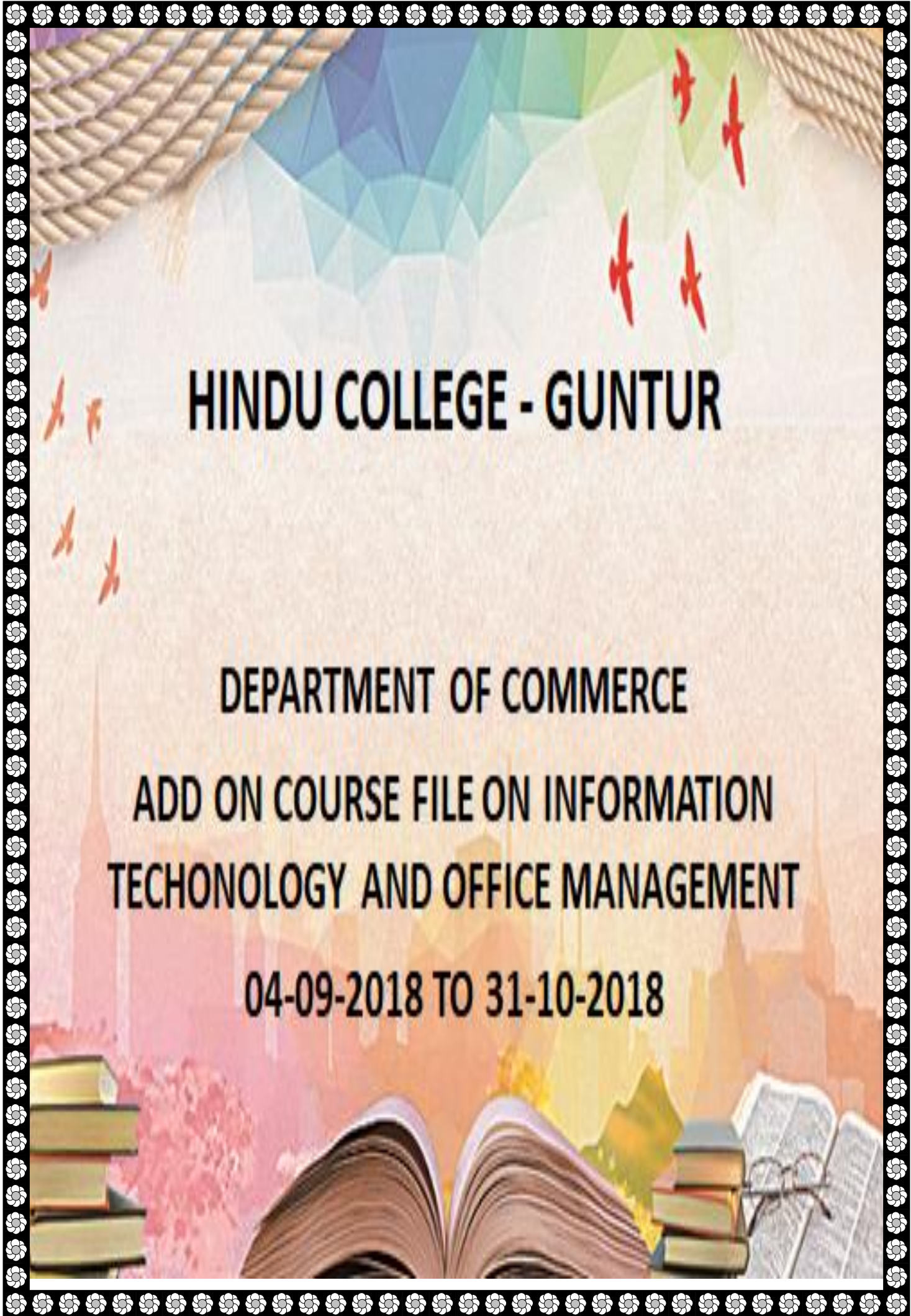
