

Department of PHYSICS

Hindu College ,Guntur.

Add on course on MSOfficeTools

<u>1</u>	<u>B.Sindhu</u>	B.sindhu
<u>2</u>	<u>G.John Sasikumar</u>	G. John Sasikumar
<u>3</u>	<u>G.Harhavardhan</u>	G. Harthavaradhan
<u>4</u>	<u>I.Bhumika</u>	I. Bheumika
<u>5</u>	<u>J.Nikith</u>	J. nīkēth
<u>6</u>	<u>J.Vinodkumar</u>	J. vinod kumar
<u>7</u>	<u>K.Mohanakrishna</u>	k. mohana krishna
<u>8</u>	<u>K.Srujanasarojini</u>	K.Srujanasarojini
<u>9</u>	<u>L.Lahari</u>	L. Lahari
<u>10</u>	<u>M.Pravallika</u>	M. pravallika
<u>11</u>	<u>B.Sivabalajinaik</u>	B. siva balaji naik
<u>12</u>	<u>N.Akanksha</u>	N. Akanksha
<u>13</u>	<u>N.Saketh</u>	N. sketh
<u>14</u>	<u>P.Naveen</u>	P. NAVCCN
<u>15</u>	<u>S.Ashok</u>	S. Ashok
<u>16</u>	<u>SK.Afrin</u>	sk. Afrin
<u>17</u>	<u>T.Avinash</u>	T. Avinash
<u>18</u>	<u>U.Udayakiran</u>	U. Udayakiran
<u>19</u>	<u>VRVV.Lakshmi</u>	VRVV. lakshmi
<u>20</u>	<u>V.Premchand</u>	V. Premchand
<u>21</u>	<u>Y.Bhargav</u>	Y. Bhargav
<u>22</u>	<u>B.Chandu</u>	B. chandu
<u>23</u>	<u>K.Harshita</u>	k. Harshita

Department of PHYSICS

Hindu College ,Guntur.

Add on course on MSOfficeTools

<u>24</u>	<u>V.Nageswararao</u>	V. Nageswararao
<u>25</u>	<u>N.Swathy</u>	N. Swathy
<u>26</u>	<u>P.Devasena</u>	P. Devasena.
<u>27</u>	<u>N.Jagadeesh</u>	N. Jagadeesh.
<u>28</u>	<u>P.Saichand</u>	P. Saichand
<u>29</u>	<u>K.Rajani</u>	K. Rajani
<u>30</u>	<u>A.Anusha</u>	A. Anusha.
<u>31</u>	<u>K.Pujitha</u>	K. Pujitha.
<u>32</u>	<u>M.Rajani</u>	M. Rajani

CERTIFICATE COURSE ON BASICS OF OFFICE APPLICATIONS - I

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

MS Office basics.

Assessment test.

Total: 50 Marks.

Answer any Five questions.

1. what are the basic MS Office functions
2. when by whom was MS Office developed
- 3 .what is the. what is main role of MS Office
4. what is the shortcut key for spell check end document.
- 5 which of the following shortcut key used in print preview.
6. how would you add and remove buttons from the toolbar in MS Office.

Hindu college, Guntur.

DEPARTMENT OF PHYSICS

Add on course on MS Office Tools

Scheme of evaluation

- 1.Explanation at least 10 pionts.**
- 2. Explanation at least 5 points.**
- 3. 5points,@2marks.**
- 4. Each short cut each one 2marks.**
- 5. Each short cut each one 2marks**
- 6. Add buttons 5 marks& remove buttons 5marks.**

