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

CERTIFICATE COURSE

ON

MICROSOFT DIGITAL LITERACY

2021-2022

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

DEPARTMENT OF COMPUTER SCIENCE
Activity Register 2021-2022

Date	21-02-2022 to 22-04-2022
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	**Microsoft Digital Literacy**
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 College and to bring about a more holistic approach to learning as 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
Signature of the Dept.In-Charge/ Convener of the Committee	N.N.S Eswari 22/4/22
Signature of the Principal	V. N...
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 GOVERNMENT DEGREE COLLEGE
FOR WOMEN(A)

NAAC Re-Accredited With "B" Grade in Cycle-III
Affiliated to Adikavi Nannaya University, Rajamahendravaram
Kakinada-533 002, Andhra Pradesh

DEPARTMENT OF COMPUTER SCIENCE

A SKILL DEVELOPMENT CERTIFICATE COURSE ON
" MICROSOFT DIGITAL LITERACY "

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.

Register for the Certificate Course on " MICROSOFT DIGITAL LITERACY " offered by the Department of Computer Science.

COURSE OBJECTIVES

❖ Inculcate knowledge on Fundamentals of computer
❖ Develop Applications in MS-Word
❖ Implement MS-Excel Applications
❖ Design the Presentations
❖ Safe Surfing of Internet

Course Fee
Rs. 300/-

FOR All B.Sc./B.Com./B.A Students

COME ENROLL
BECOME EXPERT IN
DIGITAL MEDIA

COURSE DURATION
21-02-2022
TO
22-04-2022

Contact :
N. Naga Subrahmanyeswari
     Lecturer in Computer Science
G. Satya Suneetha
     Lecturer in Computer Applications

Timings: 9 AM to10 AM

Venue : Computer Lab - II

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DEPARTMENT OF COMPUTER SCIENCE

Certificate Course
on
"Microsoft Digital Literacy"

Course Duration: 45 Hours   **Course Fee: Rs. 300/-**

Eligibility: Any I / II / III Year B.Sc. / B.Com. / B.A. students.

Students Intake: 40

Course Objectives:

➢ To help students to become competent and confident users of Computers.

➢ To enable the students utilize the basic knowledge and skills acquired which assists them in their daily lives.

➢ To prepare students ready for the Digital world.

Course Outcomes:

After the completion of the course, the student will able to

CO1: Acquire the knowledge on basic computer terminology

CO2: Efficiently learn and use Microsoft Office-Word

CO3: Work with MS-Excel and its applications

CO4: Prepare Power-Point Presentations

CO5: Efficiently use Internet and perform safe surfing

Evaluation Process:

Assessment will be done based on the Periodical Assignments given during the course and a Final Assessment will be done by conducting a test at the end of the course.

Syllabus

Module 1 (5 Hours)

Fundamentals of Computer: Introduction to Computers, Characteristics of Computers and Limitations of Computers, Block Diagram of Computer, Architecture of Computer, Types of Computers, Input and output devices, Memories, Types of Memories, Types of Software, Programming Languages and its types, Operating Systems and its types.

Module 2 (10 Hours)

MS-Word: Introduction, New Features in Word 2010, The Screen and its Elements, Creating, Saving, Closing, Opening and Editing of a Document-Moving and Coping a Text-Formatting of Text and Paragraph- Bullets and Numbering-Find and Replace - Insertion of objects-Headers and Footers- Page Formatting- Auto Correct Spelling and Grammar, Page Layout, Pictures and Graphics, Tables

Module 3 (10 Hours)

MS- Excel: Introduction, Features of Ms-Excel & Parts of MS-Excel window, Entering and editing data in worksheet, Workbook – Cell - Parts of a window-Saving, Closing, Opening of a Work Book – Editing – Advantages – Types of Functions - Formulas and Functions, Formatting options, Data Filtering, Types of Charts, Macros

Module 4 (10 Hours)

MS- PowerPoint: Introduction, Creating Presentation, Adding New Slides, Adding Text in Boxes, Adding New Text Boxes, Deleting Existing Slide, Rearranging Slides, Adding Slide Notes, Templates Auto Content Wizard-Slide Show-Editing of Presentation

Module 5 (10 Hours)

Fundamentals of Internet: Networking Concepts, Internet and its Services, Browser, Search Engines, Surfing the Internet, Email Creation, Usage of Email

LIST OF PARTICIPANTS

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

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE ON "MICROSOFT DIGITAL LITERACY"

Duration: 45 Days (21-02-2022 to 22-04-2022)
LIST OF STUDENTS ENROLLED INTO COURSE

S.NO	Regd.No.	NAME	Class
1	11749	Nedunuri Joshnavi	I BSc (MPC)
2	11846	Chukka Ramya Sri	I BSc (MPC)
3	11872	Boddeti Veera Prabha Aswini	I BSc (MPC)
4	11777	Chekka Malliswari	I BSc (MPC)
5	12029	Kadupu Aparna	I BSc (MPCs)
6	11906	Chodisetti Vishnu Sri	I BSc (MPCs)
7	12096	Padala Kavya Sri Satya	I BSc (MPCs)
8	11930	Guda Sharon Grace	I BSc (MPCs)
9	11776	Petta Nikitha	I BSc (MPCs)
10	12176	Boddu Mounika	I BCom (G)
11	11921	Kankanala Pavani	I BCom (G)
12	11885	Baggu Bharathi	I BCom (G)
13	11952	Karri Bhavani	I BCom (G)
14	11805	Boddu Ratna Kumari	I BCom (G)
15	11911	Sangadi Sri Kanya	I BCom (G)
16	11912	Matcha Swathi	I BCom (G)
17	12137	Peethala Navya Sri	I BCom (G)
18	12032	Kadali Renu Sri	I BCom (G)
19	12140	V. Sai Durga Devi	I BCom (G)
20	12035	CH. Geetha	I BCom (G)
21	11822	Pyla Gowri Durga Bhavani	I BA (HEP)
22	12155	Battula Sindhuja	I BSC (HSC)
23	10849	Shaik Baseer	III BSC (CBZ)
24	10833	Shaik Karishma	III BSC (CBZ)
25	11026	Chakravarthula Devi	III BSC (CBZ)
26	12023	Mosa Suguna	III BSC (CZ Aqua)

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

Collecting Feedback by the participant of the Certificate Course

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

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