

Estd : 1979

08855-243440



VKV GOVERNMENT DEGREE COLLEGE

KOTHAPETA, EAST GODAVARI DT

(Accredited by NAAC "B" Grade)

(An ISO 9001:2015 certified by HYM International Certifications Pvt.
Ltd.)



<http://gdckothapeta.edu.in>

Email: jkriyec.kothapeta@gmail.com



DEPARTMENT

OF

PHYSICAL EDUCATION

GYM & SPORTS CENTRE



GYM & SPORTS CENTRE



Gym

A gymnasium, also known as a gym, is a covered location for athletics. The word is derived from the ancient Greek term "gymnasium". They are commonly found in athletic and fitness centres, and as activity and learning spaces in educational institutions. "Gym" is also slang for "fitness centre", which is often an area for indoor recreation. A "gym" may include or describe adjacent open air areas as well. In Western countries, "gyms" (or pl: gymnasia") often describe places with indoor or outdoor courts for basketball, hockey, tennis, boxing or wrestling, and with equipment and machines used for physical development training, or to do exercises. In many European countries, *Gymnasium* (and variations of the word) also can describe a secondary school that prepares students for higher education at a university, with or without the presence of athletic courts, fields, or equipment.

Overview

Gymnasia apparatus like barbells, jumping board, running path, tennis-balls, cricket field, and fencing area are used as exercises. In safe weather, outdoor locations are the most conducive to health. Gyms were popular in ancient Greece. Their curricula included self-defense, gymnastica medica, or physical therapy to help the sick and injured, and for physical fitness and sports, from boxing to dancing to skipping rope.

History

The first recorded gymnasiums date back to over 3000 years ago in ancient Persia, where they were known as zurkhaneh, areas that encouraged physical fitness. The larger Roman Baths often had attached fitness facilities, the baths themselves sometimes being decorated with mosaics of local champions of sport. Gyms in Germany were an outgrowth of the *Turnplatz*, an outdoor space for gymnastics founded by German educator Friedrich Jahn in 1811 and later promoted by the Turners, a nineteenth-century political and gymnastic movement. The first American to open a public gym in the United States using Jahn's model was John Neal of Portland, Maine in 1827. The first indoor gymnasium in Germany was probably the one built in Hesse in 1852 by Adolph Spiess.

Gymnasium



Sports Centre

Students Playing Chess Game



Students doing Yoga & Meditation



Students Playing Games



Students Height & Weight Checking





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DEPARTMENT OF ZOOLOGY



HEALTH CENTRE

Health center

College health-service programs provide low-cost, primary medical care for students on college campuses, college students received primary health care from campus health programs. Just as modern medicine has changed, so too has the scope of services college health centers provide. Medical developments allow for most injuries and illnesses to be treated by ambulatory clinics, and this same trend is seen in most college health centers. Health centers often provide care for acute illnesses and injuries on an outpatient basis, while also meeting the needs of students with continued and chronic illnesses and providing wellness education to the campus community.

In addition to meeting the basic and most common needs of the students they serve, campus health-service programs also act as referral agents for students to connect with medical providers, as needed, in the local community. College health services are continually evolving and changing in order to best provide treatment and education for the campuses they serve.

Health center conducted various health awareness programmes such as

- RED RIBBON AWARENESS PROGRAMME,
- AIDS AWARENESS PROGRAMME,
- COVID-19 VACCINATION,
- World Cancer day,
- National deworming day,
- World health day,
- World malaria day











SRI.N.NAGESWARA RAO SIR,H.O.D. IN BOTANY, SRI.SIMHADRI SIR,LECTURER IN PHYSICS PASTING THE STATUATORY WARNING POSTER OF CIGARETTES ALONG WITH MEDICAL OFFICIALS AND STUDENTS

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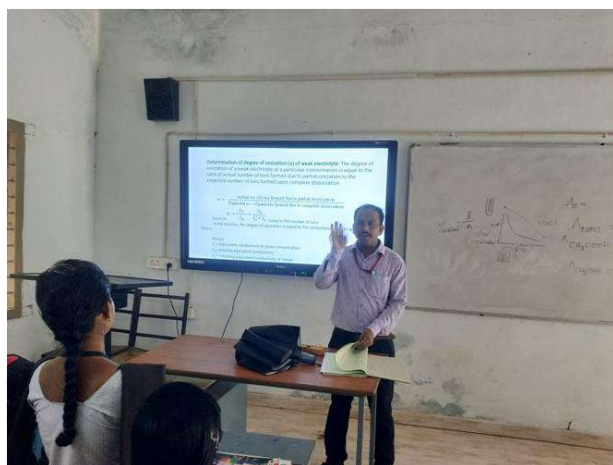
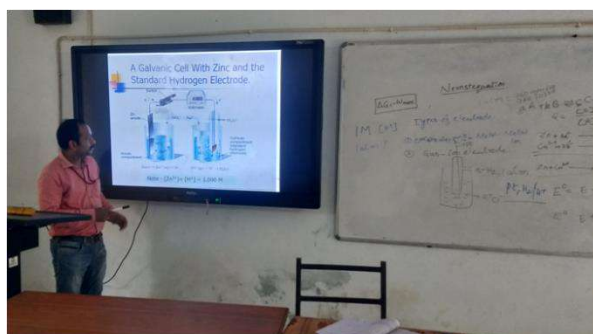
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DEPARTMENT OF CHEMISTRY

