



Dr.V.S.KRISHNA GOVT. DEGREE COLLEGE

(AUTONOMOUS)

NODAL RESOURCE CENTRE & AU CENTRE FOR RESEARCH

Maddilapalem, Visakhapatnam - 530013, Andhra Pradesh.

0891-2553262, <https://www.drskrishnagdc.edu.in>



Department of Computer Science

Certificate Course

On

Microsoft Office

2022-23

Dr V S Krishna Government Degree & PG College (A)

Visakhapatnam

Department of Computer Science

Departmental Meeting

Minutes of Meeting:

1. Resolve to start an add on course on MS-Office in the Department of Computer Science during 2022-23.
2. To submit a letter to the principal for getting the permission to start an add on course.
3. To prepare the syllabus for the add-on course.
4. To start the course with a minimum of 20 students.
5. To conduct an 8 week adds on course including 45 teaching and practical hours.
6. Permission to utilize the Computer Science laboratory to conduct practical classes for this add-on course.
7. Permission to conduct an add on course by the Department of Computer Science.

Permission letter to start an add on course

Date: 02-11-2022

From
The Head of the Department,
Department of Computer Science
Dr V S Krishna Government Degree & PG College (A)
Visakhapatnam

To
The Principal
Dr V S Krishna Government Degree & PG College (A)
Visakhapatnam

Respected sir,

Sub: Permission to start an add on course on MS-Office and permission
to nominate the Computer Science faculty as the faculty for add on course –
Regarding.


Ref: Resolution copy of the Department of Computer Science.

As per the resolution of the Department of Computer Science. We are very
much interested in starting an add on course on MS-Office for the B.Sc. students. So
we are requesting you to give permission to start that add on course and also permit us
to act as the faculty for the add on course.

Thanking you sir,


PRINCIPAL
Dr. V.S. Krishna Govt. Degree College (A)
VISAKHAPATNAM

Yours Sincerely,


D V Raghava Swamy

Dr V S Krishna Government Degree & PG College (A)

Visakhapatnam

Department of Computer Science

Add on course in MS OFFICE

Syllabus

Unit 1

MS Word: Word processing – Features - Advantages and Application - Parts of word window. Toolbar - Creating, Saving, Closing, Opening and Editing of a Document - Moving and Copying 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 - Mail Merge - Macros.

Unit 2

MS Excel: Features - spreadsheet - Workbook - Cell - Parts of a Window - Saving, Closing, Opening, of a Workbook - Editing - Advantages - Formulas - Types of Function - Templates - Macros - Sorting - Charts - Filtering.

Unit 3

MS Power Point : Introduction - Starting - Parts - Creating Tables - Create Presentation - Templates - Auto Content Wizard - Slideshow - Editing of Presentation - Inserting Objects and Charts.

DEPARTMENT OF COMPUTER SCIENCE
Enrolled students list

S.No	Hall Ticket No	Name of the Student
1	22BSCS008	BANGARU USHA
2	22BSCS028	D D S L BHARATHI
3	22BSCS031	EGALA.VASANTHA
4	22BSCS039	GORLE PAVANI
5	22BSCS047	JOSHNA YARAGADA
6	22BSCS051	KONCHA JAYASREE
7	22BSCS053	KONDAPU DEVI
8	22BSCS054	KOPPARA NAGA
9	22BSCS061	LANDA MANIKANTHA
10	22BSCS062	L RESHMA BHAVANI SHANTHI
11	22BSCS064	MANDALA CHARAN RAJ
12	22BSCS076	PALAVALASA ROHINI DEVI
13	22BSCS083	PATHALAM ASWINI
14	22BSCS095	SAVARA NITHIN
15	22BSCS099	SODE JAGADEESH
16	22BSCS101	SUNKARI KALYANI
17	22BSCS108	VANUM RAMA KRISHNA
18	22BSCS114	VEMPATAPU NANDINI
19	22BSCS115	YENNI BHAVANI
20	22BSCS123	PUDI RAJASEKHAR

Dr V S Krishna Government Degree & PG College (A)

Visakhapatnam

Department of Computer Science

Add on course: Question paper:

Section A: Microsoft Word (10 Marks)

2x5=10

Answer any Two of the following

1. Explain the process of creating and formatting a table in Microsoft Word.
2. Describe the steps to use the Track Changes feature in Microsoft Word.
3. Discuss the purpose and benefits of using Styles in Microsoft Word.
4. You have received a lengthy document with multiple sections. Explain how you would use the Table of Contents feature in Microsoft Word to create an organized and dynamic navigation aid for the document.

