritten Signature]

PRINCIPAL

Govt Degree College,
Yellandu.

GOVERNMENT DEGREE COLLEGE, YELLANDU

Bhadradi Kothagudem Dist.

(Affiliated to Kakatiya University)

Re-Accredited by NAAC with "B" Grade



THREE DAY COMPUTER EDUCATION

PROGRAMME

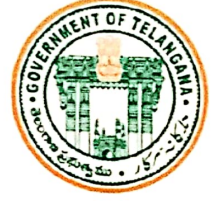
ON

"MS-WORD"

FROM 18-09-2018 TO 20-09-2018

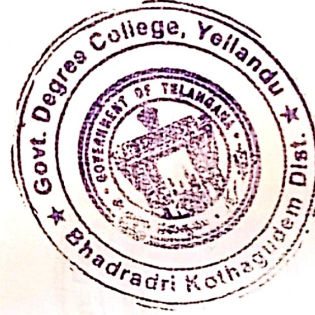


GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.
(Affiliated to Kakatiya University)
(Re-Accredited by NAAC with "B" Grade)



DATE: 17-09-2018

To
The Principal,
Govt. Degree College,
Yellandu,
Bhadradi Kothagudem Dist.



Respected Madam,

Sub: Seeking Permission to Start Three Day Computer Education Programme on "MS-WORD"
In Computers – Request- Reg.

With reference to the above subject cited, Department Of Computer Science And Application is going to start a Three Day Computer Education Programme on "MS-WORD" in computer from 18-09-2018 to 20-09-2018 for this academic year 2018-19 for the benefit of the students.

In This Connection, Please Permit Me to start the above said Three Day Computer Education Programme.

Thanking You Madam,

permitted
p. padure
PRINCIPAL
Govt Degree College
Yellandu.

Yours Faithfully
Babulu
(BABULU)



GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.
(Affiliated to Kakatiya University, Warangal)
gdcyellandu.jkc@gmail.com



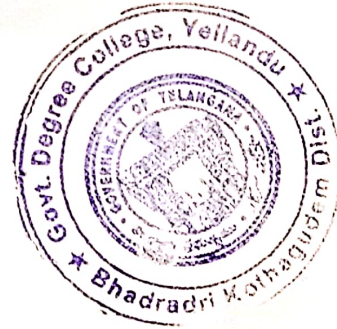
THREE DAY COMPUTER EDUCATION PROGRAMME ON "MS-WORD"

Name of the Department: COMPUTER APPLICATIONS

Title of the programme: THREE DAY COMPUTER EDUCATION PROGRAMME ON
"MS-WORD"

Duration of the programme: 3 days

Commenced on: 18-09-2018



NOTICE

Greetings from the Department of Computer Applications, Government Degree College, Yellandu. All the students are hereby informed that the Department of Computer Applications is going to organize a THREE DAY COMPUTER EDUCATION PROGRAMME ON "MS-WORD" will be commenced on 18-09-2018 .Hence; all the students are instructed to attend the programme without fail.

Sign. Of the lecturer

Sign. Of the Principal

PRINCIPAL
Govt Degree College
Yellandu.

Course Content

- Introduction To Ms-Office
- Benefits To Use Ms-Word
- Creating And Formatting The Document
- Inserting Picture and Chart Into A Document
- Mailing A Document
- How To Save And Print A Document And How To Make Adjustment In A Document While It Printing

Benefit of this programme:

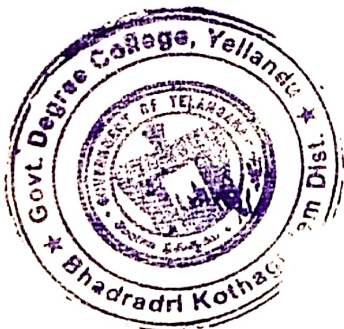
Microsoft Office is a very helpful tool widely used in home, office and schools, to organize, manage and present information, data and figures. It includes Word, to create, polish, and share documents; Excel, to analyze and visualize data; PowerPoint, to create, collaborate, and effectively present ideas; Access, to create custom database and process data; and Publisher, to print and share professional-looking publications.

Benefits of Microsoft Word Certification:

- **Extreme Availability.** Whether you are working from home, office or school, MS Word is one of the most available software found in almost any computer.
- Integrate with other MS Office programmes and Instant help with language.
- Easy reading and easy writing and Easy to collaborate.
- **MS WORD is an essential application for educational purposes.**
- In this digital age, it is easier to take notes without using notebooks. We can create notes that include diagrams, graphs, tables, and smart art, among other things.
- We can organize our work in a more efficient method, and the **best thing is that** we can freely share the word file.
- MS Word can assist teachers and students in developing **new and innovative learning and teaching methods.** Students can use MS Word and MS Office to transmit educational materials and practice in school and university more quickly and with higher quality.

