

Certification Course conducted in
Department of MBA
On the subject Fundamentals of MS Office
from
28/10/2019 to 1/11/2019



Department Of MBA

KG Reddy College of Engineering & Technology
Chilkur(Village), Moinabad(Mandal), Hyderabad- RR Dist-501504


Co-Ordinator


Director

DIRECTOR
K.G. Reddy College of Engineering & Technology
Chilkur (Vill), Moinabad (Mdl.) R.R. Dist.



KG REDDY

College of Engineering
& Technology



Accredited By **NAAC**

Department of Business Administration

***Report on 5 DAY CERTIFICATE COURSE ON FUNDAMENTALS OF
MICROSOFT OFFICE***

Held during 28 OCT to 1 NOV 2019

COORDINATOR

HOD

DIRECTOR

HEAD
Dept. of Business Management
KG Reddy College of Engg & Tech.
Chilukur (V), Moinabad (M), R.R. Dist-501304.

DIRECTOR
K.G. Reddy College of Engineering & Technology
Chilukur (Vill), Moinabad (Mdt.) R.R. Dist.

TRAINING OBJECTIVE:

Aiming to provide an intense training Certificate course on Fundamentals of Micro soft Office for Post Graduate of MBA College Students, a 5 Day's Workshop was held during 28 Oct to 1 Nov 2019 At K.G. Reddy College Of Engineering and Technology, Moinabad Hyderabad, in the nomenclature of the Course Trainer identified by to impart the Training, the Resource Person at our College Mr. Shivarajnan Reddy, opened the inaugural session, spoke about the importance of the 5 Day's Training Program.

The primary objective of the training program was to make the students to get the awareness about the Micro soft Office. During the workshop 28 students were trained. The List of students is given in the Annexure 2.

The training consisted of the following Modules and Practical sessions:

TRAINING MODULES : Micro soft Office.

PRACTICAL SESSIONS : MS Word, Power Point Presentation, MS Excel and MS Access

The 5 Day Workshop Program started daily at 09:30 AM TO 04:10 PM



Dr.L.Srinivas Reddy, Mrs.Shivaranjan Reddy along with Participants of the certificate course

Day 1

Introduction to MS Office

The Day began with the Trainer interaction with the students who are participating in a certificate course and discussed the followed important things which are shown below:-

- Delivered the importance of MS Office Word, Excel, Power Point and Outlook training.
- How to Develop/ update training materials for Word, Excel, Power Point and Outlook.
- Explained the different benefits of MS Office employability courses are.
- Provide advice and support to the student learners

Day 2

Introduction to MS Office Word:

In the Day 2 the trainer has explained about the MS Office word processing application that allows students to create a variety of documents, such as letters, resumes, creation of tables, reports and more.



Students are doing practical exercise on MS Word

Day 3

Introduction to Power Point Presentation:

The Resource person explained the importance of Power Point how it allows using images, audio and video to have a greater visual impact and also Power point templates PPT slides, graphics and themes. The trainer has also said the different advantages of preparing the PPT's' like Ease your brain, Better preparation, Show your point visually, Less nervous, Templates for different appearance, Easy to add images, The almighty hyperlink, Multimedia output.

Explaining a Process, PPT Presentation topic discussion :

Discussions has been made on different topics relating to challenges faced in the Environment is given to different teams where they need to present on Day 3.



Group PPT's given by Students

Day 4

Introduction to MS Excel:

On Day 4 the Trainer Explained the importance of Microsoft Excel. He said Microsoft Excel is a spreadsheet program included in the Microsoft Office suite of applications. Spreadsheets will provide you with the values arranged in rows and columns that can be changed mathematically using both basic and complex arithmetic operations. The Excel spreadsheet app lets you create, view, edit, and share your files with others quickly and easily. Manage data analyses, charts, budgets and more.



Student's practical working out the MS Excel sheet

Day 5

Certificate course exam was conducted,

Certificate course exam was conducted by the trainer where the students actively attended their Exam confidently. And the valedictory took place at afternoon. The List of Distinguished Guests present during closing session of the workshop is given in the Annexure 3.

The Trainer was knowledgeable and he maintained a good pace in conducting activities. On the last day of the Certificate course, a Mock Test on MS Office was conducted for the Trainee/Participants to assess their learning capability in the programme. The participants also provided their feedback on the Certification programme. The feedback was encouraging. The participants also made some recommendations for further improvement of the programme.

The Trainees/Participants thanked the Trainer Mr. Shivarankan Reddy for the successful completion of the training programme. The Students of KGRH thanked the Principal Prof. Dr.L.Srinivas Reddy, Prof. DR.V.Sundaresan, Prof. Dr.M. Sukanya HOD KGRH and the Management of KGRH for their kind support and guidance for the smooth conduction of the Programme for five consecutive days.



