

## **CERTIFICATE COURSE**

The greatest asset that any organization has is its people. Yet highly skilled technical talent in many fields is still scarce. Certificate courses try to play a role in assisting both organizations and individuals in the cultivation and recognition of professionals. It is essential in any professional endeavor to gain, maintain and document credible professional experience.

➤ **Enroll in the program**

Certificate courses will review your experience, register you for the appropriate course(s) and you will select the course times that best fit your needs. Additionally, courses can be taken on-line or on-site.

➤ **Attend the course and take the exam**

When you attend your first course, you have the opportunity to take your Professional Certification Exam. Immediately after the completion of the course. The exam tests your comprehension of each course objective and sub-objective, and your ability to apply the knowledge and skills you've acquired. Receive your exam results and Certification Certificate.

<b>S. No.</b>	<b>Nature of the Activity</b>	<b>Title of the Activity</b>	<b>Resource Persons</b>	<b>Duration</b>	<b>No. of Participants</b>
4	Certificate Course	Fundamental computer Skills (FCS)	B. Swarnalatha P. Prathibha E. Sreedivi T.Aruna	30 hrs ( 07.11.2023 to 30.11.2023)	80
3	Certificate Course	Every Day EXCEL	T. Aruna E. Maneesha B. Swarnalatha P. Prathibha	30 hrs 08-02-2023 to 18-03-2023	73
2	Certificate Course	Web Designing	B. Swarnalatha T. Aruna P. Prathibha	30 hrs 07-04-2022 To 05-05-2022	134

1	Certificate Course	WORD PROCESSING	T. Aruna P. Prathibha B. Swarnalatha	30 hrs 08-11-2021 To 16-12-2021	122
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**CERTIFICATE COURSE FOR THE ACADEMIC YEAR  
2023-2024**

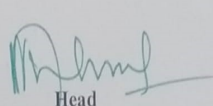
S. No.	Nature of the Activity	Title of the Activity	Resource Persons	Duration	No. of Participants
1	Certificate Course	Fundamental computer Skills (FCS)	B. Swarnalatha P. Prathibha E. Sreedivi T.Aruna	30 hrs ( 07.11.2023 to 30.11.2023)	80

**COURSE NAME: FUNDAMENTAL COMPUTER SKILLS (FCS)**

NOTICE

Date : 02-11-2023

Department of Computer Science and Applications is pleased to inform all the students about the commencement of the upcoming certificate course on "FUNDAMENTAL COMPUTER SKILLS (FCS)". The course will span a total of 30 hours and cover all the important and basics of computer and its advancements. The sessions for this course are scheduled to begin on 07-11-2023. It is very important that you attend all the sessions to fulfill the course requirements and be eligible for the certificate.

  
Head  
Department of Computer Science & Applications

To  
1. BA 1<sup>st</sup> year  
2. BA 2<sup>nd</sup> year

## Objectives:

If you do well in this course, you should be able to:

- Indicate the names and functions of the Word interface components.
- Create, edit, save, and print documents to include documents with lists and tables.
- Format text and to use styles.
- Add a header and footer, footnote and graphic to a document.
- Use the Spelling and Grammar Checker as well as Microsoft Help.
- Manipulate documents using functions such as find and replace; cut, copy, replace.
- A PowerPoint Presentation helps you in keeping your business on track by providing you with more orders over the information you're introducing.
- PowerPoint permits you to control the progression of a presentation. It Can Make Anything Look Good, It Helps To Visualize Your Thoughts.
- Use and configure web browsers; use the Internet to locate, transfer, and publish information; create a basic HTML document; use e-mail services; and explain issues in choosing an Internet service provider.

## Outcomes:

At the end of the course, the students will be able to:

- Identify the various elements on the word screen.
- Describe the different types of views.
- Describe how to use non-printing characters and line spacing
- Indicate ways of saving a document and formatting characters in a document
- Indicate various Autocorrect options.
- Describe the alignment options.
- Identify the various types of Indents.
- Work with the basic features of PowerPoint
- Create a new presentation and work with presentations
- Insert text into a slide and apply basic formatting
- Work with the various slide layouts
- Create and work with SmartArt graphics
- Draw and format shapes
- Navigate a slideshow, use a range of printing techniques
- discuss elementary Internet concepts and history
- make a successful Internet connection

# BROCHURE

## ABOUT THE COURSE

- The main objective of the course Fundamental Computer Skills (FCS) is to provide basic knowledge on MS-WORD, PowerPoint & Internet Concepts
- Microsoft Word is the backbone of any office job, Microsoft Word is an essential component of nearly every computer-based job & learning Microsoft Word courses sets everyone up for an office career as it forms the basis of computer literacy everywhere.
- Getting comfortable with PowerPoint essentials, from formatting text and visuals to delivering a presentation.
- Introduction to the Internet including e-mail, WWW and how to perform basic research to address company/business needs & topics include accessing and navigating the Internet, covering concepts, terms, tools, and services such as ISP's, newsgroups, and chat rooms. Learn how to browse and search the Internet successfully using popular browsers and search tools.

## PRINCIPAL

Prof. B. Chandramouli

## Course Conveners:

Dr. D. Suresh Babu  
Dr. D. Ramakrishna Reddy

Faculty: Smt. B. Swarnalatha  
Dr. P. Prathibha  
Smt. T. Aruna  
Smt. P. Bharathi  
Ms. M. Sridevi

Venue: Seminar Hall (Room. No: 20)

## ABOUT THE COLLEGE

Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has an illustrious and developmental history. It started with pre-university courses in Arts, Commerce and Science in the building donated by Pingle family in 1965. Since then it witnessed continuous and consistent development in expanding the courses, At present college is providing 17 U.G. and 10 P.G. courses and Certificate courses and one Add on Course, sponsored by UGC in Diploma in Front Office Management

## ABOUT THE DEPARTMENT

Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has introduced the computer courses in the year 1998 with B.Sc Mathematics, Physics and Computer science combination. In the immediate successive year, i.e., (1998 - 1999) Computer course with B.A and B.Com classes also were introduced. Since then there has been a study and evident development of the department. Currently the courses are B.Sc. (Phy. Sci. ) with MPCs, MCCS, MSCS, B.Com (CA) and BSC (Life Sci. with CS) & with new courses B.Sc. Data Science, BCA and M.Sc. Computer Science.

Department of Public Administration is with eminent and professional teachers implement the curriculum in an effective manner to reach every student of different courses.

