



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.



DEPARTMENT OF

COMPUTERSCIENCE

Certificate course on

MICROSOFT OFFICE

ACADEMIC YEAR 2021-2022



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 Certificate Course in Computer Science in MICROSOFT OFFICE

Academic year 2021-2022

From
The Course Coordinator
Dept of Computer Science
Govt Degree College
Paderu

To
The Principal
Govt Degree College
Paderu

Respected Sir,

Sub: Proposal for starting Certificate Course in computer science in MICROSOFT OFFICE to B.A., B.Sc., B.Com. Students of our college—Request regarding.

Our department of computer science is planning to start a certificate course in 'Computer science in Microsoft office' to the student of all groups choosing the interested candidates. This course can enhance the skills of using Ms Office which they can access and create their own projects. It all so makes the students self-employable and entrepreneurs.

In this regard we humbly request your esteemed self to conduct staff council meeting for discussing the syllabus and course outcomes.

Thanking you sir,


Name of the Certificate Program: **MICROSOFT OFFICE**

Course Coordinator

: **Sri. S.S.A.V.S SAMBHA MURTHY**


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


IQAC Coordinator


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



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.



DEPARTMENT OF COMPUTER SCIENCE

Detailed Objectives of Certificate Course in computer Science in
"Microsoft Office" for a II B.A. /B.Sc. /B.Com.

Title: MICROSOFT OFFICE

Eligibility: all Under Graduate students of our college

Duration: 30Hrs

Syllabus: as given below

System of Assessment : internal

Introduction:

Certificate Course in Computer science in Microsoft office: **What is it all about?**

Certificate Course in computer science in Microsoft Office ensures the student to learn about the Microsoft office and how they are using different types of Ms Office tools.

Objectives:

- Certificate Course in Computer science in Microsoft office. the students can learn effectively about Ms office
- The program ensures the student to learn about the complete details of the Ms office
- Through this course the student can be aware of the advanced Ms office tools
- By this course the student will be able to access all the tools which is available in Ms office


Course Coordinator

Dept. of Computer Science,
Govt. Degree College,
PADERU - 531024


IQAC Coordinator


Principal

Govt. Degree College
PADERU-531024
Alluri Sitharama Raju Dist.





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.



Course outcomes

This program benefits participants in the following ways:

1. Understand the Ms word and its applications
2. Understand of how Ms excel formatting and its usages
3. Work collectively with PowerPoint and making PowerPoint presentations.
4. How to take notes during meeting and how to prepare a note book by using Microsoft OneNote.
5. They will know how to Create professional-looking documents, such as brochures, newsletters, and flyers - Designing layouts with different fonts and colors


Course Coordinator

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


IQAC Coordinator


Principal

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



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.



DEPARTMENT OF COMPUTER SCIENCE

Academic Year:2021-2022

MICROSOFT OFFICE

Minutes of Meeting

Date: 29/10/2021

The Department of computer science held a meeting in the department on at 09 AM to 10:00 AM to discuss the following agenda.

Agenda:


- Introduction of Certificate course on computer science in Microsoft office
- To prepare syllabus, blue print and question paper.
- Completion of course

Discussion and resolution:

- It is discussed and resolved that to introduce a certificate course on computer science in Microsoft Office to all the students of the college who are interested to take the course with the prior permission from principal sir.
- It is discussed and resolved to prepare the syllabus, blue print and question paper to the students who were joined in the course. The course will be 30 hrs.
- It is discussed and resolved examine the students after completion of course and certify them.


Course Coordinator

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


Principal
Govt. Degree College
PADERU 534 024
Alluri Sitharama Raju-Dist.



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.



SYLLABUS CERTIFICATE COURSE Microsoft office Work load: 30 Hours

UNIT I (10 HOURS)

MICROSOFT WORD:

Introduction of office - Creating documents - Editing and formatting text - Adding images and tables - Creating templates and mail merge - Collaborating with others on documents - versions

UNIT II (5 HOURS)

MICROSOFT EXCEL:

Organizing and analyzing data -Creating charts -Creating graphs - Performing calculations - Using formulas and functions - Using formulas and functions - Forecasting and trend analysis -

UNIT III (5 HOURS)

MICROSOFT POWER POINT :

Creating presentation - Creating presentations for meetings and conferences - Adding text, images - adding video's -Designing slides with different layouts and themes- Using animations and transitions -Rehearsing and presenting presentations

UNIT IV (5 HOURS)

MICROSOFT ONE NOTE:

What is Microsoft OneNote - Taking notes during meetings and - Organizing notes into notebooks and sections - Adding text, images, and voice recordings - Sharing notes with others - Searching notes for specific information?





