A.S.D.GOVT. DEGREE COLLEGE FOR WOMEN (A)

(Re-Accredited with 'B' Grade by NAAC)
(Affiliated to Adikavi Nannaya University)
Jagannaickpur, Kakinada.

DEPARTMENT OF COMPUTER SCIENCE

స్త్రీ విద్యాప్రవర్ధతాం

CERTIFICATE COURSE

ON

OFFICE AUTOMATION TOOLS

2022-2023

A.S.D.GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA

DEPARTMENT OF COMPUTER SCIENCE
Activity Register 2022-2023

Date	15-12-2022 to 13-02-2023
Conducted through (DRC/JKC/ELF/NCC/NSS/ Departments etc.)	Department of Computer Science
Nature of Activity (Seminar/Workshop/Extn. Lecture etc.,)	**Certificate Course**
Title of the Activity	**Office Automation Tools**
Name of the Department/Committee	Computer Science
Details of Resource Persons (Name , Designation etc.,)	N.Naga Subrahmanyeswari G.Satya Suneetha K.Surya Lakshmi V.Uma Bhuvaneswari
No.of students participated	26
Brief Report on the activity	To enhance the students learning experience in the Colleg and to bring about a more holistic approach to learning a well as to cultivate and develop the necessary skills.
Name of the Lecturers who Planned & conducted the activity	N.Naga Subrahmanyeswari, Lecturer in Computer Science G.Satya Suneetha, Lecturer in Computer Applications K.Surya Lakshmi Guest Lecturer in Computer Science
Signature of the Dept.In-Charge/ Convener of the Committee	

Signature of the Principal	
Remarks	

(* Brief Report of the activity has to be submitted along with evidences(Correspondence , Photographs, Paper Clippings, and Student Feedback etc).A separate record has to be prepared for each Academic year. The College Activity Register shall be with the Principal. All activities have to be recorded and the serial no of the activity has to be mentioned on the report of the activity.)

A.S.D.GOVT. DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)
(Accredited with 'B' Grade by NAAC in Cycle-III)
(Affiliated to Adikavi Nannaya University)
Jagannaickpur, Kakinada

DEPARTMENT OF COMPUTER SCIENCE

Date: 13-12-2022

CIRCULAR

Department of Computer Science is going to conduct a Certificate Course on **"Office Automation Tools"** with a duration of **45 Hours** from **15-12-2022** to **13-02-2023** for **I / II / III B.Sc./ B.Com./B.A. students.**

Note:

- Interested students can register their names with Ms.V.Uma Bhuvaneswari, Programmer, Department of Computer Science on or before 14-12-2022.

- Only 40 students are allowed to register for the course on First Come First Serve basis.

- Course fee : Rs 300/-

- Timings : 4:00 PM to 5:00 PM

In-Charge   Principal
Dept. of Computer Science

A.S.D. Govt Degree College for Women (A)
(NAAC Re-Accredited Institution with 'B' Grade)
(Affiliated to Adikavi Nannaya University)
Jagannaickpur, Kakinada, E.G.Dt. (A.P.)-533002

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE
ON
OFFICE AUTOMATION TOOLS

HELLO! TECHIE NOVICE

Excel in the present Digital World by joining this course. Grab the opportunity at your place and utilize it to the fullest and no more be called a Techie Novice.

COURSE OBJECTIVES

➢ To get the Knowledge of Fundamentals of Computers
➢ Develop Application in MS-Word
➢ Implement MS-Excel Applications
➢ Design the Presentation
➢ Safe Surfing of Internet

COURSE FEE
800/- ONLY

CONTENTS OF THE COURSE

A.S.D.GOVT. DEGREE COLLEGE FOR WOMEN (A)
(Re-Accredited with 'B' Grade by NAAC)
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Jagannaickpur, Kakinada

DEPARTMENT OF COMPUTER SCIENCE
Certificate Course on "Office Automation Tools"

Duration: 45 Days   **Venue: Computer Lab – II**
From 15-12-2022 to 13-2-2023   **Time: 4:00 PM to 5:00 PM**

