

BASIC COMPUTER SKILLS

CERTIFICATE COURSE

The Department of Computer Science and Applications organized One month Training Program on Basic Computer Skills for Teaching and Non-Teaching Staff members from 16-03-2021 to 15-04-2021.





CERTIFICATE COURSE
BASIC COMPUTER SKILLS

COURSE CONTENT:

UNIT I: MS-WORD

- Creating a new word document
- File Opening, Saving, Closing
- Print, Page Setup, Page Layout
- Formatting Text
- Mail Merge
- Creating Tables

UNIT-II: MS-EXCEL

- Introduction to Excel sheet
- Creating new Excel sheet
- Formatting Cells, Printing Excel sheet
- Formulas
- Filters
- Charts

UNIT-III: MS-POWER POINT

- Creating Slides
- Adding Slides, Deleting Slides
- Themes
- Creating custom Animation
- Slide show presentation

UNIT-IV: INTERNET CONCEPTS

- Creating E-mails, Sending E-mails
- Online Transactions
- Web Browsing
- Downloading



GOVERNMENT DEGREE COLLEGE, HUZURABAD
DIST: KARIMNAGAR



E-Certificate

This is to Certify that Sri/Smt. **SANDUPATLA MADHU**
ASSISTANT PROFESSOR OF TELUGU of this college has successfully
completed One month Training Program on “**BASIC COMPUTER SKILLS**” for Teaching
and Non-Teaching Staff Members from 16-03-2021 to 15-04-2021.

22-4-2021

PRINCIPAL

JUGAPM-CE000016

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