LMS CLASSES CONDUCTED TO II B.Sc students

Lecture: Dr. G.SRINIVASULU, Lecturer in Chemistry

Chapter name: Electro Chemistry



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DEPARTMENT OF COMPUTERS

ICT enabled Teaching 2021-2022





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DEPARTMENT OF COMPUTERS

ICT Class Teaching 2021-22

Name of the Faculty: Sri.CH.VIJAYA KUMAR

Date: 21 -07-2022

Course: II B.Sc.,MPCs

Time: 11 to 12 noon

Topic : INSTALLING JAVA

Number of Students Attended: 24





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DEPARTMENT OF COMPUTERS

ICT Class Teaching 2021-22

Name of the Faculty: Sri.CH.VIJAYA KUMAR

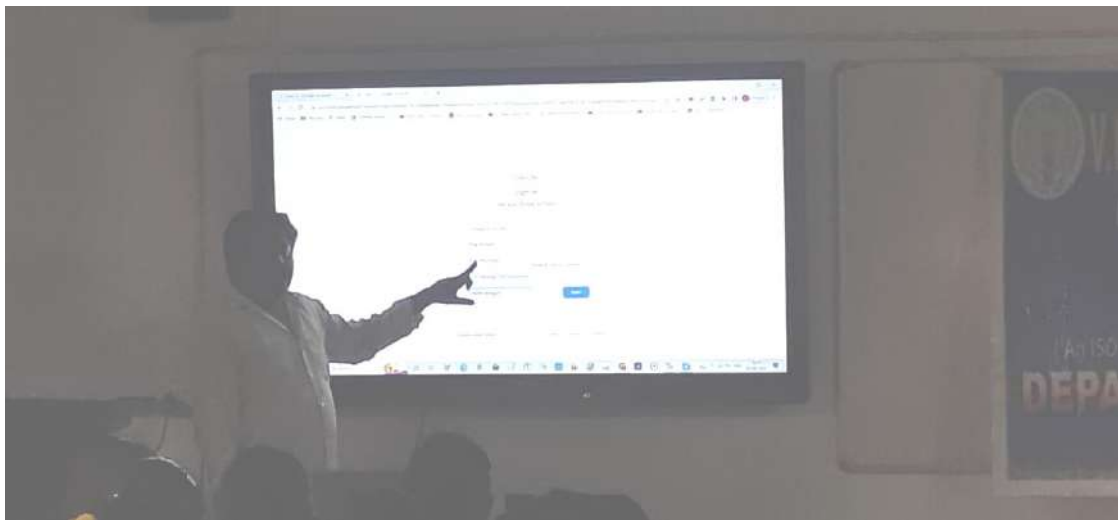
Date: -07-2022

Course: II B.Sc., MPCS

Time: 03 to 04 PM

Topic: CREATING E-MAIL

Number of Students Attended: 24





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DEPARTMENT OF COMPUTERS

ICT Class Teaching 2021-22

Name of the Faculty: Sri.CH.VIJAYA KUMAR

Date: -07-2022

Course: II BSc MPCs

Time: 11 to 12 noon

Topic: DIGITAL TECHNOLOGIES

Number of Students Attended: 24





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DEPARTMENT OF COMPUTERS

ICT Class Teaching 2021-22

Name of the Faculty: Sri.CH.VIJAYA KUMAR

Date: -07-2022

Course: II B.Sc., MPCs

Time: 11 to 12 noon

Topic: INTERNET OF THINGS

Number of Students Attended: 24





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DEPARTMENT OF COMPUTERS

ICT Class Teaching 2021-22

Name of the Faculty: Sri.CH.VIJAYA KUMAR

Date: -08-2022

Course: II B.Sc., MPCs

Time: 02 to 03 PM

Topic: JAVA CONCEPTS

Number of Students Attended: 10





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DEPARTMENT OF COMPUTERS

ICT Class Teaching 2021-22

Name of the Faculty: Sri.CH.VIJAYA KUMAR

Date: -08-2022

Course: II B.Sc., MPCs

Time: 11 to 12 noon

Topic: IOT

Number of Students Attended: 24





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DEPARTMENT OF COMPUTERS ICT Class Teaching 2021-22

