



GOVERNMENT DEGREE COLLEGE RAMPACHODAVARAM

(Affiliated to Adikavi Nannaya University)

Devipatnam Road, Rampachodavaram - 533288, Alluri Sitharama Raju Dist, A.P. INDIA

ISO9001 : 2015, ISO14001 : 2015, ISO50001 : 2018, Certified Organization

Accredited by NAAC with "B" Grade



CERTIFICATE COURSE

MS OFFICE



BY

DEPARTMENT OF COMPUTER APPLICATIONS
GOVERNMENT DEGREE COLLEGE , RAMPACHODAVARAM



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DEPARTMENT OF COMPUTER APPLICATIONS

CERTIFICATE COURSE IN Ms-Office

For UG STUDENTS

Duration of the course : 30 hours
(04-02-2025 to 22-02-2025)

No. of participants : 15



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A Brief Report

The Department of Computer Applications, Government Degree College Rampachodavaram, conducted a Certificate course in Computer Fundamentals and MS-Office Tools for interested UG students of all groups the college from 04-02-2025 TO 22-02-25.

The Department of Computer Applications met the Principal to seek approval of the Syllabus w.r.to the Certificate Course to be conducted this year. The Principal scrutinized the Syllabus and permitted to conduct the course and suggested to conduct an entry test for all the students.

The entry level test was conducted on 01-02-2025 to assess the knowledge in basics of Computers. Every day from 3.p.m to 4p.m classes were held for all students enrolled. After the theory class practical session of one hour was also taken to give practical experience for the students.

On the final day practical examinations for 75 marks and viva-voce for 25 marks was conducted under the supervision of Principal and Computer Applications Department in-charge. The results were published and certificates were issued.



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DEPARTMENT OF COMPUTER APPLICATIONS

CERTIFICATE COURSE IN

M S OFFICE

Course Structure

1. Theory & practice	:	30 hours
2. Entry test	:	25 marks
3. Final test	:	60 marks
4. Viva- voice	:	15 marks
5. Grading	:	A , B, C & D



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SYLLABUS

Unit – 1 – 10 hrs.

Computer Fundamentals: Computer Definition - Characteristics and Limitations of Computer Hardware—Applications of Computer, Basic Components of PC, Computer Architecture - Primary and Secondary Memories- Input and Output Devices.

Unit-2 - 10 hrs.

MS word: Word Processing – Features-Advantages and Applications- Parts of Word Window- Toolbar-Creating, Saving, Closing, Opening and Editing of a Document-Moving and Copying a Text- Formatting of Text and Paragraph- Bullets and Numbering-Find and Replace - Insertion of objects- Headers and Footers- Page Formatting- Auto Correct- Spelling and Grammar.

Unit – 3 - 10 hrs.

MS Excel: Features – Spread Sheet-Workbook – Cell-Parts of a window-Saving, Closing, Opening of a Work Book – Editing – Advantages – Formulas- Types of Function- Templates – Macros – Sorting- Charts – Filtering.

MS PPT-Introduction – templates- creating a presentation- transitions- animations-SET UP slide show



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DEPARTMENT OF COMPUTER APPLICATIONS

Certificate Course on Ms-Office

Entry Test

TIME: 30 Minutes

Max. Marks: 20 Marks

- What is the main function of the CPU in a computer?
 - To store data
 - To process data
 - To display graphics
 - To connect the computer to the internet
- Which of the following is an example of input hardware?
 - Monitor
 - Printer
 - Keyboard
 - Speaker
- What does RAM stand for?
 - Random Access Memory
 - Read Access Memory
 - Rapid Access Memory
 - Ready Access Memory
- Which component is responsible for storing data permanently on a computer?
 - CPU
 - RAM
 - Hard Drive (HDD)
 - GPU
- What is the Brain of the computer?
 - RAM
 - ROM
 - CPU
 - Hard disk
- What is the function of the motherboard in a computer?
 - Stores data
 - Connects all the computer components together
 - Processes data
 - Displays images on the screen
- Which device is used to provide power to the computer?
 - Monitor
 - Power Supply Unit (PSU)
 - Keyboard
 - Mouse
- Which type of storage device is commonly used for portable data storage?
 - Hard Disk Drive (HDD)
 - USB Flash Drive
 - Optical Drive (CD/DVD)
 - RAM
- What is the main purpose of the GPU (Graphics Processing Unit)?
 - To store files
 - To process images and videos
 - To manage input devices
 - To connect the computer to the internet



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10. Which of the following is an example of output hardware?

- a) Mouse b) Keyboard
- c) Printer d) Microphone

Which of the following components is required to run a computer but is not considered part of the "central processing unit"?