No of students participated in this programme:

S.no	H.T.No	Name	Group	Signature
1	`080202001	A ANUSHA	BCOM(CA)	A. Anusha
2	`080202002	A VANAJA	BCOM(CA)	A. Vanaja
3	`080202003	B SRIKANTH	BCOM(CA)	B. Srikanth
4	`080202004	B SAI KUMAR	BCOM(CA)	Sai
5	`080202005	B VARMA	BCOM(CA)	B. Varma
6	`080202006	B VAMSHI	BCOM(CA)	B. Vamshi
7	`080202007	CH NAGARAJU	BCOM(CA)	Ch. Nagaraju
8	`080202008	E MAMATHA	BCOM(CA)	E. Mamatha
9	`080202009	G RAJESH	BCOM(CA)	Rajesh
10	`080202011	K SAGAR	BCOM(CA)	K. Sagar
11	`080202012	M PRADEEP	BCOM(CA)	M. Pradeep
12	`080202013	P RAVALI	BCOM(CA)	P. Ravali
13	`080202014	P INDHU	BCOM(CA)	P. INDHU
14	`080202016	P SANDHYA	BCOM(CA)	P. Sandhya
15	`080202017	P PRAMOD	BCOM(CA)	P. Pramod
16	`080202018	R RAJESH	BCOM(CA)	R. Rajesh
17	`080202019	S SOWJANYA	BCOM(CA)	S. Sowjanya
18	`080202020	T SNATHOSH	BCOM(CA)	T. snathosh
19	`080202021	V KRISHNA VENI	BCOM(CA)	V. Krishna Veni



P. Padma
PRINCIPAL
 Govt Degree College
 Yellandu.

GOVERNMENT DEGREE COLLEGE, YELLANDU

Bhadradi Kothagudem Dist.

(Affiliated to Kakatiya University)

Re-Accredited by NAAC with "B" Grade



BASIC COMPUTER SKILLS IN-HOUSE TRAINING PROGRAM

From

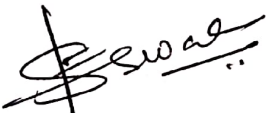
17-03-2021


To

17-04-2021

Compliance Report
In-House Training Program
on
Basic Computer Skills

- As per Commissioner of Collegiate Education Circular File No. CCE-AC/GEN/82/2021-Academic Cell, Notice of Principal Dated 17-03-2021 In-house Training Program on Basic Computer Skills Conducted From 17-03-2021 To 17-04-2021.
- The Following Teaching and Non -Teaching Staff identified for Training
 1. Smt. S. Indrani – Asst. Prof of Botany.
 2. Sri. A. Srinivasa Rao – Lecturer in Mathematics.
 3. Sri. Y. Srinivas – Guest Lecturer in Telugu.
 4. Sri. . K.Rajitha – Guest Lecturer in Political Science.
 5. Sri. SK. Khadar – Junior Asst
 6. Sri J. Laxmi Narayana – Record . Asst
- Training Program Scheduled 09:00 AM to 10:00 AM. And 04:30 Pm to 05:30PM Daily from 17-03-2021to 17-04-2021, one Hour Theory class and one hour practical.
- Computer Training Program is conducted by Department of Computer Science and Applications By the Computer Faculty S.Eswar
- Exam Conducted and Certificates are given to the Non- Teaching faculty.


Lecturer in Computers


Principal
Govt Degree College
Yellandu.

**COMMISSIONER OF COLLEGIATE EDUCATION
GOVERNMENT OF TELANGANA
PRESENT: SRI.NAVIN MITTAL, IAS.**

CIRCULAR

Sub: Collegiate Education - Government Degree Colleges - One month In-house Training Program on Basic Computer Skills for Teaching and Non-Teaching Staff Members -Reg.

During the Virtual Meeting held on 15.03.2021 with Principals of GDCs in Telangana State, some of the Principals have informed the Commissioner of Collegiate Education that some of the Teaching and Non-teaching faculty members of GDCs do not have the basic Computer knowledge which ultimately leading to hindrance to the effective functioning of GDCs.

In order to efficiently maintain the Academic and Office Administration in all GDCs, it has been decided to conduct One Month (30 days) training program in Basic Computer Skills for the Teaching and Non-teaching faculty members of GDCs, who are not well-versed or not equipped with Basic Computer Skills.

The training would cover the following components of Computer Skills:

1. MS Word
2. MS Excel
3. MS Power Point
4. Internet Browsing and email usage
5. Usage of e-Office

Further, the Principals are instructed to identify the Teaching and Non-teaching staff for undergoing Training and ensure that they should be given proper training by the Computer Science/Applications Faculty member (Regular/Contract/Guest) of the respective colleges.

Prior to the identification of faculty members for imparting Computer training, the Principals should get the undertaking signed from the faculty members that they are aware of Basic Computer Skills and they would be able to work on the above said applications as a part of their regular Office/Academic duties.