Name of the Faculty: Sri.CH.VIJAYA KUMAR

Date: -08-2022

Course: II BSc., MPCs

Time: 11 to 12 noon

Topic: INTERNET OF THINGS

Number of Students Attended: 24



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DEPARTMENT OF PHYSICS

ICT Class Teaching 2021-2022





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DEPARTMENT OF PHYSICS

ICT Class Teaching 2021-22

Name of the Faculty: Dr. K. Ankama Rao

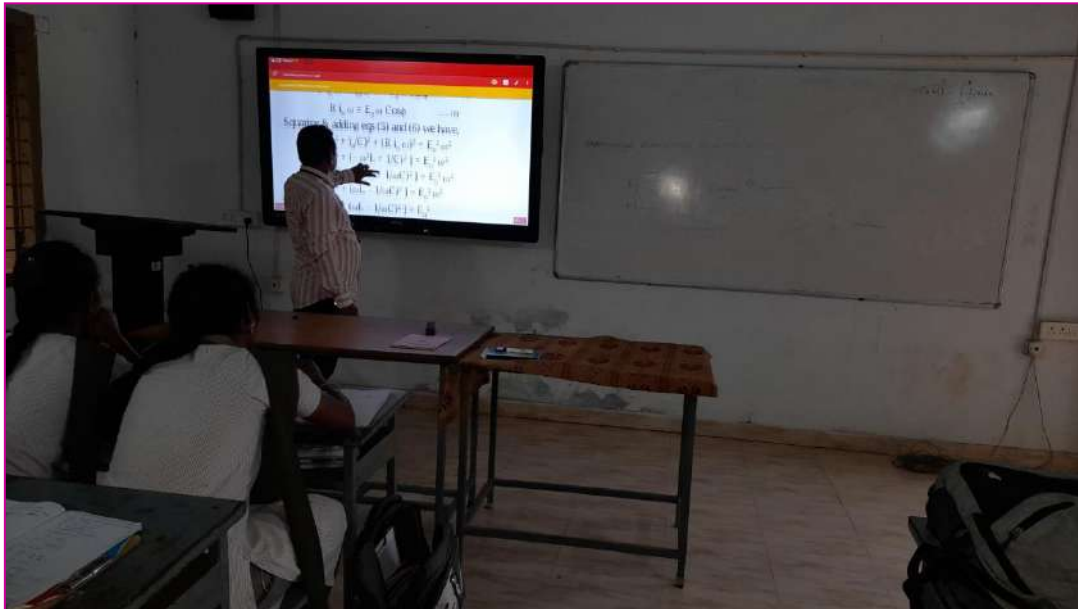
Date: 21-07-2022

Course: II BSc, MPC & MPCs

Time: 11 to 12 noon

Topic: CR Circuit

Number of Students Attended: 32





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DEPARTMENT OF PHYSICS

ICT Class Teaching 2021-22

Name of the Faculty: Dr. K. Ankama Rao

Date: 22-07-2022

Course: II BSc, MPC & MPCs

Time: 03 to 04 PM

Topic: LCR Series Circuit

Number of Students Attended: 31





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DEPARTMENT OF PHYSICS

ICT Class Teaching 2021-22

Name of the Faculty: Dr. K. Ankama Rao

Date: 27-07-2022

Course: II BSc, MPC & MPCs

Time: 11 to 12 noon

Topic: Quality factor

Number of Students Attended: 29





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DEPARTMENT OF PHYSICS

ICT Class Teaching 2021-22

Name of the Faculty: Dr. K. Ankama Rao

Date: 28-07-2022

Course: II BSc, MPC & MPCs

Time: 11 to 12 noon

Topic: Power in ac circuits

Number of Students Attended: 28





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DEPARTMENT OF PHYSICS

ICT Class Teaching 2021-22

Name of the Faculty: Dr. K. Ankama Rao

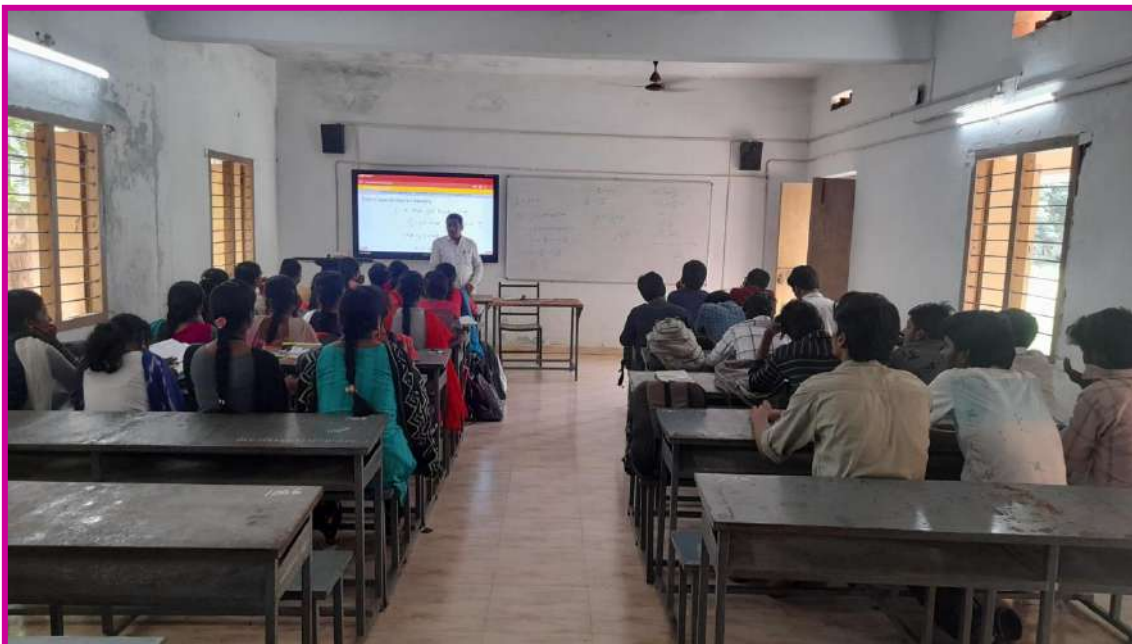
Date: 02-08-2022

Course: II BSc, MPC & MPCs

Time: 02 to 03 PM

Topic: Maxwell equations

Number of Students Attended: 29





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DEPARTMENT OF PHYSICS

ICT Class Teaching 2021-22

Name of the Faculty: Dr. K. Ankama Rao

Date: 03-08-2022

Course: II BSc, MPC & MPCs

Time: 11 to 12 noon

Topic: Electromagnetic wave equation

Number of Students Attended: 30





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DEPARTMENT OF PHYSICS ICT Class Teaching 2021-22

Name of the Faculty: Dr. K. Ankama Rao

Date: 04-08-2022

Course: II BSc, MPC & MPCs

Time: 11 to 12 noon

Topic: Poynting Theorem

Number of Students Attended: 26



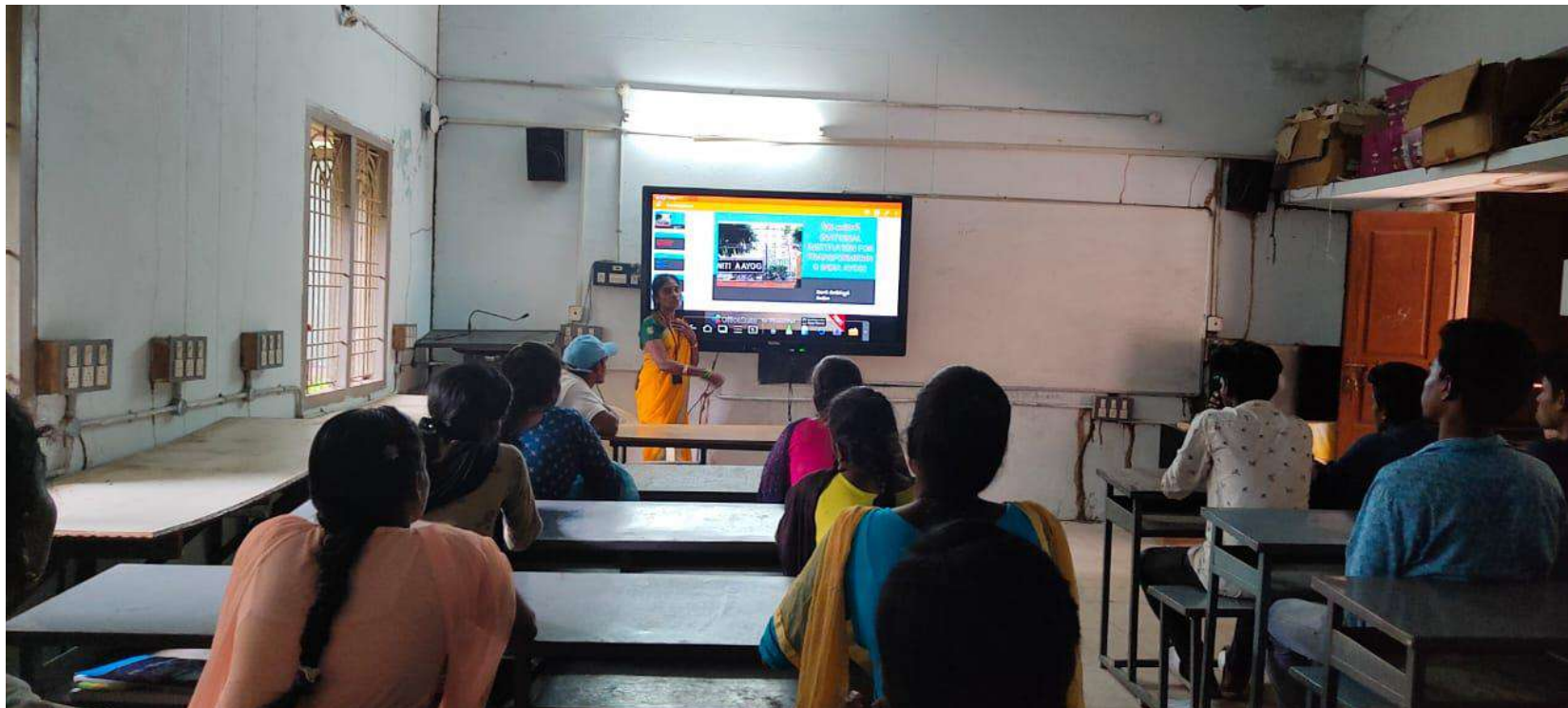
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KONASEEMA DT

