

GOVERNMENT DEGREE COLLEGE YELLANDU

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



**DEPARTMENT OF COMPUTER SCIENCE
CERTIFICATE COURSE
ON
BASIC COMPUTER SKILLS
2020-2021**



GOVERNMENT DEGREE COLLEGE, YELLANDU
BHADRADRI KOTHAGUDEM DIST.
(Affiliated to Kakatiya University)
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DATE: 29-06-2021

To
The principal,
Govt. Degree College,
Yellandu,
Bhadradri 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. Prachin
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

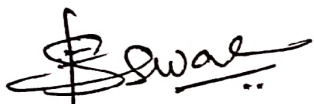
- ☛ INTRODUCTION TO COMPUTERS
- ☛ OPERATING SYSTEMS
- ☛ MS-WORD
- ☛ MS-EXCEL
- ☛ MS-POWERPOINT




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| SNO | NAME | HTNO | CLASS | SIGN |
|-----|-------------------|-----------|----------|---------------|
| 1 | BOMMALA KIRAN | 080213001 | BZC | 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 | KALTI 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.SOJANYA | 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 |


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.
- **Support other file formats:** PowerPoint enables support for other file formats, such as PDF and XPS.

TRAINING CLASS



P. Padma
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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

p. padma
PRINCIPAL
Govt Degree College
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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 | Attendance | | | | | | | | | | Register | | | | | | | | | | 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 | 27 | 28 | 29 | 30 | 31 | |
| 1. | Bommala. kiran | 080-21-3001 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 1 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | |
| 2. | Bommala. Sunitha | 080-21-3002 | 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 | 27 | 28 | 29 | | | | |
| 3. | Gaggela. Iavan ya | 080-21-3003 | 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| 4. | Jarpala. Sarithosh | 080-21-3004 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | |
| 5. | Kodam. Sreeja | 080-21-3005 | 1 | 2 | 3 | 4 | 5 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 26 | 27 | | | |
| 6. | Kamaram. Shireesha | 080-21-3006 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7 | 8 | 9 | 10 | 10 | 11 | 12 | 13 | 14 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 24 | 25 | 26 | 27 | | |
| 7. | Kamaram. Sruthi | 080-21-3007 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 16 | 17 | 18 | 19 | 20 | 21 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | |
| 8. | Koram. prathisha | 080-21-3008 | 1 | 2 | 3 | 4 | 5 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 24 | 25 | 26 | 27 | 28 | | |
| 9. | Varasa. priyanka | 080-21-3009 | 1 | 2 | 3 | 4 | 5 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 11 | 12 | 13 | 14 | 15 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 26 | 27 | 28 | |
| 10. | Cheemala. Sarala | 080-21-4001 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | 26 | 27 | | | |
| 11. | Kalathi. Sathana | " 4002 | 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | |
| 12. | K. Anusha | 080-20-1207 | 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 | 25 | 26 | 27 | 28 | | | | |
| 13. | K. Aswini | 080-20-1208 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| 14. | K. Singhupriya | " 1209 | 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 | 27 | 28 | 29 | 30 | | | |
| 15. | M. Soujanya | " 1210 | 1 | 2 | 3 | 4 | 5 | 6 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | |
| 16. | M. Bhargavi | " 1211 | 1 | 2 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 25 | 27 | 28 | | |
| 17. | P. Vasanthakumari | " 1212 | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | |
| 18. | P. Nagesh prasad | " 1213 | 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | |
| 19. | S. Shankar | " 1214 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | |
| 20. | T. Navaneetha | " 1215 | 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 23 | 24 | 25 | 26 | 27 | | |

Course Completed on 23-07-2021



P. Peduru
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