In this connection, Principals are instructed to identify the Trainer and participants and are directed to commence the training program from today and complete the training program by 15 April, 2021 and ensure that all the

File No.CCE-AC/GEN/82/2021-ACADEMIC CELL

Staff members are Computer Literates and are able to work on the above said applications for effective and smooth functioning of the colleges. The training should be given before or after the regular college timings covering two hours per day and the Principals should ensure that those who are undergoing training should mark the Biometric attendance after 8 hours instead of the regular 6 hours of College timings.

In view of the above the Principals are informed to monitor the training program and issue certificates to the participants after successful completion of the training program and send compliance of the same to the O/o CCE by 15 April, 2021.

(Orders of CCE obtained in the note file)

Signature Not Verified

Digitally signed by Ghanshyam
Date: 2021.03.16 14:39:02 IST
Reason: Approved

For Commissioner of Collegiate Education

To Principals of All GDCs in Telangana State.

ANNEXURE - A
UNDERTAKING

Name of the Faculty/Office Staff:

Subject/Department:


Designation:

No. of Years of Teaching/office Experience:

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.

2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: 16/03/2021.


Signature
(S. Pandrari)
Asst.-Prof. of Botany.

ANNEXURE - A
UNDERTAKING

Name of the Faculty/Office Staff:

Subject/Department:

Designation:

No. of Years of Teaching/office Experience:

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.

2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: 16/03/21

A. Srinivasa Rao
Signature
Lect. in Mathematics
(AKI SRINIVASA RAO)

ANNEXURE - A
UNDERTAKING

Name of the Faculty/Office Staff:

Subject/Department:

Designation:

No. of Years of Teaching/office Experience:

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.
2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: 16/03/2024



Signature

(Y. Srinivas)

Lecturer in Telugu

ANNEXURE - A
UNDERTAKING

Name of the Faculty/Office Staff:

Subject/Department:

Designation:

No. of Years of Teaching/office Experience:

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.

2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: 16/03/2021


Signature

(K. Rajitha)

(Lecturer in Political Science)

ANNEXURE - A
UNDERTAKING

Name of the Faculty/Office Staff:

Subject/Department:


Designation:

No. of Years of Teaching/office Experience:

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.

2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: 16/03/24.


Signature
J. Laxminarayana
Record Asst.

ANNEXURE - A
UNDERTAKING

Name of the Faculty/Office Staff:


Subject/Department:

Designation:

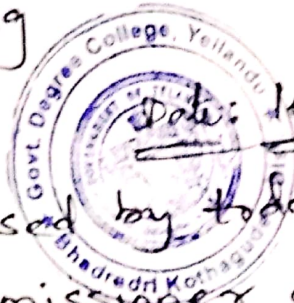
No. of Years of Teaching/office Experience:

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.
2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: 16/03/2024


Signature
SK Khadhar
Junior Asst

Staff Meeting



The Staff meeting organised by today i.e 16-03-2021 regarding Commissioner of collegiate Education (CCE) Government of Telangana. orders on "Basic Computer skills" for Teaching and Non-Teaching staff members. Commissioner Sri. Navin mittal IAS orders circulated among the teaching and Non-teaching staff members and performa to be collected from teaching and Non-teaching members.

The following Teaching and Non-teaching staff members are identified for Basic Computer skills training programme. This programme is scheduled for 30 days from ~~16~~ ~~17~~ tomorrow i.e 17-03-2021 at ~~09:00~~ 09:00 AM TO 10:00 AM and 4:00 PM to 05:00 PM. This training programme is operated

by S. Eswar lecturer in Computer science.

- 1) S. Eswar (Computer Instructor) *S. Eswar* 16/3/21
- 2) S. Indrani (Asst. prof of Botany) → *Indrani* 16/3/21.
- 3) A. Srinivasa Rao (Lecturer in mathematics) *A. S. Rao*
- 4) Y. Srinivasa (Lecturer in Telugu) *Y. Srinivasa*
- 5) K. Rajitha (Lecturer in political science) *K. Rajitha*
- 6) SK. Khadar (Junior Asst) *SK. Khadar* 16/3/21
- 7) J. Laxminarayana (Record Asst) *J. Laxminarayana* 16/3/21.





అధ్యాపకులకు కంప్యూటర్ శిక్షణ



ఇలా చాలా చోట్ల కి పని చేసే మన జిల్లా పాఠశాల కి కంప్యూటర్ లెక్క ను పని చేసే దేశీయ అధ్యాపకులు ఈ శిక్షణా కార్యక్రమం అయి పనిచేసే వీలవుతుంది. కి పనిచేసే వీలవుతుంది. కి పనిచేసే వీలవుతుంది. కి పనిచేసే వీలవుతుంది.



ఇలా చాలా చోట్ల కి పని చేసే మన జిల్లా పాఠశాల కి కంప్యూటర్ లెక్క ను పని చేసే దేశీయ అధ్యాపకులు ఈ శిక్షణా కార్యక్రమం అయి పనిచేసే వీలవుతుంది. కి పనిచేసే వీలవుతుంది. కి పనిచేసే వీలవుతుంది.