DEPARTMENT OF ECONOMICS

PPT PRESENTATION-1

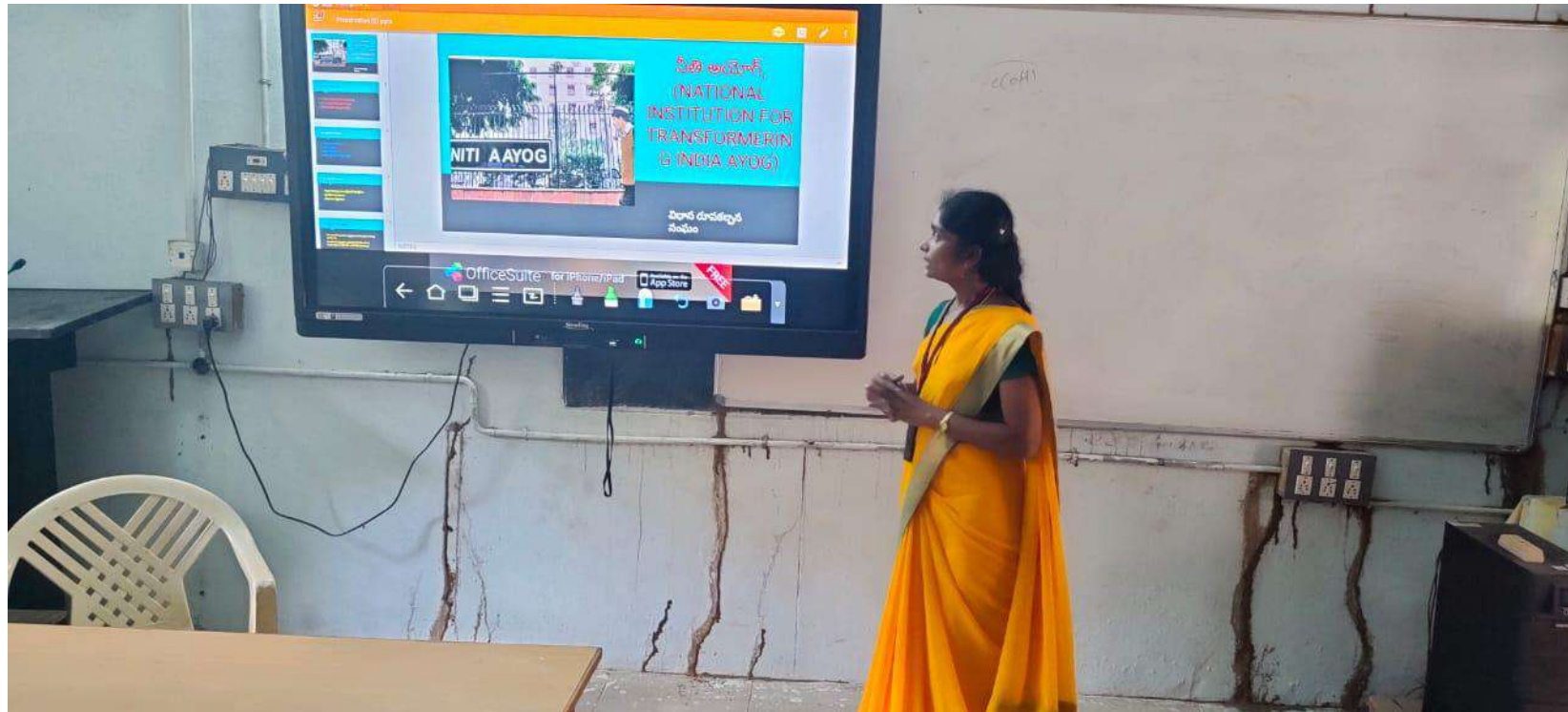
- PowerPoint can be an effective tool to present material in the classroom and encourage student learning.
- An **education-based PowerPoint presentation templates** have become an integral part of teaching in today's classrooms. They provide educators with a versatile tool for delivering engaging and interactive lessons. PPT presentations also offer numerous benefits for students, including the ability to improve concentration and comprehension levels.
- Additionally, by using PowerPoint slides in conjunction with other instructional materials, such as textbooks and handouts, teachers can



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ensure that all students are able to access the information being presented in class. PowerPoint presentations can be a powerful tool for teaching and learning when used effectively.

- The main reason behind it is that PowerPoint presentations enable you to interact with your audience psychologically. So, here we're going to discuss the power of PowerPoint in education.



The
VKV
degree

department of
economics in
Government
College,
kothapeta was

taught the topic “NITI Aayog” through PPT on 4-09-2021 for I B A students to aware the students about NITI Ayog by Smt.T. Ramadevi, lecturer in economics.

NITI Ayog:

The NITI Aayog (lit. Policy Commission; abbreviation for National Institution for Transforming India) serves as the apex public policy think tank of the Government of India, and the nodal agency tasked with catalyzing economic development, and fostering cooperative federalism through the involvement of State Governments of India in the economic policy-making process using a bottom-up approach.

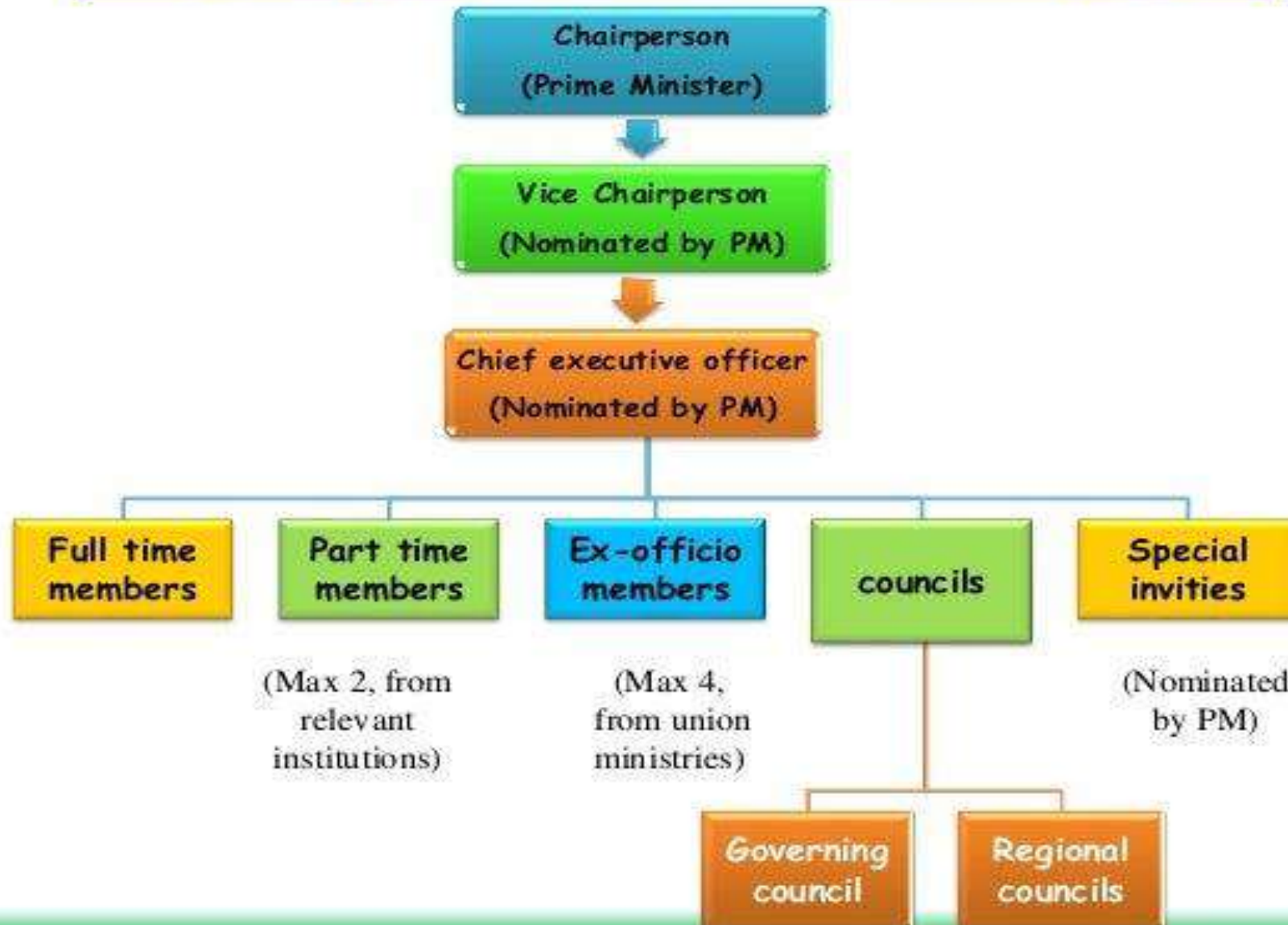
Objectives of NITI Ayog:

- *To evolve a shared vision of national development priorities, sectors and strategies with the active involvement of States.*
- *To foster cooperative federalism through structured support initiatives and mechanisms with the States on a continuous basis, recognizing that strong States make a strong nation.*

FUNCTIONS OF NITI AYOQ

1. **Cooperative and Competitive Federalism**
2. **Shared National Agenda**
3. **State's Best Friend at the Centre**
4. **Vision & Scenario Planning**
5. **Network of Expertise**
6. **Domain Strategies**
7. **Knowledge and Innovation hub**
8. **Harmonization**

Compostion of NITI Aayog





Slide 1 of 10

నీతి ఆయోగ్
(NATIONAL
INSTITUTION FOR
TRANSFORMERIN
G INDIA AYOOG)

విధాన రూపకల్పన సంఘం

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KONASEEMA DT

DEPARTMENT OF ECONOMICS

PPT PRESENTATION-2

- PowerPoint can be an effective tool to present material in the classroom and encourage student learning.



