

**St. JOSEPH'S DEGREE COLLEGE**  
**SUNKESULA ROAD**  
**KURNOOL**

**Add ON COURSE**

**IN**

**“MS-Word and MS-Excel”**

**ACADEMIC YEAR – 2022-2023**

**Faculty Attended:**

- 1. Mr. Raghavendra Kumar. V**
- 2. Mr. A. Mallikarjuna**
- 3. Mr. K. Amarnath**
- 4. Mr. G. Penchalaiah Babu**

## Request Letter

29-05-2023,  
Kurnool.

To  
The Chairman,  
Internal Quality Assurance Cell,  
St.Joseph's Degree College,  
Kurnool.

Respected Madam,

Sub: - Request for permission to conduct Add-On Course for I B.Sc.,  
II Semester ( MPCs, MECs & MSCs) - Section Students – Reg.

\*\*\*

All the Second semester B.Sc., Section students have to be aware of MS- Word and MS-Excel subject, as it is helpful for the students in near future.

Keeping this in mind Department of Computer Science is planning to conduct a Add on Course in MS-Word and MS-Excel. This course will be handled by Raghavendra Kumar V and A. Mallikarjuna. As a part of this course the students will be given insight knowledge on MS-Word and MS-Excel concepts.

I request to consider the proposal and permit to conduct the course.

With Regards,

**(S Latha Rani)**  
Head of the Department,  
Department of Computer Science

Course Co-Ordinators:

1. Raghavendra Kumar V
2. A.Mallikarjuna

Copy to Principal.

# **COURSE OUTLINE**

**Instructor:** Mr. Raghavendra Kumar. V & Mr. A. Mallikarjuna

**Class Section:** I B.Sc., II Semester MPCs, MSCs & MECs

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

**Duration:** 30 hours.

**E-Mail:** sjccomputers@gmail.com.

**Start Day:** June 02<sup>nd</sup> 2023.

**End Day:** June 19<sup>th</sup> 2023.

**College web site:** [www.sjcknl.edu.in](http://www.sjcknl.edu.in)

### **Course Description:**

#### **MS-Office Course (Word & Excel ) Program:**

In this course the students learn and understand use of MS-word document, MS-Word tools, MS-Excel basics, Excel formulas, how to create emails and how to edit pictures.

Microsoft Office is a collection of office-related applications that are used to create documents, spreadsheets and much more. Microsoft Office is one of the world's most popular office suites. Microsoft Office training courses help you demonstrate your technical skills and further your career. Here, we have selected the best Microsoft office training courses for the students who are beginners. We have also identified courses geared for intermediate and expert professionals who want upskill and advance their careers.

Microsoft office is a suite of desktop applications and services such as Microsoft Word, Excel, designed for Microsoft Windows operating systems. A certification in Microsoft Office will demonstrate your expertise in a specific Microsoft technology. This expertise can be used to gain all kinds of work-related or personal benefits. Also, the skills acquired will help you make your work much easier and streamlined.

### **Course Objectives:**

#### **MS-WORD:**

- Identify the various benefits of using word processing software.
- Identify the main parts of the Microsoft Word window.
- Identify the purpose of the commands on the menu bar.
- Copy, cut and paste text.
- Work with the buttons on the toolbar.
- Copy, cut and paste text.
- Type, edit and format text.
- Work with pictures.
- Work with language tools (spell check).
- Open, save, save as, and print Microsoft Word files.

## **MS-EXCEL**

- Identify the different components of the Excel worksheet.
- Differentiate between an Excel workbook & worksheet.
- Open an existing workbook and create a new workbook
- Enter text and formulas into an Excel spreadsheet
- Enhance alpha and numeric data in an Excel worksheet
- Move & copy alpha and numeric data
- Construct formulas to manipulate numeric data in an Excel Worksheet
- Set up the chart function of Excel to represent numeric data in multiple formats.
- Differentiate between formulas and functions in Excel.
- Use at least four functions that are stored in Excel.
- Access and manipulate data using the database functions of Excel.