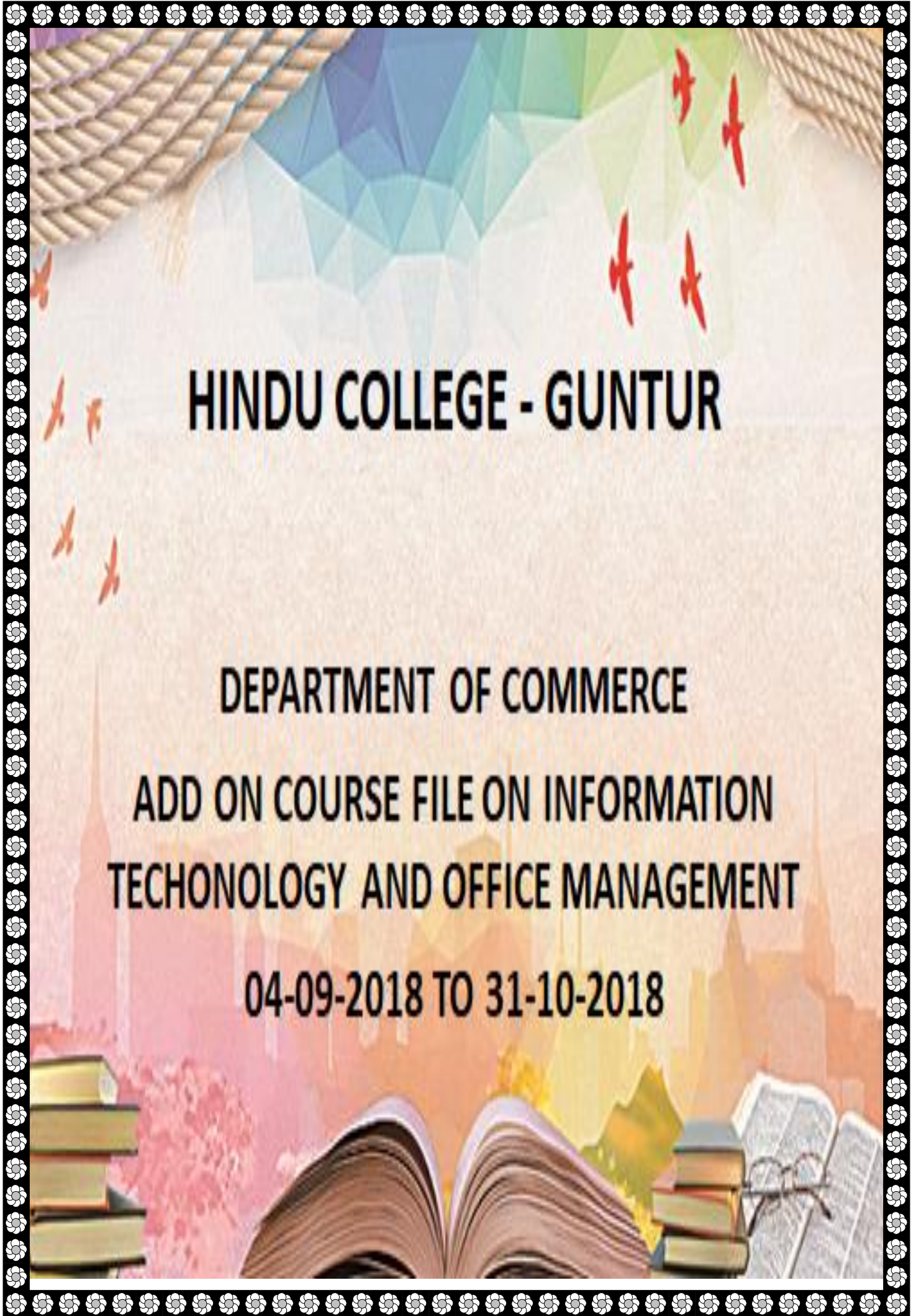