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- Additionally, by using PowerPoint slides in conjunction with other instructional materials, such as textbooks and handouts, teachers can ensure that all students are able to access the information being presented in class. PowerPoint presentations can be a powerful tool for teaching and learning when used effectively.
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The department of economics in VKV Government degree College, kothapeta was taught the topic “NITI Aayog” through PPT on 12-09-2021 for II B A students to aware the students about AGRICULTURAL MARKETING by Smt.T. Ramadevi, lecturer in economics.

AGRICULTURAL MARKETING:

Agricultural marketing is a method that includes gathering, storage, preparation, shipping, and delivery of different farming materials across the country. In agriculture marketing, the selling of an agriculture product depends on various components like the demand for the product at that time, availability of storage, etc.

Before Independence, farmers while selling their products to traders experienced massive incorrect weighing and manipulation of accounts. The farmers did not have required information about the prices and were forced to sell at low prices with no proper storage facility.

Sometimes, the product could be sold at a weekly village market in the farmer’s village or in a neighbouring village. If these shops are not available, then the product is sold at irregular markets in a nearby village or town, or in the mandi. So, the government took various measures to control the activities of the traders.

The four Government Measures to Improve Agriculture Marketing

- The initial step was to regulate the market and plan a clean, transparent and simple marketing strategy. This regulation helped both the farmers and the consumer. But it still needs to realize the full potential of rural markets.
- The second measure was the procurement process like transportation facilities, warehouse, cold storage, godowns, and the processing unit. However, the current infrastructure is inadequate to adhere to the growing demand and therefore needs to be improved.
- The third aspect is to decide on the fair price for the product. In the past, it has been a set back due to the unequal coverage of farmer members and the absence of a suitable link between marketing, processing cooperatives, and inefficient financial management. Example of a successful cooperative is the Gujarat milk cooperative which transformed the social and economic landscape of Gujarat.
- The last one is policies such as.
 1. Guarantee of Minimum Support Prices (MSP) for agricultural products
 2. Storage of surplus stocks of wheat and rice by Food Corporation of India (FCI)
 3. Distribution of food staples and sugar through PDS

All these measures were penned down to guard the income of the farmers and procuring agriculture products in the subsidized rate to the underprivileged. However, in spite of government interference in agriculture marketing, private traders still dominate the agricultural markets.

POWER POINT PRESENTATION:



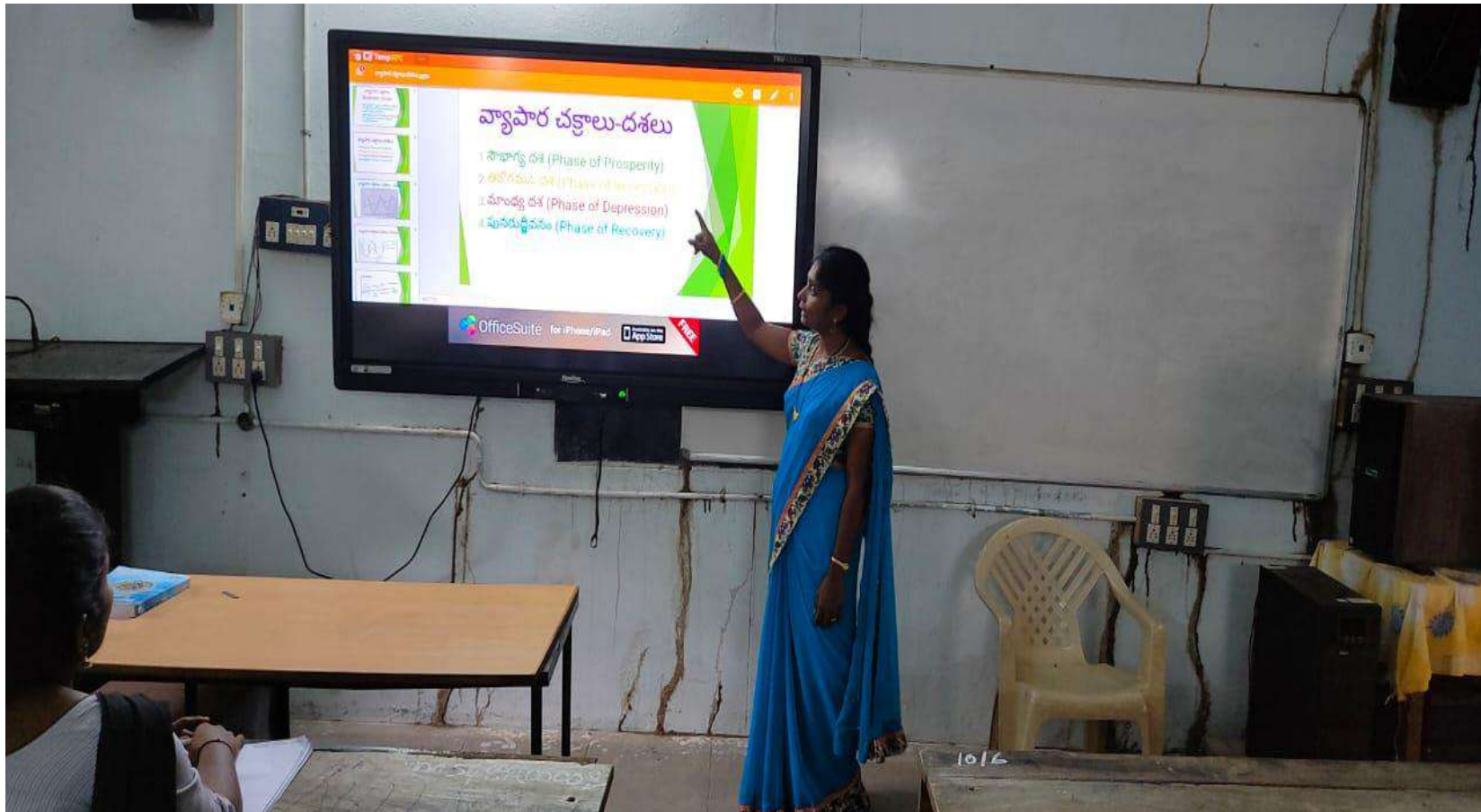
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DEPARTMENT OF ECONOMICS

PPT PRESENTATION-3

- PowerPoint can be an effective tool to present material in the classroom and encourage student learning.
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ability
and



comprehension levels.