S.No	Topic	Name of the Faculty
1	**Fundamentals of Computer : Introduction**	**Theory : K.Surya Lakshmi**
2	Characteristics and Limitations of Computer	**Practical:V.UmaBhuvaneswari**
3	Block Diagram of Computer	

4	Architecture of Computer	
5	Types of Computers	
6	Types of Software	
7	Memories	
8	Input and output devices	
9	**MS-Word :** Introduction	**Theory : G.Satya Suneetha** **Practical:V.UmaBhuvaneswari**
10	New Features in Word 2007	
11	The Screen and its Elements	
12	Creating a New Document	
13	Writing and Simple Formatting	
14	Page Layout	
15	Tables	
16	Pictures and Graphics	
17	**MS- Excel :** Introduction	**Theory : G.Satya Suneetha** **Practical:V.UmaBhuvaneswari**
18	Features of MS-Excel & Parts of MS-Excel window	
19	Entering and editing data in worksheet	
20	Formulas and Functions	
21	Formatting options	
22	Data Filtering	
23	Types of Charts	
24	Macros	
25	**MS- PowerPoint :** Introduction	**Theory:N.NagaSubrahmanyeswari** **Practical:V.UmaBhuvaneswari**
26	Creating Presentation	
27	Adding New Slides	
28	Adding Text in Boxes	
29	Adding New Text Boxes	
30	Deleting Existing Slide	
31	Rearranging Slides	
32	Adding Slide Notes	
33	**Fundamentals of Internet :** Networking Concepts	**Theory:N.NagaSubrahmanyeswari** **Practical:V.UmaBhuvaneswari**
34	Internet and its Services	
35	Browser	
36	Search Engines	
37	Surfing the Internet	
38	Email Creation	
39	Usage of Email	