HINDU COLLEGE - GUNTUR

DEPARTMENT OF COMMERCE

**ADD ON COURSE FILE ON INFORMATION
TECHONOLGY AND OFFICE MANAGEMENT**

04-09-2018 TO 31-10-2018

HINDU COLLEGE- GUNTUR
DEPARTMENT OF COMMERCE

LIST OF STUDENTS FOR INFORMATION TECHNOLOGY AND OFFICE MANAGEMENT- 2018-2019

S.N	NAME OF THE STUDENT	SIGNATURE
1	A.TEJ KIRAN	A. TEJ KIRAN
2	G.PRADEEP	G. Pradeep
3	M.ANOOHYA	M. Anootha
4	K.BALA KOTIREDDY	K. Bala Kotireddy
5	G.NARENDRA	G. NARENDRA
6	K.PRAKASH REDDY	K. Prakash Reddy
7	P.BHANU PRASAD	P. Bhanu Prasad
8	M.NITHIN	M. Nithin
9	J.MANIKANTA	J. Manikanta
10	V.REVATHI DEVI	V. Revathi Devi
11	A.TARUN CHANDRA KUMAR	A. Tarun chandra kumar
12	S.BALAADITYA	S. Baladitya
13	B.BHAVANI NAIK	B. Bhavani Naik
14	N.KIRAN KUMAR	N. kiran kumar
15	B.SATYA RANI	B. SATYA Rani
16	M.VINAY	M. Vinay
17	A.BADRINADH	A. badrinatha
18	P.SARANYA	P.saranya
19	SK.JAVEED	SK. Javeed
20	K.VENKATESH	K. venkatesh
21	SK.FIROZ	SK. FIROZ
22	SK.SHAMEEM	SK. Shameem
23	M.SIVA RAMAKRISHNA	M. Siva Ramakrishna
24	M.SOLOMON RAJU	M. Solomon raju
25	S.SRIKANTH	S. Srikanth
26	B.SIRISHA	B. Sirisha
27	J.SUKANYA	J. sukanya
28	S.VENKATESH	S. Venkatesh
29	B.OM SAI	B. om sai
30	T.RAGHAVENDRA	T. RAGHAVENDRA.



Since 2007
ISO : Q91864142537
Reg.No (LIN): AP-07-58-006-03141562

An ISO 9001 : 2015 Certified Institution

SS Technologies

Software Training & Education Development

Syllabus

Information Technology

- ☐ Introduction to Computer Science
- ☐ Software Engineering
- ☐ Database Systems
- ☐ Data Analytics
- ☐ Information Assurance and Security
- ☐ E-Commerce
- ☐ Information Retrieval

Office Management

- ☐ Microsoft Word
- ☐ Microsoft Excels
- ☐ Microsoft PowerPoint

SS Technologies

6/14 Brodipet, Guntur - 522002, A.P.

e-mail: ssa.guntur12@gmail.com

Ph: +91 86860 73765, 0863 3551953

HINDU COLLEGE, GUNTUR
CERTIFICATE COURSE
DEPARTMENT OF COMMERCE
PAPER: Information Technology and Office Management
MARKS: 50

ANSWER THE FOLLOWING QUESTIONS

1. Explain about the generations of the computers
2. How would you add and remove buttons from toolbars in MS Office?
3. Mention the steps you would take to save a PowerPoint presentation as a video.
4. Why is cell referencing important in MS Excel?
5. Can you convert a table into a chart in MS Office Word?

Scheme of Valuation

1. Explain about the generations of the computers

Generation in computer terminology is a change in technology a computer is/was being used. Initially, the generation term was used to distinguish between varying hardware technologies. Nowadays, generation includes both hardware and software, which together make up an entire computer system.

2. How would you add and remove buttons from toolbars in MS Office?

- Open the File menu in the Office app you want to customize and choose Options from the left side menu.
- Pick Customize ribbon.
- From the right side column, find the command you want to remove.
- Select the command and click Remove.

3. Mention the steps you would take to save a PowerPoint presentation as a video

- Select File > Export > Create a video.
- Select the quality of the video: ...
- Decide if you want to: ...
- In the Seconds spent on each slide box, select the default time you want to spend on each slide.
- Select Create Video.

4. Why is cell referencing important in MS Excel?

A cell reference refers to a cell or a range of cells on a worksheet and can be used in a formula so that Microsoft Office Excel can find the values or data that you want that formula to calculate.

5. Can you convert a table into a chart in MS Office Word?

Select the “Insert” tab on the ribbon. Click “Object” in the Text group, which is on the right side. Click “Object” from the drop-down menu that appears. In the “Object types” list, choose “Microsoft Graph Chart”.

[illegible]

An ISO 9001 : 2015 Certified Institution



SS Technologies

Software Training & Education Development

Reg.No (LIN) : AP-07-58-006-03141562
ISO : Q91864142537

Certificate of ACHIEVEMENT

This Certificate is Awarded to Mr. A. Teja Kumar from Hindu College

For his successful Completion of Technical programme on

Information Technology and Office Management

During September' 2018 to October' 2018

For the Academic year 2018 – 19.

21st October' 2018
DATE



6/14 Brodipet, Guntur-522002, Andhra Pradesh