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.



UNIT V

(5 HOURS)

MICROSOFT PUBLISHER:

What is Microsoft publisher -Creating professional-looking documents, such as brochures, newsletters, and flyers - Designing layouts with different fonts and colors - Adding images and graphics - Formatting text and paragraphs - Printing and publishing documents?

References:

- ❖ Microsoft office beginners guide by Rahul pitre
- ❖ Microsoft word 2010 introduction : tabs, tables, formatting
- ❖ Microsoft office power point : Torben Lag Frandsen
- ❖ Microsoft office Word advanced -- Stephen Moffat
- ❖ Work Smarter with Microsoft OneNote : Connie Clark
- ❖ Excel 2010 Bible : John Walkenbach, 2018
- ❖ Using Publisher -step by step Guide to using Ms publischer: kevin Wilson




Government Degree College
Affiliated to Andhra University

(Upgraded to Model Degree College under RUSA 2.0)

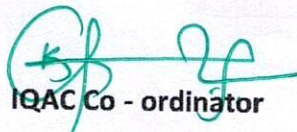
Paderu, Alluri Sitharama Raju - District, AP.
Est:1985 NAAC "C" Grade phone no: 08935 250013
Email.ID :paderu,jkc@gmail.com.



TOPIC COVERED	DURATION
ORGANIZING NOTES INTO NOTEBOOKS AND SECTIONS	60 MIN
ADDING TEXT,IMAGES,AND VOICE RECORDINGD	60 MIN
SHARING NOTES WITH OTHERS	60 MIN
SEARCHING NOTES FOR SPECIFIC INFORMATION	60 MIN
MS-PUBLISHER INTRODUCTION	60 MIN
CREATING PROFESSIONL LOOKING DOCUMENTS	60 MIN
DESIGNING LAYOUT WITH DIFFERENT FONTS AND COLORS	60 MIN
ADDING IMMAGES AND GRAPHICS	60 MIN
FORMATING TEXT	60 MIN
FORMATING PARAGRAPH	60 MIN
PRINTING AND PUBLISHING DOCUMENTS	60 MIN
CONCLUSION OF MS OFFICE	60 MIN


Course Co - ordinator

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


IQAC Co - ordinator



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.



DEPARTMENT OF COMPUTER SCIENCE CERTIFICATE COURSE COVERAGE OF SYLLABUS

TOPIC COVERED	DURATION
MS WORD INTRODUCTON	60 MIN
CREATING DOCUMENTS	60 MIN
EDITING & FORMATING TEXT	60 MIN
ADDING IMAGES AND TABLES	60 MIN
CREATING TEMPLETS AND MAIL MERGE	60 MIN
COLLABORATING WITH OTHER DOCUMENTS	60 MIN
VERSIONS	60 MIN
ORGANIZING & ANALYZING DATA	60 MIN
CREATING CHARTS	60 MIN
CREATING GRAPHS	60 MIN
PERFORMING CALCULATIONS	60 MIN
USING FORMIULAS AND FUNCTION	60 MIN
CREATING PRESENTATIONS, ADDING TEXT, IMMAGES	60 MIN
ADDING VIDEOS, DESIGNING SLIDES WITH DIFFERENT LAYOUTS AND THEMES	60 MIN
USING ANIMATIONS AND TRANSITIONS	60 MIN
REHERSING AND PRESENTING PRESENTATIONS	60 MIN
WHAT IS MS ONENOTE	60 MIN
TAKING NOTES ON DURING MEETINGS	60 MIN



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.



DEPARTMENT OF COMPUTER SCIENCE

ASSESSMENT PATTERN

The Assessment pattern for the Certificate Course "Certificate course on Microsoft Office" for the Academic Year 2021-22 is based on the norms laid for the Certificate Course.

Assessment shall hence forth be done on written basis, based on Multiple Choice type Questions as per the Syllabus, Question Paper and Blue Print set for this purpose.

