



**GOVERNMENT DEGREE COLLEGE
TEKKALI**

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE

ON

MS WORD





Govt. Degree College


Tekkali, Srikakulam

Certificate Course on MS WORD

1. Department : Computer Science
2. Title of Certificate course : MS WORD
3. Course code : CS-01
4. Name of the course coordinator : Sri Kavitha.C
5. Objective of the Course :
 - To inculcate basic concepts of various types Of the Ms word among the Students.
 - To create various types of Tables Designs in Ms Word.
 - Learn to documents, take notes and etc
6. Outcomes of the Course :
 - This course will be helpful for the students to prepare Google Doc, Google Sheet, Google Forms.
 - Overview on Google sites.
 - Ms Word offers you some of the best tools for communication, collaboration, security, and organization, and these tools are needed by almost all businesses and Education.
7. Duration of the Course : 30 days
8. Date of Commencement : 30-10-2023
9. Course fee : Nil


Signature of the Course Coordinator


Signature of the Department In charge


Principal
PRINCIPAL
Govt. Degree College
TEKKALI-532 203



Govt. Degree College

Tekkali, Srikakulam

Certificate Course on MS WORD

OBJECTIVES & OUTCOMES

The Department of Computer Science has decided to offer a Certificate course on “**MS WORD**” for the students to enhance their Skills which are essential for their Professional development.

Objectives:

- To inculcate basic concepts of various types Of the Ms Word among the Students.
- To create various types of Tables Designs in Ms Word.
- Learn to write documents, take notes and etc.

Course Outcomes:

Introduction to the Work Area:

- 1.A look at the various types of document creation and Tables creation and Designing a Smart art and Chats that you will use in Ms Word.
- 2.The Application object contains the Document, Selection, Bookmark, and Range objects.



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LIST OF ADMITTED STUDENTS

S.No	Name of the Student	Class
1.	ANANTHU KISHAN	MPCs
2.	BADANA PRASANTI	MPCs
3.	BARTHUPURAM GANESH	MPCs
4.	BATSALA YAMUNA	MPCs
5.	BOKARA TEJA	MPCs
6.	BUDDALA GOURI PRASAD	MPCs
7.	BURAGAPU MADHURI	MPCs
8.	BURUJUVADE YOGESWARARAO	MPCs
9.	CHALLA HAREESH	MPCs
10.	CHALLA SURYAM NAIDU	MPCs
11.	CHILLA TRIVENI	MPCs
12.	DASARI DALI NAIDU	MPCs
13.	DONI VENKATESH	MPCs
14.	GEDELA DENUKA REDDY	MPCs
15.	GEDELA YAMUNA	MPCs
16.	GUMMIDI ASWINI	MPCs
17.	GUNNA MOUNIKA	MPCs
18.	GURUBELLI SRAVANI	MPCs
19.	IDDIBOYINA RAJKUMAR	MPCs
20.	KANITHI SWATHI	MPCs
21.	KARAGANA REVATHI	MPCs
22.	KOLLI RAMYA	MPCs
23.	MANDALA RANI	MPCs
24.	MEESALA ABHILASH	MPCs
25.	NANDANA MANASA	MPCs
26.	NARAMSETTI YAMINI	MPCs
27.	NETINTI SYAMA SUNDARA RAO	MPCs
28.	PATNANA NAVEEN	MPCs



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EVALUATION

S.No	Name of the Student	Class	MARKS
1.	ANANTHU KISHAN	MPCs	36
2.	BADANA PRASANTI	MPCs	36
3.	BARTHUPURAM GANESH	MPCs	32
4.	BATSALA YAMUNA	MPCs	36
5.	BOKARA TEJA	MPCs	38
6.	BUDDALA GOURI PRASAD	MPCs	38
7.	BURAGAPU MADHURI	MPCs	36
8.	BURUJUVADA YOGESWARARAO	MPCs	38
9.	CHALLA HAREESH	MPCs	36
10.	CHALLA SURYAM NAIDU	MPCs	36
11.	CHILLA TRIVENI	MPCs	36
12.	DASARI DALI NAIDU	MPCs	36
13.	DONI VENKATESH	MPCs	38
14.	GEDELA DENUKA REDDY	MPCs	36

15.	GEDELA YAMUNA	MPCs	36
16.	GUMMIDI ASWINI	MPCs	36
17.	GUNNA MOUNIKA	MPCs	36
18.	GURUBELLI SRAVANI	MPCs	36
19.	IDDIBOYINA RAJKUMAR	MPCs	36
20.	KANITHI SWATHI	MPCs	38
21.	KARAGANA REVATHI	MPCs	36
22.	KOLLI RAMYA	MPCs	38
23.	MANDALA RANI	MPCs	36
24.	MEESALA ABHILASH	MPCs	36
25.	NANDANA MANASA	MPCs	36
26.	NARAMSETTI YAMINI	MPCs	36
27.	NETINTI SYAMA SUNDARA RAO	MPCs	36
28.	PATNANA NAVEEN	MPCs	36



Dr. B.R.AMBEDKAR UNIVERSITY, SRIKAKULAM

**GOVERNMENT DEGREE COLLEGE
TEKKALI, 532203**



Certificate

This is to Certify IDDIBOYINA RAJKUMAR

has successfully Completed Microsoft word in the year
of 2023-2024 Under the Guidance of Kavitha.C.

Principal

Govt. Degree. College, Tekkali

IQAC Co-Ordinator

Govt. Degree. College, Tekkali

HOD of

Computer Science