- Additionally, by using PowerPoint slides in conjunction with other instructional materials, such as textbooks and handouts, teachers can ensure that all students are able to access the information being presented in class. PowerPoint presentations can be a powerful tool for teaching and learning when used effectively.
- The main reason behind it is that PowerPoint presentations enable you to interact with your audience psychologically. So, here we're going to discuss the power of PowerPoint in education.



The

department of economics in VKV Government degree College, kothapeta was taught the topic "NITI Aayog" through PPT on

17-10-2021 for I B A students to aware the students about ARICULTURAL MARKETING by Smt.T. Ramadevi, lecturer in economics.

BUSINESS CYCLES:

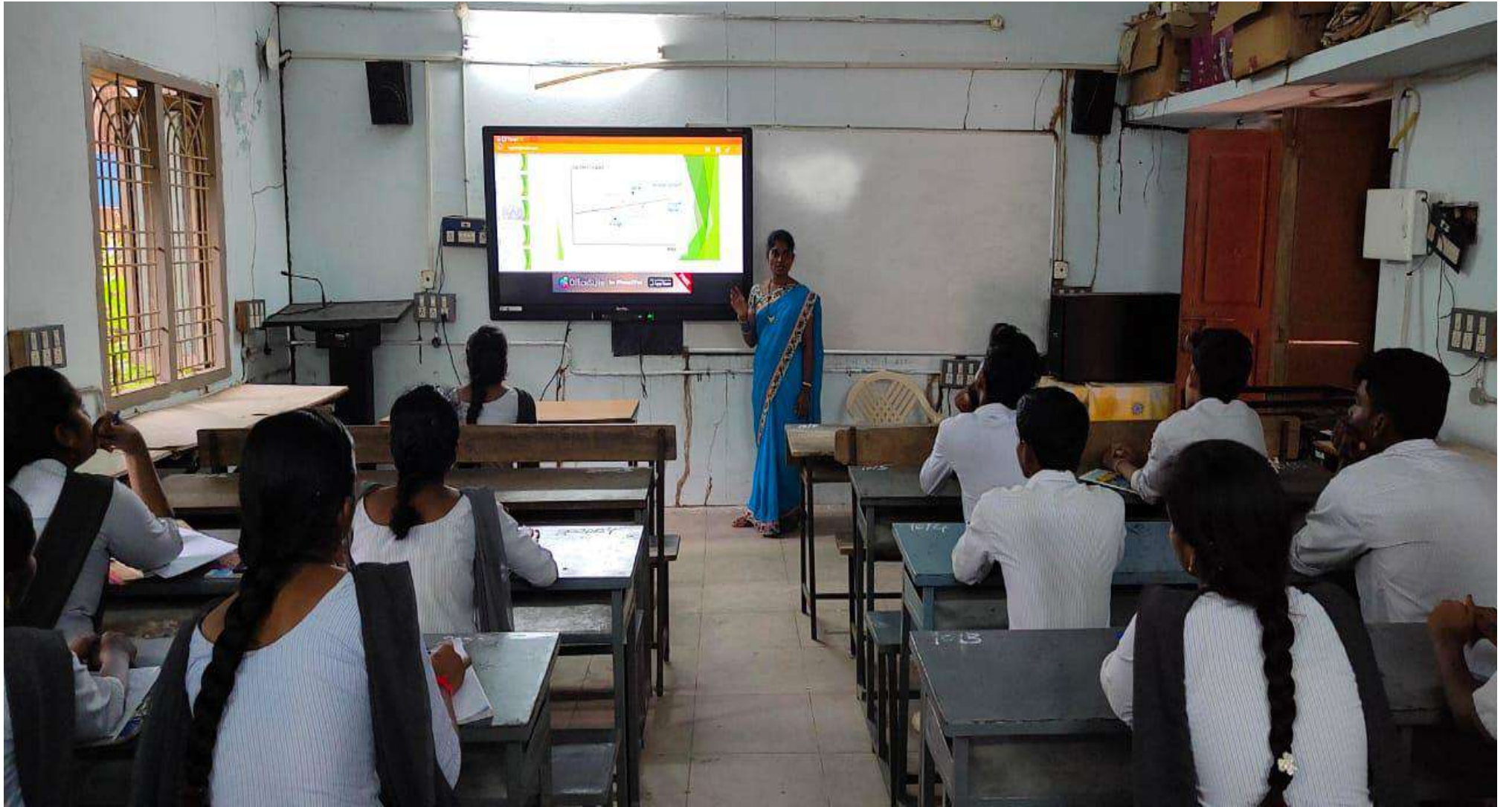
A business cycle is a period that describes the natural ebbs and flows within an economy. The term “business cycle” can be used to describe both economic expansions and recessions. Generally, what we know is that a recession starts with a decline in production and sales levels. This decline usually lasts for 18 months or more before it reverses again into an expansion phase where production and sales increase once again.



Business Cycle Phases with Graph

A country keeps track of the trade cycle to ensure that the economy is on the path of growth, unemployment steeply down, and the [inflation rate](#) remains under control. To understand the economic fluctuations and pattern, let us have a look at the following graph:

1. **Expansion:** When a nation's [GDP](#) shows an upward move or recovers with time, this period of growth is remarked as economic expansion. During this phase, the various [economic indicators](#) like consumer spending, income, demand, supply, employment, output, and business returns shoot up.
2. **Peak:** During the expansion phase, the GDP spikes to its highest level; this is considered the economy's peak. At this point, [economic factors](#) like income, consumer spending, and employment level remain constant.
3. **Contraction:** Next comes the phase of economic slowdown; it occurs when the stagnant peak GDP starts tumbling down towards the trough. With this, the nation's production, employment level, demand, supply, income level, and other economic parameters plummet.
4. **Trough:** This is the stage at which the GDP and other economic indicators are at their lowest. During this phase, the economy gets stuck at a negative growth rate. Additionally, the demand for goods and services reduces.





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DEPARTMENT OF BOTANY

ICT MODE OF TEACHING

LECTURERS :

1. Sri.N.Nageswara Rao,Lecturer & H.O.D. in Botany
2. Kum.CH.Jayasi,Lect.in Botany









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DEPARTMENT OF COMPUTERS

:: INAUGURATION OF CERTIFICATE COURSE ::

"OFFICE AUTOMATION AND WEB TOOLS"