# **SYLLABUS**

## MS - WORD

### **Lesson 1: Getting Started with Word**

- Identify the Word Interface
- Create a Word Document
- Help

### **Lesson 2: Editing a Document**

- Navigate and Select Text
- Modify Text
- Find and Replace Text

### **Lesson 3: Formatting Text and Paragraphs**

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Control Paragraph Layout
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

### **Lesson 4: Adding Tables**

- Insert a Table
- Modify a Table
- Format a Table

### **Lesson 5: Managing Lists**

- Sort a List
- Renumber a List
- Customize a List

### **Lesson 6: Inserting Graphic Objects**

- Insert Symbols and Special Characters
- Add Images to a Document

### **Lesson 7: Controlling Page Appearance**

- Apply a Page Border and Color
- Add a Watermark
- Add Headers and Footers
- Control Page Layout

### **Lesson 8: Proofing a Document**

- Check Spelling and Grammar
- Other Proofing Tools
- Check Accessibility

## **Lesson 9: Manage Forms, Fields, and Mail Merge Operations**

- Add custom fields
- Modify field properties
- Perform mail merges
- Manage recipient lists
- Insert merged fields
- Preview merge results

## **MS – EXCEL**

### **Lesson 1: The Excel environment**

- Navigating a worksheet
- Spreadsheet terminology

### **Lesson 2: Entering and editing data**

- Entering and editing text and values
- Entering and editing formulas
- Saving and updating workbooks

### **Lesson 3: Modifying a worksheet**

- Moving and copying data
- Moving and copying formulas
- Inserting and deleting ranges, rows, and columns
- Cell comments

### **Lesson 4: Using functions**

- Entering functions
- AutoSum
- Other common functions

### **Lesson 5: Formatting**

- Text formatting
- Row and column formatting
- Number formatting
- Conditional formatting
- Additional formatting options

### **Lesson 6: Printing**

- Preparing to print
- Page Setup options
- Printing worksheets



## **Lesson 7: Charts**

- Chart basics
- Pie Chart
- Bar Char

### **Attendance sheets of Students**

#### **Google Link:**

[https://drive.google.com/file/d/1\\_G0k6FV1bNlSe1vaOhtbuUjEGJwHM6bp/view?usp=sharing](https://drive.google.com/file/d/1_G0k6FV1bNlSe1vaOhtbuUjEGJwHM6bp/view?usp=sharing)

#### **Target Participants:**

- Students of I B.Sc., II Semester
- Total No. of Participants : 101

**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

<u>S.No.</u>	<u>Surname</u>	<u>First Name</u>	<u>E-mail ID</u>	<u>Grade /25.00</u>
1	U.Indu	U.Indu	induuppari123@gmail.com	17.00
2	Pinjari Saba Farhana	Pinjari Saba Farhana	sabafarhana16@gmail.com	17.00
3	Telugu Pranathi	Telugu Pranathi	telugupranathi06@gmail.com	16.00
4	Shaik.Khamar Sultana	Shaik.Khamar Sultana	babushaik616@gmail.com	15.00
45	Shaik.Atiya Kousar	Shaik.Atiya Kousar	atiyashaik44@gmail.com	15.00
64	Midde Lakshmikanth	Midde Lakshmikanth	middelakshmikanth@gmail.com	15.00
7	Gadwal Shoaib	Gadwal Shoaib	gshoaib2005@gmail.com	15.00
8	G. Kusuma	G. Kusuma	kusumagajula909@gmail.com	15.00
9	Bolleddula Preethi	Bolleddula Preethi	preethibolleddula20@gmail.com	15.00
10	Tuljapuram Renuka	Tuljapuram Renuka	renukatuljapur@gmail.com	14.00
11	Syed Heeba	Syed Heeba	syedahammadsm@gmail.com	14.00
12	Shaik Muskan Sulthana	Shaik Muskan Sulthana	muskanshaik153@gmail.com	14.00
13	Sabbireddy Keerthi Reddy	Sabbireddy Keerthi Reddy	sabbireddykeerthireddy@gmail.com	14.00