04 కంప్యూటర్ శిక్షణ
మే 19, 2021



కంప్యూటర్ పరిష్కారం కార్యక్రమం

• కంప్యూటర్ శిక్షణ
ఇలా చాలా చోట్ల కి పని చేసే మన జిల్లా పాఠశాల కి కంప్యూటర్ లెక్క ను పని చేసే దేశీయ అధ్యాపకులు ఈ శిక్షణా కార్యక్రమం అయి పనిచేసే వీలవుతుంది. కి పనిచేసే వీలవుతుంది. కి పనిచేసే వీలవుతుంది.



GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.

(Affiliated to Kakatiya University)

(Re-Accredited by NAAC with "B" Grade)

BASIC COMPUTER SKILLS EXAMINATION



Name: S. Padmani

Designation:

Time: 1 hour Asst. Prof. of Botany

Total: 25 m (20 Theory + 5 Practical)

Handwritten marks and signatures on the right side of the page.

I. Multiple Choice Questions

10M

1. Software required to run the Hardware is known as [d] ✓
a) Task manager b) Joy stick c) Programmer Manager d) Device Driver.
2. Which is the following System Software? [a] ✓
a) Linux b) Word c) Excel d) Tally.
3. Which is the following is invalid type of Memory? [c] ✓
a) RAM b) ROM c) PRAM d) EPROM
4. Keyboard converts typed in character to code. [d] X
a) EBCIDIC b) ASCII c) DECIMAL d) BINARY.
5. In Excel, to select entire column the short cut key is..... [d] ✓
a) Tab + C b) Tab + E c) Alt + Space d) Ctrl + Space.
6. When you enter the text in a cell in Excel, It is also appears in..... [b] ✓
a) Status bar b) Formula bar c) Row heading d) Name box.
7. Press thekey to move the insertion point to the first cell in a row in excel. [c] ✓
a) Page Up b) Page Down c) Home d) Tab.
8. Which feature is used to make selected sentence to All Capital Letters or All Small Letters. ✓
a) Change Letter b) Change Sentence c) Change Case d) Change Word.
9. To go to a specific location in a document we use. c ✓
a) Table of Contents b) Hypertext c) Bookmark d) Macro.
10. Superscript, Subscript, strikethrough are known as a X
a) Font Face b) Font Style c) Font Effects d) Font Format.

II. Fill In The Blanks

10M

11. Using Mail Merge, it is possible to sent mails to more than one person.
12. In Excel AutoSum automatically creates sum.
13. A cell with dark border around it is called Active cell. ✓
14. The short cut key for slide show in PowerPoint is F5. ✓
15. The extension of Power Point is PPT. ✓
16. Ruler position the text according to the margins. ✓
17. In MS-OFFICE, a set of programming statements is called as X
18. An individual page in a Power Point Presentation is called as slide. ✓
19. In Excel, the insertion of row and column is known as cell. ✓
20. Maximum number of rows In Excel is 65,536. ✓



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BHADRADRI KOTHAGUDEM DIST.
(Affiliated to Kakatiya University)
(Re-Accredited by NAAC with "B" Grade)
BASIC COMPUTER SKILLS EXAMINATION**



Name: A. SRINIVASARAO
Time: 1 hour Lect. in. Mathematics

Designation:
Total: 25 m (20 Theory + 5 Practical)

III. Multiple Choice Questions

1. Software required to run the Hardware is known as [D]
a) Task manager b) Joy stick c) Programmer Manager d) Device Driver.
2. Which is the following System Software? [A]
a) Linux b) Word c) Excel d) Tally.
3. Which is the following is invalid type of Memory? [C]
a) RAM b) ROM c) PRAM d) EPROM
4. Keyboard converts typed in character to code. [B]
a) EBCIDIC b) ASCII c) DECIMAL d) BINARY.
5. In Excel, to select entire column the short cut key is..... [D]
a) Tab + C b) Tab + E c) Alt + Space d) Ctrl + Space.
6. When you enter the text in a cell in Excel, It is also appears in..... [B]
a) Status bar b) Formula bar c) Row heading d) Name box.
7. Press thekey to move the insertion point to the first cell in a row in excel. [C]
a) Page Up b) Page Down c) Home d) Tab.
8. Which feature is used to make selected sentence to All Capital Letters or All Small Letters. [C]
a) Change Letter b) Change Sentence c) Change Case d) Change Word.
9. To go to a specific location in a document we use. [C]
a) Table of Contents b) Hypertext c) Bookmark d) Macro.
10. Superscript, Subscript, strikethrough are known as [C]
a) Font Face b) Font Style c) Font Effects d) Font Format.

10M

IV. Fill In The Blanks

11. Using mail merge possible to sent mails to more than one person.
12. In Excel Auto sum automatically creates sum.
13. A cell with dark border around it is called active cell.
14. The short cut key for slide show in PowerPoint is F5.
15. The extension of Power Point is .ppt.
16. Kuler position the text according to the margins.
17. In MS-OFFICE, a set of programming statements is called as macro.
18. An individual page in a Power Point Presentation is called as slide.
19. In Excel, the insertion of row and column is known as cell.
20. Maximum number of rows In Excel is 65536.