Name of the Institution HINDU COLLEGE GUNTUR			Student's Attendance Register	
			CLASS : Computer class -	
Sr.No.	Name of the Student	Roll No. S. No.	Age	Gender
1.	B. Sindhu	X X	X	F
2.	G. John Sai Kumar	X Y	X	M
3.	G. Harsha vardhan	X X	X	M
4.	T. Bhumiika	X A	X	F
5.	J. Nikith	X X	X	F
6.	J. Vinod kumar	X X	X	M
7.	K. Mohana Krishna	O I	X	M
8.	K. Sravana Satejini	A I	X	F
9.	L. LAXMI	X X	X	F
10.	M. Pravalika	X Y	X	F
11.	M. Rajani	X Y	X	F
12.	M. Siva balaji Naik	X Y	X	M
13.	N. AKASHA	X Y	X	F
14.	N. Saketh	X X	X	M
15.	P. Naveen	X Y	X	M
16.	C. Ashok	X Y	X	M
17.	SV. APreen .	X Y	X	F
18.	T. Avinash	X X	X	M
19.	U. Uday Kiran	X X	X	M
20.	V.R.V. Lakshmi	X X	X	F
21.	V. prem Chand	X X	X	M
22.	Y. Bhargav	X X	X	M
23.	B. Chandu	X X	X	M
24.	K. Harithasa Sunil	X X	X	M
25.	V. Nagaraj Rao	X Y	X	M
26.	N. Swathi	X X	X	F
27.	P. Divasena	X X	X	F
28.	N. Jagadish	X X	X	M
29.	P. Saichand	X X	X	M
30.	K. Rajani	X X	X	F
31.	A. Anusha	X X	X	F
32.	K. Poalatha	X X	X	M

☐ Absent Present Morning Boys
☐ Absent Present Evening Girls
☐ Initial of the Class Lecturer

[illegible]



HINDU COLLEGE, GUNTUR

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

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

Department of Physics
Hindu College ,Guntur.

Add on course on Electronics instrumentation

<u>S.No</u>	<u>Name</u>	<u>Marks</u>
<u>1</u>	<u>B.Vinitha</u>	<u>48</u>
<u>2</u>	<u>V.Teja</u>	<u>46</u>
<u>3</u>	<u>T.MaruthiRam</u>	<u>45</u>
<u>4</u>	<u>Sk.Begum</u>	<u>47</u>
<u>5</u>	<u>S.Swapna</u>	<u>48</u>
<u>6</u>	<u>B.sabitha.</u>	<u>46</u>
<u>7</u>	<u>D.Durgamalleswari</u>	<u>47</u>
<u>8</u>	<u>G.Santhakumari</u>	<u>45</u>
<u>9</u>	<u>D.Gayathri</u>	<u>45</u>
<u>10</u>	<u>GKI.Sowjanya</u>	<u>44</u>
<u>11</u>	<u>K.Swetha</u>	<u>46</u>
<u>12</u>	<u>K.Sivaparvathi</u>	<u>47</u>
<u>13</u>	<u>M.Nichala</u>	<u>47</u>
<u>14</u>	<u>PV.Ramadevi</u>	<u>47</u>
<u>15</u>	<u>P.Sowjanya</u>	<u>48</u>
<u>16</u>	<u>R.Jinny</u>	<u>47</u>
<u>17</u>	<u>S.Ayyappaswamy</u>	<u>47</u>

ADD ON COURSE ON MISCELLANEOUS

<u>18</u>	<u>B.Srikanth</u>	<u>47</u>
<u>19</u>	<u>P.Siva</u>	<u>46</u>
<u>20</u>	<u>SK.Praveena</u>	<u>47</u>

అధునిక పరిజ్ఞానాన్ని అందిపుచ్చుకోవాలి

గుంటూరు సాంస్కృతికం, స్యూస్టుడే: స్థానిక హిందూ కళాశాల బౌతికశాస్త్ర విభాగం ఆర్య
ర్యంలో కంప్యూటర్ పరిజ్ఞాన అవగాహన, ఎంఎస్ ఆఫీస్ తదితర అంశాలపై ఇరవై రోజులుగా జరు
గుతున్న శిక్షణ శిబిరం గురువారంతో ముగిసింది. ముగింపు కార్యక్రమంలో ప్రిన్సిపల్ పులిపాటి మల్లి
కార్జున ప్రసాద్ మాట్లాడారు. కార్యక్రమంలో ఆధ్యాపకులు కె.శరత్ కుమార్, నాక్ సంచాలకుడు
కాబ్రపాటి దుర్గాప్రసాద్, రసాయన శాస్త్ర విభాగాధిపతి టి.ఉమామహేశ్వరరావు, పోలంరాజు వెంక
టరాము, శివాలకెట్టి పావని, విజయలక్ష్మి తదితరులు ప్రసంగించారు. సభాసంతకం కంప్యూటర్ శిక్ష
కురాలు నడింపలి పావనిని నిర్దేశించి, ఆధ్యాపకులు సత్కరించారు.