14	Kuppa Uma	Kuppa Uma	<a href="mailto:uuma2938@gmail.com">uuma2938@gmail.com</a>	14.00
15	Buddevamshi	Buddevamshi	budde.vamshi03@gmail.com	14.00
16	Upparaswetha	Upparaswetha	swetha.swetha.uu@gmail.com	13.00
17	Tammineni Mamatha	Tammineni Mamatha	<a href="mailto:tm607027@gmail.com">tm607027@gmail.com</a>	13.00
18	Shaik Mohammed Sarfaraj	Shaik Mohammed Sarfaraj	shaiksarfaraj414@gmail.com	13.00
19	Polisetty Krishnaveni	Polisetty Krishnaveni	Kittu05102004@gmail.com	13.00
20	Pittala Rama Lakshmi	Pittala Rama Lakshmi	ramyap0627@gmail.com	13.00
21	Perumala Dhanush	Perumala Dhanush	dhanushperumala2005@gmail.com	13.00
22	Chowdam Kalyan Kumar	Chowdam Kalyan Kumar	ckalyankumar20@gmail.com	13.00
23	Bestha Jagadeesh	Bestha Jagadeesh	besthajagadeesh2222@gmail.com	13.00
24	BAGILI Shainaj Begum	BAGILI Shainaj Begum	shainajbegum543@gmail.com	13.00
25	B.Harika	B.Harika	<a href="mailto:hrk178206@gmail.com">hrk178206@gmail.com</a>	13.00
26	Vankalapati Adarsh	Vankalapati Adarsh	adarshvankalapati1411@gmail.com	12.00
27	Vallam Konda Ashok Sai	Vallam Konda Ashok Sai	ashoksai428@gmail.com	12.00
28	Shaik.Samrin	Shaik.Samrin	samrinshaik876@gmail.com	12.00
29	M.Rajeshwari	M.Rajeshwari	mrajeshwarirajeshwari1@gmail.com	12.00
30	Kamsali Niharika	Kamsali Niharika	kamsaliniharika24@gmail.com	12.00
31	Gorrela Sunayana	Gorrela Sunayana	gorrelasunayana2@gmail.com	12.00
32	Gali Yogendranath	Gali Yogendranath	yogendranathg5@gmail.com	12.00
33	Syed Zaheer Ahmed	Syed Zaheer Ahmed	sksadik7155@gmail.com	11.00
34	Shaik Salma	Shaik Salma	salmashaik6728524@gmail.com	11.00

35	Pandre Sandhya	Pandre Sandhya	pandresandhya1@gmail.com	11.00
36	Mulageri Jyothika	Mulageri Jyothika	upparajyothi419@gmail.com	11.00
37	Kunchepu Raghupriya	Kunchepu Raghupriya	raghupriya2004@gmail.com	11.00
38	Ediga Sowmya	Ediga Sowmya	edigaswarnakumari1984@gmail.com	11.00
39	Bandari Lalith Sagar	Bandari Lalith Sagar	sagarlalith437@gmail.com	11.00
40	Shaikhamiya	Shaikhamiya	shaikhamiya30@gmail.com	10.00
41	Shaik Rizwana	Shaik Rizwana	shaikrizwana5237@gmail.com	10.00
42	Shaik Arif Basha	Shaik Arif Basha	arifarifbasha940@gmail.com	10.00
43	S.Sri Lakshmi	S.Sri Lakshmi	srilakshmi5386@gmail.com	10.00
44	S.Khadar Basha	S.Khadar Basha	khadarbasha2420@gmail.com	10.00
45	P. Vasavi	P. Vasavi	pvenkatesh 5404@gmail.com	10.00
46	Magar Varsha	Magar Varsha	mvarshavarsha457@gmail.com	10.00
47	Kuruva Mounika	Kuruva Mounika	kuruvamounika2005@gmail.com	10.00
48	Kapatrala Afrah Noor	Kapatrala Afrah Noor	noorafrah2005@gmail.com	10.00
49	Gowli Sai Venkat	Gowli Sai Venkat	gowlisaivenkat@gmail.com	10.00
50	Gowli Abhishek	Gowli Abhishek	gowliabhishek16@gmail.com	10.00
51	D Sri Vidya	D Sri Vidya	Vidduvidya1712@gmail.com	10.00
52	B.Omprakash	B.Omprakash	omprakash2412b@gmail.com	10.00
53	Aytha Swathi	Aytha Swathi	aithaswathi16@gmail.com	10.00
54	Telugu Shivaji	Telugu Shivaji	shivajitelugu62@gmail.com	9.00
55	Shaik.Mubina	Shaik.Mubina	smubina969@gmail.com	9.00