Section B: Microsoft Excel (10 Marks)

2x5=10

Answer any Two of the following

1. Describe the steps to create a PivotTable in Microsoft Excel.
2. Explain the concept of absolute and relative cell references in Excel formulas.
3. Discuss the importance of data validation in Microsoft Excel.
4. You have a dataset in Excel and need to present the information visually. Describe the process of creating a combination chart that includes both a line chart and a bar chart.

Section C: Microsoft PowerPoint (10 Marks)

2x5=10

Answer the following

1. Explain the concept of Master Slides in Microsoft PowerPoint.
2. You are preparing a presentation on a complex topic.

DEPARTMENT OF COMPUTER SCIENCE
Students Grades List

S.No	Hall Ticket No	Name of the Student	Grade
1	22BSCS008	BANGARU USHA	C
2	22BSCS028	D D S L BHARATHI	A
3	22BSCS031	EGALA.VASANTHA	A
4	22BSCS039	GORLE PAVANI	F
5	22BSCS047	JOSHINA YARAGADA	C
6	22BSCS051	KONCHIA JAYASREE	B
7	22BSCS053	KONDAPU DEVI	B
8	22BSCS054	KOPPARA NAGA	F
9	22BSCS061	LANDA MANIKANTHA	A
10	22BSCS062	L RESHMA BHAVANI SHANTHI	A
11	22BSCS064	MANDALA CHARAN RAJ	F
12	22BSCS076	PALAVALASA ROHINI DEVI	A
13	22BSCS083	PATHALAM ASWINI	F
14	22BSCS095	SAVARA NITHIN	B
15	22BSCS099	SODE JAGADEESH	A
16	22BSCS101	SUNKARI KALYANI	A
17	22BSCS108	VANUM RAMA KRISHNA	B
18	22BSCS114	VEMPATAPU NANDINI	B
19	22BSCS115	YENNI BHAVANI	A
20	22BSCS123	PUDI RAJASEKHAR	A



Dr. V. S. Krishna Govt. Degree College (A)

(NAAC ACCREDITED 'A' GRADE INSTITUTION & NODAL RESOURCE CENTRE)
MADDILAPALEM, VISAKHAPATNAM-530013. ANDHRA PRADESH



Value Added Course Certificate

202... to 202...

This is to certify that Mr./Miss.....of
.....has successfully completed the Value Added Course in.....
with Regd No.....Organized by the Department of.....in
collaboration with.....during year 202.... to 202.... He/She has passed the course with
.....grade.

**Academic
Coordinator**

**IQAC
Coordinator**

**Course
Coordinator**



**PRINCIPAL
Dr. V.S. Krishna Govt. Degree College(A)**

**Dr V S Krishna Government Degree & PG College (A)
Visakhapatnam**

Department of Computer Science

Add -on Course on Computer Hardware for the academic year 2022-23

Summary Report

The Department of Computer Science has started an Add - on course on "MS-Office " with 20 students from UG students of Dr V S Krishna Government Degree & PG College (A). Department of Computer Science Staff conducted 30 classes to complete the syllabus. The exams were conducted to registered students for 30 marks and issued certificates to all students.

MS-Office is one of the important employment fields in the present era. There are opportunities for students in social media web designing. So the Department of COMPUTER SCIENCE introduced this course for the benefit of students in their future. All the students were presented and gained proper knowledge in MS-Office.

1. Number of students enrolled : 20
2. Number of students completed : 20
3. Theory Classes conducted : 30 hours
4. Practical Classes conducted : 15 hours
4. Maximum marks : 30 marks
5. Time : Afternoon 1 hour (4PM to 5PM).



Course Coordinator



PRINCIPAL
Dr. V.S. Krishna Govt. Degree College (A)
VISAKHAPATNAM

Principal