

o/o Die Gev. College
for women (A), Nellore
dt. 25/10/2019

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PRINCIPAL
O.K. Govt. Degree College for Women
NELLORE.
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25.10.19

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- ③ ~~Chasula~~
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- ④
- ⑤ L. Arumkanni
- ⑥ D. Varnaja
- ⑦ K. S. S. S. S.
- ⑧ Chenna

D.K.Govt. College for Women (A), Nellore
Department of Computer Science
Training on “Computer Basics” for Non teaching Staff

Syllabus

- **Basics of Computer:**

What is Computer?, Basic applications of computer, components of computer system and Connections.

- **MS-Word:**

Getting started with word, Components of MS-Word Window, Creating and Saving Document, Opening and Closing Document, Selecting Text, Inserting, adding and deleting Text, Copy & Paste, Find & Replace, Undo Changes, Setting Text Fonts, Text Decoration, Change Text Case, Text Alignments, Create Bullets, Set Line Spacing, Borders and shades, Adjust Page Margins, Add Page Numbers, Insert Page Breaks, Page Orientation, Preview Documents, Printing Documents.

Create a Table: Rows & Columns, Move a table, Merging Cells, Split Cells.

- **MS-Excel:**

Getting started with Excel, Components of MS-Excel Window, Entering values in Excel, Create worksheet, copy worksheet, Delete worksheet, open work book, Closing work book, Insert data, select data and Delete data, Rows & columns, Copy & paste, Find & Replace, Formatting cells, setting Font styles Bold, Italic, Underline, Text Alignments, Merge & shades, Adjust Margins, Page Orientation, Creating Formulas, Data filtering, data sorting, Printing worksheets, creating a table.

- **E- Mail:**

E-mail Address, Message components, Creating Mail Account, opening Composing and sending Mail. Reply and forward Email. Attach files to E-mail.

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Attendance sheet

Sno	Name of the candidate	28/10	29/10	30/10	31/10	01/11	02/11	04/11	05/11
1	P.Naga Padmavalli	A	A	A		A			
2	N.R.Vijaya Kumari	A	A	A	A	A			
3	Sd.Noor Mohammed	A	A	A	A	A		A	
4	D.Sivasankar	A	A	A	A	A		A	
5	A.Sreedhar	A	A	A	A	A	A	A	A
6	Sk.Masthan Basha	A	A	A	A	A		A	
7	B.Prabhakar		A				A		
8	A.Naga Satish	A	A	A			A		
9	Ch.Dhanamma	A	A	A	A	A	A	A	A
10	L.Arunakumari	A	A	A	A	A	A	A	A
11	K.Padmamma	KP	KP	KP	A	A	A	KP	KP
12	D.Vanaja	D	D	D	D	D	D	D	D
13	A.Lakshmi priya	A	A	A	A	A	A	A	A

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Time Table from 28-10-2019 to 05-11-2019

S.No	Date	Name of the Staff	Topic	Signature
1	28-10-2019 FN	C. Suresh	Basics of Computer	C. Suresh
2	28-10-2019 AN	C. Suresh	Basics of Computer	C. Suresh
3	29-10-2019 FN	B. Anuradha	MS. Word	B. Anuradha
4	29-10-2019 AN	B. Anuradha	MS - Word	B. Anuradha
5	30-10-2019 FN	B. Anuradha	MS - Word	B. Anuradha
6	30-10-2019 AN	B. Anuradha	MS. Word	B. Anuradha
7	31-10-2019 FN	B. Anuradha	MS - Word	B. Anuradha
8	31-10-2019 AN	B. Anuradha	MS - Word	B. Anuradha
9	01-11-2019 FN	B. Vidyulketh	MS - Excel	B. Vidyulketh
10	01-11-2019 AN	B. Vidyulketh	MS - Excel	B. Vidyulketh
11	02-11-2019 FN	B. Vidyulketh	MS - Excel	B. Vidyulketh
12	02-11-2019 AN	B. Vidyulketh	MS - Excel	B. Vidyulketh
13	04-11-2019 FN	C. Suresh	MS - Excel	C. Suresh
14	04-11-2019 AN	C. Suresh	MS - Excel	C. Suresh
15	05-11-2019 FN	H. Emelyakani	E - Mail	H. Emelyakani
16	05-11-2019 AN	H. Emelyakani	E - Mail	H. Emelyakani

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