COURSE STARTED DATE: 13TH JULY,2022



Our Students felicitating Our Hon'ble Principal,Dr.K.Peddi Raju Sir



Our Hon'ble Vice-Principal Sir, Sri.S.Aruna Kumar Sir delivering his speech



Sri.Ch.Vijaya Kumar, Lect.in Computers



Our Hon'ble Principal Sir delivering his speech about the Course



Our Hon'ble H.O.D. in Commerce ,Dr.K.Satyanarayana Sir delivering his speech



Our Hon'ble H.O.D. in Chemistry,Dr.G.Srinivasa Rao Sir giving his speech



Our hon'ble English Lecturer Smt.Naga Deepika garu giving her speech



Our Hon'ble Lecturer in Political Science giving her speech



Our Hon'ble Lecturer in History, Ms. Ch. Bhavani madam giving her speech

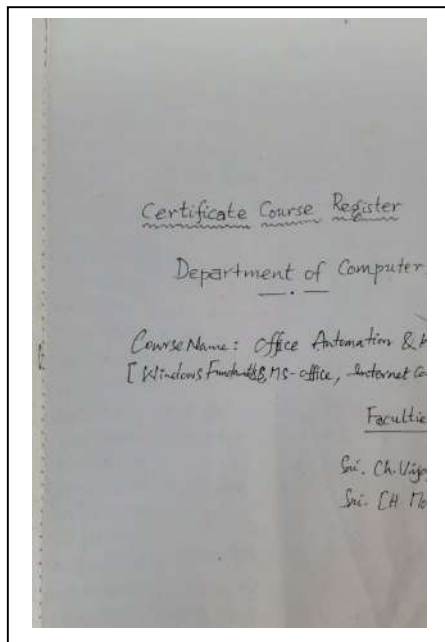
DAILY TRAINING / PRACTICE SESSION OF THE COURSE :



Thank you



SAMPLE COPIES OF SIGNATURES OF THE STUDENTS



Regd. No.	Name of the Student	Selected Course
200557102001	A. Kalyan	MS-office
200557102002	A.K. Kalyan	MS-office
200557102004	A. Durgam	MS-office
200557102005	B. R.C. Prasad	MS-office
200557102006	Ch. Manatha	MS-office
200557102007	Ch. Satya	M.S. office
200557102008	D. S. Sandhya	M.S. office
200557102009	D. Dhana Lakshmi	M.S. office
200557102010	G. S. G. Nageswara	M.S. office
200557102011	G. Mohana Sai	M.S. office
200557102012	G. Rishi Reddy	M.S. office
200557102013	K. Satya Sai	M.S. office
200557102015	K. Suresha	M.S. office
200557102016	K. J. S. Krishna	M.S. office
200557102017	K. J. S. Krishna	M.S. office
200557102018	K. Lakshmi Durga	M.S. office
200557102019	K. Lakshmi	M.S. office
200557102020	M. Arjun Kumar	M.S. office

Regd. No.	Name of the Student	Selected Course	Duration
200557102001	A. Kalyan	MS-office	
200557102002	A.K. Kalyan	MS-office	
200557102004	A. Durgam	MS-office	
200557102005	B. R.C. Prasad	MS-office	
200557102006	Ch. Manatha	MS-office	
200557102007	Ch. Satya	M.S. office	
200557102008	D. S. Sandhya	M.S. office	
200557102009	D. Dhana Lakshmi	M.S. office	
200557102010	G. S. G. Nageswara	M.S. office	
200557102011	G. Mohana Sai	M.S. office	
200557102012	G. Rishi Reddy	M.S. office	
200557102013	K. Satya Sai	M.S. office	
200557102015	K. Suresha	M.S. office	
200557102016	K. J. S. Krishna	M.S. office	
200557102017	K. J. S. Krishna	M.S. office	
200557102018	K. Lakshmi Durga	M.S. office	
200557102019	K. Lakshmi	M.S. office	
200557102020	M. Arjun Kumar	M.S. office	

Regd. No.	Name of the Student	Selected Course	Duration
200557102001	H. Suresha		
200557102002	D. Dhana Lakshmi		
200557102004	K. Lakshmi Durga		
200557102005	K. Satya Sai		
200557102006	P. Rama Suresh		
200557102007	P. Suresha		
200557102008	M. Arjun Kumar		
200557102009	G. Mohana Sai		
200557102010	K. Satya Sai		
200557102011	K. Suresha		
200557102012	K. J. S. Krishna		
200557102013	K. J. S. Krishna		
200557102015	K. Lakshmi Durga		
200557102016	K. Lakshmi		
200557102017	M. Arjun Kumar		
200557102018	M. Arjun Kumar		
200557102019	M. Arjun Kumar		
200557102020	M. Arjun Kumar		

Regd. No.	Name of the Student	Group	Selected Course	Duration
200557102001	P. Suresha			
200557102002	Ch. Manatha			
200557102004	Ch. Satya			
200557102005	K. Suresha			
200557102006	D. S. Sandhya			
200557102007	G. Mohana Sai			
200557102008	K. Satya			
200557102009	K. Suresha			
200557102010	K. Satya Sai			
200557102011	K. Suresha			
200557102012	K. J. S. Krishna			
200557102013	K. J. S. Krishna			
200557102015	K. Lakshmi Durga			
200557102016	K. Lakshmi			
200557102017	M. Arjun Kumar			
200557102018	M. Arjun Kumar			
200557102019	M. Arjun Kumar			
200557102020	M. Arjun Kumar			

Regd. No.	Name of the Student	Selected Course	Duration
200557102001	K. Lakshmi Durga		
200557102002	P. Suresha		
200557102004	K. Satya Sai		
200557102005	K. Suresha		
200557102006	P. Dhana Lakshmi		
200557102007	K. Satya Sai		
200557102008	Ch. Satya		
200557102009	Ch. Manatha		
200557102010	K. Satya Sai		
200557102011	K. Suresha		
200557102012	K. J. S. Krishna		
200557102013	K. J. S. Krishna		
200557102015	K. Lakshmi Durga		
200557102016	K. Lakshmi		
200557102017	M. Arjun Kumar		
200557102018	M. Arjun Kumar		
200557102019	M. Arjun Kumar		
200557102020	M. Arjun Kumar		

Regd. No.	Name of the Student	Selected Course	Duration
200557102001	N. Divya Jyothi		
200557102002	P. Rama Suresh		
200557102004	K. Lakshmi Durga		
200557102005	P. Suresha		
200557102006	K. Suresha		
200557102007	P. Dhana Lakshmi		
200557102008	Ch. Satya		
200557102009	Ch. Manatha		
200557102010	K. Satya Sai		
200557102011	K. Suresha		
200557102012	K. J. S. Krishna		
200557102013	K. J. S. Krishna		
200557102015	K. Lakshmi Durga		
200557102016	K. Lakshmi		
200557102017	M. Arjun Kumar		
200557102018	M. Arjun Kumar		
200557102019	M. Arjun Kumar		
200557102020	M. Arjun Kumar		

Regd. No.	Name of the Student	Group	Selected Course	Duration
200557102001	S. Hareesh Mahan		MS-office	
200557102002	V. Sandhya S.P. Pragna		MS-office	

Signature
C. B. S.

Office Automation and Web Tools
SCHEME OF EXAMINATION (Practical Type)

TEST	Duration (Minutes)	Maximum Marks	Minimum qualifying marks
Office Automation and Web Tools	60	100	30

SYLLABUS

The test shall comprise the following five parts:

Name of the part	Name of the Question to be answered	Marks
Part A	Example: Typing a letter/passage/paragraph (about 100-150 words) in MS-Word	30
Part B	Example: Preparation of a Table/Graph in MS-Excel	20
Part C	Example: Preparation of Power Point Presentations/Slides (Two) on MS-Power Point.	20
Part D	Example: Creation and manipulation of data bases.	20
Part E	Example: Displaying the content of E-mail (Inbox).	10
Total		100

Note: The candidates shall be given the text / matter in the Question Paper and they must type / reproduce it in the Answer Sheet. The formatting of the text should also be of the same type as given in the Question Paper.