There will be

- **25 questions of MCQ type which carries 2 marks each summing up to 50 marks.**


Course Coordinator

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



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



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.



DEPARTMENT OF COMPUTER SCIENCE

ADD ON /CERTIFICATE COURSE

ASSESSMENT PAPER

46
50

NAME OF THE STUDENT :

DURATION: 1Hr2

REGNO :

MAX MARKS: 50

DATE OF THE EXAMINATION :

Answer all questions. Each question carries **2 marks**.

1. Microsoft word is ____ software. (D) ✓
(A) Application
(B) Compiler
(C) System
(D) Programming
2. Which is not in MS Word? (B) ✓
(A) Italic
(B) Magic tool
(C) Font
(D) Bold
3. The ____ works with the standard Copy and Paste commands. (C) ✓
(A) View tab
(B) Paragraph dialog box
(C) Office Clipboard
(D) All of these



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.



4. Press ____ to open the help window in the MS Word document.

(A) ✓

(A) F1(B) F2(C) F9 (D) F11

5. The ability to combine name and addresses with a standard document is called ____

a X

- a. Document formatting b. Database management c. Mail merge
d. Form letters

6. ~~Character~~ is not a valid data type in MS Excel. ✓

(2)

1. Number
2. Character
3. Label
4. Date/ Time

7. What is MS Excel

(1) ✓

1. Spreadsheet
2. Database Management
3. Presentation
4. Workbook

8. What is the row limit of MS Excel 2019?

(1) X

1. 4,81,0576
2. 1,048,576
3. 1,57,648
4. 1,16,68

9. AND Logical function indicates TRUE only if all arguments are assessed as TRUE, and FALSE otherwise. ✓

A) OR

B) AND

C) IF



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.



D) ANDIF

10. The Greater Than sign (>) exemplifies a/an _____ operator.

(3) ✓

1. Arithmetic
2. Conditional
3. Logical
4. Greater

11. In MS PowerPoint presentations, the designs regulate the layout and formatting for the slide. These are commonly known as:

(C) ✓

(a) Blueprints (b) Placeholders (c) Templates (d) Design Plates

12. Which of these PowerPoint features would allow any user to create a given simple presentation quicker?

(D) ✓

(a) Animations (b) Chart Wizard (c) Transition Wizard (d) AutoContent Wizard

13. A PowerPoint design template is stored in any file with _____ extensions.

(a) ~~potx~~ (b) .ptt (c) .dtp (d) ppt

14. Which of these options in PowerPoint would allow us to carry any set of slides from a given computer to another one?

(b) ✓

(a) Web and Go (b) Pack and Go (c) Save and Go (d) Save As

15. Which of these is a type of sound file?

(d) ✓

- a. DAT files
- b. LOG files
- c. DRV files
- d. WAV files



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.



16. Which one of the below is not the basic aspects/nomenclature of One Note? (d) ✓

(a) Notebook (b) Section (c) Page/subpage (d) Binder

17. Where can you save your Notebook in One Note? (d) ✓

(a) Web (b) Computer (c) Shared Network (d) All of the above

18. In One Note, how many pages can you have in a section? (c) ✓

(a) 5 (b) 500 (c) 1000 (d) Unlimited

19. In One Note, can you reorganize your pages after you have set them up? ✓

(a) Yes (b) No

20. In One Note, what are these: To Do, Important, Question, Definition, Password etc. (b) ✓

(a) Command (b) Tags (c) Flags (d) Both A&B

21. What is the process of removing a portion of a graphic called? (b) ✓

(a) Trimming (b) Cropping (c) Resizing (d) Cutting

22. Which is an object in a publication designed to hold text in a specific shape, size, and style? (a) ✓

(a) Text Box (b) Shape (c) Image (d) Text Area

23. What type of Publication contains objects, formatting options, hyperlinks, and other features making it suitable for publishing on the Internet? (c) ✓



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.

(a) Internet (b) Private (c) Web (d) Unrestricted

24. Which of the following is a set of colours that complement each other when used in the same publication? (c)

(a) Design Scheme (b) Templet (c) Colour Scheme (d) Font Scheme

25. Which abbreviation refers to a file being stored and transferred electronically on a file server for display on the Web? (c)

(a) PDF (b) DOCX (c) HTML (d) MPEG



Government Degree College, Paderu
Affiliated to Andhra University
(Upgraded to Model Degree College under RUSA 2.0)
Paderu, Visakhapatnam District-531024, AP.