## CERTIFICATE COURSE

ON  
FUNDAMENTAL COMPUTER SKILLS (FCS)

7<sup>th</sup> NOVEMBER, 2023



Organized by  
**DEPARTMENT OF COMPUTER  
SCIENCE & APPLICATIONS  
And  
DEPARTMENT OF PUBLIC  
ADMINISTRATION**

PINGLE GOVERNMENT COLLEGE FOR  
WOMEN (AUTONOMOUS)  
WADDEPALLY, HANAMKONDA  
(Accredited with 'A' Grade by NAAC)

## COURSES OFFERED

### Under Graduation

- B.Sc. (Maths, Physics, Computer Science)
- B.Sc. (Maths, Statistics, Computer Science)
- B.Sc. (Maths, Statistics, Data Science)
- B.Sc. (Maths, Chemistry, Computer Science)
- B.Sc.(Botany, Zoology, Computer Science)
- B.Sc.(Microbiology, Zoology, Computer Science)
- B.Com. (Computer Applications)
- BCA

### Post Graduation

- M.Sc. (Computer Science)

e-mail: [pgcwcs@gmail.com](mailto:pgcwcs@gmail.com)

Website:  
<https://gdcts.cgg.gov.in/hanamkondawomen.edu>

## HIGHLIGHTS OF DEPARTMENT

- Outcome Based Education
- Focus on programming hands-on
- Online Teaching Assistance through Video Lectures
- Motivation for Self learning initiatives
- Well defined student Counselling and Mentoring process
- Maintaining e-Library using QR CODES
- Well defined Teaching-Learning Process with use of Technology Based Teaching Methodologies
- Value added course such as IOT, BIGDATA, CLOUD COMPUTING, PYTHON are regularly offered to students with Online Platforms Spoken Tutorial, Coursera, edX, Great Learning etc.,

Participating Students -

BA (All Courses)



**BROCHURE RELEASE**





## INAUGURAL SESSION





**CLASS NAME** : BA (All groups) 1<sup>st</sup> and 2<sup>nd</sup> Year

**SYLLABUS** : FUNDAMENTAL COMPUTER SKILLS (FCS)

### **Unit 1: Getting Started with Microsoft Word**

In this, we discuss the basic on-screen elements of Microsoft Word. We explore the toolbars, menus, commands, and taskbars. Toolbars and menus are located at the top of the screen and list options that allow you to insert, view, or change the layout of a document. Each menu option lists different commands that let you format, save, and print documents. We also discuss the Quick Access Toolbar and learn how to add and delete commands.

Creating And Opening Documents - Saving And Sharing Documents - Text Basics - Page Layout - Printing Documents -Inserting pictures - Editing images - cropping images - adding text on images

### **Unit 2: Creating and Formatting Documents**

In this unit, we explore how to use Microsoft Word to create new documents and documents based on templates. We review the different commands used to format documents, and introduce options for saving and printing documents. This will help you learn as you practice creating and formatting documents.

Formatting Text - Indents and tabs - Line and paragraph spacing - Lists - Hyperlinks - breaks - Columns - Headers, footers, and page numbers - Inserting Tables - Modifying Tables - Formatting Tables - Converting Text to Tables

### **Unit 3: PowerPoint**

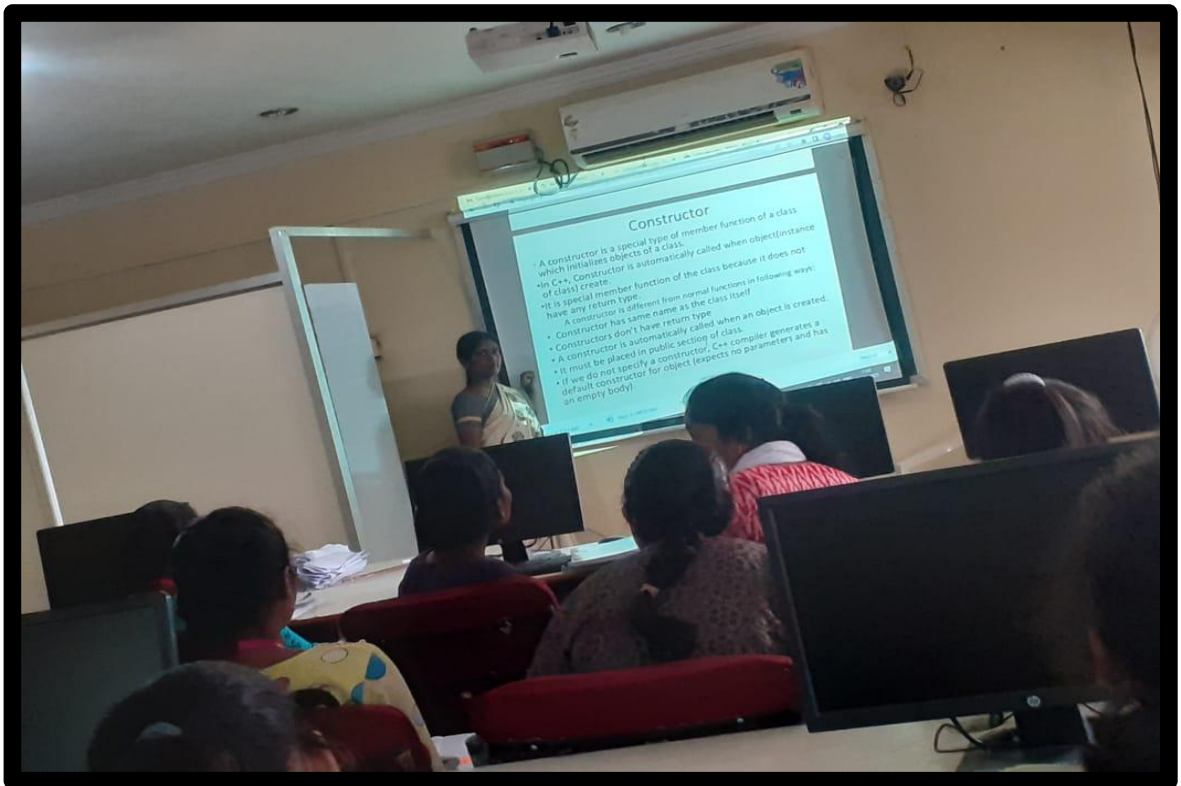
Introduction to Ms. PowerPoint - Introduction And Creating Presentation - Working with Themes - Working with Objects - Animated Projects - Introduction to all types of tools - Working with texts - Printing Your Presentation

### **Unit 4: Internet Concepts**

**Internet and its history:** Defining and describing the Internet - Brief history - Discussing the future of the Internet, **Internet Resources:** Email: Parts of email, Web-based email, Email address **Accessing the Internet:** Types of access, online services - Internet services providers **Browsing the Web:** Hypertext and hyperlinks - Using browsers - Uniform resource locator - Following links - Returning to the home page, changing the home page, Favorites and Bookmarks, Cookies

**Searching the Net:** Search techniques - Boolean phrases - Search tools – Indexes, Directories Examples, Saving and downloading





**HANDS ON PRACTICE:**



STUDENTS ATTENDANCE:

