



St. JOSEPH'S DEGREE COLLEGE
Sunkesula Road, Kurnool – 518 004 A.P.
(Affiliated to Rayalaseema University, Kurnool)

Value Added Course

On

MS-Office

ACADEMIC YEAR – 2024-2025

COURSE COORDINATORS:

1.Mr. P. Hari Krishna Reddy 2.Mrs. K. Chaitanya Lakshmi 3.Mrs. P. Sai Srujana

4.Mr. V. Raghavendra Kumar

CIRCULAR

Date: 29-07-2024.

Dear students,

This is to inform you that the Dept. of Computer Science is going to conduct Value Added Course on MS-Office from 02 Aug 2024. This course is very helpful for the students to learn Usage of Office Tools. All the II B.Sc. Computer Science & Statistics Students are requested to join.

Dept. of Computer Science,
St. Joseph's Degree College.

COURSE OUTLINE

Instructor: Mr. P. Harikrishna Reddy & Mrs. K. Chaitanya Lakshmi

Class Section: II B.Sc. III Semester Students

Class Time: Monday to Saturday 3.00 PM to 5.00 PM.

Duration: 15 Days- 30 Hours

E-Mail: sjdc.cs@gmail.com.

Start Day: 02-08-2024

End Day: 04-09-2024

College web site: www.sjcknl.edu.in

COURSE DESCRIPTION:

MS-Office:

Microsoft Office is a suite of applications designed to help with productivity and completing common tasks on a computer. You can create and edit documents containing text and images, work with data in spreadsheets and databases and create presentations and posters.

OBJECTIVES:

- Microsoft Disk Operating System(MS-DOS) manages files, folders and allows program loading and execution.
- Notepad is designed to be a lightweight and simple text editor. It provides essential features like creating, opening and saving text files.
- MS Word enables users to do write-ups, create documents, resumes etc.,
- Microsoft Excel enables users to format, organize and calculate data in a spreadsheet.
- Power Point is a powerful tool used to create presentations. It is well utilized to create a slideshow of valuable information through charts and images for a presentation.

SYLLABUS

S.n o	Date	Topics Covered
1	02-08-2024	Introduction to Computers and MS-DOS
2	03-08-2024	MS-DOS Commands-Internal and External Commands
3	05-08-2024	Introduction to Notepad Text editor
4	06-08-2024	Introduction to MS-Office applications
5	07-08-2024	MS-Word-Basics-Word Window Components
6	08-08-2024	Text Basics, Text Formatting and saving file , Working with Objects
7	09-08-2024	Header & Footers; Page Settings Working with bullets and numbered lists.
8	12-08-2024	Tables , Mail Merge and Practicing some examples.
9	13-08-2024	Introduction to Excel, formatting excel work book
10	14-08-2024	Perform Calculations with Functions, Different types of functions
11	16-08-2024	Sort and Filter Data with Excel, Create Effective Charts to Present Data Visually.
12	17-08-2024	Setting Up PowerPoint Environment
13	19-08-2024	Creating slides and applying themes, Working with bullets and numbering, Working with Objects
14	03-09-2024	Using SmartArt and Tables, Animation and Slide Transition, Slide show option
15	04-09-2024	Revision

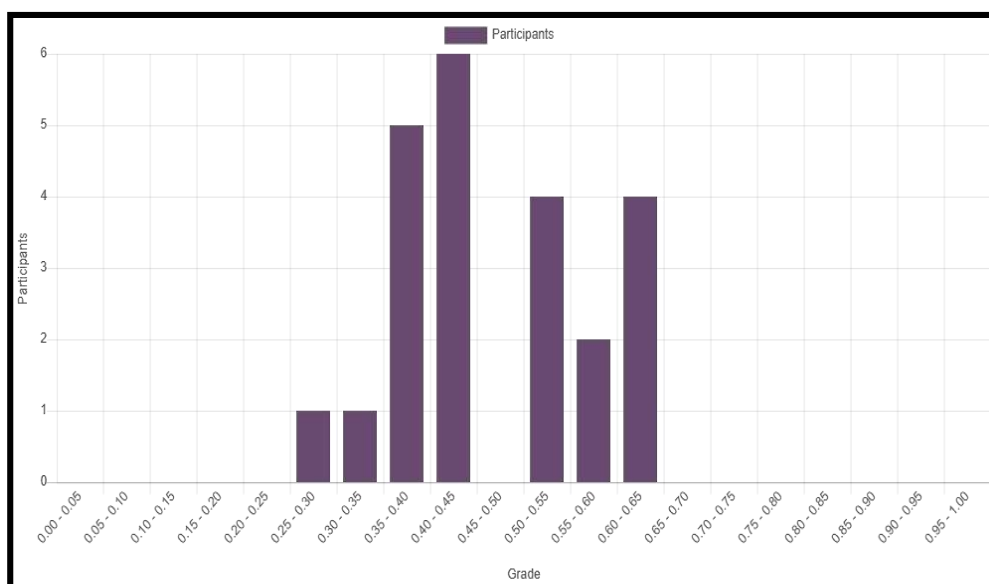
SCHEME OF VALUATION AND PATTERN OF QUESTION PAPER CONDUCTED:**MULTIPLE CHOICE BASED QUESTIONS**

ONLINE EXAMINATION				
Time : 30 minutes		Max. Marks : 25		Min. Marks to Pass: 10
S.No	Type of the Questions	No.Of Questions	Marks Per Question	Total Marks
1	Multiple Questions	25	1	25

ST. JOSEPH'S DEGREE COLLEGE SUNKESULA ROAD, KURNOOL		
VALUE ADDED COURSE ON MS-OFFICE		
FIRST NAME	EMAIL ADDRESS	PERCENTAGE
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P Rizwana Begum	rizwanarizzu80@gmail.com	56
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K Devendra	devendrachina12@gmail.com	78
Pattan	p.abdullahkhan25@gmail.com	41
Shaik Santa	bdualkareemsanta3296@gmail.com	37

No. of Students of II B.Sc, III Semester participated in the course: 62



GALLERY



CERTIFICATE



ATTENDANCE

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REGISTER OF ATTENDANCE & FEES										
MONTHLY RENT \$ 1.00 - 1.50 - 2.00 - 2.50 - 3.00 - 3.50 - 4.00 - 4.50 - 5.00 - 5.50 - 6.00 - 6.50 - 7.00 - 7.50 - 8.00 - 8.50 - 9.00 - 9.50 - 10.00										
NAME	AGE	SEX	RELATION	DATE	TIME	PLACE	REMARKS	DATE	TIME	PLACE
1. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
2. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
3. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
4. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
5. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
6. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
7. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
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9. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
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11. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
12. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
13. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
14. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
15. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
16. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
17. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
18. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
19. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
20. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
21. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
22. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
23. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
24. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
25. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
26. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
27. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
28. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
29. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
30. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
31. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
32. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
33. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
34. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00
35. Mr. J. H. Smith	45	M	Head	1/1	10:00	10:00		1/1	10:00	10:00

FEEDBACK