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

DEPARTEMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE: MICRO SOFT OFFICE

Course End Examination

ACADEMIC YEAR 2021-2023

Sl.no.	Name of the Candidate	Regd. No.	Grfoup	Signature of the candidate
32	K. MADHAVI	120125403021	B.COM,GEN	K. Madhavi
33	K. MAHESH BABU	120125403022	B.COM,GEN	K. Mahesh babu
34	K. NAGA LAKSHMI	120125403023	B.COM,GEN	K. Nagalaxmi
35	K. RAHELI	120125403024	B.COM,GEN	K. Raheli
36	K. SANDYA KUMARI	120125403025	B.COM,GEN	K. Sandhya
37	K. LAKSHMANA MURTHY	120125403026	B.COM,GEN	K. Lakshmana murthy
38	K. JHANSI RANI	120125403027	B.COM,GEN	K. Jhansi Rani
39	K. BALA VAMSI	120125403028	B.COM,GEN	K. Balavamsi
40	K. NARENDRA	120125403029	B.COM,GEN	K. Narendra
41	K. SANTHOSH	120125403030	B.COM,GEN	K. Santhosh
42	K. NANI BABU	120125403031	B.COM,GEN	K. Nani Babu
43	M. RAM BABU	120125403032	B.COM,GEN	M. Ram Babu
44	M. MAHENDRA	120125403033	B.COM,GEN	M. Mahendra
45	N. SASHI CHANDAN	120125403034	B.COM,GEN	N. Sashi Chandan
46	P. DIVYA RANI	120125403035	B.COM,GEN	P. Divya Rani
47	B. GIRI SANKAR VARMA	120125404004	B.COM VOC	B. Giri Sankar Varma
48	CH. POUL	120125404005	B.COM VOC	Ch. Poul
49	D. MANOHAR MURTHY	120125404006	B.COM VOC	D. Manohar Murthy
50	G. MALLESWARI	120125404007	B.COM VOC	G. Malleswari
51	G. KUSALA RAMA SWAMY	120125404008	B.COM VOC	G. Kusala Rama Swamy
52	G. PUSHPA RAJU	120125404009	B.COM VOC	G. Pushpa Raju
53	G. MAHESH	120125404010	B.COM VOC	G. Mahesh
54	J. SAI	120125404011	B.COM VOC	J. Sai
55	K. MURALI KISHOR KRISHNA PADAL	120125404013	B.COM VOC	K. Murali kishor KRISHNA padal
56	K. LAXMI	120125404014	B.COM VOC	K. Laxmi
57	K. UDAY KUMAR	120125404015	B.COM VOC	K. Uday Kumar
58	K. VARLAKSHMI	120125404016	B.COM VOC	K. Varalakshmi
59	K. THRINADH	120125404018	B.COM VOC	K. Thrinadh
60	K. MADHAVI	120125404019	B.COM VOC	K. Madhavi
61	L. NEEL KUMAR PATRUDU	120125404020	B.COM VOC	L. Neel kumar Patrudu
62	M. RAKESH	120125404022	B.COM VOC	M. Rakesh
63	M. KRISHNA PRASAD	120125404023	B.COM VOC	M. Krishna Prasad

V.K
Principal
Govt. Degree College
PADERU-531024
Atturi Sitharama Raju Dist.



Government Degree College, Paderu
Affiliated to Andhra University
(Upgraded to Model Degree College under RUSA 2.0)
Paderu, Visakhapatnam District-531024, AP.



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

DEPARTEMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE: MICRO SOFT OFFICE

Course End Examination

ACADEMIC YEAR 2021,2022.

