

**Sri A.S.N.M GOVERNMENT COLLEGE (A),
PALAKOL, W.G.DT.**



**DEPARTMENT OF COMPUTER SCIENCE &
APPLICATIONS**

**CERTIFICATE COURSE IN
COMPUTERS**

(2021-2022)

“MS-OFFICE TOOLS”

COURSE COORDINATOR

Sri.CH.RAVI KUMAR, Lecturer in Computer Applications

CONTENTS

	Page No.
1) Minutes of the meeting	03
2) Circular	04
3) Report on Certificate course	04
4) Course Objectives	05
5) Expected program specific outcomes	05
6) Other details	
➤ List of students enrolled & Attendance particulars	7,8
➤ Course Syllabus	9
➤ Multiple choice question paper & Key	10,11
➤ Marks Obtained	12
➤ Other details	13
➤ Conclusion & References	13
➤ Photos	14,15
➤ model certificate	16

Minutes of the meeting

Minutes of the meeting

The Department of Computer Science & Applications staff held meeting on 01-03-2022 and passed resolution to organize certificate course that is on Ms-Office Tools under the guidance of Sri K. Bhadrachalam, Head the Department of Computer Science & Applications for 30 working days.

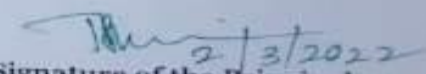
The certificate course in **Ms-Office Tools** was organized from 03-03-2022 to 11-04-2022 for the academic year 2021-2022 to the III B.A(HEP), B.Com(Gen), B.Sc.M.P.C, & BZC students under curriculum enrichment programme.

Signature of the staff Members :

Sri K.BHADRACHALAM, Head of the Department in Computer Science & Applications - 

Sri. CH.RAVI KUMAR, Contract lecturer in Computer Applications - 

Sri. B. Suneel Kumar, Guest Lecturer in Computer Science


2/3/2022
Signature of the Principal
PRINCIPAL
Sri A.S.N.M. GOVT COLLEGE (AI)
PALAKOL-534 260, W.G.DIST.

3 | Computer Science & Applications-Certificate Course

SRI A.S.N.M. Government College(A), Palakol
Department of Computer Science & Applications

CIRCULAR

Date: 28-02-2022

The Department of Computer Science & Applications
Conduct a certificate course on Ms-office Tools from 03-03-2022. All the
Final year Non-computer students are join and learn the computer skills
All the students are utilize this opportunity. Interested students are give
their names to Sri.CH.RAVI KUMAR Lecturer in Computer Applications on
or before 02-03-2022

SNo	Class	Signature
1	III B.A	
2	III B.COM(G)	B. Asha Together
3	III BSC(MPC)	B.K.V.2
4	III BSC(BZC)	V. Sai S. R.K.

Signature of the Lecturer

Staff:

- 1) M.R.
- 2) B. Asha Together
- 3) V. Sai S.
- 4) R.K.
- 5) 

PRINCIPAL

28/2/2022
PRINCIPAL
SRI A.S.N.M. GOVT. COLLEGE (A)
PALAKOL-534 260, W.G.DIST.

Report on “Ms-Office Tools “ Certificate Course

Introduction:

Department of Computer Science and Applications conducted a Certificate Course in Ms-Office Tools during the academic year 2021-2022 under curriculum enrichment Programme.

Ms-Office Tools is the part of Degree Courses to all the programmes . Here Ms-Office Tools means consisting of Micro soft Office Tools ,like Ms-word,Ms-excel,Ms-Access&Ms-Powerpoint . In that course students to learn

- ❖ How to create their Resume?
- ❖ What are the uses of computer skills?
- ❖ Is there link between two computers in a network?

Etc.,

There are several important reasons for studying Ms-office tools in computers. This course can develop computer skills, that is ability to understand and create their resume and other computer related tasks. Students will not get very far in their studies in the Ms-Office Tools without these skills.

Ms-Office Tools is the gateway to more advanced courses in all parts of the Computer sciences. Ms-Office provides the basic knowledge of computer skills.

Course Objectives:

Ms-office Tools course has more than one purpose. Students should learn a particular set of computer facts and how to apply them. More importantly this course should teach students how to think logically and mathematically.

- To able to interact with documentation ,Power point and spread sheet.
- To introduce the concepts of Hardware and software.

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Learning Outcomes of Basic Computers

Be able to learn about basics of Operating system software and application software and excel data converted to excel charts and number systems.

