

Date: 01-02-2022

From
Head,
Department of Physics,
Hindu College,
Guntur.

To
The Principal,
Hindu College,
Guntur.

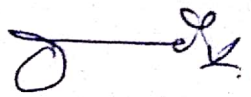
Sir,

Sub: Request to permit to conduct Certificate Course on MS Office to students –
Regarding.

The department of Physics is planning to conduct Certificate course on MS Office Basics to non-computer students of I B.Sc. In this regard, we are requesting you to kindly permit us to conduct the course for the benefit students. Duration of the course is 20 days. We are planned to the programme to be started on 15-02-2022 to 09-03-2022.

Thanking you,

Permission granted
P.M. Prasanna
1/2/22


(P.V. Ramu)
HOD

PRINCIPAL
HINDU COLLEGE
GUNTUR





HINDU COLLEGE, GUNTUR

(Re-accredited by NAAC as Grade 'A' with CGPA 3.07)

11-02-2022

NOTICE

DEPARTMENT OF PHYSICS

All UG & PG Physics department students are informed that, the department of Physics is going to conduct a Certificate course in "MS Office Basics". The classes will be conducted from 15-02-2022 to 09-03-2022. Interested candidates are directed to register their names in department on or before 12-02-2022. Certificate will be issued to Participants.

For details:

P.V. Ramu - 6281976229

K. Sarath Kumar - 9848592803

S. Pavani - 9346914338

(P.V. RAMU)
Incharge
Department of Physics

Name of the Institution
HINDU COLLEGE
GUNTUR

Student's Attendance Register

CLASS : Computer Class

SECTION :

శాస్త్రము అధ్యయనము

Sl. No.	Name of the Student	Date	Month																				
			1	2	3	4	5	6	7	8	9	10	11	12									
1.	E. Sindhu		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2.	G. John Sai Kumar		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3.	G. Harsha vardhan		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4.	T. Bhuvika		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.	J. Nikith		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6.	J. Vinod Kumar		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.	K. Mohana Krishna		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8.	K. Sujana Sarejini		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9.	L. LAKSHI		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10.	M. Prabhika		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11.	M. Rajani		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12.	M. Siva balaji Naik		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13.	N. ARANISHA		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14.	N. Saketh		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15.	P. NAVEEN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16.	S. Ashok		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17.	SK. APTEEN		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18.	T. Avinash		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19.	U. Uday kiran		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20.	V. R.V. Lakshmi		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21.	V. prem chand		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22.	V. Bhargav		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23.	T. chandru		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24.	K. Harifraga Suvil		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25.	V. Nageswara Rao		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26.	N. Sivaithi		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27.	P. Devaseena		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28.	N. Sargadish		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29.	P. Satchand		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30.	K. Rajani		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31.	A. Anusha		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32.	K. Poornika		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Sl. No.	Name of the Student	Date	Month																				
			1	2	3	4	5	6	7	8	9	10	11	12									
15.	15		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16.	16		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17.	17		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18.	18		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19.	19		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20.	20		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21.	21		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22.	22		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23.	23		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24.	24		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25.	25		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26.	26		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27.	27		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28.	28		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29.	29		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30.	30		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31.	31		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32.	32		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Group Head's Signature
 Date: 11/3/23
 Group Lecturer: [Signature]
 Principal: [Signature]

CERTIFICATE COURSE ON BASICS OF OFFICE APPLICATIONS - MS EXCEL

COURSE CONTENT

Module 1: Introduction to Excel

- Introduction to Excel interface
- Understanding rows and columns, Naming Cells
- Working with excel workbook and sheets

Module 2: Formatting excel work book

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Wrap text, Merge and Centre
- Currency, Accounting and other formats
- Modifying Columns, Rows & Cells

Module 3: Perform Calculations with Functions

- Creating Simple Formulas
- Setting up your own formula
- Date and Time Functions, Financial Functions
- Logical Functions, Lookup and Reference
- Functions Mathematical Functions
- Statistical Functions, Text Functions.

Module 4: Sort and Filter Data with Excel

- Sort and filtering data
- Using number filter, Text filter
- Custom filtering
- Removing filters from columns
- Conditional formatting

Module 5: Create Effective Charts to Present Data Visually

- Inserting Column, Pie chart etc.
- Create an effective chart with Chart Tool
- Design, Format, and Layout options
- Adding chart title
- Changing layouts
- Chart styles
- Editing chart data range
- Editing data series
- Changing chart

Module 6: Analyze Data Using PivotTables and Pivot Charts

- Understand PivotTables, Create a PivotTable
- Framework Using the PivotTable and PivotChart
- Create Pivot Chart from pivot Table.
- Inserting slicer
- Creating Calculated fields

Module 7: Protecting and Sharing the work book

- Protecting a workbook with a password
- Allow user to edit ranges
- Track changes
- Working with Comments
- Insert Excel Objects and Charts in Word Document and Power point Presentation.

Module 8: Use Macros to Automate Tasks

- Creating and Recording Macros
- Assigning Macros to the work sheets
- Saving Macro enabled workbook.

Module 9: Proofing and Printing

- Page setup, Setting print area, Print titles
- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Page Setup, Setting margins, Print Preview, Print
- Enable back ground error checking
- Setting AutoCorrect Options

DEPARTMENT OF PHYSICS

CERTIFICATE COURSE ON

“MS Office Basics”

OBJECTIVES:

This programme is designed to educate our students about the computer office applications. This programme is useful to know, how to operate computers in MS Word, MS Excel and MS PowerPoint applications.



HINDU COLLEGE, GUNTUR

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DEPARTMENT OF PHYSICS

Certificate of Participation

This is to certify that Mr. / Miss. _____ of
_____ Class, Group _____ has participated in
"MS Office Basics" programme organised from 15-06-2022 to
08-07-2022.

Head of the Department

Principal

ఆధునిక పరిజ్ఞానాన్ని అందిస్తున్నోవారి

గుంటూరు సాంస్కృతికం, న్యూస్టుడే: స్థానిక హిందూ కళాశాల బౌతికశాస్త్ర విభాగం ఆధునిక రంగంలో కంప్యూటర్ పరిష్కాస అవగాహన, ఎంఎస్ ఆఫీస్ తదితర అంశాలపై ఇరవై రోజులుగా జరుగుతున్న శిక్షణ శిబిరం గురువారంతో ముగిసింది. ముగింపు కార్యక్రమంలో ప్రిన్సిపల్ పులిపాటి మర్రికార్జున ప్రసాద్ మాట్లాడారు. కార్యక్రమంలో అధ్యాపకులు కె.శరత్ కుమార్, నాక్ సంచాలకుడు కాట్రపాటి దుర్గాప్రసాద్, రసాయన శాస్త్ర విభాగాధిపతి టి.ఉమామహేశ్వరరావు, పోలంరాజు వెంకటరాము, శివాలశెట్టి పావని, విజయలక్ష్మి తదితరులు ప్రసంగించారు. సభాసంతరం కంప్యూటర్ శిక్షకురాలు నడింపలి పావనిని విధాారులు, అధ్యాపకులు సతురించారు.

Date : 01/07/2022 EditionName : ANDHRA PRADESH(AMARAVATI
GUNTUR) PageNo : 03