



Government Degree College

Affiliated to Andhra University



(Upgraded to Model Degree College under RUSA 2.0)

Paderu, Alluri Sitharama Raju - District, AP.

Est:1985 NAAC "C" Grade phone no: 08935 250013 Email.ID :paderu.jkc@gmail.com.

PROPOSAL FOR SKILL ENHANCEMENT PROGRAM IN MICRO SOFT OFFICE

ACADEMIC YEAR 2022-2023

To
The Principal,
Govt. Degree College,
PADERU, ASR DIST-531024.

From
Sri.S.V.A.S.Samba Murthy,
The Course Co-ordinator,
Dept. of Computer Science
Govt. Degree College,
Paderu, ASR DIST-531024.

Respected Sir,

Sub: Proposal for starting skill enhancement program in micro soft office for B.A, B.Sc, B.com (VOC) Students for our college – Request- Regarding.

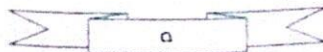
Our Department of Computer science is planning to start a skill enhancement Program in 'Microsoft Office' to the students of all groups choosing 40 among them. This course can enhance the skills of the students to improve basic computer proficiency. The duration of the course is from **07-02-2023** to **11-02-2023** for 5 days.

In this regard we humbly request you to approve to conduct this programme in our college.

Thanking you Sir,

Yours faithfully

Dept. of Computer Science
Govt. Degree College
PADERU 531 024





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CIRCULAR

It is informed to all of our staff and students that the department of Computer Science is going to conduct a **Skill Enhancement Programme** on "Microsoft Office". It's a five days' programme. So we request all our staff members to encourage the students to participate and join in the programme.

Please see that all the students are benefited from this **Skill Enhancement Course**.

Course Coordinator

S. Kumar
Dept. of Computer Science
Govt. Degree College
PADERU 531 024

V. G.
Principal
Govt. Degree College
PADERU-531024
Alluri Sitharama Raju Dist..



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DEPARTMENT OF COMPUTER SCIENCE

TIME TABLE FOR MICROSOFT OFFICE COURSE (2022-2023)

	8:40 am to 9:40 am	9:40 am to 10:30 am	10:30 am to 11:20 pm	11:20 pm to 12:10 pm	12:10 pm to 01 pm		02 pm to 02:50 pm	02:50 pm to 03:40 pm	03:40 pm to 04:30 pm
Mon	Ms-Word					L U N C H B R E A K			
Tue	Ms-Word								
Wed	Ms-Excell								
Thur	Ms-Excell								
Fri	Ms- Power Point								

Signature of Course Co-ordinator

Dept. of Computer Science
Govt. Degree College
PADERU 531 024

Principal
Govt. Degree College
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DEPARTMENT OF COMPUTER SCIENCE

MICROSOFT OFFICE TRAINING PROGRAMME

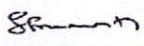
Brief Note:

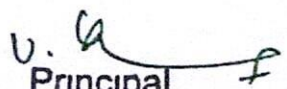
The Department of Computer Science conducted a 'Microsoft Office' Training program for a period of 5 days (07/02/2023 to 11/02/2023) for all the students for the academic year 2022-2023. Sri. S.V.A.S. Samba Murthy, Lecturer in Computer Science was in-charge of the course. Total 40 students from the various groups (B.A, B.Com (Voc) & B.Sc) enrolled and participated in the training program.

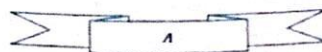
The Course co-ordinator Sri. S.V.A.S. Samba Murthy, Lecturer in Computer Science gave the training in Microsoft Office Software which comprises of Ms-Word, Ms-Excel, Ms-Powerpoint for a duration of 5 days in which all the students thoroughly learnt about the Ms-Office software.

The training class was conducted in the Department of Computer Science and lab session was also conducted during the last hour of curriculum day.

Course Coordinator


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MICROSOFT OFFICE

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.

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.