- To learn about basics of computers
- To learn basics of operating systems
- To learn basics of Application system software

Student Enrollment

SNO	HTNO	<i>Name of the Student</i>	CLASS	Group
1	1911024	S.SAILAJA	III BA	HEP
2	1911019	P.ARUNA	III BA	HEP
3	1911028	T.BHARATHI DEVI	III BA	HEP
4	1911007	G.VANI	III BA	HEP
5	1911006	G.VASU	III BA	HEP
6	1911011	K.PRASANNA	III BA	HEP
7	1911022	S.TEJA	III BA	HEP
8	1911021	R.RAGHU	III BA	HEP
9	1911034	D.YESURAJU	III BA	HEP
10	1911012	K.RAJESH	III BA	HEP
11	1911032	Y.LOKESWRARAO	III BA	HEP
12	1911031	V.RAVI NAGA KOTISAI	III BA	HEP
13	1911010	K.VENNELA	III BA	HEP
14	1911008	K.RIBAKA	III BA	HEP
15	1911015	K.PRIYANKA	III BA	HEP
16	1931033	P.RAMYA	III BCOM	GEN
17	1931042	V.ROSELIN	III BCOM	GEN
18	1931005	B.ANWITHA	III BCOM	GEN
19	1931017	K.AJAY	III BCOM	GEN
20	1931039	S.MANIKANTA	III BCOM	GEN
21	1931008	CH.NAGAMURALIKRISHNA	III BCOM	GEN
22	1931018	K.NARASIMHA	III BCOM	GEN
23	1931007	CH.GANESH	III BCOM	GEN
24	1931049	K.J.V.NAGARAJU	III BCOM	GEN

25	1923094	SK MASKIN	III BSC	CBZ
26	1923088	M.RAJ KUMARI	III BSC	CBZ
27	1923097	V.RANI	III BSC	CBZ
28	1923089	M.SINDHU	III BSC	CBZ
29	1923080	K.SATYA VANI	III BSC	CBZ
30	1921013	T.JAHNAVI	III BSC	MPC
31	1921015	V.SRIVALLIKA	III BSC	MPC
32	1921002	B.MADHAVI	III BSC	MPC
33	1921010	N.LAVANYA	III BSC	MPC
34	1921003	CH.RADHA	III BSC	MPC
35	1921014	T.YESUMANI	III BSC	MPC
36	1921001	A.NAVYA SRI	III BSC	MPC
37	1921008	G.NEELIMA	III BSC	MPC
38	1921017	CH.DEEPTHI	III BSC	MPC
39	1921022	M.VIJAYA JYOTHI	III BSC	MPC
40	1921016	Y.VENKATALAKSHMI	III BSC	MPC
41	1921005	G.RUPENDRA	III BSC	MPC
42	1921026	N.RAJ GOPAL	III BSC	MPC
43	1921011	P.LAKI BABU	III BSC	MPC
44	2021009	K.A.SUBBHALAKSHMI	II BSC	MPC
45	2021007	CH.PREMSAI	II BSC	MPC
46	2021017	Y.TRIVENI	II BSC	MPC
47	2021001	A.MOUNIKA RAJASRI	II BSC	MPC
48	2021002	B.H.V.MOUNIKA	II BSC	MPC
49	2021011	P.LAKSHMI	II BSC	MPC
50	2021008	CH.SUPRIYA	II BSC	MPC
51	2021003	B.H.ASHA	II BSC	MPC
52	2021018	Y.B.SOWMYA	II BSC	MPC
53	2021006	CH.L.PRIYANKA	II BSC	MPC
54	2021012	S.HEMA	II BSC	MPC
55	2021016	V.GANAPATHI	II BSC	MPC
56	2021013	T.DEEPAK	IIBSC	MPC
57	1923087	M.SRIDEVI	III BSC	BZC
58	1923085	M.APARNA	III BSC	BZC
59	1923086	M.MOUNIKA	III BSC	BZC
60	1923075	D.MARY	III BSC	BZC
61	1923083	M.MADHURI	III BSC	BZC
62	1923095	U.KRISHVENI	III BSC	BZC
63	1923061	CH.JAHNAVI	III BSC	BZC
64	1923062	D.PADMINI	III BSC	BZC
65	1923092	N.MEGHANA RAJESWARI	III BSC	BZC
66	1923082	M.USHA RANI	III BSC	BZC
67	1923077	G.JAVERI	III BSC	BZC
68	1923090	M.NARMADHA	III BSC	BZC

69	1923071	T.MANASA	III BSC	BZC
70	1923091	N.LIKHITHA	III BSC	BZC
71	1923093	S.RAJKUMAR	III BSC	BZC
72	2025091	K.LOKESH	II BSC	MCCS
73	2021005	B.LALITHA SAI DURGA	II BSC	MPC
74		K.DURGA SUNEETHA	II BSC	MCCS
75		M.NAGAMANI	II BSC	MCCS

**List of students enrolled in Certificate course on
Ms-Office Tools:III BA,B.Com & B.Sc.(MPC,BZC)
(03-03-2022 to 11-04-2022) 30 days from 5pm to 6pm**

