

GOVERNMENTDEGREECOLLEGERAZOLE
DEPARTMENTOFCOMPUTERAPPLICATIONS

Razole
02-09-2022

To,
Theprincipal
Government Degree College
Razole

Sir,

**Sub: Certificate Course-Computer Fundamentals and office automation tools-2021-22Submissionof
Work done statements-requestforaction-reg**

I submit that the Department of Computer Applications conducted classes for the Certificate course in Computer Education 2021-22. The statement showing the work done together with the details of number of hours and the faculty name provided in the statementthat follow.

Thanking you sir

Yours faithfully,



(S.Bala Krishna)

ABSTRACT

S.NO	NAMEOF THE FACULTY	Total number ofhours taken
1	S.Bala Krishna Lecturerin ComputerApplications	45

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF COMPUTER APPLICATIONS
COMPUTER FUNDAMENTALS AND OFFICE AUTOMATION TOOLS 2021-2022

(August 2022 to September 2022)

Work done statement of Certificate Course Name

of the Lecturer: S. Balakrishna

Subject : Computer

Batch 1

S.NO	DATE	BATCH TIME (4.00 to 5.00 PM)	TOPIC
1	05-08-2021	1Hr	Computer Definition & its applications
2	06-08-2021	1Hr	Block Diagram of a Digital Computer
3	07-08-2021	1Hr	Classification of Computers
4	09-08-2021	1Hr	Primary, Auxiliary and Cache Memory
5	10-08-2021	1Hr	Definition and Types of Operating System
6	11-08-2021	1Hr	MS Windows
7	12-08-2021	1Hr	Features of MS-Word
8	13-08-2021	1Hr	MS-Word Window Components
9	16-08-2021	1Hr	Creating, Editing, Formatting & printing Documents
10	17-08-2021	1Hr	Headers and Footers
11	18-08-2021	1Hr	Insert/Draw Tables, Table Autoformat
12	19-08-2021	1Hr	Page Borders and Shading
13	21-08-2021	1Hr	Inserting Symbols, Shapes, Word Art, Page Numbers
14	23-08-2021	1Hr	Spelling and Grammar
15	24-08-2021	1Hr	Mail Merge
16	25-08-2021	1Hr	Overview of Excel features
17	26-08-2021	1Hr	Creating a new worksheet, Entering & editing Text, Formulae, Referencing cells.
18	27-08-2021	1Hr	Types of Function
19	28-08-2021	1Hr	Inserting Rows/Columns.
20	31-08-2021	1Hr	Changing column widths and row heights.
21	01-09-2021	1Hr	Changing font sizes, colors, shading.
22	02-09-2021	1Hr	Charts.
23	03-09-2021	1Hr	

S. Balakrishna

24	04-09-2021	1Hr	Pivot Table.
25	06-09-2021	1Hr	Features of PowerPoint
26	07-09-2021	1Hr	Creating a Blank Presentation
27	08-09-2021	1Hr	Creating a Presentation using a Template
28	09-09-2021	1Hr	Inserting and Deleting Slides in a Presentation
29	11-09-2021	1Hr	Adding Clip Art/Pictures
30	13-09-2021	1Hr	Inserting Other Objects, Audio, Video
31	14-09-2021	1Hr	Resizing and Scaling of an Object
32	15-09-2021	1Hr	Slide Transition
33	16-09-2021	1Hr	Custom Animation.
34	17-09-2021	1Hr	Orientation to Microsoft Access.
35	18-09-2021	1Hr	Create a Simple Access Database.
36	20-09-2021	1Hr	Working with Table Data.
37	21-09-2021	1Hr	Sort and Filter Records
38	22-09-2021	1Hr	Querying a Database.
39	23-09-2021	1Hr	Create Basic Queries.
40	24-09-2021	1Hr	Sort and Filter Data in a Query
41	25-09-2021	1Hr	Create Basic Access Forms.
42	27-09-2021	1Hr	Work with Data on Access Forms.
43	28-09-2021	1Hr	Create a Report.
44	29-09-2021	1Hr	Add Controls to a Report.
45	30-09-2021	1Hr	Format Reports.

Signature of the Lecturer

S. Bala Krishn

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DEPARTMENTOFCOMPUTERAPPLICATIONS
COMPUTERFUNDAMENTALSANDOFFICEAUTOMATIONTOOLS2021-2022
INTERNALMARKSAWARDLIST

SL.No	RegisterNo.	Name	Groupwith medium	Marks awarded 40
1	2110781000 01	ADURTHIKIRANNAGATEJA	B.Com Gen	37
2	2110781000 02	AKUMARTHI UDAYKUMAR	B.Com Gen	36
3	2110781000 03	BOMMIDISRINAGARAJU	B.Com Gen	36
4	2110781000 04	BANDARIYASWANTH SAI PRADEEP KUMAR	B.Com Gen	34
5	2110781000 06	CHITTIMENUNAGENDRA	B.Com Gen	32
6	2110781000 07	CHUTTUGULLAPRASANNAKUMAR	B.Com Gen	38

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7	2110781000 08	CHUTTUGULLAPREM SAGAR	B.Com Gen	35
8	2110781000 09	DARAPUREDDYLOKESHBABU	B.Com Gen	34
9	2110781000 10	GUBBALAKRISHNA GANESH	B.Com Gen	37
10	2110781000 11	KAPPALANANIBABU	B.Com Gen	35
11	2110781000 14	KOTASHALEM RAJU	B.Com Gen	38
12	2110781000 15	KUMBHARADHAKRISHNA	B.Com Gen	36
13	2110781000 16	PALLISANTHOSH	B.Com Gen	36
14	2110781000 17	SARELLAANAND SHAKIL	B.Com Gen	35
15	2110781000 18	TENNETIDIVYA	B.Com Gen	38
16	2110781000 19	VILLURIJOSHI	B.Com Gen	37
17	2110781000 20	YANNABATHULA NIKHIL	B.Com Gen	39
18	2110781000 21	YERUBANDI SSMANIKANTA	B.Com Gen	37