- b) Hard drive b) RAM c) CPU d) GPU

11. What is the purpose of the power supply unit (PSU) in a computer?

- a) To convert AC power to DC power b) To cool the computer's components
- c) To store data d) To process input from the keyboard

12. Which type of cable is commonly used to connect a monitor to a computer?

- a) HDMI b) USB
- c) Ethernet d) VGA

13. What is the function of the cooling fan in a computer?

- a) To store files b) To circulate air & cool down the components
- c) To display the operating system d) To improve internet speed

14. Which of the following is a type of primary storage?

- a) Hard Disk Drive (HDD) b) Solid State Drive (SSD)
- c) RAM d) USB Drive

15. What is the role of the optical drive in a computer?

- a) To display images b) To play and read CDs/DVDs
- c) To store large amounts of data permanently
- d) To process graphics

16. What is the default file extension for MS Word documents?

- a) .xls b) .pptx
- c) .docx d) .pdf

17. What is the shortcut key for bold text in MS Word?

- a) Ctrl + U b) Ctrl + B c) Ctrl + I d) Ctrl + S

18. What is the default file extension for MS Excel documents?

- a) .xlsx b) .docx
- c) .txt d) .pptx

19. which of the following is not a part of ms office tools

- a) word b) sheets
- b) Excel d) Access



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--ALL the BEST--

GOVERNMENT DEGREE COLLEGE - RAMPACHODAVARAM DEPARTMENT OF COMPUTER APPLICATIONS

Certificate Course on

MSOffice

Final Exam

TIME: 1 Hour 30 Minutes

Max. Marks: 75 Marks

Answer Any TWO of the following Questions

2x 30 =60 Marks

1. Prepare the Admission form with an abstract table containing submissions & dues of certificates and fees using MS Word.
2. Prepare an Excel Workbook containing different sheets for I year, II year students containing student result analysis with charts on your subject.
3. Prepare a PPT on any topic related to your subject with animations and transitions.

VIVA –VOICE....



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Government Degree College, Rampachodavaram

East Godavari District, Andhra Pradesh

Affiliated to Adikavi Nannaya University



DEPARTMENT OF COMPUTER APPLICATIONS

CERTIFICATE COURSE I **Ms - Office**



This is to certify that **S . T A R U N V I K A S** -
O F **I B A E C O N O M I C S** Completed the **Certificate**
Course in "Ms-Office" with grade 'A' organized by Department of Computer Applications for **30**
hours from 04-02-2025 to 22-02-2025.

Convenor-

PRINCIPAL



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LIST OF PARTICIPANTS

SL.NO.	NAME OF THE STUDENT	CLASS/GROUP
1	K.THARUN VIKAS	I BA ECONOMICS
2	CH.VAMSI KRISHNA	I BA ECONOMICS
3	K.SRAVAN KUMAR	I BA HISTORY
4	CH STEVEN	I BA HISTORY
5	S.MANOJ KUMAR	I BA HISTORY
6	S.RAJ KUMAR	I BA HISTORY
7	K.BALA BHASKAR	I BSC CHEMISTRY
8	P.SRIDEVI	I BA HISTORY
9	K.SEETHAMAHALAKSHMI	I BA HISTORY
10	M.YEDUKONDALU	III BZF
11	A.VINOD KUMAR REDDY	II BSC BOTANY
12	N.SAIRAM	II BA HISTORY
13	A.KRISHNA SAILAJA	II BA HISTORY
14	K.RAMALAKSHMI	II BA HISTORY
15	K.MOUNIKA	II BA HISTORY



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RESULTS

SL.NO.	NAME OF THE STUDENT	CLASS/GROUP	GRADE
1	K.THARUN VIKAS	I BA ECONOMICS	A
2	CH.VAMSI KRISHNA	I BA ECONOMICS	B
3	K.SRAVAN KUMAR	I BA HISTORY	B
4	CH STEVEN	I BA HISTORY	A
5	S.MANOJ KUMAR	I BA HISTORY	B
6	S.RAJ KUMAR	I BA HISTORY	B
7	K.BALA BHASKAR	I BSC CHEMISTRY	B
8	P.SRIDEVI	I BA HISTORY	B
9	K.SEETHAMAHALAKSHMI	I BA HISTORY	B
10	M.YEDUKONDALU	III BZF	C
11	A.VINOD KUMAR REDDY	II BSC BOTANY	A
12	N.SAIRAM	II BA HISTORY	B
13	A.KRISHNA SAILAJA	II BA HISTORY	B
14	K.RAMALAKSHMI	II BA HISTORY	B
15	K.MOUNIKA	II BA HISTORY	A

Out of 16, 9 got 'A' grade, 2 got 'B', 'C' & 'D' grades each.



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