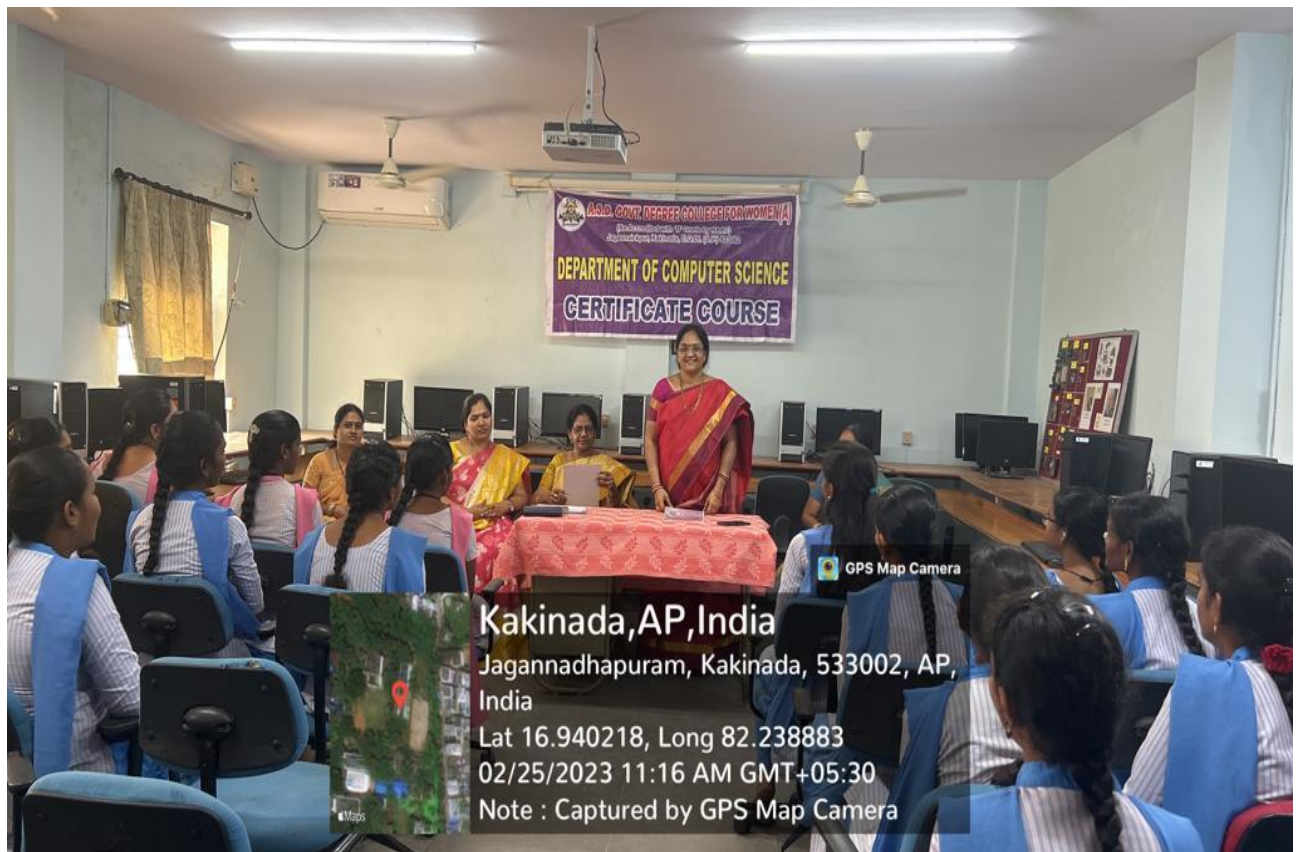# LIST OF PARTICIPANTS

A.S.D.GOVT DEGREE COLLEGE FOR WOMEN (A)

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE ON "Office Automation Tools"

Duration: 45 Days (15-12-2022 to 13-02-2023)

LIST OF STUDENTS ENROLLED INTO COURSE

S.NO	Regd. No.	NAME	Class
1	22233219	P.Srimahalakshmi	IBSC(MPCS)
2	22233228	CH.Vennela	IBSC(MPCS)
3	22233213	S.Venkata Padmavathi	IBSC(MPCS)
4	22233218	K.Pavani	IBSC(MPCS)
5	22233215	V.Sangeetha	IBSC(MPCS)
6	22233232	B.Bhavya Vijaya	IBSC(MPCS)
7	22233205	CH.Bhuvaneswari	IBSC(MPCS)
8	22233239	V.Maheswari	IBSC(MPCS)
9	22233216	Y.Tejasri sai pavani	IBSC(MPCS)
10	22233221	CH.Pushpabhavani	IBSC(MPCS)
11	22233246	P.B.V.G.Sindhu	IBSC(MPCS)
12	22233237	K.Srilakshmi	IBSC(MPCS)
13	22233214	K.Aparna	IBSC(MPCS)
14	22233225	M.S.Ashadepthi	IBSC(MPCS)
15	22233701	D.Gangabhavani	IBSC(MPC)
16	22233702	K.Veeraveni	IBSC(MPC)
17	22233703	V.Vijayalakshmi	IBSC(MPC)
18	22233705	CH.Maduri	IBSC(MPC)
19	22233709	A.Durga Mahalakshmi	IBSC(MPC)
20	22236006	P.Bhuvaneswari	I BSC(CZAQU)
21	22233911	K.Purnima Veeraveni	IBSC(CBHT)
22	22231107	P.KumariSatya Prasana	I BA(HEP)
23	2123014	D.Sandhyarani	II B.COM(CA)
24	2138025	D.Vimalatha	II BSC (CBZ)
25	2138016	A.Mounika	II BSC (CBZ)
26	2138006	B.Vandana	II BSC (CBZ)

Addressing the students by the Principal Dr.V.Anantha Lakshmi in Valedictory

Addressing the students by the Vice-Principal Ms. M.Suvarchala in Valedictory

Collecting Feedback by the participant of the Certificate Course

Collecting Feedback by the participant of the Certificate Course

Distribution of Certificates by the Principal Dr.V.Anantha Lakshmi

Distribution of Certificates