

CERTIFICATE COURSES

Conducted by:

Government Degree College Sitaphalmandi

During the Academic Year 2021-22

(For B.A., B.Com, and B.Sc. students)

Course duration: 3 Months

Course Name: Ms Office

Faculty Name: Mantri Naveen Kumar

Course Syllabus : as follows

	89
Sub Total	91
Consolidate	91
What – If – Analysis.....	93
Create a Scenario Summary.....	93
View the Scenario Summary.....	94
Pivot table.....	95
View the Scenario PivotTable Report.....	95
Data Validation.....	98
Microsoft Powerpoint	98
Overview	99
About PowerPoint views.....	100
Procedure to create presentation:	102
Animation Effects.....	102
Master Slides	103
Animation Effects.....	104
MS-ACCESS	104
Introduction to Access 2007	104
New Database.....	105
Objects of Database	107
Tables	107
Overview of Datatypes.....	110
Procedure to Create Database.....	111
Queries.....	111
Types of Queries	112
Select Query	113
Create a parameter query.....	113
Create an update query.....	114
Make Table Query.....	118
Create a delete query	118
Introduction to forms.....	119
Introduction to Reports.....	123
MS OFFICE Question Bank.....	

Introduction.....	59
Features of Ms-Excel.....	59
Exploring to Ms-Excel.....	60
Microsoft Office Button.....	60
Ribbon.....	60
Quick Access Toolbar.....	60
Mini Toolbar.....	61
Tabs of Ms-Excel:.....	61
Worksheet and Workbook Overview.....	61
Worksheet Details.....	61
Formula Bar.....	62
Status bar.....	62
Create a Workbook.....	62
Copy, Cut, Paste, and Cell Addressing.....	63
Format Cells.....	65
Save a Workbook.....	68
Excel Conditional Formatting.....	69
Page Setup Options.....	70
Calculations in Excel.....	71
Formula.....	71
Date & Time Functions.....	74
Text Functions.....	76
Math & Trig Functions.....	79
Exercise – 1 [Student Report].....	82
Exercise – 2 [Employee Report].....	82
Exercise – 3 [Sales Report].....	83
Charts.....	83
Formula Auditing.....	85
Excel Data Commands.....	87
Sort.....	87
Filtering.....	88

	40
Insert a Blank Page.....	40
Tables Group.....	41
Symbols Group.....	42
Equations.....	42
Illustrations Group.....	43
Insert a chart by embedding it in your document.....	44
Text Group.....	45
Drop Cap.....	45
OLE.....	46
Date&Time.....	46
Headers and Footers.....	47
Bookmark.....	48
Hyperlink.....	49
Page Layout Tab.....	49
Page Setup Group.....	49
Page Margins.....	49
Columns.....	49
Page Background Group.....	50
Page Border and Color.....	50
Watermarks.....	50
References Tab.....	50
Index.....	52
Table of Contents.....	53
Macro.....	53
Review Tab.....	55
Proofing.....	55
Thesaurus.....	55
Mailings Tab.....	56
Mail Merge.....	56
Procedure to Create Mail Merge.....	56
Microsoft Excel.....	57
	59

Working with multiple windows.....	24
Using Windows Explorer.....	24
Display and Readability.....	26
Adjusting Display Options.....	27
About Notepad Introduction.....	27
About Wordpad.....	28
MS-WORD.....	29
Word-Processing.....	29
Features of Ms-Word.....	32
Tabs & Groups of Ms-word.....	32
Navigating in a Document :.....	32
Views of Ms-Word.....	32
Keyboard shortcuts for Selecting Text.....	33
Editing Options.....	34
Cut, Copy and Paste :.....	34
Deleting Text.....	34
Undo and Redo.....	34
Searching text.....	35
Replacing text.....	35
Goto.....	35
File operation commands.....	35
Previewing and Printing a Document.....	36
Formatting text.....	37
Font Group.....	37
Keyboard shortcuts for Formatting Text.....	38
Formatting paragraphs.....	38
Indent Paragraphs.....	39
Add Borders and Shading.....	39
Bulleted and Numbered Lists.....	39
INSERT TAB.....	40
Pages Group.....	40