Sl.no.	Name of the Candidate	Regd. No.	Grfoup	Signature of the candidate
1	K. YUVA RAJU	719125405052	III MPCS	K. Yuva Raju
2	K. PRABHAKAR RAO	719125405053	III MPCS	K. Prabhakar Rao
3	K. CHAKRAPANI	719125405054	III MPCS	K. Chakrapani
4	K. CHANDRA KIRAN	719125405055	III MPCS	K. Chandrakiran
5	K. RAJESH BABU	719125405056	III MPCS	K. Rajesh Babu
6	K. JAIRAM	719125405057	III MPCS	K. jairam
7	P. LOKESH	719125405058	III MPCS	K. Jainam
8	P. NAGAMANI	119125403046	III B.COM	P. Nagamani
9	P.SRINU	119125403047	III B.COM	P. srinu
10	P.MAHESH	119125403048	III B.COM	P. mahesh
11	R.PRAMEELA	119125403049	III B.COM	R. Prameela
12	R. MADHUSUDHANA RAO	119125403050	III B.COM	R. madhusudhanarao
13	R. RAJU	119125403051	III B.COM	R. Raju
14	S. LAXMAN	119125403052	III B.COM	S. Laxman
15	S. NAGESH	119125403053	III B.COM	S. Nagesh
16	S. SUNIL	119125403054	III B.COM	S. Sunil
17	S. RAVI KUMAR	119125403055	III B.COM	S. Ravi Kumar
18	S. SIMHADRI	119125403057	III B.COM	S. Simhadri
19	S.REVATHI	119125404044	III.B.COM (VOC)	S. Revathi
20	S. LAXMAN	119125404045	III.B.COM (VOC)	S. Laxami
21	T. GETHA VANI	119125404047	III.B.COM (VOC)	T. Getha vani
22	T. BALAKRISHNA	119125404048	III.B.COM (VOC)	T. Balakrishna
23	S. SURESH KUMAR	119125404049	III.B.COM (VOC)	S. Suresh Kumar
24	T. VISWANADHAM	119125404050	III.B.COM (VOC)	T. Viswanadham
25	U. MANASA	119125404051	III.B.COM (VOC)	U. Manasa
26	U RAMA SATYANARAYANA	119125404052	III.B.COM (VOC)	U Rama Satyanarayana
27	V. LAVANYA	119125404053	III.B.COM (VOC)	V. Lavanya
28	V. ANAND GAJAPATHI NAIDU	119125404054	III.B.COM (VOC)	V. anand gajapathi naidu
29	V. RAMBABU	119125404055	III.B.COM (VOC)	V. Rambabu
30	V. SUBBBARAO	119125404056	III.B.COM (VOC)	V. Subbarao
31	V. VENKAT	119125404057	III.B.COM (VOC)	V. Venkat



Government Degree College, Paderu
Affiliated to Andhra University
(Upgraded to Model Degree College under RUSA 2.0)
Paderu, Visakhapatnam District-531024, AP.



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

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE: MICRO SOFT OFFICE

CERTIFICATE ISSUE REGISTER

Sl. no.	Name of the Candidate	Regd. No.	Group
1	K. YUVA RAJU	719125405052	III MPCS
2	K. PRABHAKAR RAO	719125405053	III MPCS
3	K. CHAKRAPANI	719125405054	III MPCS
4	K. CHANDRA KIRAN	719125405055	III MPCS
5	K. JAIRAM	719125405057	III MPCS
6	P. NAGAMANI	119125403046	III B.COM
8	P.SRINU	119125403047	III B.COM
9	P.MAHESH	119125403048	III B.COM
10	R.PRAMEELA	119125403049	III B.COM
11	R. MADHUSUDHANA RAO	119125403050	III B.COM
12	R. RAJU	119125403051	III B.COM
13	S. LAXMAN	119125403052	III B.COM
14	S. NAGESH	119125403053	III B.COM
15	S. SUNIL	119125403054	III B.COM
16	S. RAVI KUMAR	119125403055	III B.COM
17	S. SIMHADRI	119125403057	III B.COM
18	S.REVATHI	119125404044	III.B.COM (VOC)
19	S. LAXMAN	119125404045	III.B.COM (VOC)
20	T. GETHA VANI	119125404047	III.B.COM (VOC)
21	T. BALAKRISHNA	119125404048	III.B.COM (VOC)
22	S. SURESH KUMAR	119125404049	III.B.COM (VOC)
23	T. VISWANADHAM	119125404050	III.B.COM (VOC)
24	U. MANASA	119125404051	III.B.COM (VOC)
25	U RAMA SATYANARAYANA	119125404052	III.B.COM (VOC)
26	V. LAVANYA	119125404053	III.B.COM (VOC)
27	V. ANAND GAJAPATHI NAIDU	119125404054	III.B.COM (VOC)
28	V. RAMBABU	119125404055	III.B.COM (VOC)
29	V. SUBBBARAO	119125404056	III.B.COM (VOC)
30	V. VENKAT	119125404057	III.B.COM (VOC)



Government Degree College, Paderu
Affiliated to Andhra University
(Upgraded to Model Degree College under RUSA 2.0)
Paderu, Visakhapatnam District-531024, AP.