MS-Excel is an incredibly powerful tool for getting meaning out of vast amounts of data. But it also works really well for simple calculations and tracking almost any kind of information. The key for unlocking all that potential is the grid of cells. Cells can contain numbers, text, or formulas. You put data in your cells and group them in rows and columns. That allows you to add up your data, sort and filter it, put it in tables, and build great-looking charts.

MS-PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program that allows you to create professional-looking electronic slide shows.





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DEPARTMENT OF COMPUTER SCIENCE

Attendance Sheet for the Programme

Sl. no.	Name of the Candidate	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
1	BAKURU THIRUPATHI RAJU	P	P	P	A	A
2	BONDA HARI KRISHNA	A	P	A	P	P
3	DAPPODI SAI KIRAN	P	P	P	P	A
4	GEMMELI AMRUTHA	A	A	A	P	P
5	GEMMELI ANIL KUMAR	P	P	P	A	A
6	GEMMELI CHANDU	A	P	P	P	A
7	GEMMELI ELIAH	P	P	A	P	A
8	GORLI SURYA	P	P	P	A	P
9	GUDE HEMANTH	A	P	A	P	P
10	JOHAN PALAKA	A	A	A	P	A
11	ADERI MANOJ KUMAR	P	P	A	A	P
12	ARISELA GIRI BABU	P	P	P	P	A
13	BADNAINI GANESH	A	P	P	P	P
14	BADNAINI JANAKI LAKSHMI	P	P	A	A	A
15	BUKKA ABHISHEK PAL	A	A	P	P	P
16	BURIDI BUJJI	P	P	P	A	A
17	CHEDALA BALU	A	P	A	P	A
18	DURU BABUJI CHANDU	P	A	P	P	A
19	GABUDU UDAY KIRAN	P	A	P	P	A
20	GEMMELI KUMAR	A	P	P	A	P
21	MARRI ESTHERU RANI	A	P	P	P	P
22	KORAVANGI MAHESWARI	P	P	P	P	A
23	KORRA SIRISHA	A	P	P	P	P
24	ADELA DEVADASU	P	A	P	A	P
25	BACHALI SAI PRAKASH	A	P	A	P	A
26	BAKURU SASI KALA	P	A	P	P	P
27	BANTU MAHESH PRAKSH	A	P	P	A	P
28	CHAPPALI SADHASIVANAGA SAI	P	A	P	A	P
29	SAMARDI KAVITHA	A	P	A	P	P
30	SEEDARI PRAVEEN KUMAR	P	A	P	P	A
31	DUMBERI SAI KIRAN	P	P	P	A	A
32	LOCHALI ALI BABU NAIDU	A	A	P	P	A
33	TAMARLA MATYALUNGAM	A	P	A	P	P
34	BADNAINIGOVINDA SWAMY	P	P	P	A	A
35	BHEEMAVARAPU RAMAYA SRI	P	P	A	P	A
36	KORRA RANJITHA	A	A	A	P	A
37	DANGAYITHU RAVI KUMAR	A	P	A	P	P
38	KILLO RATNA KUMARI	P	P	P	A	A
39	KILLO SANTHOSH KUMAR	A	P	P	P	A
40	KILLUDU VIJAY	P	P	A	P	P



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DEPARTMENT OF COMPUTER SCIENCE

