


NAGARJUNA GOVT. COLLEGE (A)

IIT BOMBAY SPOKEN TUTORIAL

ACADEMIC YEAR: 2021-22

Organized by



NODAL
TELANGANA SKILLS & KNOWLEDGE CENTRE
TS KC

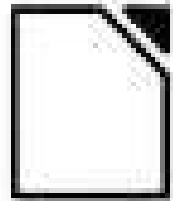
CREATING OPPORTUNITIES DEVELOPING SKILLS UNLEASHING POTENTIAL

NAGARJUNA GOVERNMENT COLLEGE (A)

Re-Accredited by NAAC with 'A' Grade
Affiliated to Mahatma Gandhi University

NALGONDA

Additional elements in the banner include: a group of blue human figures, a 3D bar chart with a red arrow pointing up, a group of people sitting around a table, a 3D bar chart with a red arrow pointing down, a blue arrow pointing right with the word 'FUTURE' inside, and a group of silhouettes of people walking.



LibreOffice

The Document Foundation

Free and Open Source Office Suite Software



Calc

6.3

Version

(32/64-bit)

CERTIFICATE

COURSE

NAGARJUNA GOVT. COLLEGE (A) NALGONDA
TELANGANA SKILL & KNOWLEDGE CENTRE

LibreOffice Suite Calc 6.3

Certificate Course

in collaboration with

IIT Bombay Spoken Tutorial

Report:

Telangana Skill & Knowledge Centre (TSKC) conducted a certificate course on Libre Office Suite Calc 6.3 from 01-02-2022. In this course 57 III Year students from BA were enrolled and successfully completed their course.

Course outcome:

LibreOffice Calc is the spreadsheet component of the LibreOffice Suite. It is the equivalent of Microsoft Excel in Microsoft Suite and has a number of unique features, including a system which automatically generates graphs, based on information available to the user. It is a free and open source software so it can be copied, re used and distributed free of cost. Additionally, Calc now supports 1 million rows in a spreadsheet with macro references to each cell. Supports many functions, including those for imaginary numbers, as well as financial and statistical functions. Calc is capable of opening and saving most spreadsheets in Microsoft Excel file format. Calc is also capable of saving spreadsheets as PDF files. As with the entire LibreOffice suite, Calc is available for a variety of platforms, including Linux, macOS, Microsoft Windows and FreeBSD.

NAGARJUNA GOVT. COLLEGE (A) NALGONDA TELANGANA SKILL & KNOWLEDGE CENTRE

Date: 24-01-2022

NOTICE

All the B.Sc, B.Com & B.A students are hereby informed that, those students who are not registered in IIT Bombay Spoken tutorial should register from 24-01-2022 by scanning the QR Code. Last date for registration is 28-01-2022.



Note:

1. It is a free of cost & remote learning training
2. After completion of course you will get a certificate from IIT Bombay Spoken Tutorial
3. Course will be allot and intimate on 30-01-2022
4. Already registered student no need to register again

A handwritten signature in black ink, appearing to read 'Dawar'.

TSKC Co-Ordinator (Nodal)
N.G. College (A), NALGONDA

NAGARJUNA GOVT. COLLEGE(A) NALGONDA**TELANGANA SKILL & KNOWLEDGE CENTRE****IIT BOMBAY SPOKEN TUTORIAL****LibreOffice Suite Calc 6.3- Certificate Course-Student Enrollment**

Sl.No	Name	Roll Number	Group	Year	Email	Gender
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NAGARJUNA GOVT. COLLEGE (A) NALGONDA
TELANGANA SKILL & KNOWLEDGE CENTRE


Date: 30-01-2022

NOTICE

All the below mentioned groups of IIT Bombay Spoken Tutorial registered students are hereby informed that, TSKC allotted your course for the Academic year 2021-22 shown below. In this regard instructed that completed your course before 28-02-2022.

Sl.No	Group	Year	Allotted Course	Duration
1	BZC	III	GChemPaint	1 Month
2	MZC	III		
3	BBC	III		
4	MPCS	III	HTML	
5	EHP EM	III	Office - LibreOffice Suite Calc 6.3	
6	EHP TM	III		
7	HPG	III		
8	HPMJ	III		
9	HPP	III		
10	BA	III		
11	BBA	III	Office - LibreOffice Suite Writer 6.3	
12	MPCS	II		
13	BCOM CA	II		
14	BBA	II		
15	MPC	II		
16	BBC	II		
17	MZC	II		
18	MSCS	II		
19	BZG	II		
20	BZC	II		
21	BZCS	II		
22	MSDS	II		
23	BCOM Taxation	II		

Note: Any doubts contact @ TSKC Lab, NG College(A) Nalgonda


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N.G. College (A), NALGONDA

Instruction Sheet for LibreOffice Suite Calc 6.3

Spoken Tutorial Team, IIT Bombay



1 Online / Offline content

1. The online content of Spoken Tutorials can be accessed from:
<https://spoken-tutorial.org/tutorial-search/>
2. You can also download the Spoken Tutorials for offline learning from:
<https://spoken-tutorial.org/cdcontent/>
3. From this link download the FOSS categories in the language you wish to learn.
4. The Spoken Tutorial content will be downloaded as a zip file on your machine.
5. Extract the contents of the zip file & access them.