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

DEPARTMENT OF COMPUTER SCIENCE
CERTIFICATE COURSE: MICRO SOFT OFFICE
CERTIFICATE ISSUE REGISTER

Sl. no.	Name of the Candidate	Regd. No.	Group
31	K. MADHAVI	120125403021	B.COM,GEN
32	K. MAHESH BABU	120125403022	B.COM,GEN
33	K. NAGA LAKSHMI	120125403023	B.COM,GEN
34	K. RAHELI	120125403024	B.COM,GEN
35	K. SANDYA KUMARI	120125403025	B.COM,GEN
36	K. LAKSHMANA MURTHY	120125403026	B.COM,GEN
37	K. JHANSI RANI	120125403027	B.COM,GEN
38	K. BALA VAMSI	120125403028	B.COM,GEN
39	K. NARENDRA	120125403029	B.COM,GEN
40	K. SANTHOSH	120125403030	B.COM,GEN
41	K. NANI BABU	120125403031	B.COM,GEN
42	M. RAM BABU	120125403032	B.COM,GEN
43	M. MAHENDRA	120125403033	B.COM,GEN
43	N. SASHI CHANDAN	120125403034	B.COM,GEN
44	P. DIVYA RANI	120125403035	B.COM,GEN
45	B. GIRI SANKAR VARMA	120125404004	B.COM VOC
46	CH. POUL	120125404005	B.COM VOC
47	D. MANOHAR MURTHY	120125404006	B.COM VOC
48	G. MALLESWARI	120125404007	B.COM VOC
49	G. KUSALA RAMA SWAMY	120125404008	B.COM VOC
50	G. PUSHPA RAJU	120125404009	B.COM VOC
51	G. MAHESH	120125404010	B.COM VOC
52	J. SAI	120125404011	B.COM VOC
53	K. LAXMI	120125404014	B.COM VOC
54	K. UDAY KUMAR	120125404015	B.COM VOC
55	K. VARLAKSHMI	120125404016	B.COM VOC
56	K. THRINADH	120125404018	B.COM VOC
57	L. NEEL KUMAR PATRUDU	120125404020	B.COM VOC
58	M. RAKESH	120125404022	B.COM VOC
59	M. KRISHNA PRASAD	120125404023	B.COM VOC

V. Ch
Principal
Govt. Degree College
PADERU-531024
Atturi Sitharama Raju



Government Degree College, Paderu

Affiliated to Andhra University

(Upgraded to Model Degree College under RUSA 2.0)

Paderu, Visakhapatnam District-531024, AP.