SNO	Applicant Name	07-11-2023	08-11-2023	09-11-2023	10-11-2023	13-11-2023	14-11-2023	15-11-2023	16-11-2023	17-11-2023	18-11-2023	19-11-2023	20-11-2023	21-11-2023	22-11-2023	23-11-2023	24-11-2023	25-11-2023	28-11-2023
1	BANOTHU HARIKA	P	P	P	A	P	P	P	A	P	P	P	P	A	P	A	P	P	P
2	BOINI SARITHA	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	IFFA AMULYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	J LAXMIPRASANNA	A	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
5	JILLAPPELLI SUSMITHA	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
6	KADEM SARITHA	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	KANDIKONDA NANDINI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	KONDA SHRUTHI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	LAVUDYA SINDHUJA	A	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P
10	MANDALA SONY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	NIKURI RAJITHA	A	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
12	PANDULA REVATHI	A	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P
13	PASTHAM PAVITRA	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	SIRIPATI SUSHMA	A	P	P	A	P	P	P	A	P	A	A	P	A	P	P	P	P	P
15	SOURAM RADHIKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	TAKIRE MANJULA	P	A	A	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P
17	THATINAGASRI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	YEMULA CHANDANA	P	P	P	A	P	P	P	A	A	P	P	P	P	P	P	P	P	P
19	BOLLEFALLY ANUSHA	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
20	AJMEERA ANUSHA	P	A	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P	P
21	BANOTH BINDHUPRIYA	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	BANOTH SHAILAJA	A	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P
23	BANOTH GIRIJA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	PRADEEPTHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	BEEESULA ANJALI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	BHUKYA PRAVALIKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	BHUKYA RAJESHWARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	CHUNCHU PRIYANKA	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	DARAVATH KAVYA	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	GADDAM VANAJA	A	A	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P
31	GURLE SOUNDARYA	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
32	KADAPAKA VARSHA	A	A	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P
33	MANCHALA ASHWINI	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
34	MANCHALA PRAVALIKA	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
35	MANCHE ANJALI	P	P	P	A	P	A	P	P	P	P	A	P	P	P	P	P	P	P
36	NARLAPURAM RAVALI	P	A	P	P	P	A	P	P	A	A	P	P	P	P	P	P	P	P
37	OSA KEERTHANA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	URA SWARNIA KUMARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	LAKAVATH DIVYA	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	MD NASIYA BEGUM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	VANGARI NITHISHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	GADDAM BHAVYA SAI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	SHIVARATHRI PRAVALIK	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
44	BOMMAGONI SHAILAJA	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	KINNERA PRIYANKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	BITLA JYOTHI	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
47	K KATHYAYENI DEVI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A
48	MANDA YVSHNAVI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
49	JANAGANI TEJASRI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50	ASFA FATHIMA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
51	BONALA HARIKA	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	A
52	BHUKYA SHIRISHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	JATOTHU PRIYANKA	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A
54	AMGOTH SHAILAJA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
55	CH KAVYA SRI	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
56	MAMIDI ROHITHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
57	BOLLI AKHILA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
58	CHODARY SUVARNA	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
59	KASANI PRATHYUSHA	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P
60	BONTHA NAVYA SREE	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
61	PASTHAM RENUKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
62	JARPULA KALYANI	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
63	GUMPULA SRAVANI	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
64	PORIKA AKHILA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
65	EERLA TEJA SRI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
66	BODA AKHITHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
67	LAKAVATH GEETHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
68	BOJAPPELLI SOWJANYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
69	MADAVI NAGAMANI	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P
70	MOHAMMAD SAMREEN	P	P	P	P	P	P	P	A	P	P	A	P	A	P	P	P	P	P
71	GUGULOTH SHUSHMA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
72	SATLA SWAPNA	P	P	A	P	P	P	A	P	A	P	A	P	A	P	P	P	P	P
73	BAYYA NAVYASRI	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A
74	PADAM SHARANYA	A	P	P	A	P	P	A	P	P	P	P	P	P	A	A	P	P	P
75	POTHARABOINA HARITH	P	A	P	P	A	P	P	P	P	A	P	P	A	P	P	P	P	P
76	KASTURI AMULYA	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
77	MIDIDODDI POOJA	A	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P
78	BHANOTH ANUSHA	P	P	P	A	P	A	P	P	P	P	P	P	P	A	P	P	A	P
79	MOHAMMAD SAMA	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A
80	THOKALA LATHA	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P

## **Practice Questions**

1. Prepare your own Curriculum Vitae (CV)
2. Poster making
3. Formatting options in worddocument1
4. Table with students details
5. Table of Contents (Only table of contents page to be printed)
6. Select your document by using select all option and change the font size of your document.
  - Underline the “Microsoft –word” using underline option.
  - Draw a line through the middle of the selected text using strike through option.χ
  - Create small number below the text baseline of the word “Multi-Tool” using subscript ( ctrl+=)

### **Multi-Tool,**

0. Create and manage presentations and slides.
0. Insert and format text, shape, and images.
0. Insert tables, charts, SmartArt, and media.
0. Apply transitions and animations.



**FEEDBACK:**

CERTIFICATE:



**CERTIFICATE COURSE FOR THE ACADEMIC YEAR  
2022-2023**

<b>S. No.</b>	<b>Nature of the Activity</b>	<b>Title of the Activity</b>	<b>Resource Persons</b>	<b>Duration</b>	<b>No. of Participants</b>
1	Certificate Course	Every Day EXCEL	T. Aruna E. Maneesha B. Swarnalatha P. Prathibha	30 hrs 08-02-2023 to 18-03-2023	73

**COURSE NAME: Every Day EXCEL**

**NOTICE:**

**NOTICE**

Date: 02-02-2023

Department of Computer Science and Applications is pleased to inform all the students about the commencement of the upcoming certificate course on "Every day EXCEL". The course will span a total of 30 hours and cover all the important and basic spreadsheet concepts and its advancements. The session for this course are scheduled to begin on 08-02-2023. It is very important that you attend all the sessions to fulfill the course requirements and be eligible for the certificate.

  
**Head**

Dept. of Computer Science & Applications

To  
BSc (CS) 1<sup>st</sup> Year

## BROCHURE:

<p><b>ABOUT THE COURSE</b></p> <ul style="list-style-type: none"><li>• The course "Everyday Excel" is aimed at learners who are seeking to learn Excel from the ground up. No experience with Excel is necessary.</li><li>• While this course is meant for beginners of Excel, advanced users will undoubtedly pick up new skills and tools.</li><li>• Excel is a useful tool for performing various calculations on spreadsheets. It can calculate statistics, perform repeated and advanced calculations, analyze data, and create graphical representations of the data, such as graphs, charts, and PivotTables.</li><li>• Microsoft Excel is used to perform numeric calculations rapidly and organize your work or personal life.</li><li>• Excel tool is used for calculation, graphing tools, pivot tables, and a macro programming and data visualization. Microsoft excel is a familiar and most recommended tool for all industries from technical to management level.</li></ul> <p><b>PRINCIPAL</b> <b>Dr. G. RajaReddy</b></p> <p><b>Course Conveners:</b> Smt. T. Aruna Smt. P. Prathibha Smt. B. Swarnalatha</p>	<p><b>ABOUT THE COLLEGE</b></p> <p>Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has an illustrious and developmental history. It started with pre-university courses in Arts, Commerce and Science in the building donated by Pingle family in 1965. Since then it witnessed continuous and consistent development in expanding the courses, At present college is providing 17 U.G. and 10 P.G. courses and Certificate courses and one Add on Course, sponsored by UGC in Diploma in Front Office Management</p> <p><b>ABOUT THE DEPARTMENT</b></p> <p>Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has introduced the computer courses in the year 1998 with B.Sc Mathematics, Physics and Computer science combination. In the immediate successive year, i.e., (1998 - 1999) Computer course with B.A and B.Com classes also were introduced. Since then there has been a study and evident development of the department. Currently the courses are B.Sc. (Phy. Sci.) with MPCs, MCCS, MSCS, B.Com (CA) and BSC (Life Sci. with CS) &amp; with new courses B.Sc. Data Science.</p> <p>Department of Public Administration is with eminent and professional teachers implement the curriculum in an effective manner to reach every student of different courses.</p>	<p><b>CERTIFICATE COURSE</b></p> <p>ON</p> <p><b>EVERYDAY EXCEL</b></p> <p><b>8<sup>th</sup> FEBRUARY, 2023</b></p>   <p>Organized by</p> <p><b>DEPARTMENT OF COMPUTER SCIENCE &amp; APPLICATIONS</b></p> <p>PINGLE GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS) WADDEPALLY, HANAMKONDA (Accredited with 'A' Grade by NAAC)</p>
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<p><b>COURSES OFFERED</b></p> <p><u>Under Graduation</u></p> <ul style="list-style-type: none"><li>• B.Sc. (Maths, Physics, Computer Science)</li><li>• B.Sc. (Maths, Statistics, Computer Science)</li><li>• B.Sc. (Maths, Statistics, Data Science)</li><li>• B.Sc. (Maths, Chemistry, Computer Science)</li><li>• B.Sc. (Botany, Zoology, Computer Science)</li><li>• B.Com. (Computer Applications)</li></ul> <p><b>e-mail:</b> <a href="mailto:pgcwcs@gmail.com">pgcwcs@gmail.com</a></p> <p><b>Website:</b> <a href="https://gdcts.cgg.gov.in/hanamkondawomen.edu">https://gdcts.cgg.gov.in/hanamkondawomen.edu</a></p>	<p><b>HIGHLIGHTS OF DEPARTMENT</b></p> <ul style="list-style-type: none"><li>• Outcome Based Education</li><li>• Focus on programming hands-on</li><li>• Online Teaching Assistance through Video Lectures</li><li>• Motivation for Self learning initiatives</li><li>• Well defined student Counselling and Mentoring process</li><li>• Maintaining e-Library using QR CODES</li><li>• Well defined Teaching-Learning Process with use of Technology Based Teaching Methodologies</li><li>• Value added course such as IOT, BIGDATA, CLOUD COMPUTING, PYTHON are regularly offered to students with Online Platforms Spoken Tutorial, Coursera, Great Learning etc.,</li></ul> <p>Participating Students - BSc (Physical Science)</p>	  
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**BROCHURE RELEASE:**