Sl.No	Name of the Student	Class	Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	S.SAILAJA	III BA	HEP	p	p	p	A	p	p	p	p	p	p	p	p	p	A	p	p	p
2	P.ARUNA	III BA	HEP	p	p	p	p	p	p	p	p	p	A	p	p	p	p	p	p	p
3	T.BHARATHI DEVI	III BA	HEP	p	p	p	p	p	A	p	p	p	p	p	p	p	p	p	p	p
4	G.VANI	III BA	HEP	p	p	p	p	p	p	p	p	p	A	p	p	p	p	p	p	p
5	G.VASU	III BA	HEP	p	p	p	p	p	A	p	p	p	p	p	p	p	p	p	p	p
6	K.PRASANNA	III BA	HEP	p	p	p	p	p	p	p	p	A	p	p	p	p	p	p	p	p
7	S.TEJA	III BA	HEP	p	p	p	p	p	A	p	p	p	p	p	p	p	p	p	p	p
8	R.RAGHU	III BA	HEP	p	p	p	p	p	p	p	p	p	p	p	p	A	p	p	p	p
9	D.YESURAJU	III BA	HEP	p	p	p	p	p	p	p	A	p	p	p	p	p	p	p	p	p
10	K.RAJESH	III BA	HEP	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
11	Y.LOKESWRARAO	III BA	HEP	p	p	p	p	p	p	p	p	p	A	p	p	p	p	p	p	p
12	V.RAVI NAGA KOTISAI	III BA	HEP	p	p	p	p	p	A	p	p	p	p	p	p	p	p	p	p	p
13	K.VENNELA	III BA	HEP	p	p	p	p	p	p	p	p	p	p	p	p	p	p	A	p	p
14	K.RIBAKA	III BA	HEP	p	A	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
15	K.PRIYANKA	III BA	HEP	p	p	p	p	p	p	p	A	p	p	p	p	p	p	p	p	p
16	P.RAMYA	III BCo m	GEN	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	A
17	V.ROSELIN	III BCO M	GEN	p	p	p	p	p	p	p	p	p	A	p	p	p	p	p	p	p
18	B.ANWITHA	III BCO M	GEN	p	p	p	p	p	p	p	p	p	p	p	p	p	p	A	p	p
19	K.AJAY	III BCO M	GEN	A	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
20	S.MANIKANTA	III BCO M	GEN	p	p	p	A	p	p	p	p	p	p	p	p	p	p	p	p	p

45	CH.PREMSAI	II BSC	MP C	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
46	Y.TRIVENI	II BSC	MP C	p	p	p	A	p	p	p	p	p	p	p	p	p	p	p	p	p
47	A.MOUNIKA RAJASRI	II BSC	MP C	A	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
48	B.H.V.MOUNIKA	II BSC	MP C	p	p	p	p	p	p	p	A	p	p	p	p	p	p	p	p	p
49	P.LAKSHMI	II BSC	MP C	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
50	CH.SUPRIYA	II BSC	MP C	p	p	p	p	A	p	p	p	p	p	p	p	p	p	p	p	p
51	B.H.ASHA	II BSC	MP C	p	p	p	p	p	p	p	p	A	p	p	p	p	p	p	p	p
52	Y.B.SOWMYA	II BSC	MP C	A	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
53	CH.L.PRIYANKA	II BSC	MP C	p	p	p	p	p	p	p	p	p	p	p	p	A	p	p	p	p
54	S.HEMA	II BSC	MP C	p	p	p	p	p	p	p	p	p	A	p	p	p	p	p	p	p
55	V.GANAPATHI	II BSC	MP C	p	p	p	p	p	A	p	p	p	p	p	p	p	p	p	p	p
56	T.DEEPAK	IIBSC	MP C	p	p	A	p	p	p	p	p	p	p	p	p	p	p	p	p	p
57	M.SRIDEVI	III BSC	BZC	A	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
58	M.APARNA	III BSC	BZC	A	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
59	M.MOUNIKA	III BSC	BZC	p	p	p	p	p	p	p	p	p	p	A	p	p	p	p	p	p
60	D.MARY	III BSC	BZC	p	p	p	p	p	p	p	p	A	p	p	p	p	p	p	p	p
61	M.MADHURI	III BSC	BZC	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
62	U.KRISHVENI	III BSC	BZC	p	p	p	A	p	p	p	p	p	p	p	p	p	p	p	p	p
63	CH.JAHNAVI	III BSC	BZC	A	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
64	D.PADMINI	III BSC	BZC	p	p	p	p	p	p	p	A	p	p	p	p	p	p	p	p	p
65	N.MEGHANA RAJESWARI	III BSC	BZC	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
66	M.USHA RANI	III BSC	BZC	p	p	p	p	A	p	p	p	p	p	p	p	p	p	p	p	p
67	G.JAVERI	III BSC	BZC	p	p	p	p	p	p	p	p	A	p	p	p	p	p	p	p	p
68	M.NARMADHA	III BSC	BZC	A	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
69	T.MANASA	III BSC	BZC	p	p	p	p	p	p	p	p	p	p	p	p	A	p	p	p	p