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

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE: MICRO SOFT OFFICE

Course End Examination AWARD STATEMENT

ACADEMIC YEAR 2021-2022

MAX MARKS : 50

Sl.no	Name of the Candidate	Regd. No.	GROUP	MARKS AWARDED
32	K. MADHAVI	120125403021	B.COM,GEN	44
33	K. MAHESH BABU	120125403022	B.COM,GEN	42
34	K. NAGA LAKSHMI	120125403023	B.COM,GEN	40
35	K. RAHELI	120125403024	B.COM,GEN	38
36	K. SANDYA KUMARI	120125403025	B.COM,GEN	40
37	K. LAKSHMANA MURTHY	120125403026	B.COM,GEN	42
38	K. JHANSI RANI	120125403027	B.COM,GEN	36
39	K. BALA VAMSI	120125403028	B.COM,GEN	40
40	K. NARENDRA	120125403029	B.COM,GEN	44
41	K. SANTHOSH	120125403030	B.COM,GEN	42
42	K. NANI BABU	120125403031	B.COM,GEN	40
43	M. RAM BABU	120125403032	B.COM,GEN	44
44	M. MAHENDRA	120125403033	B.COM,GEN	46
45	N. SASHI CHANDAN	120125403034	B.COM,GEN	44
46	P. DIVYA RANI	120125403035	B.COM,GEN	40
47	B. GIRI SANKAR VARMA	120125404004	B.COM VOC	42
48	CH. POUL	120125404005	B.COM VOC	38
49	D. MANOHAR MURTHY	120125404006	B.COM VOC	44
50	G. MALLESWARI	120125404007	B.COM VOC	36
51	G. KUSALA RAMA SWAMY	120125404008	B.COM VOC	42
52	G. PUSHPA RAJU	120125404009	B.COM VOC	40
53	G. MAHESH	120125404010	B.COM VOC	42
54	J. SAI	120125404011	B.COM VOC	44
55	K. MURALI KISHOR KRISHNA PADAL	120125404013	B.COM VOC	Absent
56	K. LAXMI	120125404014	B.COM VOC	44
57	K. UDAY KUMAR	120125404015	B.COM VOC	46
58	K. VARLAKSHMI	120125404016	B.COM VOC	42
59	K. THRINADH	120125404018	B.COM VOC	40
60	K. MADHAVI	120125404019	B.COM VOC	Absent
61	L. NEEL KUMAR PATRUDU	120125404020	B.COM VOC	40
62	M. RAKESH	120125404022	B.COM VOC	44
63	M. KRISHNA PRASAD	120125404023	B.COM VOC	44


Principal

Govt. Degree College
PADERU-531024

Atturi Sitharama Raju Dist.



Government Degree College, Paderu

Affiliated to Andhra University

(Upgraded to Model Degree College under RUSA 2.0)

Paderu, Visakhapatnam District-531024, AP.

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



DEPARTMENT OF COMPUTER SCIENCE

List of Students

From 2021-22 onwards

MICRO SOFT OFFICE

Work load: 30 Hour

Sl. no.	Name of the Candidate	Regd. No.	Group
1	K. YUVA RAJU	719125405052	III MPCS
2	K. PRABHAKAR RAO	719125405053	III MPCS
3	K. CHAKRAPANI	719125405054	III MPCS
4	K. CHANDRA KIRAN	719125405055	III MPCS
5	K. RAJESH BABU	719125405056	III MPCS
6	K. JAIRAM	719125405057	III MPCS
7	P. LOKESH	719125405058	III MPCS
8	P. NAGAMANI	119125403046	III B.COM
9	P.SRINU	119125403047	III B.COM
10	P.MAHESH	119125403048	III B.COM
11	R.PRAMEELA	119125403049	III B.COM
12	R. MADHUSUDHANA RAO	119125403050	III B.COM
13	R. RAJU	119125403051	III B.COM
14	S. LAXMAN	119125403052	III B.COM
15	S. NAGESH	119125403053	III B.COM
16	S. SUNIL	119125403054	III B.COM
17	S. RAVI KUMAR	119125403055	III B.COM
18	S. SIMHADRI	119125403057	III B.COM
19	S.REVATHI	119125404044	III.B.COM (VOC)
20	S. LAXMAN	119125404045	III.B.COM (VOC)
21	T. GETHA VANI	119125404047	III.B.COM (VOC)
22	T. BALAKRISHNA	119125404048	III.B.COM (VOC)
23	S. SURESH KUMAR	119125404049	III.B.COM (VOC)
24	T. VISWANADHAM	119125404050	III.B.COM (VOC)
25	U. MANASA	119125404051	III.B.COM (VOC)
26	U RAMA SATYANARAYANA	119125404052	III.B.COM (VOC)
27	V. LAVANYA	119125404053	III.B.COM (VOC)
28	V. ANAND GAJAPATHI NAIDU	119125404054	III.B.COM (VOC)
29	V. RAMBABU	119125404055	III.B.COM (VOC)
30	V. SUBBBARAO	119125404056	III.B.COM (VOC)
31	V. VENKAT	119125404057	III.B.COM (VOC)



Government Degree College, Paderu

Affiliated to Andhra University

(Upgraded to Model Degree College under RUSA 2.0)

Paderu, Visakhapatnam District-531024, AP.