10M



GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.
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BASIC COMPUTER SKILLS EXAMINATION



Name: _____

Time: 1 hour

Designation: _____

Total: 25 m (20 Theory + 5 Practical)

10M

V. Multiple Choice Questions

1. Software required to run the Hardware is known as | d | ✓
c) Task manager b) Joy stick c) Programmer Manager d) Device Driver.
2. Which is the following System Software? | a | ✓
c) Linux b) Word c) Excel d) Tally.
3. Which is the following is invalid type of Memory? | c | ✓
c) RAM b) ROM c) PRAM d) EPROM
4. Keyboard converts typed in character to code. | b | ✓
c) EBCDIC b) ASCII c) DECIMAL d) BINARY.
5. In Excel, to select entire column the short cut key is..... | b | ✓
c) Tab + C b) Tab + E c) Alt + Space d) Ctrl + Space.
6. When you enter the text in a cell in Excel, It is also appears in..... | b | ✓
c) Status bar b) Formula bar) Row heading d) Name box.
7. Press thekey to move the insertion point to the first cell in a row in excel. | c | ✓
c) Page Up b) Page Down c) Home d) Tab.
8. Which feature is used to make selected sentence to All Capital Letters or All Small Letters. | c | ✓
c) Change Letter b) Change Sentence c) Change Case d) Change Word.
9. To go to a specific location in a document we use. | c | ✓
c) Table of Contents b) Hypertext c) Bookmark d) Macro.
10. Superscript, Subscript, strikethrough are known as | c | ✓
c) Font Face b) Font Style c) Font Effects d) Font Format.

VI. Fill In The Blanks

11. Using Mail Merge it is possible to sent mails to more than one person. 10M
12. In Excel Auto Sum automatically creates sum. ✓
13. A cell with dark border around it is called Active cell. ✓
14. The short cut key for slide show in PowerPoint is F5. ✓
15. The extension of Power Point is .ppt. ✓
16. Right position the text according to the margins. ✓
17. In MS-OFFICE, a set of programming statements is called as Macro. ✓
18. An individual page in a Power Point Presentation is called as Slide. ✓
19. In Excel, the insertion of row and column is known as cell. ✓
20. Maximum number of rows In Excel is 65536. ✓



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BASIC COMPUTER SKILLS EXAMINATION



Name: K. Rajitha
Time: 1 hour
Lecturer in political science

Designation:
Total: 25 m (20 Theory + 5 Practical)

16/20
10M
Pawa

VII. Multiple Choice Questions

- Software required to run the Hardware is known as [d] ✓
d) Task manager b) Joy stick c) Programmer Manager d) Device Driver.
- Which is the following System Software? [a] ✓
d) Linux b) Word c) Excel d) Tally.
- Which is the following is invalid type of Memory? [c] ✓
d) RAM b) ROM c) PRAM d) EPROM
- Keyboard converts typed in character to code. [d] ✓
d) EBCIDIC b) ASCII c) DECIMAL d) BINARY.
- In Excel, to select entire column the short cut key is..... [d] ✓
d) Tab + C b) Tab + E c) Alt + Space d) Ctrl + Space.
- When you enter the text in a cell in Excel, It is also appears in..... [b] ✓
d) Status bar b) Formula bar c) Row heading d) Name box.
- Press thekey to move the insertion point to the first cell in a row in excel. [c] ✓
d) Page Up b) Page Down c) Home d) Tab.
- Which feature is used to make selected sentence to All Captital Letters or All Small Letters.
d) Change Letter b) Change Sentence c) Change Case d) Change Word. c ✓
- To go to a specific location in a document we use.
d) Table of Contents b) Hypertext c) Bookmark d) Macro.
- Superscript, Subscript, strikethrough are known as a ✓
d) Font Face b) Font Style c) Font Effects d) Font Format.

VIII. Fill In The Blanks

- Using Mail merge it is possible to sent mails to more than one person. 10M
- In Excel Auto Sum..... automatically creates sum. ✓
- A cell with dark border around it is called Active... cell. ✓
- The short cut key for slide show in PowerPoint is .F5..... ✓
- The extension of Power Point is .P.P.T..... ✓
- Rule Y..... position the text according to the margins. ✓
- In MS-OFFICE, a set of programming statements is called as ✓
- An individual page in a Power Point Presentation is called as ...slide..... ✓
- In Excel, the insertion of row and column is known as ...cell..... ✓
- Maximum number of rows In Excel is 65536. ✓



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BHADRADRI KOTHAGUDEM DIST.



