



To grow into an abode of learning accessible to the educationally, economically and socially marginalized sections of the society

RRDS GOVERNMENT DEGREE COLLEGE

రాజా రామ్మోహన్ రావు ద్వారతజయంతి ప్రభుత్వ డిగ్రీ కళాశాల

Rayalam Road, Bhimavaram, West Godavari Dist, Andhra Pradesh - 534202



Accredited By NAAC B+ with 2.69 CGPA

Department of Computer Applications

Certificate Programme on

OFFICE TOOLS



**From 02.01.2025 to 08.01.2025, Registrations will start from 02.01.2025
All students are Eligible**



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Certificate Course on Office Tools Syllabus

Course Objective:

This course aims to provide undergraduate students with essential skills in office productivity tools, including word processing, spreadsheets, presentations, email management, and collaboration tools.

Module 1: Introduction to Office Tools (2 Days)

- Overview of MS Office Suite
- Importance of Word Processing, Presentation, and Spreadsheets
- Installation & Interface Navigation
- Understanding File Management (Saving, Opening, Exporting)

Module 2: MS Word – Document Processing (8 Days)

- Creating, Saving & Opening Documents
- Text Formatting: Font, Size, Color, Styles
- Paragraph Formatting: Alignment, Indents, Spacing
- Bullets, Numbering, and Borders

Module 3: MS Word – Document Processing (8 Days)

- Tables, Columns, and Section Breaks
- Headers, Footers, and Page Numbering
- Insert Images, Shapes, and SmartArt
- Creating and Formatting Tables
- Mail Merge (Letters, Labels, Envelopes)

Module 4: MS PowerPoint – Presentation Skills (7 Days)

- Creating a New Presentation
- Slide Layouts and Formatting
- Adding & Formatting Text, Images, Shapes
- Slide Transitions and Animations
- Inserting Videos, Charts, and SmartArt
- Custom Slide Show and Slide Master

Module 5: MS Excel – Spreadsheet Management (10 Days)

- Understanding Cells, Rows, and Columns
- Data Entry, Editing, and Formatting
- Basic Formulas and Functions (SUM, AVERAGE, MIN, MAX)
- Sorting & Filtering Data
- Charts & Graphs: Bar, Pie, Line
- Pivot Tables and Pivot Charts
- Data Validation & Drop-down Lists and Macros

Learning Outcomes

After successfully completing this course, students will be able to:

- ✓ Create, edit, and format professional documents efficiently.
- ✓ Apply advanced formatting, including styles, tables, and columns.
- ✓ Design engaging and well-structured presentations.
- ✓ Use slide layouts, themes, and SmartArt for better visual impact.
- ✓ Apply animations, transitions, and multimedia elements effectively.
- ✓ Perform data entry, formatting, and basic calculations efficiently.
- ✓ Use sorting, filtering, and conditional formatting for data analysis.
- ✓ Create and interpret charts, pivot tables, and pivot charts.
- ✓ Improve workplace efficiency using office automation tools.

SCHEDULE

Duration –One Hour per Day (4 to 5 pm)	SYLLABUS TO BE COVERED
Day 1	Overview of MS Office Suite
Day 2	Importance of Word Processing,
Day 3	Presentation, and Spreadsheets
Day 4	Installation & Interface Navigation
Day 5	Understanding File Management (Saving, Opening, Exporting)
Day 6	Creating, Saving & Opening Documents
Day 7	Text Formatting: Font, Size, Color, Styles
Day 8	Paragraph Formatting: Alignment, Indents, Spacing
Day 9	Bullets, Numbering, and Borders
Day 10	Tables, Columns, and Section Breaks
Day 11	Headers, Footers, and Page Numbering
Day 12	Insert Images, Shapes, and SmartArt
Day 13	Creating and Formatting Tables
Day 14	Mail Merge (Letters, Labels, Envelopes)
Day 15	Creating a New Presentation
Day 16	Slide Layouts and Formatting
Day 17	Adding & Formatting Text, Images, Shapes
Day 18	Slide Transitions and Animations
Day 19	Inserting Videos, Charts, and SmartArt
Day 20	Custom Slide Show and Slide Master
Day 21	Slide Layouts and Formatting
Day 22	Adding & Formatting Text, Images, Shapes
Day 23	Slide Transitions and Animations
Day 24	Inserting Videos, Charts, and SmartArt
Day 25	Understanding Cells, Rows, and Columns
Day 26	Data Entry, Editing, and Formatting
Day 27	Basic Formulas and Functions (SUM, AVERAGE, MIN, MAX)
Day 28	Sorting & Filtering Data
Day 29	Charts & Graphs: Bar, Pie, Line
Day 30	Pivot Tables and Pivot Charts
Day 31	Data Validation & Drop-down Lists and Macros
Day 32	Examination

