



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

**Accredited by NAAC 'B' Grade
(Affiliated to DR.B.R.Ambedkar University)**



CERTIFICATE COURSE ON

ICT - Certificate Courses

(Office Automation Tools)



DEPARTMENT OF COMPUTER SCIENCE

2021-2022



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From :

Dr.P.TRINADHA RAO,
Department of Computer Science
GDC-Narasannapeta.

To

The Principal
Government Degree College,
Narasannapeta.

P. Trinadha Rao
PRINCIPAL (FAC)
GOVT. DEGREE COLLEGE
NARASANNAPETA-532 421
Srikakulam Dist.

Sub : Regarding to start certificate course on “ ICT Tools using Office Automation”.

Respected Madam,

I am Dr.P.Trinadha Rao, as Computer science faculty in our college. This is regarding with conduct subject related certificate course introducing for students benefits of our department on “ ICT Tools using Office Automation” the course duration should be 45 hrs. we are going to start in the Academic year 2021-2022 i.e from 27-07-2022 to 05-08-2022.

This is my humble request you to permit us for the establishment of above certificate course.

Thanking you madam,

P. Trinadha Rao

Yours sincerely



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Department of Computer Science

Certificate course on “□□ ICT Tools using Office Automation –2021-22 .

The faculty member of the department of Computer Science met in the principals chamber to discuss and review the conduct of the certificate course on “ICT Tools using Office Automation” under the chairmanship of the principle and the faculty of the department on dated 22-07-2022.

Agenda : Starting of certificate course of Degree All streams students.

Resolutions :

1. It is resolved to start the certificate course titled “ICT Tools using Office Automation” from : 27-07-2022 to 05-08-2022.(45 Hrs) for the academic year 2021-2022.
2. It is also resolved to frame the syllabus, regulation for the successful completion of the certificate course.
3. Enrolled 65 students to this course
4. Resolved to conduct classes at 4-5 pm
5. Resolved to conduct exam after completion of the course and issue certificates to qualify candidate,
6. Qualifying marks is 40%



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Department of Computer Science

CIRCULAR

Dt: 22-07-2022

This is to inform that the Department of Computer Science is going to be conducted a subject related certificate course from date 27-07-2022 to 05-08-2022 for the students of all degree streams (BA/BCOM/BSC) on “**ICT Tools using Office Automation**”. The students who are interested can enrol their names to concern departments on or before 25-07-2022. the duration of this course is 45 Hrs. The candidates who secure 40% of the marks in the examinations will get their certificate.

P. Toivasa

Department of Computer Science
Govt.Degree College
Narasannapeta



ICT - Certificate Courses

Office Automation

Course Objective

To help the students to understand how to format, edit, and print text documents and prepare for desktop publishing. Students will be able to create various documents newsletters, brochures, making document using photographs, charts, presentation, documents, drawings and other graphic images.

To work with the worksheet and presentation software.

SYLLABUS

UNIT I:

MS word: Word Processing – Features-Advantages and Applications- Parts of Word Window- Toolbar-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- MailMerge- Macros.

UNIT II:

MS Excel:

Features – Spread Sheet-Workbook – Cell-Parts of a window-Saving, Closing, Opening of a Work Book – Editing – Advantages – Formulas- Types of Function- Templates – Macros – Sorting- Charts – Filtering – Consolidation – Grouping- Pivot Table.

UNIT III:

MS Power point: Introduction – Starting – Parts-Creating of Tables- Create Presentation – Templates- Auto Content Wizard-Slide Show-Editing of Presentation-Inserting Objects and charts.

UNIT IV:

MS Access: Orientation to Microsoft Access - Create a Simple Access Database - Working with Table Data - Modify Table Data - Sort and Filter Records - Querying a Database - Create Basic Queries - Sort and Filter Data in a Query - Perform Calculations in a Query - Create Basic Access



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Forms - Work with Data on Access Forms - Create a Report - Add Controls to a Report -
FormatReports.