Table of Contents

Introduction to Computer	6
Evolution of Computer Technology	6
Advantages of Computers	7
Types of Computers	7
Analog Computers	7
Digital Computers	8
Parts of a computer	14
Block Diagram of Computer	16
Memories of Computer	18
Removable Media Devices	19
Computer Software System	19
System Software	19
About MS-DOS	19
About Windows	20
Application Software	21
Programming Software	21
Programming Languages	21
Data Communication Networking	22
Local Area Network (LAN)	22
Wide Area Network (WAN)	22
Components of MS WINDOWS	22
Windows within Windows	22
Desktop	22
Recycle Bin	23
Taskbar	23
Start Menu	23
Search Box	23
Dialog Boxes	23
Using your mouse	23

Course Name: **Spoken English**

Faculty Name: Vivek

Course Syllabus : as follows

NOTES ON ENGLISH GRAMMAR, SPOKEN ENGLISH, COMMUNICATION SKILLS & PERSONALITY DEVELOPMENT

SNo	SUBJECT	MAIN TOPIC	PAGE NO
1	BASIC GRAMMAR	Words, phrases & sentences	3
		Sentences and phrases	3
		Different kinds of sentences	3-4
		Subject & Predicate - Subject & Object	4
		Parts of Speech	5-6
		Kinds of Nouns	6
		Kinds of Pronouns	7-8
		Kinds of Adjectives	8-9
		Verb, Subject & Object	9
		Finite and Non-finite Verbs	9-10
		Transitive & intransitive verbs	11
		Special verbs (Auxiliary Verbs)	11-14
		Kinds of Adverbs	14-15
		Kinds of Prepositions & the patterns	15-18
		Articles	19-23
		Tenses	24-25
		The Present tense	25-28
		The Past tense	29-31
		The Future tense	31-32
		Active & Passive voice	33-35
		Direct & Indirect Speech	36-41
		Degrees of comparison	42-44
2	SPOKEN ENGLISH	Greetings	45
		Collections	46
		Young ones of animals	46
		Cries of animals	46-47
		Masculine Gender & Feminine Gender	47-48

	COMMON ERRORS	Similar words distinguished	48-50
		Word substitution - One word for many	50-53
		Common errors in use apostrophe (')	53-54
		Tricky common errors	54
		Letter writing tips	54-55
3	COMMUNICATION SKILLS	Tips on communication skills	55-57
4	PERSONALITY DEVELOPMENT	40 tips on Personality Development	57-58
		Listen to the Masters	58
		Quotes of Mahatma Gandhi	59-62
		70 Self-introspection questions	62-64
		40 Interview general questions	65-67

Certificate



SETWIN

SOCIETY FOR EMPLOYMENT PROMOTION AND TRAINING IN TWIN CITIES

Department of Youth Services, Government of Telangana

Hyderabad - 500 002.



No 045699

CERTIFICATE



Sri / Smt. / Kum. **N VINOD KUMAR**
 Son / Wife / Daughter of Sri **N RAMESH**

Hall Ticket No. **2720** Having Completed the Course of Training
 at **GOVT. DEGREE COLLEGE, SITAPHALMANDI**
 and qualified in the course of **MS - Office**
 held in the month of **MAY-2022** is awarded this Certificate. Period of Training
 from **01-03-2022** to **01-06-2022**

Sl. No.	SUBJECT	MAX. MARKS	PASS MARKS	MARKS OBTAINED
1.	THEORY	100	40	60
2.	PRACTICAL AND VIVA	100	50	73
3.				
TOTAL MARKS (in Figures)		200		133

MARKS (in Words) **ONE THREE THREE**
 Passed in **FIRST** **67%**
 Date of Birth as Recorded in School Certificate **28-04-1999**

Date **7 SEP 2022**
Hyderabad



Managing Director
 Managing Director
SETWIN
 Department of Youth Services
 Government of Telangana



SETWIN



SOCIETY FOR EMPLOYMENT PROMOTION AND TRAINING IN TWIN CITIES
Department of Youth Services, Government of Telangana
Hyderabad - 500 002.

