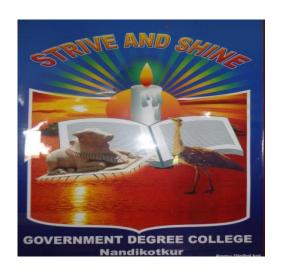
Government Degree College, Nandikotkur



ADD-ON CERTIFICATE COURSE BASIC COMPUTER SKILLS

BROCHURE & BANNER

About the Course

digital era the elementary computer skills are Chief Patron essential in the present job market. The learning helps to the stakeholders in a big The basic computer skills will provide an standing of the most popular, current plogies used at home and in the workplace. vill become computer literate in this hands-on while you learn to access documents, emails se the Internet effectively.

course trains students how to use MS Office ations in office work such as creating sional-quality documents organize nation digitally and effectively.

unities

jobs highly require fundamental computer to perform well for that particular job. With computer skills there are several opportunities ntioned below:

nt Desk Executive Entry Operator iputer Operator k from Home data entry eptionist at offices ce Assistant

Organizing Committee

Dr. R. Suneetha, M.Sc, M.Phil, Ph.D Principal, Govt. Degree College, Nandikotkur, AP.

Dr. Y.Rajasekhar, M.A., M.Phil, Ph.D

Lecturer in English (Regular), Vice-Principal Govt.Degree College, Nandikotkur, AP.

IQAC Coordinator

Dr.P.Hussain Basha, M.Com, M.Phil, B.Ed., Ph.D Lecturer in Commerce (Regular),

A cademic Committee

Convener & Resourse Person Mrs.T.Jhansi Rani, M.Tech, (Ph.D),

Govt. Degree College, Nandikotkur, A.P.

Lecturer in Computer Science (Regular), Govt. Degree College, Nandikotkur, A.P.

For Registration

Visit: Govt. Degree College, Nandikotkur, AP.

Contact: 7893339659,9490435525, 9100378951







Government Degree College Nandikotkur, Andhra Pradesh Presents a Certificate Course On

"Basic Computer Skills"





Venue: Govt. Degree College, Nandikotkur, AP

Note: This Course is mandatory for all the Non-computer group Students.



	Benefited Stu	dents Lists
SNO	NAME	STATUS
1	N.Sabitha	House Wife
2.	T.Usha Rani	House Wife
3	S.Shakun	BA(CA) I YEAR
4	B.Nirmala	B.COM(CA) I YEAR
5	Devipriya	B.COM(CA) I YEAR
6	Jakeer	B.SC(BZC) I YEAR
7	Kedar	B.SC(BZC) I YEAR
8	Poojitha	BA(CA) I YEAR
9	B.Mounika	B.COM(CA) I YEAR
10	K.RADHIKA	B.COM(CA) I YEAR

PHOTOGRAPHS OF CLASSES

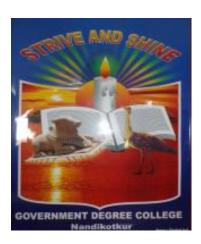






GOVERNMENT DEGREE COLLEGE

NANDIKOTKUR, KURNOOL DIST. AP



BASIC COMPUTER SKILLS Course Contents

BASIC COMPUTER SKILLS

Module - I

- What is Computer
- Basic Applications of Computer
- Components of Computer System
- Central Processing Unit (CPU
- Keyboard and Mouse
- Other input/output Devices
- Computer Memory
- Connecting keyboard, mouse, monitor and printer to CPU

Module - II

- Word Processing Basics
- Opening and Closing of documents
- Text creation and Manipulation
- Formatting of text
- Table handling
- Spell check
- Printing of word document

Module - III

- Create a workbook
- Insert and delete columns or rows
- Change workbook themes •
- Adjust row height and column width
- Insert headers and footers
- Add a worksheet to an existing workbook
- Copy and move a worksheet

Module - IV

- work with the basic features of PowerPoint
- create a new presentation
- work with presentations
- insert text into a slide and apply basic formatting
- work with the various slide layouts
- create and work with SmartArt graphics
- draw and format shapes

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REGISTER OF ATTENDANCE & FEES Name of the Institute GIDC, Nandi Kotkus

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REGISTER OF ATTENDANCE & FEES

FOR THE MONTH OF October 2021

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No. on roll at the beginning of month

Admitted during the month

Left No. on roll at end of month

No. of working days

Average attendance during the month

No on roll during the month



FOR THE MONTH OF November 202/

Section Lest Course Place Dandikolkur

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No, on roll at the beginning of month

Admitted during the month

Left No. on roll at end of month

No. of working days

Average attendance during the month

No on roll during the month



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REGISTER OF ATTENDANCE & FEES Name of the Institute GIDC, Nandi Kotkus

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