18	B.ANWITHA	III BCOM	GEN	p	p	p	A	p	p	p	p	A	p	p	p	p
19	K.AJAY	III BCOM	GEN	p	A	p	p	p	p	p	p	p	p	p	p	p
20	S.MANIKANTA	III BCOM	GEN	p	p	p	p	p	p	p	p	A	p	p	p	p
21	CH.NAGAMURALIKRISHNA	III BCOM	GEN	p	p	p	p	p	A	p	p	p	p	p	p	p
22	K.NARASIMHA	III BCOM	GEN	p	p	p	p	p	p	A	p	p	p	p	p	p
23	CH.GANESH	III BCOM	GEN	p	p	p	p	p	p	p	p	p	p	p	p	A
24	K.J.V.NAGARAJU	III BCOM	GEN	A	p	p	p	p	p	p	p	p	p	p	p	p
25	SK MASKIN	III BSC	CBZ	p	p	p	p	p	p	A	p	p	p	p	p	p
26	M.RAJ KUMARI	III BSC	CBZ	A	p	p	p	p	p	p	p	p	p	p	p	p
27	V.RANI	III BSC	CBZ	p	p	p	p	p	p	p	p	p	p	A	p	p
28	M.SINDHU	III BSC	CBZ	p	p	p	p	p	p	p	p	A	p	p	p	p
29	K.SATYA VANI	III BSC	CBZ	p	p	p	p	p	p	p	p	p	p	p	p	p
30	T.JAHNAVI	III BSC	MPC	p	p	p	A	p	p	p	p	p	p	p	p	p
31	V.SRIVALLIKA	III BSC	MPC	A	p	p	p	p	p	p	p	p	p	p	p	p
32	B.MADHAVI	III BSC	MPC	p	p	p	p	p	p	p	A	p	p	p	p	p
33	N.LAVANYA	III BSC	MPC	p	p	p	p	p	p	p	p	p	p	p	p	p
34	CH.RADHA	III BSC	MPC	p	p	p	p	A	p	p	p	p	p	p	p	p
35	T.YESUMANI	III BSC	MPC	p	p	p	p	p	p	p	p	A	p	p	p	p
36	A.NAVYA SRI	III BSC	MPC	A	p	p	p	p	p	p	p	p	p	p	p	p
37	G.NEELIMA	III BSC	MPC	p	p	p	p	p	p	p	p	p	p	p	p	A
38	CH.DEEPTHI	III BSC	MPC	p	p	p	p	p	p	p	p	p	A	p	p	p
39	M.VIJAYA JYOTHI	III BSC	MPC	p	p	p	p	p	A	p	p	p	p	p	p	p
40	Y.VENKATALAKSHMI	III BSC	MPC	p	p	A	p	p	p	p	p	p	p	p	p	p
41	G.RUPENDRA	III BSC	MPC	A	p	p	p	p	p	p	p	p	p	p	p	p
42	N.RAJ GOPAL	III BSC	MPC	p	p	p	p	p	A	p	p	p	p	p	p	p
43	P.LAKI BABU	III BSC	MPC	p	p	p	A	p	p	p	p	A	p	p	p	p
44	K.A.SUBBHALAKSHMI	II BSC	MPC	p	A	p	p	p	p	p	p	p	p	p	p	p

45	CH.PREMSAI	II BSC	MPC	p	p	p	p	p	p	p	p	A	p	p	p	p
46	Y.TRIVENI	II BSC	MPC	p	p	p	p	p	A	p	p	p	p	p	p	p
47	A.MOUNIKA RAJASRI	II BSC	MPC	p	p	p	p	p	p	A	p	p	p	p	p	p
48	B.H.V.MOUNIKA	II BSC	MPC	p	p	p	p	p	p	p	p	p	p	p	p	A
49	P.LAKSHMI	II BSC	MPC	A	p	p	p	p	p	p	p	p	p	p	p	p
50	CH.SUPRIYA	II BSC	MPC	p	p	p	p	p	p	A	p	p	p	p	p	p
51	B.H.ASHA	II BSC	MPC	A	p	p	p	p	p	p	p	p	p	p	p	p
52	Y.B.SOWMYA	II BSC	MPC	p	p	p	p	p	p	p	p	p	p	A	p	p
53	CH.L.PRIYANKA	II BSC	MPC	p	p	p	p	p	p	p	p	A	p	p	p	p
54	S.HEMA	II BSC	MPC	p	p	p	p	p	p	p	p	p	p	p	p	p
55	V.GANAPATHI	II BSC	MPC	p	p	p	A	p	p	p	p	p	p	p	p	p
56	T.DEEPAK	II BSC	MPC	A	p	p	p	p	p	p	p	p	p	p	p	p
57	M.SRIDEVI	III BSC	BZC	p	p	p	p	p	p	p	A	p	p	p	p	p
58	M.APARNA	III BSC	BZC	p	p	p	p	p	p	p	p	p	p	p	p	p
59	M.MOUNIKA	III BSC	BZC	p	p	p	p	A	p	p	p	p	p	p	p	p
60	D.MARY	III BSC	BZC	p	p	p	p	p	p	p	p	A	p	p	p	p
61	M.MADHURI	III BSC	BZC	A	p	p	p	p	p	p	p	p	p	p	p	p
62	U.KRISHVENI	III BSC	BZC	p	p	p	p	p	p	p	p	p	p	p	p	A
63	CH.JAHNAVI	III BSC	BZC	p	p	p	p	p	p	p	p	p	A	p	p	p
64	D.PADMINI	III BSC	BZC	p	p	p	p	p	A	p	p	p	p	p	p	p
65	N.MEGHANA RAJESWARI	III BSC	BZC	p	p	A	p	p	p	p	p	p	p	p	p	p
66	M.USHA RANI	III BSC	BZC	A	p	p	p	p	p	p	p	p	p	p	p	p
67	G.JAVERI	III BSC	BZC	p	p	p	p	p	A	p	p	p	p	p	p	p
68	M.NARMADHA	III BSC	BZC	p	p	p	A	p	p	p	p	A	p	p	p	p
69	T.MANASA	III BSC	BZC	p	A	p	p	p	p	p	p	p	p	p	p	p
70	N.LIKHITHA	III BSC	BZC	p	p	p	p	p	p	p	p	A	p	p	p	p
71	S.RAJKUMAR	III BSC	BZC	p	p	p	p	p	A	p	p	p	p	p	p	p