At the end of the course certificate programme The Resource Person got felicitated by Shawl and Award

programme schedule

Date	Session	Topic
28-10-19	S-1	MS-Word Basics, Working With Documents, Customize the Word Environment, Editing a Document, Formatting Text.
	S-2	Formatting Paragraphs, Styles, Graphics, Proofing a Document.
29-10-19	S-3	Page Formatting, Macros, Lists, References and Citations, Track Change.
	S-4	Excel Formulas, Sort and Filter, Charts, Macros
30-10-19	S-5	Excel 2013 Basics, Workbook and Worksheet, Manipulating Data.
	S-6	Worksheet Formatting, Page Properties and Printing.
31-10-19	S-7	MS-PowerPoint 2013 Basics
	S-8	PowerPoint Presentation
01-11-19	S-9	Slide Formatting
	S-10	Slide Effects and Slide Show, Printing and Publishing


HOD

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Dept. of Business Management
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Chilkur (V), Moinabad (M), R.R. Dist-501504.


DIRECTOR

DIRECTOR
K.G Reddy College of Engineering & Technology
Chilkur (Vill), Moinabad (Mdt.) R.R. Dist,


Ref No: KGR CET/MBA/2019-20/25

Date: 25/10/2019

CIRCULAR

All the students of I-Year I-semester MBA are hereby informed to enroll for the Certificate Course on "Fundamentals of MS Office", which is offered by our college KG Reddy college of Engineering and Technology from 28/10/2019 to 1/11/2019 for a period of five days

Those who are Interested to attend the course are hereby informed to register the names with the HOD MBA on or before 26/10/2019 without fail.


HOD

HEAD
Dept. of Business Management
KG Reddy College of Engg & Tech
Chilukur (V), Molnabad (M), R.R. Dist.


Director

DIRECTOR
K.G. Reddy College of Engineering & Technology
Chilukur (VIII), Molnabad (M), R.R. Dist.

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KG REDDY COLLEGE OF ENGINEERING AND TECHNOLOGY
(Chilkur(Vill), Moinabad (Mdl), R.R.Dist)

CERTIFICATE COURSE ON FUNDAMENTALS OF MICROSOFT OFFICE
TO BE HELD FROM 28 OCT to 1 NOV 2019

Department of MBA



REGISTRATION FORM

NAME: _____

ROLLNO: _____

YEAR/SEM: _____

INSTITUTION: _____

MOBILE: _____

EMAIL ID: _____

DATE: _____ SIGNATURE _____



CHIEF PATRON

*Ln. K. Krishna Reddy
Chairman, KGR CET*

PATRON

*Dr. R. S. Jahagirdar
Principal, KGR CET*

COURSE COORDINATOR

*DR. M. SUKANYA
RESOURCE PERSON*

Mr. Shivanjan Reddy

INTERNAL COMMITTEE MEMBERS

*DR. V. SUDARESHAN Prof, MBA
MR. T. VENKATA RAMANA Asst. Prof, MBA
MR. S. MALLA REDDY, Asst. Prof, MBA
MRS SAMEERA AFROZE, Asst. Prof, MBA*



KG REDDY
College of Engineering
& Technology

**CERTIFICATE COURSE
ON FUNDAMENTALS OF
MICROSOFT OFFICE
28-10-2019 TO 1-11-2019**



Organized By

Department Of MBA

**KG Reddy college of engineering &
Technology, Hyderabad, Telangana**

website: www.kgr.ac.in

Email: hod.mba@kgr.ac.in

ABOUT ORGANISING INSTITUTE

K. G. Reddy College of Engineering & Technology is a premier institute of engineering, established in the year 2008 under the patronage of the Aristotle Educational Society. The institute is approved by AICTE and affiliated to JNTUH. KGR CET is situated in the vicinity of Hyderabad city about 20 km radius. Institute is a fast growing Engineering College in Telangana and strives to provide state-of-art infrastructure. Multi-speciality faculty continuously reviews, innovate and experiment with update teaching methodologies and learning resources and focuses on research training and consultancy through integrated institute-industry symbiosis. All faculties and Students are actively involved in research, development, testing, consultancy and publication of research papers and books. The department CSE is recognized as an active research centre by different national research organization.