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BASIC COMPUTER SKILLS EXAMINATION

Name: SK. Khadar

Designation:

Time: 1 hour Junior. Asst

Total: 25 m (20 Theory + 5 Practical)

IX. Multiple Choice Questions

1. Software required to run the Hardware is known as [d] ✓
e) Task manager b) Joy stick c) Programmer Manager d) Device Driver.
2. Which is the following System Software? [a] ✓
e) Linux b) Word c) Excel d) Tally.
3. Which is the following is invalid type of Memory? [a] ✗
e) RAM b) ROM c) PRAM d) EPROM
4. Keyboard converts typed in character to code. [b] ✓
e) EBCIDIC b) ASCII c) DECIMAL d) BINARY.
5. In Excel, to select entire column the short cut key is..... [d] ✓
e) Tab + C b) Tab + E c) Alt + Space d) Ctrl + Space.
6. When you enter the text in a cell in Excel, It is also appears in..... [a] ✗
e) Status bar b) Formula bar c) Row heading d) Name box.
7. Press thekey to move the insertion point to the first cell in a row in excel. [b] ✗
e) Page Up b) Page Down c) Home d) Tab.
8. Which feature is used to make selected sentence to All Capital Letters or All Small Letters. [c] ✓
e) Change Letter b) Change Sentence c) Change Case d) Change Word.
9. To go to a specific location in a document we use. [c] ✓
e) Table of Contents b) Hypertext c) Bookmark d) Macro.
10. Superscript, Subscript, strikethrough are known as [c] ✓
e) Font Face b) Font Style c) Font Effects d) Font Format.

10M
16
20
~~20~~

X. Fill In The Blanks

11. Using Mail-merge it is possible to sent mails to more than one person.
12. In Excel auto sum..... automatically creates sum.
13. A cell with dark border around it is called active cell.
14. The short cut key for slide show in PowerPoint is F5.
15. The extension of Power Point is .ppt.
16. Ruler..... position the text according to the margins.
17. In MS-OFFICE, a set of programming statements is called as macro.
18. An individual page in a Power Point Presentation is called as slides.
19. In Excel, the insertion of row and column is known as columns.
20. Maximum number of rows In Excel is 65536.

10M



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BASIC COMPUTER SKILLS EXAMINATION

Name: J. Laxminarayana
Time: 1 hour

Designation:
Total: 25 m (20 Theory + 5 Practical)

XI. Multiple Choice Questions

- Software required to run the Hardware is known as [b] X
f) Task manager b) Joy stick c) Programmer Manager d) Device Driver.
- Which is the following System Software? [c] X
f) Linux b) Word c) Excel d) Tally.
- Which is the following is invalid type of Memory? [c] ✓
f) RAM b) ROM c) PRAM d) EPROM
- Keyboard converts typed in character to code. [b] ✓
f) EBCDIC b) ASCII c) DECIMAL d) BINARY.
- In Excel, to select entire column the short cut key is..... [d] ✓
f) Tab + C b) Tab + E c) Alt + Space d) Ctrl + Space.
- When you enter the text in a cell in Excel, It is also appears in..... [b] ✓
f) Status bar b) Formula bar c) Row heading d) Name box.
- Press thekey to move the insertion point to the first cell in a row in excel. [c] ✓
f) Page Up b) Page Down c) Home d) Tab.
- Which feature is used to make selected sentence to All Capital Letters or All Small Letters. [a] X
f) Change Letter b) Change Sentence c) Change Case d) Change Word.
- To go to a specific location in a document we use. [c] ✓
f) Table of Contents b) Hypertext c) Bookmark d) Macro.
- Superscript, Subscript, strikethrough are known as [b] X
f) Font Face b) Font Style c) Font Effects d) Font Format.

10M
16
20

Prasad

XII. Fill In The Blanks

- Using Mail Merge it is possible to sent mails to more than one person.
- In Excel Auto Sum..... automatically creates sum.
- A cell with dark border around it is called active cell.
- The short cut key for slide show in PowerPoint is F5.
- The extension of Power Point is .ppt.
- Justify position the text according to the margins.
- In MS-OFFICE, a set of programming statements is called as macro.
- An individual page in a Power Point Presentation is called as slide.
- In Excel, the insertion of row and column is known as cell.
- Maximum number of rows In Excel is 65536.

10M



Certificate ID: 17-04-2021/1
Government Degree college, Yellandu
Bhadradi Kothagudem Dist, Telangana.

(Affiliated to Kakatiya University)
(Re-Accredited by NAAC with "B" Grade)



**CERTIFICATE FOR IN HOUSE TRAINING PROGRAM ON
BASIC COMPUTER SKILLS COURSE**

This is to certify that S. INDRANI, Asst. Prof of Botany, Govt. Degree College, Yellandu, Successfully Completed In -house Training Program On Basic Computer Skills Course Organized by Department of Computer Science and Applications, Government Degree College – Yellandu, Bhadradi Kothagudem, From 17-03-2021 To 17-04-2021.