56	Shaik Saleem	Shaik Saleem	<a href="mailto:ss4977703@gmail.com">ss4977703@gmail.com</a>	9.00
57	Pinjari Abdullah	Pinjari Abdullah	pabdulla9652@gmail.com	9.00
58	Odigallu Jagadish	Odigallu Jagadish	<a href="mailto:jaguj5355@gmail.com">jaguj5355@gmail.com</a>	9.00
59	Narahari Jyoshna	Narahari Jyoshna	naraharijyosna@gmail.com	9.00
60	Kuruva Indu	Kuruva Indu	<a href="mailto:indu62811@gmail.com">indu62811@gmail.com</a>	9.00
61	Kandi Brunda	Kandi Brunda	kandibrunda@gmail.com	9.00
62	K.Pavithra	K.Pavithra	Kanukupavithra608@gmail.com	9.00
63	K Akash	K Akash	kanikedivya81@gmail.com	9.00
64	J.Hari Priya	J.Hari Priya	jeradoddihariPriy@gmail.com	9.00
65	C.Lalitha Devi	C.Lalitha Devi	<a href="mailto:dlalitha610@gmail.com">dlalitha610@gmail.com</a>	9.00
66	Belum Kavya	Belum Kavya	belumkavya@gmail.com	9.00
67	Shaik Mubasheera	Shaik Mubasheera	shaikmubasheera71@gmail.com	8.00
68	Kurva Madhu Latha	Kurva Madhu Latha	madhuhasini944@gmail.com	8.00
69	Kummari Aparna	Kummari Aparna	aparnakalyanik@gmail.com	8.00
70	C.Kalpana	C.Kalpana	2003ckalpana@gmail.com	8.00
71	Vattikunta Keerthana	Vattikunta Keerthana	vattikuntakeerthana@gmail.com	7.00
72	Thokannagari Mamatha	Thokannagari Mamatha	karthikeya17031983@gmail.com	7.00
73	M.Lalitha Sri	M.Lalitha Sri	lalithasrimurari@gmail.com	7.00
74	Khatoon	S Fathima	sfathimakhan098@gmail.com	7.00
75	Bheemanapalle Sai Sujatha	Bheemanapalle Sai Sujatha	sairamraju1234@gmail.com	7.00
76	V.Sri Harshini	V.Sri Harshini	harshinivalkur@gmail.com	6.00

77	Jalagadugu Madhuri	Jalagadugu Madhuri	jalagadugumadhuri19@gmail.com	5.00
78	Kuruva Pamaka Ashok	Kuruva Pamaka Ashok	hyperashok123@gmail.com	4.00