ABOUT THE DEPARTMENT:

The department provides an outstanding research environment with aid of qualified faculty. Besides, theoretical research, faculty in the department also network with many reputed national and international organizations/companies and are involved in a number of cutting edge technologies. Another added advantage is the emphasis laid on student exposure to prevalent information technology practices and realities, with the course curriculum takes care of apart from it, a series of seminars/ workshops/ conference/ technology training classes and industrial visits are organized regularly for the benefit of students. The Fraternity of CSE organizes the technical events, projects Exhibitions, Symposia and Competitions.

OBJECTIVE: Aiming to provide an intense training

Graduate of MBA College Students, a 5 Day's Workshop was held during 28th October - 1st November 2019 at K.G.Reddy College Of Engineering and Technology, Moinabad Hyderabad,

REGISTRATION:

Free registration for this course.

VENUE:

KGR CET SEMINAR HALL
DEPARTMENT OF MBA

COMMUNICATIONS TO:

DR.M.SUKANYA HOD MBADepartment,
Phone no: +91 9985559879

SCOPE:

The Trainer identified by to impart the Training, the Resource Person at our College Mr. Shivarajnan Reddy, opened the inaugural session, spoke about the importance of the 5 Day's Training Program.

The primary objective of the training program was to make the students to get the awareness about MS OFFICE..

TOPICS COVERED:

- Use and to understand the importance of MS Office.
- Know the MS word, PPT, Excel, Access
- Learn to operate the different MS Office Function.

K.G. Reddy College of Engineering & Technology
Chilkur, Moinabad, RR District

Department Of MBA

Certificate course, Syllabus

KGR CET, Hyderabad

KGRH- Fundamental of MS Office

MBA- I YEAR -I SEMESTER

L-30

Course Objectives

- (a) Use and to understand the importance of MS Office.
- b) Use English Language
- c) Learn to speak in English fluently with simple words.
- d) Learn to use simple English to communicate.
- e) Learn to make effective Inter-personal relationship with in the peer and seniors
- f) Learn to be in the team and to perform to achieve the goals.
- g) Learn to utilize the hours and days for the productivity of the self and the team
- h) Learn to prepare the effective Resumes to get attracted the prospective employers.
- i) Learn to attend the Interview successfully to get the Offer of Job in the Organization

Course Outcome:

At the end of the course, the student will be able to:

- (a) Understand the importance of soft skills
- (b) Learn the significance that English is the talk of the day.
- (c) The effectiveness of the team and to mingle with the team
- (d) Prudent use of time and the importance of time management
- (e) Effective resume preparations as expected by the Corporate/industry
- (f) Face the Interview with required preparations to secure a job

Module 1

MS-Word

- MS-Word Basics
- Working With Documents
- Customize the Word Environment
- Editing a Document
- Formatting Text
- Formatting Paragraphs
- Styles
- Graphics
- Proofing a Document
- Page Formatting
- Macros
- Lists
- References and Citations
- Track Changes

Module 2

MS-Word

- Styles
- Graphics
- Proofing a Document
- Page Formatting
- Macros
- Lists
- References and Citations
- Track Changes

Module 3

MS-Excel

- Excel 2013 Basics
- Workbook and Worksheet
- Manipulating Data
- Worksheet Formatting

Module 4

MS-Excel

- Page Properties and Printing
- Excel Formulas
- Sort and Filter
- Charts
- Macros

Module 5

MS-PowerPoint

- MS-PowerPoint 2013 Basics
- PowerPoint Presentation
- Slide Formatting
- Slide Effects and Slide Show
- Printing and Publishing



Signature of Director

DIRECTOR

K.G. Reddy College of Engineering & Technology
Chilukur (Vill), Moinabad (Mdl.) R.R. Dist.