S.ESWAR
Lect.in Computer Science

Dr. P.PADMA
Principal

SNo	Name Of The Teacher	Date	6		7	
			Fore Noon	After Noon	After Noon	Fore Noon
	SK.Khadar	17-03-2021	Present	Present	Present	Present
		18-03-2021	Present	Present	Present	Present
		19-03-2021	Present	Present	Present	Present
		20-03-2021	Present	Present	Present	Present
		21-03-2021	—	Sunday	—	—
		22-03-2021	Present	Present	Present	Present
		23-03-2021	Present	Present	Present	Present
		24-03-2021	Present	Present	Present	Present
		25-03-2021	Present	Present	Present	Present
		26-03-2021	Present	Present	Present	Present
		27-03-2021	Present	Present	Present	Present
		28-03-2021	—	Sunday	—	—
		29-03-2021	—	Holi day	—	—
		30-03-2021	Present	Present	Present	Present
	31-03-2021	—	—	—	—	
7	J. Laxminarayana	17-03-2021	Present	Present	Present	Present
		18-03-2021	Present	Present	Present	Present
		19-03-2021	Present	Present	Present	Present
		20-03-2021	Present	Present	Present	Present
		21-03-2021	—	Sunday	—	—
		22-03-2021	Present	Present	Present	Present
		23-03-2021	Present	Present	Present	Present
		24-03-2021	Present	Present	Present	Present
		25-03-2021	Present	Present	Present	Present
		26-03-2021	Present	Present	Present	Present
		27-03-2021	Present	Present	Present	Present
		28-03-2021	—	Sunday	—	—
		29-03-2021	—	Holi day	—	—
		30-03-2021	Present	Present	Present	Present
31-03-2021	Present	Present	Present	Present		

PRINCIPAL
Govt Degree College
Yellandu.

SNo	Name Of The Teacher	6		Date
		After Noon	Fore Noon	
7	J. Laxminarayana			1/4/2021
		—	—	2/4/2021
		—	—	3/4/2021
		—	—	4/4/2021
		—	—	5/4/2021
		—	—	6/4/2021
		—	—	7/4/2021
		—	—	8/4/2021
		—	—	9/4/2021
		—	—	10/4/2021
		—	—	11/4/2021
		—	—	12/4/2021
		—	—	13-4-2021
		—	—	14-04-2021
		—	—	15-04-2021
		—	—	16-04-2021
		—	—	17-04-2021

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Yellandu

**GOVERNMENT DEGREE COLLEGE,
YELLANDU**

Bhadradri Kothagudem Dist.

(Affiliated to Kakatiya University)

Re-Accredited by NAAC with "B" Grade



**COMPUTER EDUCATION TRAINING
PROGRAMME**

ON THE JOB TRAINING PROGRAMME

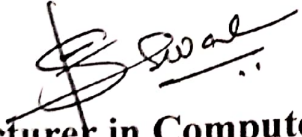
TO


VOCATIONAL OFFICE ASSISTANCESHIP

Compliance Report

On The Job Training Program On Computer Education Training Programme Vocational Office AssistanceShip

- Our college has been conducted COMPUTER EDUCATION TRAINING PROGRAMM to the Vocational Students for both I and II year of the Government Junior College, Yellandu in the part of ON THE JOB TRAINING PROGRAMM from 03-01-2022 to 20-01-2022 for the academic year 2021-22. Which is the part of their practical curriculum designed by the Board of Intermediate Education, Telangana State, and Hyderabad under MOU with GJC Yellandu.
-
- The Following students are participated in the Job Training Programme.
 1. I Year Vocational Office Assistantship.
 2. II Year Vocational Office Assistantship.
- Job Training Program Scheduled 02:30 Pm to 05:30PM Daily from 03-01-2022 to 20-01-2022, One and half Hour Theory class and One and half hour practical.
- Job Training Program is conducted by Department of Computer Science and Applications By the Computer Faculty S.Eswar.


Lecturer in Computers


Principal
Govt Degree College
Yellandu.

GOVERNMENT OF TELANGANA
INTERMEDIATE EDUCATION

FROM :
The Principal,
Government Junior College,
Yellandu,
Bhadradi Kothagudem Dist.

TO :
The Principal,
Government Degree College,
Yellandu,
Bhadradi Kothagudem Dist.

Rc.No. A/vocational OJT/2021-22 Dated, 30/11/2021

Dear Madam,

Sub: Intermediate Vocational Education +2 Stage – O.A's-I & II year
Students – Computer Education Training Programme – for the
Academic Year 2021-2022 – Request – Regarding.


@@@

Adverting to the Subject cited, I request you to Conduct and Provide
"COMPUTER EDUCATION TRAINING PROGRAMME " to our Vocational Office
Assistantship – I & II year Students in the part of ON THE JOB TRAINING PROGRAMME
for the Academic Year 2021-2022 at your College, which is the part of their Practical Curriculam
designed by the Board of Intermediate Education , Telangana State, Hyderabad.

Hence , your esteemed support is Very much needed to our Students and our Institution.

Thanking you,

Yours faithfully,


PRINCIPAL
Govt. Junior College
YELLANDU-507 123

Permitted
P. Padma
3/11/2022

P. Padma
PRINCIPAL
Govt Degree College
Yellandu.

Pre – Inaugural Meet:-

Dr. Padma Principal of the Government Degree College, Sri. S.RamaLingeswara Rao principal of the Government Junior College, Sri. K.Kiran Kumar Asst. Prof of Physics & TSKC, Sri.CH. Someswara Rao, and CH. BhanuPrasad.