2 The procedure to practise

1. You have been given a set of spoken tutorials and files.
2. You will typically do one tutorial at a time.
3. You may listen to a spoken tutorial and practise by reproducing all the steps shown in the video by Side-by-Side Method.
4. If you find it difficult to do the above, you may consider listening to the whole tutorial once and then practise during the second hearing.

3 LibreOffice Installation

1. By default, LibreOffice will be pre-installed in Ubuntu Linux OS.
2. If you wish to install any specific version of LibreOffice or for any other OS, please go through the LibreOffice Installation tutorials on <https://spoken-tutorial.org>

4 LibreOffice Suite Calc 6.3

1. Click on "Select FOSS" or "All FOSS Categories" drop-down and choose "LibreOffice Suite Calc 6.3".
2. Click on "Select Language" or "All Languages" drop-down and choose the language (English, Hindi, Marathi ...) in which you wish to learn.
3. Click on "Search" or "Submit" button.

4. You will see a list of tutorials based on your selection.
5. Start with the first tutorial in the displayed list.

5 First tutorial: Introduction to LibreOffice Calc

1. Locate the topic Introduction to LibreOffice Calc and click on it.
2. To view the tutorial, click on the Play icon which is located in the player.
3. The Pre-requisite and Slides will be visible below the player (only for Online contents).
4. Outline, Assignments and Code Files are available below the player.
5. Adjust the size of the browser in such a way that you are able to practise in parallel.

5.1 Instructions for changing the font name

- (a) At 13:49 the video shows how to change the font name for the text.
- (b) The fonts used in this tutorial are a part of the Font set available on the computer and OS used for recording.
- (c) You may have a different Font set on your computer and OS.
- (d) While practising, use the fonts that are available on your computer.

5.2 Instructions to practise

- (a) Create a folder on the "Desktop" with your "Name-RollNo-Component".
(Eg. "vin-04-calc")
- (b) Give a unique name to the files you save in your folder, so as to recognize it next time.
(Eg. "Practice-01-vin")
- (c) Remember to save all your work in your folder.
- (d) This will ensure that your files don't get overwritten by someone else.
- (e) Save your work from time to time, instead of saving it at the end of the task.

5.3 Common instructions for Assignments

- (a) Attempt the **Assignments** as instructed in the tutorial.
- (b) Save your work in your folder.

5.4 Common instructions to use Code files

- (a) Click on the link "**Code files**" located below the player and save it in your folder.
 - (b) Extract the downloaded zip file.
 - (c) You will see all the code/source files used in the particular tutorial.
 - (d) Use these files as per the instructions given in the particular tutorial.
6. Play-pause-practise the whole tutorial.
7. Once the tutorial is complete, choose the next tutorial from the playlist which is located on the right side or below the player.
8. Follow all the above instructions, till you complete all the tutorials in the series.



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Certificate of Participation

This is to certify that **ANGOTHU KARTHIK KUMAR** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Calc 6.3** were covered in the training.

March 2nd 2022

A handwritten signature in black ink, appearing to read 'Kannan Moudgalya'.

Prof. Kannan M Moudgalya
IIT Bombay



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This is to certify that **GUDI ANIL** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **KADHIRE NAGARAJU** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **MALOTHU KUMARI** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **MEDI SANDEEP KUMAR** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **NARABOINA RAMYA** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **PAKA MAHESH** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **RUPANI SAIRAM** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **BATTHULA PRAVEEN** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **ARRAJELLI ARRAJELLI SHANKAR** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **BANAVATH RAKESH** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **B MUTHESH KARTHIK** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **CHEDUBUDDI SRAVAN** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **DHEERAVTH NAGENDRABABU** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **KAKKIRENI SATHISH** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Calc 6.3** were covered in the training.

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This is to certify that **KUMARASWAMY KARINGU** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **KETHAVATH CHANDRASHEKAR** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **MUDAVATH SWAMY** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **PONNEBOINA VIGNESH** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **RAMAVATH SREENU** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Calc 6.3** were covered in the training.

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This is to certify that **REVELLY SUJITH** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Calc 6.3** were covered in the training.

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This is to certify that **NAVEEN YELUGURI** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Calc 6.3** were covered in the training.

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A comprehensive set of topics pertaining to **LibreOffice Suite Calc 6.3** were covered in the training.

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This is to certify that **BODDUPALLY VINOD** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Calc 6.3** were covered in the training.

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This is to certify that **LAXMINARAYANA CHINTHAKAYALA** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

A comprehensive set of topics pertaining to **LibreOffice Suite Calc 6.3** were covered in the training.

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This is to certify that **MUDAVATH RAVI** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **BASARAJU SRIMANNARAYANA** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **UDAI DEEPAK** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **PAAKA NARESH** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **AYYAPPA BATHINI** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **GOLUSULA SANDEEP** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **SHASTRY BEASLEY JUNIOR NAGUR** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **RACHAKONDA GOPI** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **SINGARAJU YESHWANTH** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **SUNKI SRAVANI** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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This is to certify that **J VEDHAVATHI** participated in the **LibreOffice Suite Calc 6.3** training organized at **Nagarjuna Government College (Autonomous), Nalgonda** in **January 2022** semester, with course material provided by the Spoken Tutorial Project, IIT Bombay.

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