72	K.LOKESH	II BSC	MCCS	p	p	p	p	p	p	A	P	p	P	p	p	p
73	B.LALITHA SAI DURGA	II BSC	MCCS	p	p	p	p	p	p	P	P	p	P	p	p	A
74	K.DURGA SUNEETHA	II BSC	MCCS	A	p	p	p	p	p	P	P	p	P	p	p	p
75	M.NAGAMANI	II BSC	MCCS	p	p	p	p	p	p	A	P	p	P	p	p	P

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Syllabus

Module 1: Definition of Computer-Characteristics of computer-hardware-software-Memories-I/O devices-operating Systems. Introduction to Google forms, Google Sheet and E-Mail browsing

Module 2: How to enter into the Ms-Word-Features of Ms-Word-Parts of Word window-Creating ,Saving, Editing of a Document-Page setup.

Module 3: Ms-Power point ,Photo Shop.

Module 4: How to enter into the Ms-Excel-Features of Ms-Excel-Parts of Ms-Excel window.

Module 5: Ms-Excel Functions-Excel Charts.

**SRI A.S.N.M GOVERNMENT COLLEGE (A), PALAKOL,
W.G.Dt.**

**STUDENT FEEDBACK ON CERTIFICATE COURSE (2021-22)
INTRODUCTION TO MS-OFFICE TOOLS**

The Design of the Course

Were objectives of this course clear to you?

Y ☒ N ☐

S.No.	Strongly agree	Agree	Disagree	Strongly disagree
The course contents met with your expectations		✓		
The lecture sequence is well planned	✓			
The level of the course was		✓		
The course exposed to new knowledge and practices	✓			
Will you recommend this course to your colleagues?		✓		

Name of the Student: T. Jahnavi

Class: III BSC (MPC) Regd.No. : 1921013

SRI ASNM GOVERNMENT COLLEGE(A),PALAKOL

Department of Computers ::Certificate Course-Assessment-I

Time:1 Hr(5-6 PM)

Date:24-03-2022

Max.Marks:25 **Marks Obtained:**

Name of the Student:-----Class:----- Roll No:-----

Answer the following :

1.Which of these software applications was not part of the first version of Microsoft Office?

[A. Paint](#) [B. PowerPoint](#) [C. Outlook](#) [D. MS Word](#)

2. To go to a specific location in a document we use :

[A. Table of Contents](#) [B. HyperText](#) [C. Bookmark](#) [D. Macro](#)

3.Which one is the most suitable reason to use Macro in MS Office (Word, Excel, PPT, etc) ?

[A. To Record Sound](#) [B. To automate repetative tasks](#) [C. To Record Mouse Move](#) [D. To Record Keystroke](#)

4.Superscript, subscript, strikethrough are known as ?

[A. Font Face](#) [B. Font Style](#) [C. Font Effects](#) [D. Font Format](#)

5. We can start MS Word by typing _____ in the Run Dialog box.

[A. winword.exe](#) [B. word.exe](#) [C. msword.exe](#) [D. docx.exe](#)

6.A Microsoft Office user who has been certified by Microsoft is called MOS. What is the full form of MOS ?

[A. Microsoft Office Special](#) [B. Microsoft Office Superior](#) [C. Microsoft Office Specialist](#) [D. Microsoft Office Special](#)

7.Name the application under MS Office software bundle, that we use to create audio visual presentation.