## Participation Certificate



### St. Joseph's Degree College

Sunkesula Road, KURNOOL - 518 004 , A.P  
www.sjcknl.edu.in



## Certificate of Completion

This is to certify that

**Mr. / Ms. <<name>>** \_\_\_\_\_ **of**

\_\_\_\_\_ **<<class>> <<sec>>**

*has successfully completed ADD-ON Course on*

### **MS WORD AND MS EXCEL**

*from 2 June 2023 to 19 June 2023*

*Organized by*

### **Department of Computer Science**

*S. Lalitha Devi*

---

**HOD**

*Jay*

---

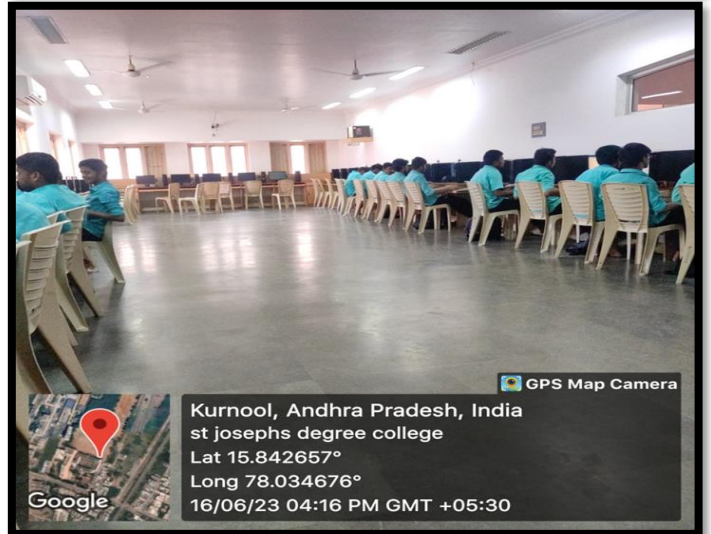
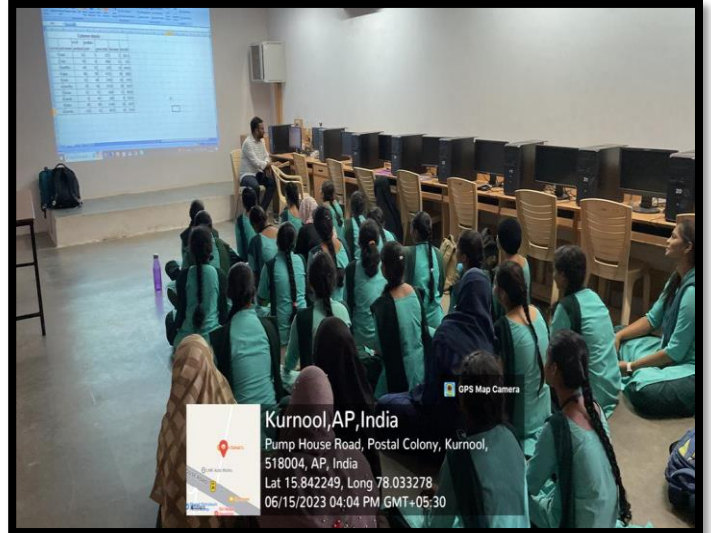
**Vice Principal**