## **Objectives:**

If you do well in this course, you should be able to:

- Indicate the names and functions of the Excel interface components.
- Enter and edit data.
- Format data and cells.
- Construct formulas, including the use of built-in functions, and relative and absolute references.
- Create and modify charts.
- Preview and print worksheets.

## **Outcomes:**

At the end of the course, the students will be able to:

- Examine spreadsheet concepts and explore the Microsoft Office Excel environment.
- Create, open and view a workbook.
- Save and print workbooks.
- Enter and edit data.
- Modify a worksheet and workbook.
- Work with cell references.
- Learn to use functions and formulas.
- Create and edit charts and graphics.
- Filter and sort table data.
- Work with pivot tables and charts.
- Import and export data.

**CLASS NAME** : **BSc (Physical Science) 1st year**

**SYLLABUS** : **Every Day EXCEL**

### **Syllabus**

#### **MODULE-1: Excel Fundamentals**

Basic features of Excel; Excel Interface; Saving and opening files; Sheets, cells, rows and columns; Moving around the worksheet; Editing the worksheet; Common Excel Shortcut Keys; Working with Numeric Data in Excel; Entering Date Values in Excel; Relative Versus Absolute Cell References in Formulas; Naming cells and cell ranges

#### **MODULE-2: Modifying & Formatting Data**

Moving and Copying Data; Inserting and Deleting Rows and Columns; Changing the Width and Height of Cells; Hiding and Un hiding Excel Rows and Columns; Renaming, Deleting, Moving and Copying Excel Worksheet; Working with Font Formatting Commands; Changing the Background Color of a Cell; Adding Borders to Cells; Formatting Data as Currency Values; Formatting Percentages; Creating Styles to Format Data; Merging and Centering Cells; Using Conditional Formatting;

#### **MODULE-3: Excel Functions- Inserting Images and shapes**

Creating Basic Formulas in Excel; Working with the SUM( ), MIN( ), MAX( ), AVERAGE( ) and COUNT( ) Function; Using the AutoSum Command; Excel's AutoSum Shortcut Key; Using the AutoFill Command to Copy Formulas; Cell formatting and conditional formatting; Auto Fill and Fill Series; Formats for numbers, dates, and times; Cell addressing modes; Inserting Images and Shapes; Formatting Excel Shapes; Working with SmartArt

#### **MODULE-4: Working with Lists and Charts**

Understanding List; Sorting a List Using Single Level Sort; Sorting a List Using Multi-Level Sorts; Using Custom Sorts in an Excel List; Filter an Excel List Using the AutoFilter Tool; Creating Subtotals in a List; Format a List as a Table; Creating an Excel Column Chart; Adding and Modifying Data on Chart; Formatting Chart; Moving a Chart to another Worksheet; Working with Pie Charts









HANDS ON PRACTICE:





## Assignment Questions

1. The following worksheet contains Roll.Nos. & Marks in 5 subject of a student. Calculate his grades as per the following :

Marks	Grades
0-40	4
40-50	3
50-60	2
60	above 1

	A	B	C	D	E	F
1	Roll No.	ENG	HINDI	SCIENCE	MATHS	SO. SCI
2	110	45	56	67	78	60
3	GRADE					
4						
5						
6						
7						
8						
9						
10						
11						

2. Enter the Following data in Excel Sheet

### REGIONAL SALES PROJECTION

State	Qtr1	Qtr2	Qtr3	QTR4	Qtr Total	Rate	Amount
Delhi	2020	2400	2100	3000		15	
Punjab	1100	1300	1500	1400		20	
U.P.	3000	3200	2600	2800		17	
Haryana	1800	2000	2200	2700		15	
Rajasthan	2100	2000	1800	2200		20	

TOTAL  
AVERAGE

- (a) Apply Formatting as follow:

- i. Title in TIMES NEW ROMAN
- ii. Font Size - 14
- iii. Remaining text - ARIAL, Font Size -10
- iv. State names and Qtr. Heading Bold, Italic with Gray Fill Color.
- v. Numbers in two decimal places.
- vi. Qtr. Heading in center Alignment. Vii. Apply Border to whole data.

- (b) Calculate State and Qtr. Total
- (c) Calculate Average for each quarter
- (d) Calculate Amount = Rate \* Total.

3. Use an array formula to calculate Simple Interest for given principal amounts given the rate of Interest and time

Rate of Interest 8%

Time                    5 Years  
Principal   Simple Interest  
1000                    ?  
18000                   ?  
                         5200     ?

4. Generate 25 random numbers between 0 & 100 and find their sum, average and count. How many no. are in range 50-60
5. A worksheet contains Roll Number, Marks in 2 subjects for 50 students in a class. Calculate Result and Grade using the following:  
A student is declared as PASS if he gets 40 or more in both the subjects, Otherwise FAIL.  
All FAILED students will be given Grade IV  
For PASSED students Grade will be obtained as follows:  
AVERAGE     GRADE  
 $\geq 60$      I  
 $< 60$  but  $\geq 50$      II  
 $< 50$  but  $\geq 40$      III  
A     B     C     D                    E                    F  
1     ROLL                    SUB1 SUB2 AVERAGE     RESULT GRADE  
:  
51
6. A worksheet contains name and marks in 3 subjects. Calculate Total Marks

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>1</b>	NAME	SUB 1	SUB 2	SUB 3	TOTAL MARKS
<b>2</b>	Deep	30	34	44	
<b>3</b>	Jayesh	40	35	45	
<b>4</b>	Yash	45	36	47	
<b>5</b>	Sara	48	32	50	
<b>6</b>	Gita	35	32	43	
<b>7</b>	Jinal	32	31	37	
<b>8</b>	Kavita	36	28	38	
<b>9</b>	Minal	23	25	40	
<b>10</b>	Naresh	43	27	50	
<b>11</b>	Rima	37	44	46	

- a) Construct 3D Pie Chart for Total marks  
b) Construct 2D Line Chart for Subject 1 and Subject 3  
c) Construct 2D Column Chart for Sub1,Sub2,Sub3  
d) Construct Stacked Column Chart for Sub1,Sub2,Sub3

FEEDBACK:

**FEEDBACK FORM**

PINGLE GOVT. COLLEGE FOR WOMEN (A),  
WADDEPALLY, HANUMAKONDA

**CERTIFICATE COURSE**

COURSE TITLE: Everyday EXCEL

DATE: 17-03-2023

Please fill the short Questionnaire to make the course better.