[A. MS Word](#) [B. MS Excel](#) [C. MS PowerPoint](#) [D. MS Access](#)

8.Which one is the the spreadsheet application that comes with MS Office software group?

[A. MS Word](#) [B. MS Excel](#) [C. MS PowerPoint](#) [D. MS Access](#)

9. We can apply border to _____

A. Cell B. Paragraph C. Table D. All of These

10. What is the shortcut key to open the Open dialog box?

A. F12 B. Shift F12 C. Alt + F12 D. Ctrl + F12

11. By default Footers are printed on :

A. First Page B. Last Page C. All Pages D. Even Pages

12. The options Portrait and Landscape comes under _____

A. Paper Size B. Page Orientation C. Page Layout D. Page Rotation

13. Which shortcut make selected text Italic ?

A. Ctrl + I B. Ctrl + A C. Ctrl + S D. Ctrl + V

14. Which key combination is used to insert a Line Break?

A. Shift + Enter B. Alt + Enter C. Ctrl + Enter D. Fn + Enter

15. We have copied an image from one document, now which shortcut will we use to paste it in another document ?

A. Ctrl + P B. Ctrl + X C. Ctrl + V D. Ctrl + S

16. Gutter Margin is used to :

A. Add space to the Header Side B. Add space to the Left

C. Add Space to binding side D. Add space to the Footer side

17. Which one of these is a valid Font Style ?

A. Superscript B. Subscript C. Regular D. Strikethrough

18. What is the range of Font Size available in Font Size drop down toolbar ?

A. From 10 to Large 70 B. From 8 to Large 72 C. From 5 to Large 75 D. From 10 to Large 100

19. Which of the following is not a kind of Page Margin?

A. Right B. Left C. Centre D. Gutter

20. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?

A. Change Letter C. Change case

B. Change Sentence D. Change word

21. What is the intersection of a column and a row on a worksheet called?

A. Column B. Value C. Address D. Cell

22. What type of chart is useful for comparing values over categories ?

A. Pie Chart B. Column Chart C. Line Chart D. Dot Graph

23. Which function in Excel tells how many numeric entries are there ?

A. NUM B. COUNT C. SUM D. CHKNUM

24. Statistical calculations and preparation of tables and graphs can be done using

A. Adobe Photoshop B. Excel C. Notepad D. Power Point

25. What type of chart will you use to compare performance of two employees in the year 2016 ?

A. Column Chart B. Line Chart C. Pie Chart D. Dot Chart

Marks obtained in Ms-Office Tools Exam

Date: 24-03-2022

S.No	Regd. No	Name of the Student	Marks Obtained
1	1923061	CH.JAHNAVI	40
2	1923090	M.NARMADHA	40
3	1923062	D.PADMINI	40
4	1921016	Y.VENKATA LAKSHMI	40
5	1923024	K.J.V.NAGARAJU	40
6	1923094	SK MASKINA	42
7	2021003	BH.ASHA	38
8	2021018	Y.BABY SOWMYA	34
9	2021006	CH.LAKSHMI PRIYANKA	36
10	2021016	V.GANAPATHI	34
11	1923087	M.SRIDEVI	38
12	1923085	M.APARNA	40
13	1923075	D.MARY	40
14	1923083	M.MADHURI	38
15	1923092	N.MEGHANA RAJESWARI	42
16	2025091	K.LOKESH	42
17	2021005	B.L.S.DURGA	34
18	1921002	B.N.D.MADHAVI	36
19	1921017	CH.DEEPTHI	34
20	2021009	K.A.S.LAKSHMI	38
21	2021007	CH.PREM SAI	34
22	2021017	Y.TRIVENI	38
23	2021001	A.M.RAJASREE	38
24	2021002	B.H.V.MOUNIKA	40
25	2021008	CH.SUPRIYA	34

Other Details:

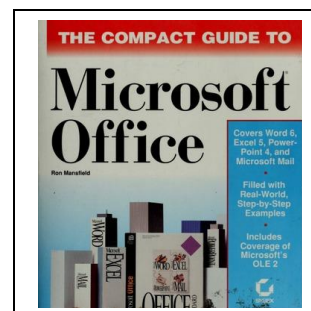
Duration of Course	:	30 Hours
Classes starting Date	:	03-03-2022
Classes ended Date	:	11-04-2022
Exam conducted on	:	24-03-2022
Classes Timings	:	5:00 PM – 6:00 PM
Resource Persons	:	1. Sri K. Bhadrachalam 2. Sri. CH.Ravi Kumar 3. Sri. B.Suneel Kumar

Conclusion :