*Shanthan*


---

**Principal**

# Photo Gallery





 **GPS Map Camera**



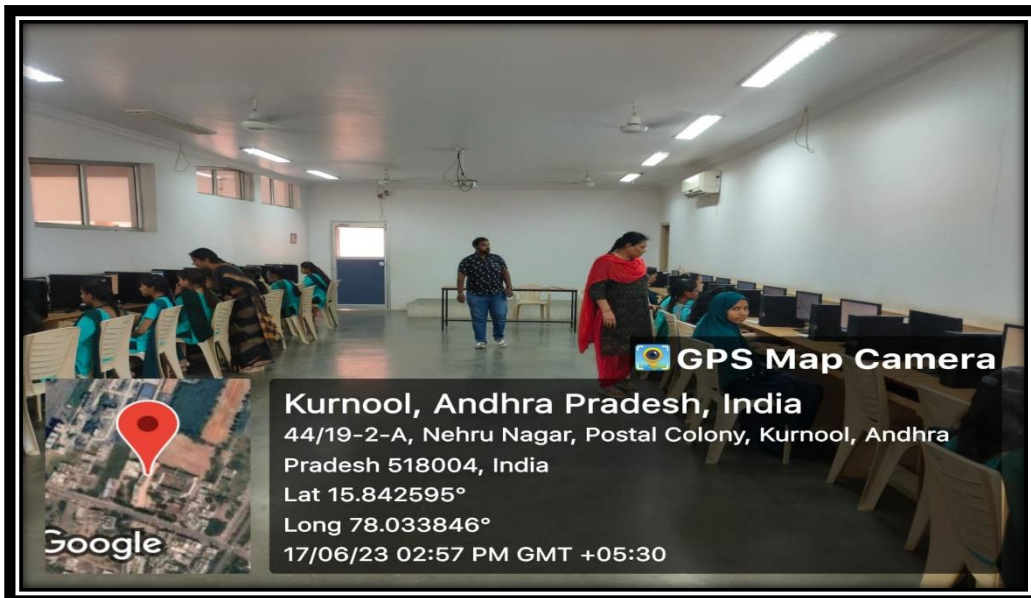
**Kurnool, Andhra Pradesh, India**


44/19-2-A, Nehru Nagar, Postal Colony, Kurnool, Andhra Pradesh 518004, India

Lat 15.842596°

Long 78.033874°

17/06/23 02:01 PM GMT +05:30



 **GPS Map Camera**



**Kurnool, Andhra Pradesh, India**


44/19-2-A, Nehru Nagar, Postal Colony, Kurnool, Andhra Pradesh 518004, India

Lat 15.842595°

Long 78.033846°

17/06/23 02:57 PM GMT +05:30



 **GPS Map Camera**



**Kurnool, Andhra Pradesh, India**

44/19-2-A, Nehru Nagar, Postal Colony, Kurnool, Andhra Pradesh 518004, India

Lat 15.8426°

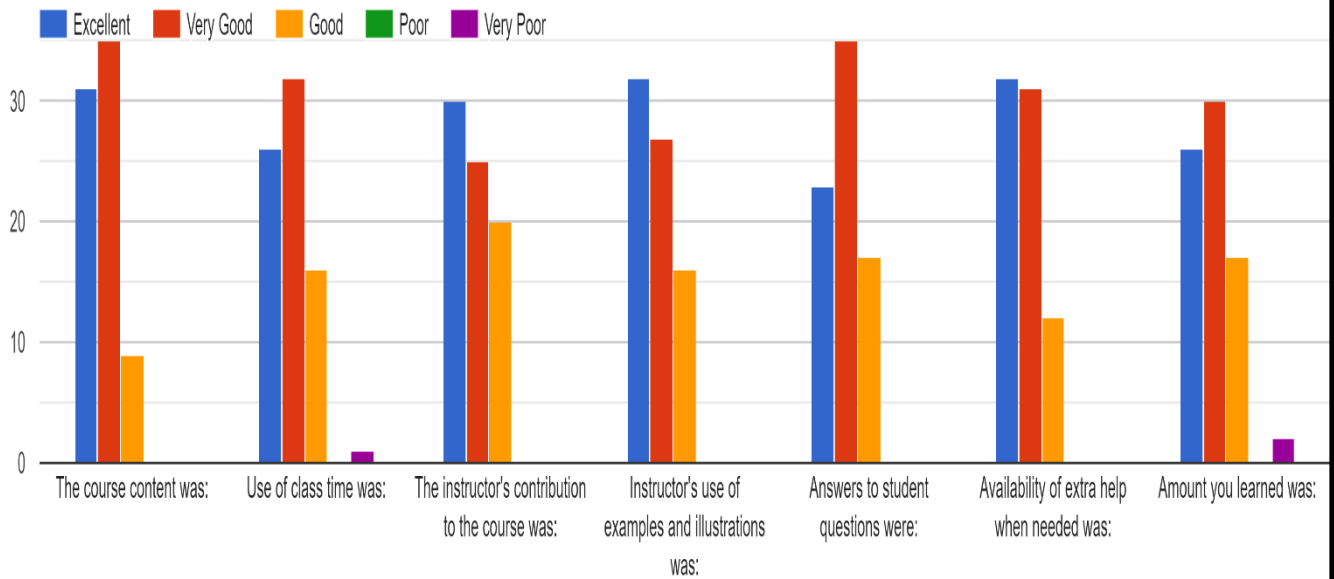
Long 78.033866°

17/06/23 03:29 PM GMT +05:30



# Feed Back

Please evaluate honestly



Would you like to participate in other courses conducted by the Department

75 responses