List of Students enrolled for the Course

Sl. no.	Name of the Candidate	Regd. No.	signature
1	BAKURU THIRUPATHI RAJU	122125403001	B. THIRUPATHI RAJU
2	BONDA HARI KRISHNA	122125403002	B. HARI KRISHNA
3	DAPPODI SAI KIRAN	122125403003	D. SAI KIRAN
4	GEMMELI AMRUTHA	122125403004	G. AMRUTHA
5	GEMMELI ANIL KUMAR	122125403005	G. ANIL KUMAR
6	GEMMELI CHANDU	122125403006	G. CHANDU
7	GEMMELI ELIAH	122125403007	G. ELIAH
8	GORLI SURYA	122125403008	G. SURYA
9	GUDE HEMANTH	122125403009	G. HEMANTH
10	JOHAN PALAKA	122125403010	J. PALAKA
11	ADERI MANOJ KUMAR	122125404001	A. MANOJ KUMAR
12	ARISELA GIRI BABU	122125404002	A. GIRI BABU
13	BADNAINI GANESH	122125404003	B. GANESH
14	BADNAINI JANAKI LAKSHMI	122125404004	B. JANAKI LAKSHMI
15	BUKKA ABHISHEK PAL	122125404005	B. ABHISHEK PAL
16	BURIDI BUJJI	122125404006	B. BUJJI
17	CHEDALA BALU	122125404007	Ch. BALU
18	DURU BABUJI CHANDU	122125404008	D. BABUJI CHANDU
19	GABUDU UDAY KIRAN	122125404009	G. UDAY KIRAN
20	GEMMELI KUMAR	122125404010	G. KUMAR
21	MARRI ESTHERU RANI	2540822001003	M. ESTHERU RANI
22	KORAVANGI MAHESWARI	2540822001040	K. MAHESWARI
23	KORRA SIRISHA	2540822001044	K. SIRISHA
24	ADELA DEVADASU	722125405001	A. DEVADASU
25	BACHALI SAI PRAKASH	722125405002	B. SAI PRAKASH
26	BAKURU SASI KALA	722125405003	B. SASI KALA
27	BANTU MAHESH PRAKSH	722125405004	B. MAHESH PRAKSH
28	CHAPPALI SADHASIVANAGA SAI	722125405005	C. SADHASIVANAGA SAI
29	SAMARDI KAVITHA	722125405034	KAVITHA
30	SEEDARI PRAVEEN KUMAR	722125405035	S. PRAVEEN KUMAR
31	DUMBERI SAI KIRAN	2540822002008	D. SAI KIRAN
32	LOCHALI ALI BABU NAIDU	2540822002027	L. ALI BABU NAIDU
33	TAMARLA MATYALINGAM	2540822002047	T. MATYALINGAM
34	BADNAINI GOVINDA SWAMY	722125405048	B. GOVINDA SWAMY
35	BHEEMAVARAPU RAMAYA SRI	722125405049	B. RAMAYA SRI
36	KORRA RANJITHA	722125405064	K. RANJITHA
37	DANGAYITHU RAVI KUMAR	722125405051	D. RAVI KUMAR
38	KILLO RATNA KUMARI	722125405060	K. RATNA KUMARI
39	KILLO SANTHOSH KUMAR	722125405061	K. SANTHOSH KUMAR
40	KILLUDU VIJAY	722125405062	K. VIJAY



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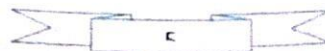
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PHOTO GALLERY



TRAINING PROGRAMME FOR MS-OFFICE





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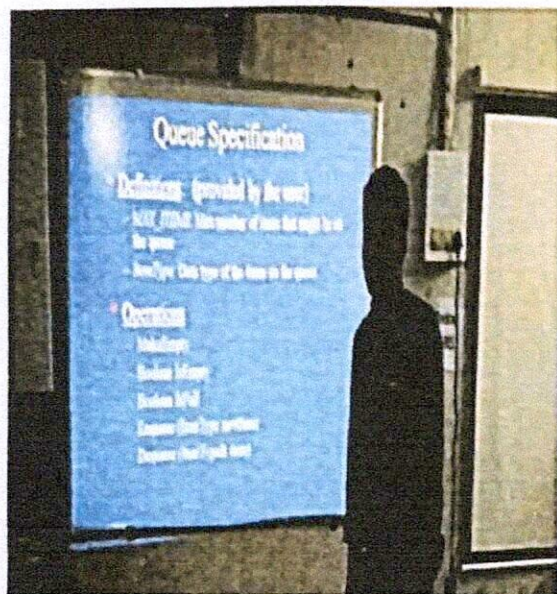
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