

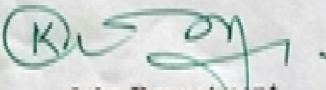


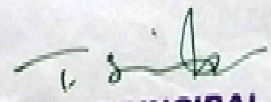
**KAKATIYA GOVERNMENT COLLEGE, HANUMAKONDA
DEPARTMENT OF COMPUTER SCIENCE AND APPLICATIONS**

CIRCULAR

Date:22-04-2022

Department of Computer Science and Applications is conducting a Certificate Course on "Office Automation Skills" from 25-04-2022 to 31-05-2022 (30 Days) for B. Sc and B.com I Year students. All the First year students are informed to enroll their names and take an active participation to make this activity successful.


Incharge of the Department
Incharge
Dept. of Computer Science
Kakatiya Government College
Hanamakonda, Warangal.


PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamakonda.



KAKATIYA GOVERNMENT COLLEGE, HANUMAKONDA

DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

CERTIFICATE COURSE

COURSE NAME : OFFICE AUTOMATION SKILLS (30 Days)

S. No.	Nature of the Activity	Title of the Activity	Resource Persons	Duration	No. of Participants
1	Certificate Course	Office Automation Skills	T. Ragotham Reddy V. Ramesh M. Ramanakar	25-04-2022 to 31-05-2022	60

Course Description and Objective:

Office tools course would enable the students in crafting professional word documents, excel spread sheets, power point presentations using the Microsoft suite of office tools. To familiarize the students in preparation of documents and presentations with office automation tools.

Course Outcomes:

By learning the course, the students will be able

- To perform documentation
- To perform accounting operations
- To create different types of Charts

COURSE SYLLABUS

MICROSOFT WORD

Word Orientation : The instructor needs to give an overview of Microsoft word & Importance of MS Word as word Processor, Details of the four tasks and features that would be covered Using word – Accessing, overview of toolbars, saving files, Using help and resources, rulers, format painter.

Task 1 : Using word to create project certificate. Features to be covered:-Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time option in Word.

Task 2 : Creating project abstract Features to be covered:-Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check , Track Changes.

Task 3 : Creating a Newsletter : Features to be covered:- Table of Content, Newspaper columns, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs.

Task 4 : Creating a Feedback form - Features to be covered- Forms, Text Fields, Inserting objects, Mail Merge in Word.

MsExcel



Excel Orientation : The instructor needs to tell the importance of MS Excel as a Spreadsheet tool, give the details of the four tasks and features that would be covered Excel

Task1: Creating a Scheduler - Features to be covered: Gridlines, Format Cells, Summation, auto fill, Formatting Text

Task 2 : Calculations - Features to be covered:- Cell Referencing, Formulae in excel –average, std.deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count function, LOOKUP/VLOOKUP.

Task 3 : Performance Analysis - Features to be covered:- Split cells, freeze panes, group and outline, Sorting, Boolean and logical operators, Conditional formatting.

Task 4 : Cricket Score Card - Features to be covered:-Pivot Tables, Interactive Buttons, Importing Data, Data Protection, Data Validation

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Certificate Course Office Automation Skills Photos





CERTIFICATE COURSE OFFICE AUTOMATION SKILLS

Date: 01-06-2022

VALEDICTORY SESSION



'OFFICE AUTOMATION SKILLS'

2021-2022


'Attendance Register of

Year, Class

Rec. No.	NAME OF THE STUDENT	Month													Month																	
		Date													Date																	
		Sig. of Lecturer													Sig. of Lecturer																	
		No. of Lectures													No. of Lectures																	
		26	27	28	29	30	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26					
00611-420	A. Santhosh		1	2	3	3	4	5	6	7	8	9	10	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23				
4202	A. Linga		0	1	2	3	4	5	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
4203	A. Swapna		1	2	3	4	5	6	7	8	9	10	11	12	23	14	15	16	17	18	19	20	21	22	23	24	25	26				
4206	A. Swetha		1	1	2	3	4	5	6	7	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23				
4210	B. Keerthi Priya		0	1	2	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
4214	B. Punya murthy		0	1	2	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23					
4217	B. Sravya		1	2	3	4	5	6	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
4227	Ch. Tejasri		1	2	3	4	5	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
4224	Ch. Ishwarya		0	0	0	1	2	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22				
4228	Ch. Rohith		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26				
4230	Ch. Venkatesh		1	2	3	4	5	5	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23					
4231	D. Supriya		0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
4237	D. Saikumar		1	2	3	4	5	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24					
4237	E. Suresh		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26				
4241	G. Varun		1	2	3	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23						
4242	G. Lavali		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
4244	G. Akshitha		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25					
4246	G. Sathwik		0	1	2	3	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
4251	G. Mamatha		1	2	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
4259	K. Akhila		0	1	2	3	4	5	5	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22					
4261	K. Vivek		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26				
4262	K. Laxmi Priya		0	1	2	3	4	5	6	7	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23					
4275	La Praveen		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26				
4284	M. Yakub		0	1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
4289	M. Pravalika		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	21	22	23	24					
4291	N. Saikumar		0	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23				
4295	N. Kishore		1	2	3	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
4297	N. Sagar		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24					
4301	N. Poornachander		1	2	3	4	5	5	6	7	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
4304	O. Mamatha		1	1	1	2	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23				
4306	P. Praveetha		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26				
4309	P. Mahesh		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
4317	P. Ajay		1	1	2	3	4	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
4321	P. Nagaraja		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
4324	R. Akhila		1	2	3	4	5	6	7	8	9	10	11	11	13	14	15	16	17	18	19	20	21	22	23	24	25	26				
4326	R. Raikumar		0	0	1	2	3	4	5	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22					


T. Sankar
 GOVT COLLEGE
 HANAMANTHALLA

FEED BACK


KAKATIYA GOVERNMENT COLLEGE
 HANAMKONDA, DIST. WARANGAL (Urban)
 DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS
FEEDBACK FORM
CERTIFICATE COURSE ON "OFFICE AUTOMATION SKILLS"
 Date: 01-06-2022


Please fill the short questionnaire to make the course better.

- 1) Were objectives of the course clear to you? Y / N
- 2) The course contents met with your expectations
 1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 3) The lecture sequence was well planned
 1. Strongly disagree 2. Average 3. Good 4. Strongly agree 4
- 4) The contents were illustrated properly
 1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 5) The course exposed you to new knowledge and practices
 1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 6) The course material handed over to you was adequate
 1. Strongly disagree 2. Average 3. Good 4. Strongly agree 4


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SAMPLE CERTIFICATE



KAKATIYA GOVERNMENT COLLEGE
HANUMAKONDA, DIST. HANUMAKONDA.

(Affiliated to Kakatiya University, Warangal Accredited with 'B+' grade by NAAC)

Department of Computer Science and Applications

CERTIFICATE

This is to certify that Mr/Ms _____ has successfully completed "Office Automation Skills" course conducted by the Department of Computer Science & Applications during 25-04-2022 to 31-05-2022 and secured _____ grade.

Co-Ordinator

Principal