1. Were objective of the course ~~clear~~ <sup>clear</sup> you?

✓  
Y / N

2. The course content met with your expectations

(c)

a. Strongly disagree    b. Avg    c. Good    d. Strongly agree

3. The lecture sequence was well planned

(d)

a. Strongly disagree    b. Avg    c. Good    d. Strongly agree

4. The course exposed you to new knowledge and practices

(d)

a. Strongly disagree    b. Avg    c. Good    d. Strongly agree

5. The course material handed out was adequate

(e)

a. Strongly disagree    b. Avg    c. Good    d. Strongly agree

**FEEDBACK FORM**

PINGLE GOVT. COLLEGE FOR WOMEN (A), WADDEPALLY,  
HANUMAKONDA

**CERTIFICATE COURSE**

COURSE TITLE: Everyday Excel

DATE: 20-03-2023


Please fill the short Questionnaire to make the course better.

1. Were objective of the course <sup>clear to you?</sup> Y / N
  
2. The course content met with your expectations (d)  
a. Strongly disagree    b. Avg <sup>clear to you?</sup>    c. Good    d. Strongly agree
  
3. The lecture sequence was well planned (c)  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree
  
4. The course exposed you to new knowledge and practices (c)  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree
  
5. The course material handed out was adequate (c)  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree

## CERTIFICATE



**PINGLE GOVT. COLLEGE FOR WOMEN  
(AUTONOMOUS)  
WADDEPALLY, HANAMKONDA**



**CERTIFICATE**

This is to certify that MS / Mrs. \_\_\_\_\_  
has successfully completed “Everyday EXCEL” course,  
conducted by the Dept. of Computer Science & Applications  
during 8th Feb 2023 to 18th Mar 2023.

**T. Aruna   P. Prathibha   B. Swarnalatha**  
Co-ordinators

**Dr. G. Raja Reddy**  
PRINCIPAL



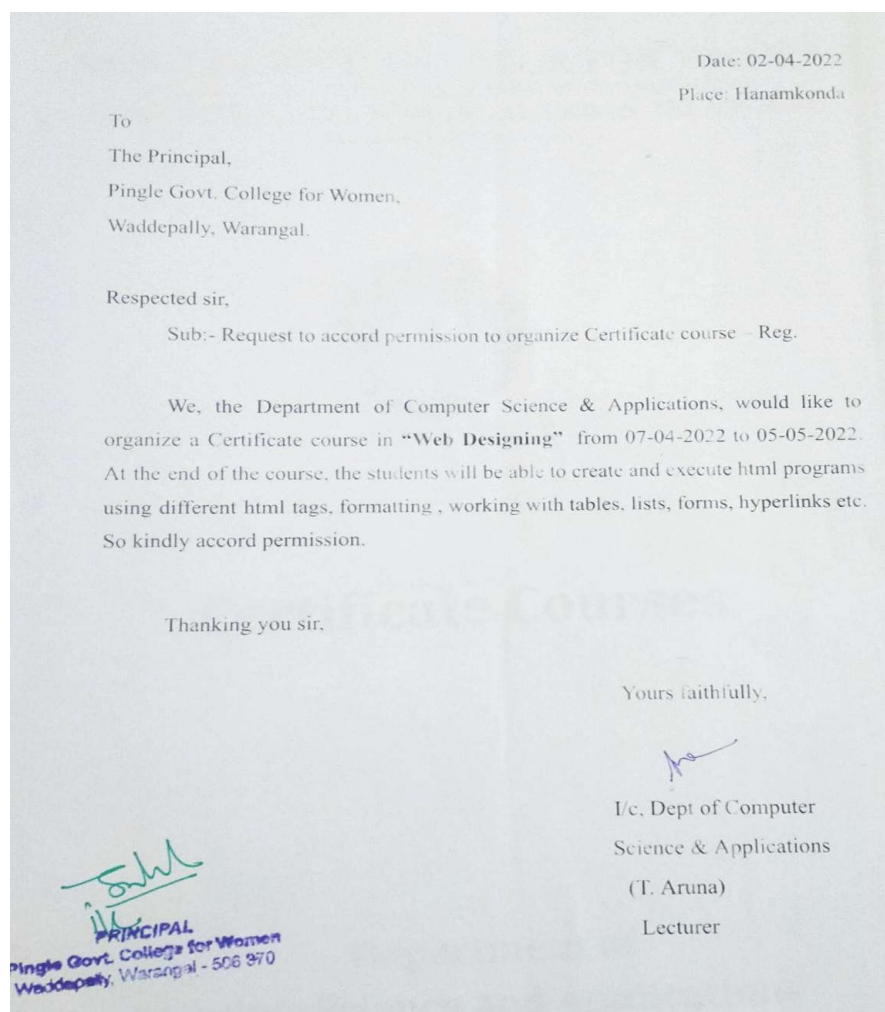




## CERTIFICATE COURSE FOR THE ACADEMIC YEAR 2021-2022

1	Certificate Course	Web Designing	B. Swarnalatha T. Aruna P. Prathibha	30 hrs 07-04-2022 To 05-05-2022	134
2	Certificate Course	WORD PROCESSING	T. Aruna P. Prathibha B. Swarnalatha	30 hrs 08-11-2021 To 16-12-2021	122

### **COURSE NAME: Web Designing** **NOTICE:**



## Brochure

<p><b>ABOUT THE COLLEGE</b></p> <p>Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has an illustrious and developmental history. It started with pre-university courses in Arts, Commerce and Science in the building donated by Pingle family in 1965. Since then It witnessed continuous and consistent development in expanding the courses. At present college is providing 17 U.G. and 10 P.G. courses and Certificate courses and one Add on Course, sponsored by UGC in Diploma in Front Office Management.</p> <p><b>About the Department</b></p> <p>Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has introduced the computer courses in the year 1998 with B.Sc. Mathematics, Physics and Computer science combination. In the immediate successive year, i.e., (1998 - 1999) Computer course with B.A and B.Com classes also were introduced. Since then there has been a study and evident development of the department. Currently the courses are B.Sc. (Phy. Sci.) with MPCS, MCCS, MSCS, B.Com (CA) and BSC (Life Sci. with CS) &amp; with new courses B.Sc. Data Science, BCA and M.Sc. Computer Science.</p> <p><b>About the Course</b></p> <p>"Web Designing" certificate course will be held at Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda on 7<sup>th</sup> April, 2022. The aim of this course is, Web design classes can cover the fundamentals of web design and web development. Web design and development is an area of study encompassing everything involved in building a website, from the coding at work behind the scenes, to the design of the user-interface, to content management.</p> <p><b>VENUE:</b> Room No. 62, Computer Lab</p>	<p></p> <p><b>CERTIFICATE COURSE ON "WEB DESIGNING"</b></p> <p>On 7<sup>th</sup> April, 2022</p> <p><b>Organized by</b> Department of Computer Science and Applications</p> <p><b>PINGLE GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS) WADDEPALLY, HANAMKONDA (Accredited with 'A' Grade by NAAC)</b></p> 
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## Brochure Release



## **Objectives:**

The course will give students grounding in the nuts and bolts of the tags, script, and code that create web pages. It will help students understand how the web pages work. This knowledge will allow students to build on their skills. They will understand the potentials and limitations placed on writing for web pages.