Methodology followed

1. Lecture method
2. Interactive Sessions
3. Case Studies
4. Participative Learning
5. Learning by Doing

DATE : 02.01.2025

Department of Computer Science & Applications

2024-25

CERTIFICATE PROGRAMES

Name of the Programme : Office Tools

Duration : 32 hours

No of Students Enrolled : 27

Starting Date : 02.01.2025

Ending Date : 08.01.2025

Faculty /Resource Persons

1. S. Lakshmi Kantam, Lecturer in Commerce, RRDS GDC, Bhimavaram
2. G. Uma Maheswari, Lecturer in Commerce, RRDS GDC, Bhimavaram
3. G. Prasad Babu, Lecturer in Computer Science & Applications, RRDS GDC, Bhimavaram

DATE : 02.01.2025

Department of Computer Science & Applications

2024-25

CERTIFICATE PROGRAMES

Name of the Programme : **OFFICE TOOLS**

Duration : **32 hours**

No of Students Enrolled : **25**

Starting Date : **01.11.2023**

Ending Date : **08.01.2024**

Assessment Procedure

This certificate Programme consists 31 hours duration and teaching curriculum based on learner centric methods. Formative Assessment will be done at the end of each class. After Completion of teaching of modules a test will be conducted with 90 minutes duration in the following Procedure and grades will be given based on the marks secured.

Section	Nature of Questions	Marks Allotted	Total Marks
A	10 Objective Type Questions	2 marks each question	20
B	5 Short Answer Questions	5 marks each question	25
C	5 Fill in the Blanks	1 Mark Each Question	05
Total			50
Qualifying Marks			25

Grade A Above 70% of Marks

Grade B+ 70% to 80%

Grade B 60% to 70%

Grade C 50% to 60%

Qualifying Grade - C

DATE : 02.01.2025

Department of Computer Science & Applications

2024-25

CERTIFICATE PROGRAMES

Resolution for Conducting Certificate Courses

The Faculty of Computer Science & Applications Department discussed in the Department of Computer Science & Applications to conduct certificate courses for the academic year 2024-25 and resolved to conduct the following certificate courses for the duration of minimum 32 hours.

1. OFFICE TOOLS



V. S. Radua
Principal
R.R.D.S. Govt. Degree College
BHIMAVARAM-534 202.

Project Supervisor

Faculty Members

1. S. Lakshmi Kantam, Lecturer in Commerce, RRDS GDC, Bhimavaram
2. G. Uma Maheswari, Lecturer in Commerce, RRDS GDC, Bhimavaram
3. G. Prasad Babu, Lecturer in Computer Science & Applications, RRDS GDC, Bhimavaram



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రాజా రామ్మోహన్ రాయ్ విశ్వశతజయంతి ప్రభుత్వ డిగ్రీ కళాశాల

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Accredited By NAAC B+ with 2.69 CGPA

Date: 02.01.2025

To
The In charge
Department of Computer Science & Applications
RRDS Govt. Degree College
Bhimavaram

Sub : Conduct of Certificate Programmes 2024-25 – Permission accorded

In the view of value addition and enhancing skills of the students , accorded permission to the commerce department to conduct Certificate courses at the Convenient Schedule .



V. Radha
Principal
R.R.D.S. Govt. Degree College
BHIMAVARAM-534 202.
Principal



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Department of Computer Science & Applications

2024-25

CERTIFICATE PROGRAMES

NOTICE

Date: 27.10.2023

All the students are here by informed that the department of commerce is going to conduct the following certificate programs

1. Office Tools

The certificate programs will enhance the knowledge and abilities in addition to your academics .Register for the certificate courses before 01.11.2023 at commerce department .