KG REDDY COLLEGE OF ENGINEERING & TECHNOLOGY

Chilkur (Vill) Moinabad (Mdl) R RDist

DEPARTMENT OF MBA

CERTIFICATE COURSE ON FUNDAMENTALS OF MICROSOFT OFFICE

ATTENDANCE SHEET

YEAR: I SEM: I DATE: 28-10-2019 to 1-11-2019

S.NO	ROLL NO	NAME	28.10.19	29.10.19	30.10.19	31.10.19	1.11.19
1	19QM1E0001	MANDADI SRIDHAR REDDY	M. S. Reddy	M. S. Reddy	M. S. Reddy	M. S. Reddy	M. S. Reddy
2	19QM1E0002	RABIA MAHEEN	Rabia Maheen	Rabia Maheen	Rabia Maheen	Rabia Maheen	Rabia Maheen
3	19QM1E0003	K SIRESHA	K. Siresha	K. Siresha	K. Siresha	K. Siresha	K. Siresha
4	19QM1E0004	A SWETHA SHETTY	A. Swetha Shetty	A. Swetha Shetty	A. Swetha Shetty	A. Swetha Shetty	A. Swetha Shetty
5	19QM1E0005	BANGARIGALLA NIHARIKA	B. Niharika	B. Niharika	B. Niharika	B. Niharika	B. Niharika
6	19QM1E0006	D RAVALIKA	D. Ravaliika	D. Ravaliika	D. Ravaliika	D. Ravaliika	D. Ravaliika
7	19QM1E0007	K SHARATH KUMAR REDDY	K. Sharath Kumar Reddy	K. Sharath Kumar Reddy	K. Sharath Kumar Reddy	K. Sharath Kumar Reddy	K. Sharath Kumar Reddy
8	19QM1E0008	ALLURI SIRISHA	Alluri Sirisha	Alluri Sirisha	Alluri Sirisha	Alluri Sirisha	Alluri Sirisha
9	19QM1E0009	MOTHKURU SRIKANTH	M. S. Reddy	M. S. Reddy	M. S. Reddy	M. S. Reddy	M. S. Reddy
10	19QM1E0010	M PRIYANKA	M. Priyanka	M. Priyanka	M. Priyanka	M. Priyanka	M. Priyanka
11	19QM1E0011	LINGALA SHYAM KUMAR	L. Shyam Kumar	L. Shyam Kumar	L. Shyam Kumar	L. Shyam Kumar	L. Shyam Kumar
12	19QM1E0012	PERKAMPALLY ANUSHA	P. Anusha	P. Anusha	P. Anusha	P. Anusha	P. Anusha
13	19QM1E0013	TANEERU ANUSHA	T. Anusha	T. Anusha	T. Anusha	T. Anusha	T. Anusha
14	19QM1E0014	PILLI MANIKANTA BABU	P. Manikanta Babu	P. Manikanta Babu	P. Manikanta Babu	P. Manikanta Babu	P. Manikanta Babu
15	19QM1E0015	G MAMTHA	G. Mamtha	G. Mamtha	G. Mamtha	G. Mamtha	G. Mamtha
16	19QM1E0016	ALYANA VIJAYA KUMAR	A. Vijaya Kumar	A. Vijaya Kumar	A. Vijaya Kumar	A. Vijaya Kumar	A. Vijaya Kumar
17	19QM1E0017	G KEERTHANA	G. Keerthana	G. Keerthana	G. Keerthana	G. Keerthana	G. Keerthana
18	19QM1E0019	MEDABOINA SAI KUMAR	M. Sai Kumar	M. Sai Kumar	M. Sai Kumar	M. Sai Kumar	M. Sai Kumar
19	19QM1E0020	POOJA VERMA	P. Verma	P. Verma	P. Verma	P. Verma	P. Verma
20	19QM1E0021	MADDI MOUNIKA	M. Mounika	M. Mounika	M. Mounika	M. Mounika	M. Mounika
21	19QM1E0022	K KRISHNA	K. Krishna	K. Krishna	K. Krishna	K. Krishna	K. Krishna
22	19QM1E0023	MALGA MAHENDER	M. Mahender	M. Mahender	M. Mahender	M. Mahender	M. Mahender

S.NO	ROLL NO	NAME	28.10.19	29.10.19	30.10.19	31.10.19	1.11.19
23	19QM1E0024	PETCHIMUTHU S	S. Petchi	S. Petchi	S. Petchi	S. Petchi	S. Petchi
24	19QM1E0025	CATHRIN JEFFINA K	Kath	Kath	Kath	Kath	Kath
25	19QM1E0026	NAGULAPALLY MAHESHWAR	Maresh	Maresh	Maresh	Maresh	Maresh
26	19QM1E0027	CHANDANA CHILAKA	Chy	Chy	Chy	Chy	Chy
27	19QM1E0028	B APOORVA	Chy	Chy	Chy	Chy	Chy
28	19QM1E0029	G NANDINI	G	G	G	G	G



HOD

HEAD
Head of Business Management
K.G. Reddy College of Engineering & Technology
Chilukur (Vill), Moynabad (M), R.R. Dist.


DIRECTOR

K.G. Reddy College of Engineering & Technology
Chilukur (Vill), Moynabad (M), R.R. Dist.



I MBA I SEM (R19), NOVEMBER-2019

CERTIFICATION COURSE: FUNDAMENTALS OF MS OFFICE

OBJECTIVE EXAM

NAME Pooja Verma

HALL TICKET NO

19 Q M 1 E 0 0 2 0

22
25
27

Answer all the questions. All questions carry equal marks. Time: 20min. 10 marks.