No **045745**

CERTIFICATE



Sri / Smt. / Kum. **N VINOD KUMAR**

Son / Wife / Daughter of Sri **N RAMESH**

Hall Ticket No. **2769**

Having Completed the Course of Training

at **GOVT.DEGREE COLLEGE, SITAPHALMANDI**

and qualified in the course of **SPOKEN ENGLISH**

held in the month of **MAY-2022** is awarded this Certificate. Period of Training

from **01-03-2022** to **01-06-2022**

SUBJECT	MAX. MARKS	PASS MARKS	MARKS OBTAINED
1. THEORY	100	40	85
2. PRACTICAL AND VIVA	100	50	82
3.			
TOTAL MARKS (in Figures)	200		167
MARKS (in Words)	ONE SIX SEVEN		

Passed in **DISTINCTION 84%**

Date of Birth as Recorded in School Certificate **28-04-1999**

Date **7 SEP 2022**

Hyderabad



[Signature]
Managing Director
Managing Director
SETWIN
Department of Youth Services
Government of Telangana

List of students participated

GDC Sitaphalmandi, List of Students for Setwin training course (Computers and Spoken English) 2021-2022				
S.NO	Name	Roll No's	Course/Year	Mobile Number
1	G.Mahesh Kumar	19011909129007	B.A/ III Yr	9666784815
2	K.Naresh	19011909129013		9177557081
3	MD.Hussain	19011909129018		7013864166
4	P.Dhanesh	19011909129025		9963552741
5	K.Vinod	19011909156002		8179351832
6	B.Ajay	19011909441001	B.SC(MPC/ MPCS)/ III Yr	6309500419
7	A.Prem Sai	19011909468001		9000139537
8	Ch.Sravan	19011909468007		9502251210
9	G.Nisanth Kumar	19011909468011		9063003419
10	K.Vamsi	19011909468013		8501838472
11	R. Vara Prasad	19011909468016		7842474763
12	Akash Srivastav	19011909405004	B.Com (CA) III Yr	7997036818
13	Arupu Ravi	19011909405006		9515386887
14	B.Swaraj	19011909405009		9494702637
15	B.Srikanth	19011909405010		9666843941
16	B.Madhu	19011909405016		9515971190
17	C. Shekar	19011909405019		9550538307
18	C.Raju	19011909405021		9542390796
19	C.Swamy	19011909405022		9392521678
20	C.Sharada	19011909405023		6300018841
21	E.Malathi	19011909405032		9346761750
22	G.Manasa	19011909405038		6301840105
23	G.Lavanya	19011909405039		7729913200
24	J.D.Arthi Komal	19011909405043		6301898480
25	K.Raju	19011909405044		6281671589
26	K.Nithin Kumar	19011909405048		9618324603
27	Khaleel Ahmad	19011909405049	8790647443	

28	K.Sravani	19011909405051		9182765179
29	L.Bhanu	19011909405054		9951251640
30	MD.Asmlayeeq Pasha	19011909405061		7997223233
31	MIR Munnawar Ali	19011909405063		9885768639
32	Mohd.Amjad Khan	19011909405064		6300919250
33	Mohd.Humza	19011909405065		7337246855
34	Mohd.Arshad	19011909405068		
35	M.Sharath Chandra Prasad	19011909405069		6302104713
36	N.Hari Teja	19011909405078		8520074307
37	P.Pooja	19011909405087		7386788644
38	S.Naresh	19011909405101		7675891324
39	Syed Afroz	19011909405103		9160478672
40	Thakur RamSingh	19011909405105		9652960683
41	Thakur Sanjay Singh	19011909405106		6302455924
42	U.Raj Kumar	19011909405108		8790098076
43	Purushotham	19011909405085		6305689871
44	A.Kiran	19011909445001	B.SC(BZC) III Yr	9391828539
45	A.Shiva Kumar	19011909445002		7993328937
46	B.Mounica	19011909445003		8008183503
47	B.Ramakrishna	19011909445004		8297988353
48	B.Vinod	19011909445005		9100897193
49	D.Paramesh	19011909445010		9912925280
50	K.Sai Kumar	19011909445011		6305687303
51	K.Shiva Kumar	19011909445012		9490024205
52	K.Naga Raju	19011909445013		6281014536
53	K.Srinivas	19011909445014		6301793085
54	K.Ashok	19011909445015		9347016325
55	K.Mahesh	19011909445016		9014596504
56	K.S. Dhanush Bhargava	19011909445017		9515221650
57	M.Dathu	19011909445018		8106370813
58	M.Prasanth	19011909445020		9959108773
59	N.Vinod kumar	19011909445023		6302932735
60	P.NagaRaju	19011909445024		9515458247
61	R.Priyanka	19011909445026		9032001153
62	R.Venkateswarlu	19011909445027		6305425483

63	S.Sreekanth	19011909445028	6302991694
64	V.Shruthi	19011909445030	8186920085
65	R.Akshitha	19011909345002	9912963984