Circulated to Circulated to Faculty members

- 1.
- 2.
3. L. Neelesh Kumar Reddy
4. S. Jadhav
5. G. U. Mahesh
6. G.
- 7.



Principal
R.R.D.S. Govt. Degree College
BHIMAVARAM-534 202.
Project Supervisor



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Department of Computer Science & Applications
At the end of the Certificate Programme Examination, 2024-25

OFFICE TOOLS

Max. Marks : 50

10 x 2M = 20M

Section-A

Objective type questions

- Which of the following is NOT a part of MS Office?
A) MS Word
B) MS Excel
C) MS PowerPoint
D) MS Paint
- What is the default file extension for a Word document?
A) .DOCX
B) .TXT
C) .PDF
D) .XLS
- Which of the following is word processing software?
A) Microsoft Word
B) Microsoft Excel
C) Microsoft Internet Explorer
D) Microsoft Windows Explorer
- Which one is the spreadsheet application that comes with MS Office software group?
A) MS Word
B) MS Excel
C) MS PowerPoint
D) MS Access
- In MS PowerPoint, how do you insert a new slide?
A) Press Ctrl + N
B) Press Ctrl + M
C) Click on Home -> New Slide
D) Both A and C
- What is the maximum zoom percent allowed in Microsoft PowerPoint 2007?
A) 100%
B) 200%
C) 300%
D) 400%
- The basic unit of a worksheet into which you enter data in excel is called a _____:
A) Tab
B) Range
C) Box
D) Cell
- Which menu in MS Word can be used to change page size and typeface?
A. View
B. Tool
C. Format
D. Data

9. Which toolbar allows changing of Fonts and their sizes?

- A. Standard
- B. Formatting
- C. Print Preview
- D. None of these

10. Which bar is usually located below the Title Bar that provides categorized options?

- A. Menu Bar
- B. Status Bar
- C. Tool Bar
- D. Scroll Bar

Section-B

5 x 5M = 25M

Short Answer Questions

Write any FIVE Questions.

1. Write about Micro Soft Office ?
2. Explain about MS Word Features ?
3. Explain the process of how to open MS Word new document ?
4. What are the MS Excel window parts ?
5. How to create MS Power Point Presentation?
6. Explain MS Power point Slide show ?
7. Write any 10 MS Office Short cut Keys ?

Section-C

5x1M = 5M

Fill in the blanks

1. How many characters can be typed in a single cell in Excel _____?
2. Which of the following shortcut key is used to check to spell? _____.? F7
3. How to align the centre using a shortcut? _____ .?
4. In MS Word, which feature allows you to create a document and send it to multiple people with personalized details, such as names and addresses is _____?
5. Which of the following are the valid Min. & Max. zoom sizes in MS Office _____, _____?

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Department of Computer Science & Applications

Summative Assessment at the end of the Certificate Programme
 For the Academic Year 2024-2024

Students list of Grades Obtained

S.NO.	NAME OF THE STUDENT	REG. NO	GROUP	GRADE
1	BADUGU SUSEELA DEVI	243128102001	I B.COM	A
2	BATHU BRIGHTY RECHAL	243128102002	I B.COM	A
3	GURADASU BHANUSRI	243128102003	I B.COM	A
4	GURADASU NANI BABU	243128102004	I B.COM	A
5	MATTA KAVYA	243128102006	I B.COM	A
6	MUDDADA MANI	243128102007	I B.COM	A+
7	NIMMALA MOUNIKA	243128102008	I B.COM	B+
8	OLUPU JEMEMA	243128102009	I B.COM	A
9	SRUNGAVRUKSHAM SATYAVANI	243128102011	I B.COM	A+
10	TANGELLA VINAY	243128102012	I B.COM	O
11	THORATI TEJASWI	243128102013	I B.COM	O
12	TIRUMANI DURGA	243128102014	I B.COM	B+
13	UPPALAPATI GEETHA NAGA DURGA	243126279015	I B.A	B+
14	SODADASI SANTHI	243126279013	I B.A	A
15	Y. SIVA	243126279016	I B.A	B
16	D. VENKATA LAKSHMI	233128102006	II B.COM	A
17	KARRI KARTHIK	233128102014	II B.COM	A
18	KONDREDDY PUJITHA	233128102015	II B.COM	B+
19	LANKA MAHESWARI	233128102017	II B.COM	O
20	VASA SAI GANESH	233128102025	II B.COM	A
21	SHAIK UMARALISHA	233128102024	II B.COM	B
22	CH. MOUNIKA DURGA	233127170002	II B.SC	A
23	K SRAVANI	233127170003	II B.SC	A
24	L MAHESWARI	233127170004	II B.SC	B+
25	M. TULASI	233127170005	II B.SC	A
26	U MONIKA SIRI	233127170008	II B.SC	B
27	V. TEJASWINI	233127170009	II B.SC	O