Digital Class Explanation





Training Programme:



ON THE JOB TRAINING PROGRAMME SYLLABUS:

- ❖ **Fundamental Knowledge about the Computer and its Pheripharals**
- ❖ **Ms office**
 - ☛ **Ms-Word**
 - ☛ **Ms- Excel**
 - ☛ **Ms-Powerpoint**
- ❖ **Designing Phamplete**
- ❖ **Designing Slideshow.**

WORD PROCESSING:

- ☛ Word Processing Basics; Opening and Closing of documents.
- ☛ Text creation and Manipulation.
- ☛ Formatting of text.
- ☛ Table handling.
- ☛ Spell check in MS-WORD.
- ☛ Printing of word document.
- ☛ Adding a TABLE and Table Formatting Techniques in MS-WORD.

MS-EXCEL (Spread Sheet):

- ☛ Basics of Spreadsheet.
- ☛ Manipulation of cells.
- ☛ Formulas and Functions.
- ☛ Editing of Spread Sheet.
- ☛ Printing of Spread Sheet.

MS-POWER POINT (Making Small Presentation):

- ☛ Basics of presentation software.
- ☛ Creating Presentation.
- ☛ Preparation and Presentation of Slides.
- ☛ Slide Show and Slide Transaction.
- ☛ Taking printouts of presentation / handouts.



GOVERNMENT DEGREE COLLEGE, YELLANDU



BHADRADRI KOTHAGUDEM DIST.

(Affiliated to Kakatiya University)

Re-Accredited by NAAC with "B" Grade

STUDENT ATTENDANCE LIST

SNO	HTNO	NAME	CLASS	SIGN
1	2244402201	T.YASWANTH	I YEAR	T. yaswanth
2	2244402205	SD. SADEEQ PASHA	I YEAR	SD. sadeeq pasha
3	2244402209	KUNJA MANASA	I YEAR	kunjananase
4	2244402212	Y. NAVASRI	I YEAR	Y. navasri
5	2244402217	JATHOTH NADHINI	I YEAR	Jathothnadhini
6	2244402221	E VISHNU VARDHAN	I YEAR	E.vishnu vardhan
7	2244402224	SANGHAVI KORI	I YEAR	sanghavikori
8	2244402228	B SHIRISHA	I YEAR	B. shirisha
9	2244402233	CH AJAY	I YEAR	ch. ajay
10	2244402237	M SANTHOSH	I YEAR	m. sothosh
11	2244402240	J CHATHURYA	I YEAR	J. chathurya
12	2244402244	D KARUNA SRI	I YEAR	D. KARUNA SRI
13	2244402249	SINGU VINIL	I YEAR	singuvinil
14	2244402252	S SIDDU	I YEAR	S. siddu
15	2244402256	LODH NISHA	I YEAR	LODH NISHA
16	2244402260	CH DHARANI	I YEAR	G. supriya
17	2244402265	G SUPRIYA	I YEAR	G. supriya
18	2244402268	SANAPA NADHINI	I YEAR	SANAPA NADHINI
19	2244402291	SHAIK YASMIN	I YEAR	SHAIK YASMIN
20	2244402293	LODH SONALI	I YEAR	LODH SONALI

M. Madhus
PRINCIPAL
Govt Degree College
Yellandu.

21	2244502261	M ARAVIND	II YEAR	m Aravind.
22	2244502265	T VINAY KUMAR	II YEAR	T. VINAY KUMAR
23	2244502270	CH SRAVANI	II YEAR	CH SRAVANI
24	2244502274	CH SANDYA	II YEAR	ch. sandya
25	2244502279	CH NAVYA SRI	II YEAR	Ch navya sri
26	2244502286	ADEPU RISHIKA	II YEAR	ADEPU RISHIKA
27	2244502304	JOGA KALYANI	II YEAR	Joga. kalyani
28	2244502309	M USHASRI	II YEAR	M USHASRI
29	2244502325	M MANJULA	II YEAR	M manjula
30	2244502334	N VINEELA	II YEAR	N. VINEELA

S. S. S. S.
Dept. In charge

12. Padma
PRINCIPAL
Govt Degree College
Yellandu

Certificate of Training and Completion

This certifies that

ADEPU RISHIKA

Has Successfully Completed the training course of
Computer Education Training Programme
Vocational Office AssistanceShip
From 03-01-2022 to 20-01-2022



S. Swar
Instructor



P. Padma
Principal

Certificate of Training and Completion

This certifies that

SHAIK YASMIN

Has Successfully Completed the training course of
Computer Education Training Programme
Vocational Office AssistanceShip
From 03-01-2022 to 20-01-2022



S. Swar
Instructor



P. Padma
Principal

P. Padma
PRINCIPAL
Govt Degree College
Talahanda