## **Course Outcomes:**

At the end of the course, the students will be able to:

- Demonstrate competency in the use of common HTML code
- Construct pages that meet guidelines for efficient download
- Construct pages that meet the needs of an identified audience
- Construct efficient file structure for web sites
- Demonstrate proficiency in the use of a WYSIWYG design software
- Evaluate the functions of specific types of web pages in relationship to an entire web site
- Design electronic text and web pages that include the standard textual components needed on web pages
- Create web pages that meet accessibility needs of those with physical disabilities
- Utilize graphic design to enhance web pages

## **Syllabus:**

### **Unit-1:**

HTML Introduction - Structure of HTML Program - Formatting Text - Create and Execute Html Programs - Heading tags – Inline type styles – the Font tag – layout techniques with HTML - Anchor & Image tags – Frames- Frame set – Tables - Table rowspan & colspan - Form Tag

### **Unit-2:**

Form elements - List Tags - Marquee Tag - Marquee tag attributes – Image basics – the IMG tag and its attributes – Table tag its structure , affecting table appearance – frames and its types - frameset – Forms – Simple Hyperlinks – Linking with a document - Nested Lists - Cascading style sheets – Selectors - Filters and Transitions

**Schedule:**

S.No.	Date	Topic	Lecture by
1	07-04-2022	HTML Introduction	P.Prathibha
2	08-04-2022	Structure of HTML Program	P.Prathibha
3	09-04-2022	Formatting Text	P.Prathibha
4	11-04-2022	Create and Execute Html Programs	P.Prathibha
5	12-04-2022	Heading tags	P.Prathibha
6	13-04-2022	Anchor & Image tags	P.Prathibha
7	16-04-2022	Frames	P.Prathibha
8	18-04-2022	Frame set	B.Swarna latha
9	19-04-2022	Tables	B.Swarnalatha
10	20-04-2022	Table rowspan & colspan	B.Swarnalatha
11	21-04-2022	Form Tag	B.Swarnalatha
12	22-04-2022	Form elements	B.Swarnalatha
13	25-04-2022	List Tags	T.Aruna
14	26-04-2022	Marquee Tag	T.Aruna
15	27-04-2022	Marquee tag attributes	T.Aruna
16	29-04-2022	Hyperlinks	T.Aruna
17	30-04-2022	Nested Lists	T.Aruna
18	01-05-2022	Cascading style sheets	T.Aruna
19	02-05-2022	Selectors	B.Swarnalatha
20	05-05-2022	Filters and Transitions	B.Swarnalatha

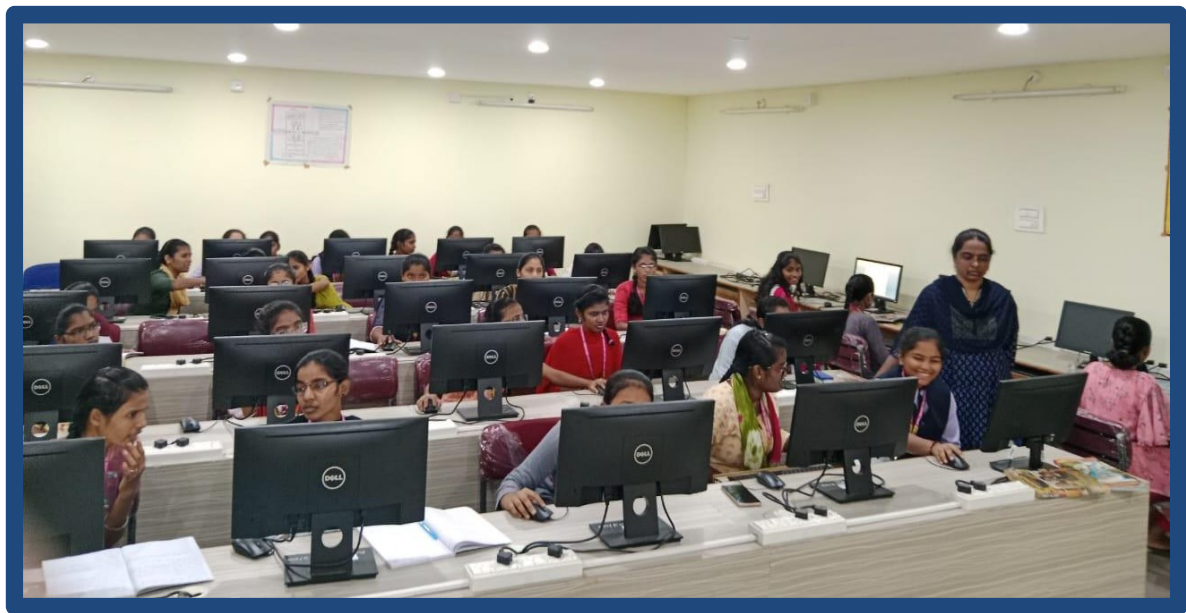








112	RADANDI ANJALI	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	
113	RANGU SRAVIKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P
114	RASALA AKHILA	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
115	RASALA UMA	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
116	SADHANABOINA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
117	SAJIDA BANU	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
118	SAMANI ANUSHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
119	SAMPETA RENUKA	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
120	SANKINENI TEJASRI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
121	SHIVARATHRI	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
122	SRIRAMU SHIVANI	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
123	TAYYABA ANJUM	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
124	THATIKAYALA	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
125	THATIPALLI AKHILA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
126	THATI TEJASHWINI	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
127	THAVITI RANI	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
128	UDUTHA MOUNIKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
129	USHASHWINI BANDI	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
130	VANGAPELLI	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
131	VANKUDOTHU	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
132	VASUKULA HARIKA	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
133	YELLABOINA RAMA	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
134	YENDLURE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P



**HANDS ON PRACTICE:**







## Assignment

1. Program using basic text formatting tags, <p>, <br>, <pre>, <i>, <b> etc.,
2. Program using different heading tags (<h1>, <h2>, etc.)
3. HTML program to display different lists.
4. HTML program using marquee tag
5. HTML program to create tables
6. HTML program to create tables using rowspan and colspan.
7. HTML program using frames
8. HTML program using frameset.
9. Create hyper links
10. HTML program to inset images.
11. HTML program using form tag
12. HTML program using form elements.
13. HTML program using nested lists
14. HTML program using inline CSS
15. HTML program using external CSS
16. HTML program using fonts and styles
17. HTML program using selectors
18. HTML program using Table border styles
19. HTML program using filters
20. HTML program using transitions

## FEEDBACK:

### FEEDBACK FORM

PINGLE GOVT. COLLEGE FOR WOMEN (A),  
WADDEPALLY, HANUMAKONDA

Department of Computer Science & Applications

CERTIFICATE COURSE

COURSE TITLE: Web Designing

DATE: 05-05-2022

Please fill the short Questionnaire to make the course better.

1. Were objective of the course clear to you? ✓  
Y / N
  
2. The course content met with your expectations ( d )  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree
  
3. The lecture sequence was well planned ( C )  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree
  
4. The course exposed you to new knowledge and practices ( a )  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree
  
5. The course material handed out was adequate ( a )  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree

## FEEDBACK FORM

PINGLE GOVT. COLLEGE FOR WOMEN (A),  
WADDEPALLY, HANUMAKONDA

### CERTIFICATE COURSE

COURSE TITLE: Web Designing

DATE: 05-05-2022

Please fill the short Questionnaire to make the course better.