Office Tools Answers

SECTION-A (ANSWERS)

Objective type questions answers

1. D 2. A 3. A 4. B 5. D 6. C 7. D 8. C 9. B 10. A

SECTION-B (ANSWERS)

Short answer questions

1. Microsoft word is a word processor software developed by Microsoft in 1983. It is the most commonly used word processor software. It is used to create professional quality documents, letters, reports, resumes, estimated documents, project work documentation, study material etc and also allows you to edit or modify your new or existing document.

2. Fast Typing : Text in a word processor becomes fast since there is no associated mechanical carriage movement.

Editing functions: Any type of correction (insert, delete, change, etc.) can be easily done as and on demand.

Permanent storage: Documents can be stored indefinitely. The saved document can be called up at any time.

- Formatting functions: Entered text can be created in any form and style (bold, italic, underline, different fonts, etc.). Graphics Provides the ability to insert drawings into documents, making them more useful.
- Alignment: You can align your text as you like, for example, left, right, or centred. You can even make a box set, i.e, aligned from both sides.
- Delete errors: You can remove a word, line, or paragraph from a stroke, and the rest of the subject will appear automatically.

3. Open Microsoft Word

- Click on the Start menu (Windows) or Launchpad (Mac) and search for "Microsoft Word."
- Open the application.

Create a New Document

- Click on Blank Document to start from scratch.
- Alternatively, choose a template if you need a pre-designed format

4.

1. File Tab

2. Title Bar

3. Control Buttons

4. Menu Bar

5. Ribbon/Toolbar

6. Name Box

7. Formula Bar

8. Scroll Bars

9. Spreadsheet Area

5. Open Microsoft PowerPoint

- Windows/Mac: Click on the Start Menu (Windows) or Launchpad (Mac), search for "Microsoft PowerPoint," and open it.
- Online: Go to [Microsoft 365 Online](#) and select PowerPoint.

6. Using the Ribbon Menu

1. Open your PowerPoint presentation.
2. Click on the Slide Show tab.
3. Choose:
 - From Beginning (F5): Starts the presentation from the first slide.
 - From Current Slide (Shift + F5): Starts from the selected slide.

7. MS Office Shortcut Keys

Here's a list of commonly used Microsoft Word shortcut keys to boost your productivity:

Basic Shortcuts

- Ctrl + N → Create a new document
- Ctrl + O → Open an existing document
- Ctrl + S → Save the document
- Ctrl + P → Print the document
- Ctrl + W → Close the document

Editing Shortcuts

- Ctrl + X → Cut
- Ctrl + C → Copy
- Ctrl + V → Paste
- Ctrl + Z → Undo
- Ctrl + Y → Redo

Text Formatting Shortcuts

- Ctrl + B → Bold
- Ctrl + I → Italic
- Ctrl + U → Underline
- Ctrl + Shift + > → Increase font size
- Ctrl + Shift + < → Decrease font size

SECTION-C (ANSWERS)

Fill in the blanks

1. 1,048,576
2. F7
3. CTRL + e
4. Mail Merge
5. 10, 500

RRDS GOVT. DEGREE COLLEGE, BHIMAVARAM, W.G.Dt, A.P

(Affiliated to Adkavi Nannayya University, Rajamahendravaram)