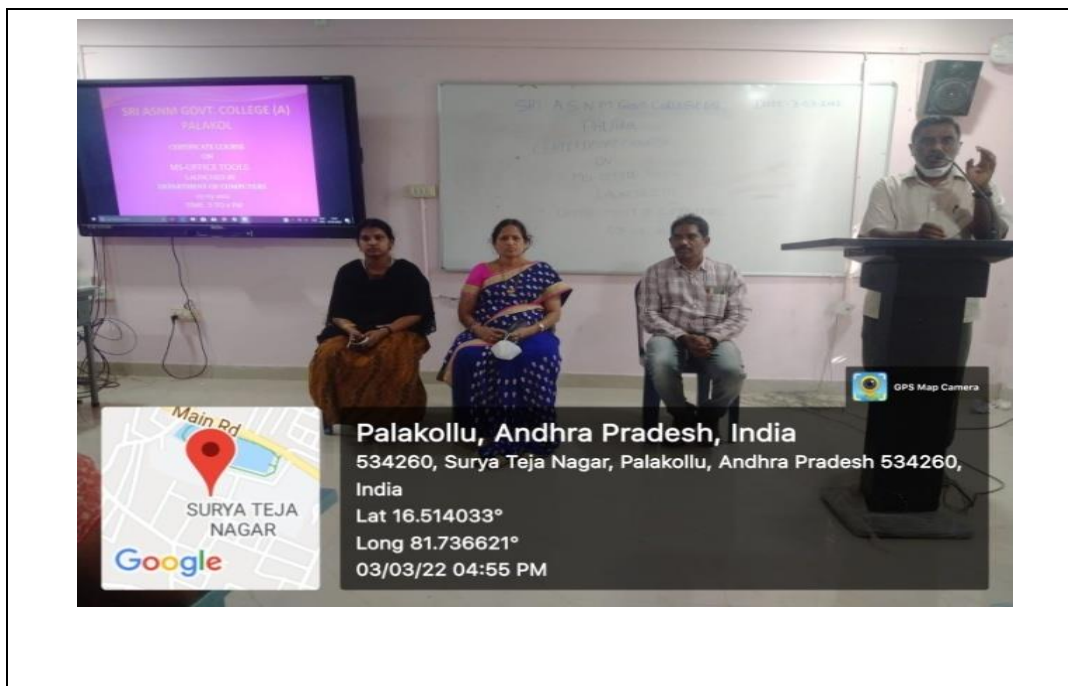
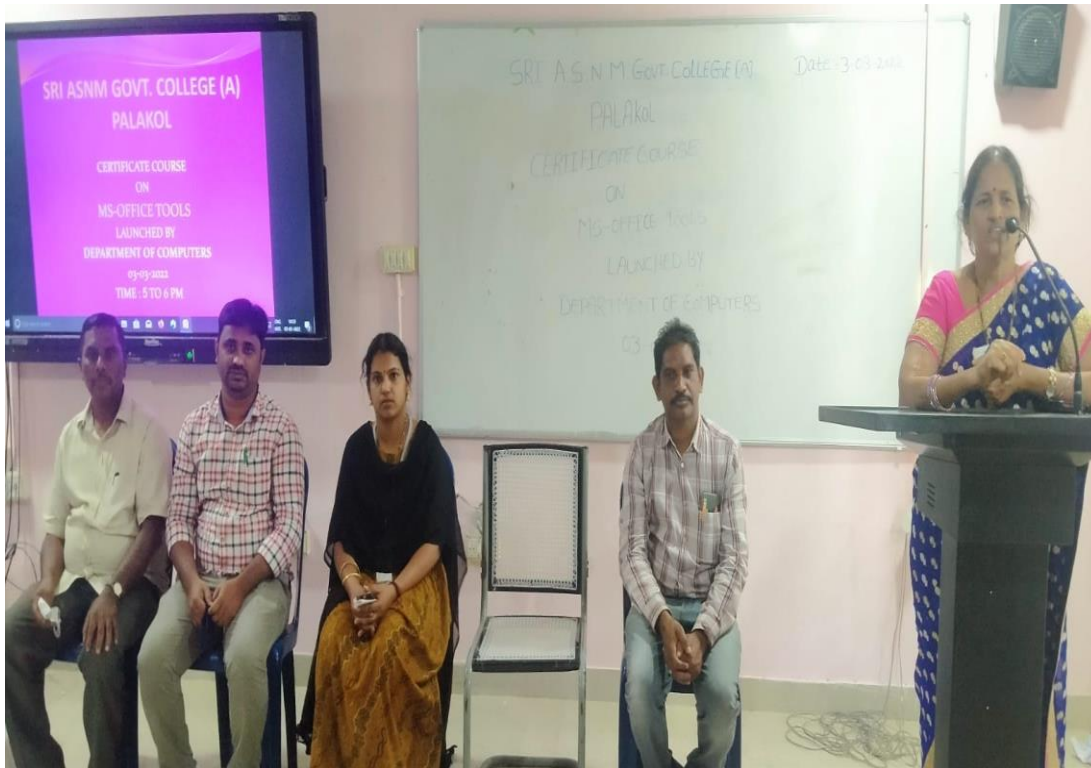
This certificate course develops the Computer skills and technique which should serve as a preparation for more advanced quantitative courses.