1. Were objective of the course ~~clear~~ to you? Y / N
  
2. The course content met with your expectations ( c )  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree
  
3. The lecture sequence was well planned ( d )  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree
  
4. The course exposed you to new knowledge and practices ( c )  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree
  
5. The course material handed out was adequate ( d )  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree



# CERTIFICATE

## PINGLE GOVT. COLLEGE FOR WOMEN(A)

WADDEPALLY, HANUMAKONDA

(Accredited by NAAC with 'A' Grade & An ISO 9001-2015 certified college)

(Affiliated to Kakatiya University)



### CERTIFICATE

Certified that ....., D/o..... of  
..... course ..... Participated in Certificate course  
"WEB DESIGNING" from 07-04-2022 to 05-05-2022 conducted by the Department of Computer Science &  
Applications and completed successfully. This is a token of appreciation.

#### Course coordinators

T. Aruna

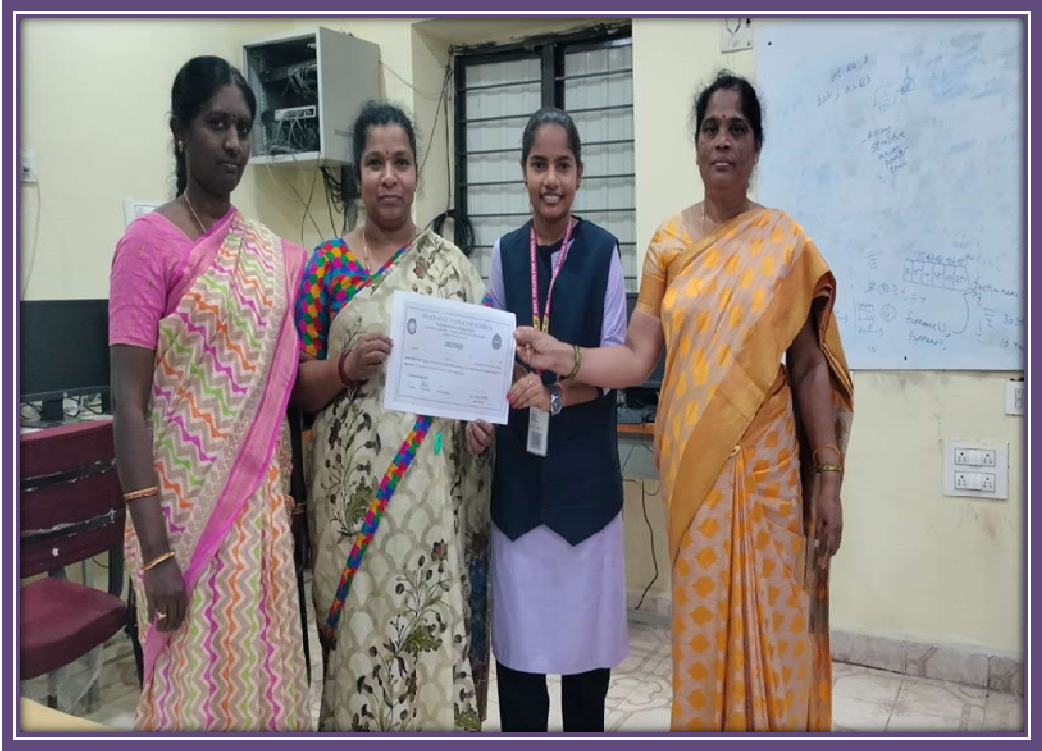
P. Prathibha

B. Swarnalatha

Dr. G. RAJA REDDY

PRINCIPAL





# Course Name: **WORD PROCESSING**

## NOTICE

Date: 05-11-2021

Place: Hanamkonda

To  
The Principal,  
Pingle Govt. College for Women,  
Waddepally, Warangal.

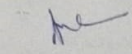
Respected sir,

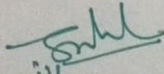
Sub:- Request to accord permission to organize Certificate course – Reg.

We, the Department of Computer Science & Applications, would like to organize a Certificate course in “**Word Processing**” from 08-11-2021 to 16-12-2021. At the end of the course, the students will be able to create, edit, save and print the documents, formatting, alignment, autocorrect options, using indents, creating tables, templates etc. So kindly accord permission

Thanking you sir.

Yours faithfully,

  
I/c, Dept of Computer  
Science & Applications  
(T. Aruna)  
Lecturer

  
PRINCIPAL  
Pingle Govt. College for Women  
Waddepally, Warangal - 506 970

BROCHURE

## Objectives:

<p><b>ABOUT THE COLLEGE</b></p> <p>Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has an illustrious and developmental history. It started with pre-university courses in Arts, Commerce and Science in the building donated by Pingle family in 1965. Since then It witnessed continuous and consistent development in expanding the courses, At present college is providing 17 U.G. and 10 P.G. courses and Certificate courses and one Add on Course, sponsored by UGC in Diploma in Front Office Management</p> <p><b>About the Department</b></p> <p>Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda has introduced the computer courses in the year 1998 with B.Sc. Mathematics, Physics and Computer science combination. In the immediate successive year, i.e., (1998 - 1999) Computer course with B.A and B.Com classes also were introduced. Since then there has been a study and evident development of the department. Currently the courses are B.Sc. (Phy. Sci.) with MPFS, MCCS, MScS, B.Com (CA) and BSC (Life Sci. with CS) &amp; with new courses B.Sc. Data Science, BCA and M.Sc. Computer Science.</p> <p><b>About the Course</b></p> <p>"Word Processing" certificate course will be held at Pingle Govt. College for Women (Autonomous), Waddepally, Hanumakonda on 8<sup>th</sup> November, 2021. The aim of this course is, Word processing software is designed to allow users to manipulate and design text. Word processing is the writing, manipulating, and storing of textual material in a computerized medium, and it is a tool that has become a vital everyday function in class- rooms, offices, and homes.</p> <p><b>VENUE: Room No. 63, Computer Lab</b></p>	<p></p> <p><b>CERTIFICATE COURSE ON "Word Processing"</b></p> <p>On 8<sup>th</sup> November, 2021</p> <p>Organized by <b>Department of Computer Science and Applications</b></p> <p><b>PINGLE GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS) WADDEPALLY, HANAMKONDA (Accredited with 'A' Grade by NAAC)</b></p> 
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If you do well in this unit, you should be able to:

- Indicate the names and functions of the Word interface components.
- Create, edit, save, and print documents to include documents with lists and tables.
- Format text and to use styles.
- Add a header and footer to a document.
- Add a footnote to a document.
- Add a graphic to a document.
- Use the Spelling and Grammar Checker as well as Microsoft Help.
- Manipulate documents using functions such as find and replace; cut, copy, replace.

## Course Outcomes:

At the end of the course, the students will be able to:

- Identify the various elements on the word screen.
- Describe the different types of views.
- Analyze the components of backstage view of word.
- Describe how to use non-printing characters and line spacing
- Indicate ways of saving a document.
- Indicate various Auto Correct options.
- Indicate ways of formatting characters in a document
- Describe the alignment options.
- Identify the various types of Indents.
- Outline the major tab options

# **Syllabus**

## Unit 1: Getting Started with Microsoft Word

In this unit, we discuss the basic on-screen elements of Microsoft Word. We explore the toolbars, menus, commands, and taskbars. Toolbars and menus are located at the top of the screen and list options that allow you to insert, view, or change the layout of a document. Each menu option lists different commands that let you format, save, and print documents. We also discuss the Quick Access Toolbar and learn how to add and delete commands.