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

DEPARTMENT OF COMPUTER SCIENCE

List of Students

From 2021-2022 onwards

MICRO SOFT OFFICE

Work load: 30 Hour

Sl. no.	Name of the Candidate	Regd. No.	Group
32	K. MADHAVI	120125403021	B.COM,GEN
33	K. MAHESH BABU	120125403022	B.COM,GEN
34	K. NAGA LAKSHMI	120125403023	B.COM,GEN
35	K. RAHELI	120125403024	B.COM,GEN
36	K. SANDYA KUMARI	120125403025	B.COM,GEN
37	K. LAKSHMANA MURTHY	120125403026	B.COM,GEN
38	K. JHANSI RANI	120125403027	B.COM,GEN
39	K. BALA VAMSI	120125403028	B.COM,GEN
40	K. NARENDRA	120125403029	B.COM,GEN
41	K. SANTHOSH	120125403030	B.COM,GEN
42	K. NANI BABU	120125403031	B.COM,GEN
43	M. RAM BABU	120125403032	B.COM,GEN
44	M. MAHENDRA	120125403033	B.COM,GEN
45	N. SASHI CHANDAN	120125403034	B.COM,GEN
46	P. DIVYA RANI	120125403035	B.COM,GEN
47	B. GIRI SANKAR VARMA	120125404004	B.COM VOC
48	CH. POUL	120125404005	B.COM VOC
49	D. MANOHAR MURTHY	120125404006	B.COM VOC
50	G. MALLESWARI	120125404007	B.COM VOC
51	G. KUSALA RAMA SWAMY	120125404008	B.COM VOC
52	G. PUSHPA RAJU	120125404009	B.COM VOC
53	G. MAHESH	120125404010	B.COM VOC
54	J. SAI	120125404011	B.COM VOC
55	K. MURALI KISHOR KRISHNA PADAL	120125404013	B.COM VOC
56	K. LAXMI	120125404014	B.COM VOC
57	K. UDAY KUMAR	120125404015	B.COM VOC
58	K. VARLAKSHMI	120125404016	B.COM VOC
59	K. THRINADH	120125404018	B.COM VOC
60	K. MADHAVI	120125404019	B.COM VOC
61	L. NEEL KUMAR PATRUDU	120125404020	B.COM VOC
62	M. RAKESH	120125404022	B.COM VOC
63	M. KRISHNA PRASAD	120125404023	B.COM VOC

V. Ch
Principal
Govt. Degree College
PADERU-531024
Atturi Sitharama Raju Dist.



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 250018

Email.ID : paderu.jkc@gmail.com.



DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE: WEB DESIGNING

Course End Examination

ACADEMIC YEAR 2021-2022

Model Certificate



GOVT DEGREE COLLEGE, PADERU

(Upgraded to model Degree College under RUSA 2.0)

Affiliated to Andhra University - A.S.R. district AP-531024



CERTIFICATE OF COMPLETION

This is the Certificate K.YUVARAJU of Regd No. 719125405052 OF
"GOVT DEGREE COLLEGE, PADERU" has completed His/her **CERTIFICATE COURSE** on
"MICROSOFT OFFICE" From to . Organized by "DEPARTMENT OF COMPUTER SCIENCE".

The overall performance of an **INDIVIDUAL** during His /Her **ENTIRE COURSE** is found to be **SATISFACTORY**

[Signature]

COURSE CO-ORDINATOR

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

[Signature]

PRINCIPAL

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



GOVT DEGREE COLLEGE, PADERU

(Upgraded to model Degree College under RUSA 2.0)

Affiliated to Andhra University-A.S.R district AP:-531024



CERTIFICATE OF COMPLETION

This is the Certificate K.YUVARAJU of Regd No. 719125405052 OF
"GOVT DEGREE COLLEGE, PADERU" has completed His/her **CERTIFICATE COURSE** on

"MICROSOFT OFFICE" From 1-11-2021 to 10-12-2022 Organized by "DEPARTMENT OF COMPUTER

SCIENCE" The overall performance of an INDIVIDUAL during His /Her ENTIRE COURSE is found to be

SATISFACTORY

COURSE CO-ORDINATOR

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

PRINCIPAL

V. V.
Principal

Govt. Degree College
PADERU 531 024
Ahari Stranawa Raju-Dist.