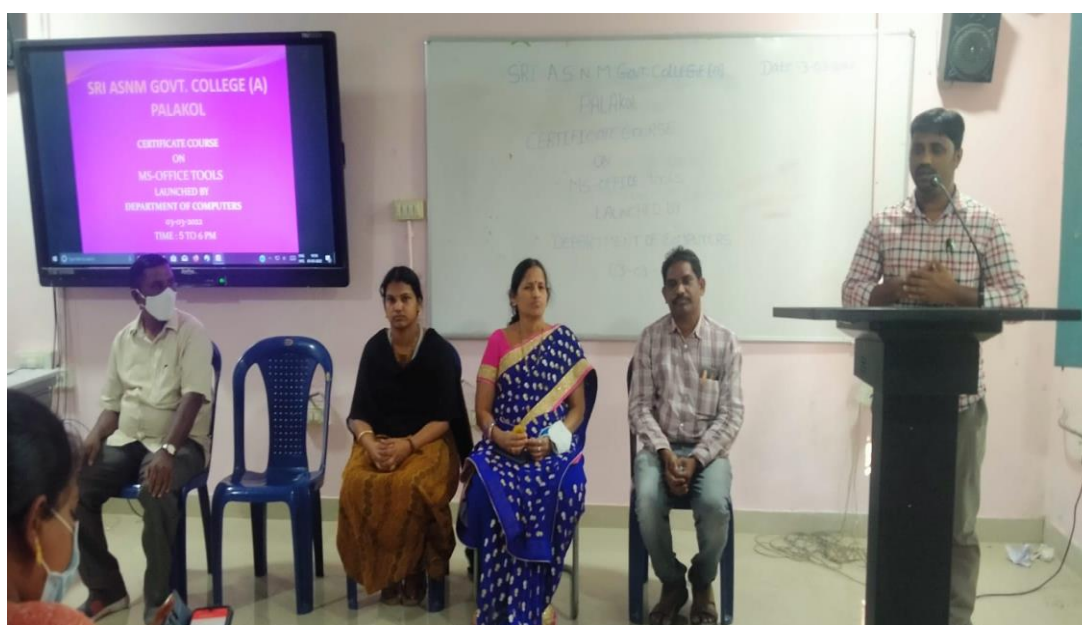
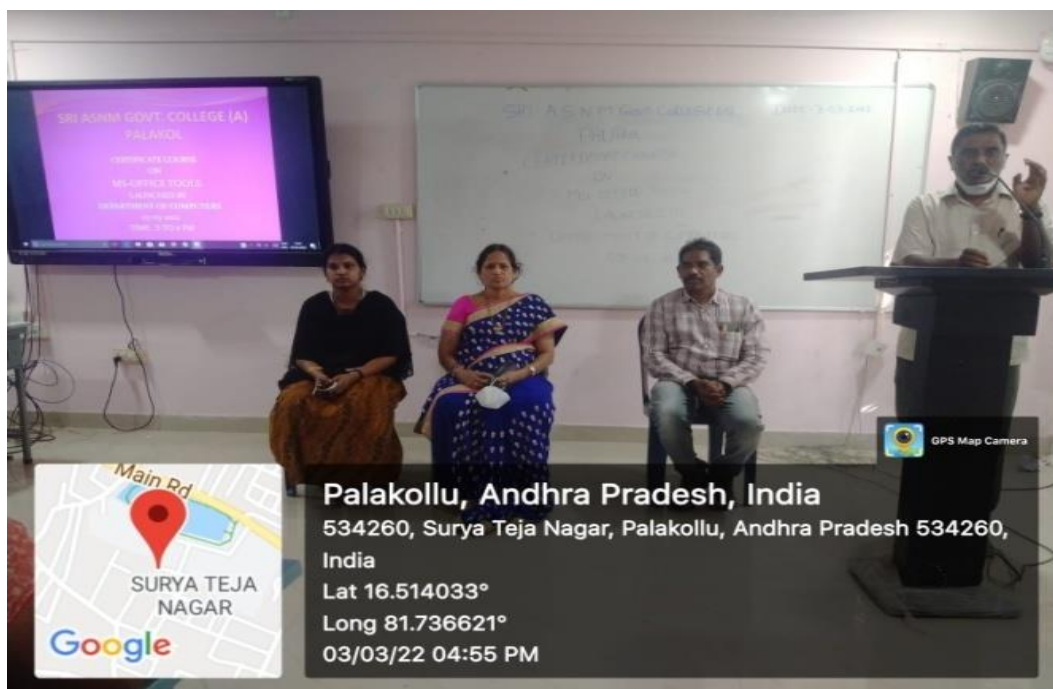
References :

Ms-Office Tools
BY Ron Mans Field



PROGRAM INAUGURATION PHOTOS





MODEL CERTIFICATE