Estd:1972

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www.rrdsgdc.ac.in



Accredited by NAAC B+ with 2.69 CGPA

AISHE:C-24023

gdcbhimavaram.jkc@gmail.com

Department of Computer Applications

2024-25

Certificate Programme in Office Tools

From 02.01.2025 to 25.02.2024

Students Enrolled

S.NO	NAME OF THE STUDENT	REG. NO	GROUP	SIGNATURE
1	BADUGU SUSEELA DEVI	243128102001	I B.COM	B. Suseela Devi
2	B. BRIGHTY RECHAL	243128102002	I B.COM	B. Brighty Rechal
3	GURADASU BHANUSRI	243128102003	I B.COM	G. Bhanusri
4	GURADASU NANI BABU	243128102004	I B.COM	G. Nani Sri
5	MATTA KAVYA	243128102006	I B.COM	M. kavya
6	MUDDADA MANI	243128102007	I B.COM	M. Mani
7	NIMMALA MOUNIKA	243128102008	I B.COM	N. mounik
8	OLUPU JEMEMA	243128102009	I B.COM	O. Jemema
9	S. SATYAVANI	243128102011	I B.COM	S. Satyavani
10	TANGELLA VINAY	243128102012	I B.COM	T. vinay
11	THORATI TEJASWI	243128102013	I B.COM	T. Tejaswini
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13	U. GEETHA NAGA DURGA	243126279015	I B.A	U. Geetha Naga Durga
14	SODADASI SANTHI	243126279013	I B.A	S. Santhi
15	Y. SIVA	243126279016	I B.A	Y. Siva
16	D. VENKATA LAKSHMI	233128102006	II B.COM	D. Venkata Lakshmi
17	KAPRI KARTHIK	233128102014	II B.COM	K. Karthik
18	KONDURUDY PUJITHA	233128102015	II B.COM	K. Pujitha
19	LANKA MAHESWARI	233128102017	II B.COM	V. Sai Ganesh
20	VASA SAI GANESH	233128102025	II B.COM	V. Sai Ganesh
21	SHAKUMARALISHA	233128102024	II B.COM	S. UmaRatisha
22	CH. MOUNIKA DURGA	233127170002	II B.SC	Ch. Mounika Durga
23	K. SARAVANI	233127170003	II B.SC	K. Saravani
24	L. MAHESWARI	233127170004	II B.SC	L. Maheswari
25	M. TULASI	233127170005	II B.SC	M. Tulasi
26	U. MOUNIKA SIRI	233127170008	II B.SC	U. Mounika Sri
27	V. TEJASWINI	233127170009	II B.SC	V. Tejaswini

S. Jadhik

G. N. Reddy

V. K. Prasad
PRINCIPAL

RRDS GOVT. DEGREE COLLEGE
(NAAC Accredited B+ Grade)
BHIMAVARAM-534 202, W.G.Dt.



RRDS Govt Degree College
 Accredited by NAAC "B+" Grade
 Bhimavaram-West Godavari District-Andhra Pradesh



CERTIFICATE

*This is to certify that.....B.....Brighty.....Rechal.....
 of.....I.B.Com(CA) Bearing University
 Reg.No.24.312.810.2002 has successfully completed Certificate Programme
 in.....OFFICE TOOLS... conducted by Department of Computer Applications
 from 02.01.2025 to 25.02.2025 and obtained Grade.....O.....for the academic
 year 2024-2025 .*

G. Narayana
 Programme
 Coordinator

P. A. Dhanu
 IQAC
 Coordinator
 RRDS Govt. Degree College
 BHIMAVARAM.



V. K. Jaganmouli
 Principal
 RRDS GOVT. DEGREE COLLEGE
 (NAAC Accredited B+ Grade)
 BHIMAVARAM-534-202,W.G.Dt.



RRDS Govt Degree College
 Accredited by NAAC "B+" Grade
 Bhimavaram-West Godavari District-Andhra Pradesh



CERTIFICATE

*This is to certify that.....V.....Tejaswini.....
 of II B.sc (Comp) Beating University
Reg.No.233127170009 has successfully completed Certificate Programme
 in OFFICE TOOLS..... conducted by Department of Computer Applications
 from 02.01.2025.....to 25.02.2025 and obtained Grade.....A.....for the academic
 year 2024-2025.*

G. J. Reddy
 Programme
 Coordinator

P. A. D. W. Reddy
 IQAC
 Coordinator
 RRDS Govt. Degree College
 BHIMAVARAM.



V. K. Thabura
 PRINCIPAL
 RRDS GOVT. DEGREE COLLEGE
 (NAAC Accredited B+ Grade)
 BHIMAVARAM-534202,W.G.D.

Inauguration of Certificate Programme on Office Tools