Creating And Opening Documents - Saving And Sharing Documents - Text Basics  
- Page Layout - Printing Documents -Inserting pictures - Editing images -  
cropping images - adding text on images

## Unit 2: Creating and Formatting Documents

In this unit, we explore how to use Microsoft Word to create new documents and documents based on templates. We review the different commands used to format documents, and introduce options for saving and printing documents. This will help you learn as you practice creating and formatting documents.

Formatting Text - Indents and tabs - Line and paragraph spacing - Lists -  
Hyperlinks - breaks - Columns - Headers, footers, and page numbers - Inserting  
Tables - Modifying Tables - Formatting Tables - Converting Text to Tables



## **Schedule:**

<b>S.No</b>	<b>Date</b>	<b>Topic</b>	<b>Lecture by</b>
1	08-11-2021	Inaugural session, creating and opening documents	P.Prathibha
2	09-11-2021	Saving and Sharing documents	P.Prathibha
3	10-11-2021	Text basics, Formatting Text	P.Prathibha
4	11-11-2021	Page layout	P.Prathibha
5	12-11-2021	Printing Documents	P.Prathibha
6	15-11-2021	Indents and tabs	P.Prathibha
7	16-11-2021	Line and paragraph spacing	B.Swarnalatha
8	17-11-2021	Lists	B.Swarnalatha
9	18-11-2021	Hyperlinks	B.Swarnalatha
10	20-11-2021	breaks	B.Swarnalatha
11	22-11-2021	Column	B.Swarnalatha
12	23-11-2021	Headers, footers, and page numbers	B.Swarnalatha
13	24-11-2021	Inserting Tables	B.Swarnalatha
14	25-11-2021	Modifying Tables	T.Aruna
15	26-11-2021	Formatting Tables	T.Aruna
16	27-11-2021	Converting Text to Tables	T.Aruna
17	29-11-2021	Inserting pictures	T.Aruna
18	30-11-2021	Editing & cropping images	T.Aruna
19	01-12-2021	adding text on images	T.Aruna
20	02-12-2021	page setting	T.Aruna
21	06-12-2021	Macros	T.Aruna
21	07-12-2021	Mail merge	T.Aruna
23	02-12-2021	Mail merge	T.Aruna
24	08-12-2021	Templates	P.Prathibha
25	09-12-2021	Inserting objects	P.Prathibha
26	10-12-2021	Page designing	P.Prathibha
27	13-12-2021	Formatting pictures	P.Prathibha
28	14-12-2021	Table designing	B.Swarnalatha
29	15-12-2021	Sorting	B.Swarnalatha
30	16-12-2021	Formulas	B.Swarnalatha



**HANDS ON PRACTICE:**



### Attendance

S.No	Student Name	08-11-2021	09-11-2021	10-11-2021	11-11-2021	12-11-2021	15-11-2021	16-11-2021	17-11-2021	18-11-2021	20-11-2021	22-11-2021	23-11-2021	24-11-2021	25-11-2021	26-11-2021	27-11-2021	29-11-2021	30-11-2021	01-12-2021	02-12-2021	06-12-2021	07-12-2021	07-12-2021	02-12-2021	08-12-2021	09-12-2021	10-12-2021	13-12-2021	14-12-2021	15-12-2021	16-12-2021	
1	GATIKE SUVARNA	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	
2	GUNTUKU SRUTHI	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	
3	MOHAMMAD NISHMABHANU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	
4	PABBA SINDHUJA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5	VANKUDOTH ANJALI	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	
6	ABBURAVENI MOUNIKA	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7	ADUNURI RAMYA	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8	ANANDAS SRINIKITHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	
9	ASRA FIRDOSE	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	
10	BAIRI SRIVALLI	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
11	BAKKERA SOUMYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12	BALNE SAI CHANDRIKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	
13	BANDI MALLESHWARI	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
14	BANOOTH NAVYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
15	BHUKYA SHIREESHA	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	
16	BHUPATHI KEERTHI	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
17	BINGI AKHILA	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	
18	BITLA LAXMISWABHANU	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
19	BOJU HARPITHA	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
20	BOLLAVENA PRATHYUSHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	
21	BONTHA BHUMIKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
22	CHIDURALA NIHARIKA MAHENDER	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	
23	DASARI RAMYA	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	
24	DEVARAKONDA RAJITHA	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	
25	GAMPALA VARSHITHA	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	
26	GANGULA SRILEKHA	P	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	
27	GATTU AKSHAYA	P	P	A	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	
28	GOGU RASHVITHA VIDHYA	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	
29	GUGULOTHU KAVITHA	P	P	P	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
30	GUGULOTHU PRAMEELA	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	
31	GUGULOTHU SRICHAKRA	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	
32	GUJJETI AKANKSHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P
33	ILONI ABHITHA	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
34	JAMMULA SRAVANI	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
35	JATOTH NANDINI	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P





## Practice Questions

1. Prepare your own Curriculum Vitae (CV)
2. Poster making
3. Formatting options in worddocument1
4. Table with students details
5. Table of Contents (Only table of contents page to be printed)
6. Select your document by using select all option and change the font size of your document.
  - Underline the “Microsoft –word” using underline option.
  - Draw a line through the middle of the selected text using strike through option.
  - Create small number below the text baseline of the word “Multi-Tool” using subscript ( ctrl+=)

Eg:- Multi-Tool<sub>1</sub>

**FEEDBACK:**



## FEEDBACK FORM

PINGLE GOVT. COLLEGE FOR WOMEN (A),  
WADDEPALLY, HANUMAKONDA

### CERTIFICATE COURSE

COURSE TITLE: WORD PROCESSING

DATE: 16-12-2021

Please fill the short Questionnaire to make the course better.

1. Were objective of the course clear to you? Y / N
  
2. The course content met with your expectations (d)  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree
  
3. The lecture sequence was well planned (d)  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree
  
4. The course exposed you to new knowledge and practices (c)  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree
  
5. The course material handed out was adequate (d)  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree

### FEEDBACK FORM

PINGLE GOVT. COLLEGE FOR WOMEN (A), WADDEPALLY,  
HANUMAKONDA

### CERTIFICATE COURSE

COURSE TITLE: Word Processing

DATE: 15-12-2021

Please fill the short Questionnaire to make the course better.

1. Were objective of the course clear to you? Y / N
  
2. The course content met with your expectations (c)  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree
  
3. The lecture sequence was well planned (d)  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree
  
4. The course exposed you to new knowledge and practices (d)  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree
  
5. The course material handed out was adequate (c)  
a. Strongly disagree    b. Avg    c. Good    d. Strongly agree

**CERTIFICATE:**

**PINGLE GOVT. COLLEGE FOR WOMEN(A)**

**WADDEPALLY, HANUMAKONDA**

(Accredited by NAAC with 'A' Grade & An ISO 9001-2015 certified college)

(Affiliated to Kakatiya University)



**CERTIFICATE**

Certified that ..... D/o..... of  
..... course ..... Participated in Certificate course  
“WORD PROCESSING” from 08-11-2021 to 16-12-2021 conducted by the Department of Computer Science &  
Applications and completed successfully. This is a token of appreciation.

**Course coordinators**

T. Aruna

P. Prathibha

B. Swarnalatha

**Dr. G. RAJA REDDY**

**PRINCIPAL**