I choose correct alternative:

1.	From which menu you can insert Header and Footer in word?			d
	A. Insert menu	B. View menu	C. Format menu	D. Tools menu
2.	The keystrokes Ctrl + I is used to			b
	A. Increase font size	B. Inserts a line break	C. Indicate the text should be bold	D. Applies italic format to selected text
3.	Which of the following is not a valid data type in Excel?			b
	A. Number	B. Character	C. Label	D. Date/Time
4.	Hyperlinks cannot be			d
	A. Special shapes like stars and banners	B. Drawing objects like rectangles ovals	C. Pictures	D. All can be hyperlinks
5.	Which function will you use to enter current time in a worksheet cell?			b
	A. =today()	B. =now()	C. =time()	D. =currenttime()
6.	Merge cells option can be applied from			a
	A. Format Cells dialog box Alignment Tab	B. Formatting toolbar	C. Both of above	D. none of the above
7.	Which symbol must all formula begin with?			a
	A. =	B. +	C. {	D. @
8.	A feature of MS Word that saves the document automatically after certain interval is available on			a
	A. Save tab on Options dialog box	B. Save As dialog box	C. Both of above	D. none of the above
9.	Portrait and Landscape are			a
	A. Page Orientation	B. Paper Size	C. Page Layout	D. All of above
10.	A function inside another function is called a Function.			c
	A. Nested	B. Round	C. Sum	D. Text



11.	To select one hyperlink after another during a slide presentation, what do you press?			a
A. Tab		B. Ctrl+K	C. Ctrl+h	D. All the above
12	Which of the following can you use to add times to the slides in a presentation			b
A. Slice Show menu		B. Rehearse timing button	C. Slide transition button	D. All of the above
13	Which of the following is not one of PowerPoint's views?			c
A. Slide show view		B. Slide view	C. Presentation view	D. Outline view
14.	The spelling tool is placed on _____ toolbar			a
A. Standard		B. Formatting	C. Drawing	D. Reviewing
15.	To drag a selected range of data to another worksheet in the same workbook, use the			b
A. Tab Key		B. Ctrl Key	C. Alt Key	D. Shift key
16.	Status indicators are located on the			c
A. Vertical Scroll bar		B. Horizontal scroll bar	C. Formula Bar	D. Standard toolbar
17.	An excel workbook is a collection of			c
A. Workbooks		B. Worksheets	C. Charts	D. Worksheets and charts
18	Material consisting of text and numbers is best presented as			a
A. A table slide		B. A bullet slide	C. A title slide	D. All of the above
19.	To insert a hyperlink in a slide			d
A. Choose Insert >> Hyperlink		B. Press Ctrl + K	C. Hyperlinks can't be inserted in slides	D. Both a & b
20.	the slide that is used to introduce a topic and set the tone for the presentation is called the			b
A. table slide		B. graph slide	C. bullet slide	D. title slide
21.	In Microsoft PowerPoint in order to see all the slides on one screen use			c
A. view, slide sorter		B. view, slide	C. view, master	D. view, slide show
22.	Save option is present in _____ bar.			a
A. Menu bar		B. Title bar	C. Tool bar	D. Tool box



23.	Cut option is present in _____ menu.			b
	A. Menu bar	B. Edit menu	C. Tool bar	D. Type menu
24.	To autofit the width of column			a
	A. Double click the right border of column	B. Double click the left border of column	C. Double click the column header	D. All of above
25.	In Word, the mailing list is known as the _____.			c
	A. Data sheet	B. Source	C. Data source	D. Sheet



KG REDDY

College of Engineering
& Technology

CERTIFICATE


Name: A Vijaya Kumar

Registration No: 19QM1E0016

has successfully completed the prescribed requirements for the award of certificate course on "**Fundamentals Of Microsoft office**" conducted by Department of Master of Business Administration held in month of October from 28-10-2019 to 01-11-2019 in the academic year 2019-2020.

Date: 05/11/2019


Course Coordinator


PRINCIPAL
Principal
KG Reddy College of Engineering & Technology
Chilkur (V), Moinsabad (M).
R.R.Dist., Telangana.





KG REDDY

College of Engineering
& Technology

CERTIFICATE

Name: G Keerthana

Registration No: 19QM1E0017

has successfully completed the prescribed requirements for the award of certificate course on "**Fundamentals Of Microsoft office**" conducted by Department of Master of Business Administration held in month of October from 28-10-2019 to 01-11-2019 in the academic year 2019-2020.

Date: 05/11/2019


Course Coordinator




PRINCIPAL
Principal

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Chilkur (V), Moinabad (M).
R.R.Dist., Telangana.