

GOVT.DEGREE COLLEGE FOR WOMEN,MADANAPALLE

DEPARTMENT OF COMPUTER APPLICATIONS

REPORT ON CERTIFICATE COURSE

BASICS OF MICROSOFT OFFICE

Computer department organised ONE MONTH certificate course on "BASICS OF MICROSOFT OFFICE" from 24/2/2022 to 19/4/2022 to non computer students. Students successfully completed this course and got certificates.

Circulars

To
The principal,
Govt (w),
Madanapalle.

sub: permission letter to start certificate course on Microsoft regarding.

Respected Madam,

Computer department would like to start certificate course on "Basics of Microsoft office" to non computer students. Many students are unable to use computer due to lack of computer knowledge. This course certainly enhances employability opportunities to the students after their education. So please grant me permission to start the course.

Thanking you Madam

Yours sincerely
K. Aale
(K. ADI LAKSHMI)
In-charge comp applica

22/2/22

Madanapalle.

sub: permission to conduct remedial program on certificate course regarding

Respected madam,

Computer department started certificate course "on Basics of Microsoft office" to non-computer students. we completed the course successfully so we are going to conduct remedial program on 5/4/2022. so please grant permission to conduct the program

Thanking you Madam

Yours faithfully
K. Aale
(K. ADI LAKSHMI)
In-charge comp applica

7/5/22

Students attendance

Sl. No.	Name of the Student	12/11/22	13/11/22	14/11/22	15/11/22	16/11/22	17/11/22	18/11/22	19/11/22	20/11/22	21/11/22	22/11/22
1	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
2	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
3	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
4	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
5	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
6	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
7	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
8	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
9	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
10	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
11	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
12	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
13	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
14	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
15	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
16	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
17	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
18	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
19	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
20	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
21	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P
22	A. S. Suresh	P	P	P	P	P	P	P	P	P	P	P

Teaching notes

Sl. No.	Date	Topic
1	12/11/22	Introduction to word building
2	13/11/22	Editing and Formatting
3	14/11/22	Editing, Review, Proofing & Printing
4	15/11/22	Spelling and Grammar, Word Building
5	16/11/22	Word Building
6	17/11/22	Word Building
7	18/11/22	Introduction to MS Excel
8	19/11/22	Introduction to MS Excel
9	20/11/22	Parts of Excel, Conditional Formatting
10	21/11/22	Types of Functions
11	22/11/22	Types of Functions
12	23/11/22	Templates, Macros
13	24/11/22	Sorting, Filtering
14	25/11/22	Charts, Pivot Tables
15	26/11/22	Macros
16	27/11/22	Introduction to PowerPoint
17	28/11/22	Parts of PowerPoint, Content
18	29/11/22	Creating presentation
19	30/11/22	Editing & presentation
20	31/11/22	Smart Tags and Tables
21	01/12/22	AutoContent Wizard
22	02/12/22	Introduction to MS Access
23	03/12/22	Creating Tables
24	04/12/22	Creating Query
25	05/12/22	Creating Form
26	06/12/22	Creating Report
27	07/12/22	Creating Report
28	08/12/22	Report Preparation, Content
29	09/12/22	Introduction, Student and Teacher
30	10/12/22	Debate creation



Madanapalle, Andhra Pradesh, India

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Lat 13.556233°

Long 78.50241°

23/02/22 11:58 AM