Assessment Scheme

Internal Assessment	50 Marks
External Exam	50 Marks

Internal Exam Scheme

Practical Assessment	30 Marks
Record	10 Marks
Viva-Voce	10 Marks



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Narasannapeta, Srikakulam Dt.,A.P-532421

CERTIFICATE COURSES IN " COMPUTER FUNDAMENTALS & OFFICE AUTOM

REGISTRATION FORM

Name of the Student : P. KUSUMA KUMARI
Fathers' Name : P. KRISHNA
Date of Birth : 06-05-2004
Gender : FEMALE
Caste : BC-B
Inter hall ticket no : 2101226949
Address : Amjalari (village), Narasannapeta
Srikakulam (Dist)
Phone No : 9573249745 Alternate No :
Qualification : Degree
Email id : peethakusuma kumari@gmail.com

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II-YEAR :: MS-OFFICE CERTIFICATE COURSE

Time: 2Hrs

MODEL PAPER

Marks: 50

Answer any 5 Questions:

5 x 10 = 50M

1. Explain different parts of MS-Word-2010 window, with the help of a diagram.

MS-Word-2010 విండోలోని వివిధ భాగాలను రేఖాచిత్రం సహాయంతో వివరించండి.

2. Explain the features of MS – Word.

MS – Word యొక్క లక్షణాలను వివరించండి.

3. Write steps about mail-merge in MS-Word.

MS-Word లో మెయిల్-మర్జ్ గురించిన దశలను వ్రాయండి.

4. Explain the various parts of the MS-Excel window with the help of the diagram.

రేఖాచిత్రం సహాయంతో MS-Excel విండో యొక్క వివిధ భాగాలను వివరించండి.

5. Explain important features of MS-Excel

MS-Excel యొక్క ముఖ్యమైన లక్షణాలను వివరించండి

6. Define function? Explain various categories of functions with examples.

ఫంక్షన్ ను నిర్వచించాలా? వివిధ వర్గాల విధులను ఉదాహరణలతో వివరించండి.

7. What is Chart? Explain different types of charts available in Excel.

చార్ట్ అంటే ఏమిటి?

ఎక్సెల్లో అందుబాటులో ఉన్న వివిధ రకాల చార్టులను వివరించండి.

8. Features of MS-PowerPoint.

MS-PowerPoint ఫీచర్లు.

9. Write about how to create PowerPoint presentation by using a Template.

టెంప్లేట్ ఉపయోగించి పవర్ పాయింట్ ప్రజెంటేషన్ ఎలా సృష్టించాలో రాయండి.

10. Write about slide Transition and Custom Animation in PowerPoint presentation.

పవర్ పాయింట్ ప్రజెంటేషన్ లో స్లయిడ్ ట్రాన్సిషన్ మరియు కస్టమ్ యానిమేషన్ గురించి రాయండి.

* * *



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www.narasannapeta.jkc@gmail.com



COURSE - INAUGURATION

ఉచిత కంప్యూటర్ శిక్షణ



నరసన్నపేట, జూలై 16 (ఆంధ్రపత్రిక): స్థానిక ప్రభుత్వ డిగ్రీ కళాశాలలో ఈ నెల 20 నుంచి ఉచిత కంప్యూటర్ ఫండమెంటల్ కోర్సును 15 రోజుల పాటు నిర్వహిస్తున్నట్లు ప్రభుత్వ డిగ్రీ కాలేజ్ ప్రిన్సిపాల్ తెలిపారు. ఇంటర్ పాస్సిన, ఫెయిల్ అయిన అభ్యర్థులు ఈ అవకాశాన్ని వినియోగించుకోవాలని, 15 రోజుల తర్వాత విద్యార్థులకు సర్టిఫికేట్లు జారీ చేస్తామని చెప్పారు. ఇతర వివరాలకు కళాశాల పనివేళల్లో సంప్రదించాలని కళాశాలలోని కంప్యూటర్ విభాగం అధ్యాపకులు పి.త్రినాథరావు తెలిపారు.





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LAB SESSION :





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