NAME	CONTENTS OF PART-A	MARKS
WORD	<ol style="list-style-type: none"> 1. Create and save a document using MSWORD <ol style="list-style-type: none"> a. Deletion of Character, Word, line and block of text b. Undo and redo process c. Moving, Copying and renaming 2. Format the Text document <ol style="list-style-type: none"> a. Character formatting b. Paragraph formatting c. Page formatting 3. Spell check the document <ol style="list-style-type: none"> a. Finding and Replacing of text b. Bookmarks and Searching for a Bookmarks c. Checking Spelling and Grammar automatically d. Checking Spelling and Grammar using Dictionary 4. Print the document <ol style="list-style-type: none"> a. Print Preview b. Print Dialog box 5. Mail Merge in Ms-word <ol style="list-style-type: none"> a. Create main document and data file for mail merging b. Merging the files c. From letters using mail merging d. Mailing labels using mail merging 6. Table creation in Ms-word <ol style="list-style-type: none"> a. Create a table in the document b. Add row, column to a table c. Changing column width and row height. d. Merge, split cells of table. e. Use formulae in tables. f. Sorting data in a table. g. Formatting a table. 7. Ability to type on Qwerty key board of Computer at a speed of at least equivalent to 30 Words per 1 minute (Lower type writing test). 	30
NAME	CONTENTS OF PART-B	MARKS
EXCEL	<ol style="list-style-type: none"> 1. Create and save a new work book in Excel 2. Entering Data into Work sheet 3. Editing data of Worksheet 4. Formatting the text in the cells 5. Formatting the numbers in the cells. 6. Formatting cells. 7. Copying format of cell along with data format. 8. Changing the height and width of cells. 9. Freezing Titles, splitting screen 10. Enter formulae for calculation in the cells. 11. Copying the formula over a range of cells. 12. Inserting built-in functions in to the cells. 13. Create graphs for the data using ChartWizard. 14. Format graphs in Excel. 15. Printing of work sheet. 	20

NAME	CONTENTS OF PART-C	MARKS
POWER POINT	<ol style="list-style-type: none"> 1. Create and save a new presentation using MS Power Point <ul style="list-style-type: none"> • layout of opening screen in PowerPoint • the tool bars in MS PowerPoint 2. Choose Auto Layout for a new slide. 3. Insert text and pictures into a blank slide. 4. Insert new slides into the presentation. 5. Apply slide transition effects. 6. Slide show. 7. Set animation to text and pictures in a slide 8. Set the sounds, order and timing for animation. 	20
NAME	CONTENTS OF PART-D	MARKS
ACCESS	Creation and manipulation of data bases	20
NAME	CONTENTS OF PART-E	MARKS
INTERNET	<ol style="list-style-type: none"> 1. Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome etc.,). 2. Search the Web using Search Engines. 3. Create an E-mail account. 4. Send and receive E-mail. 5. E-commerce transactions. 6. Web content up loading. 7. Ability to operate Mac OS / pages / key note/ Numbers. 	10
GRAND TOTAL		100

OFFICE AUTOMATION AND WEB TOOLS
STUDY MATERIAL

Task-1
Visiting Card

1. Create a Visiting Card of your college using page size as follows

- **Page width="3.2"**
- **Page height="2.2"**

And use different font styles, sizes, alignments.

Procedure:



Step 1: Open MS-Word by click on START button; go to All Programs, then select Microsoft Office Word 2007.


Step 2: To open a new document, Click on Office Button then select New - > Blank Document then click on create option.


Step 3: Now click on "Page Layout" from the Menu bar. Then click on Margins then click on Custom Margins option. Then the "Page Setup" dialog box appears. In this you find three tabs namely "Margins", "Paper", "Layout". Then in the 'Margins' tab, make all the parameters like Top, Bottom, Left, Right, and Gutter to zero and make Gutter Position to Left. Then in the Page tab, change the width and height options to 3.2 and 2 respectively. Then in the Layout tab, make the Header and Footer to zero. Now this page is set to the visiting card as follows.



Step 4: In this step we have to enter the telephone number and Fax number on the top part of the paper. It can be done as follows:

- First go to Insert menu, then select Symbol option.
- Then change Font to "Wdings".
- Then select the appropriate to your need i.e., to the telephone option select , and to the Fax option select .

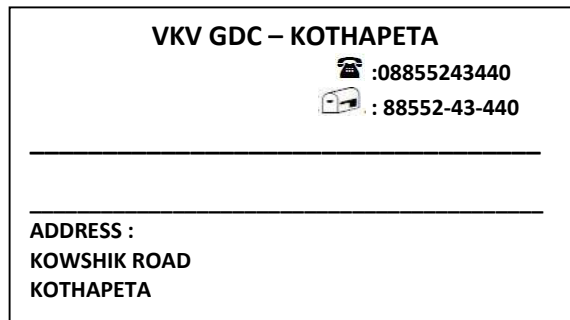
Step 5: Now write your institution name and make it to the center alignment button .

Step 6: Now write all the details you want to put in your visiting card as your needs. And select the text and make it to center .

Step 7: Now change the background color by selecting Page color option from Page Layout menu.

Step 8: This is the final step in creating Visiting Card. In this step, we have to save the letter as “Visiting Card.docx” by selecting “Save” option from Office button. Then a prompt window will ask you to write a file name. Now you have to give the file name and press the save button.

OUTPUT:



Task-2
LEAVE LETTER

Aim: Write a leave letter to the Principal by using different alignments, correct formats in MS Word.

Procedure:


Step 1: Open MS-Word by click on START button; go to All Programs, then select Microsoft Office Word 2007.


Step 2: To open a new document, Click on Office Button then select New - > Blank Document then click on create option.

Step 3: Then select TEXT AREA, and then write Leave Letter as a heading, Select the text, click on bold button to make it bold as “LEAVE LETTER”, and change the font size to 16.

Step 4: Then write date and place in a format as follows

DATE: 19/10/2015,
Bhimavaram.

Then Select the text and make it right by clicking on right alignment button 


Step 5: Then write To address as follows and select this text and make it left by clicking on left alignment button 


To

The Principal,
B V Raju College,
Vishnupur,
Bhimavaram.

Step 6: Then write Subject according to your letter. And select this text and press tab button for two times.

Step 7: Then write the body of the letter according to your letter. And select this text and make it


justification by clicking on justify alignment button 

Step 8: Then write “Thanking you Sir,” select this text and make it to center by clicking on center alignment button 

Step 9: Now write the “From address” as follows

Yours Faithfully,

T.Rambabu.

Then make it right by clicking on Right alignment button 

Step 10: This is the final step in writing leave letter. In this step, we have to save the letter as “leave letter.docx” by selecting “Save” option from Office button. Then a prompt window will ask you to write a file name. Now you have to give the file name and press the save button.

OUTPUT :

Date:,
Bhimavaram.

To

The Principal,
B V Raju College,
Palivela,
Kothapeta.

Sub: Requesting for 5 days leave-Reg

Respected Sir,

I T.Shirisha studying B.Tech I year in IT department in your college. As I am going to my home on the occasion of Ugadi festival and also to celebrate my birthday on the next day. So I kindly request you to grant me leave for 5 days i.e., 24/3/2012-28/3/2012.

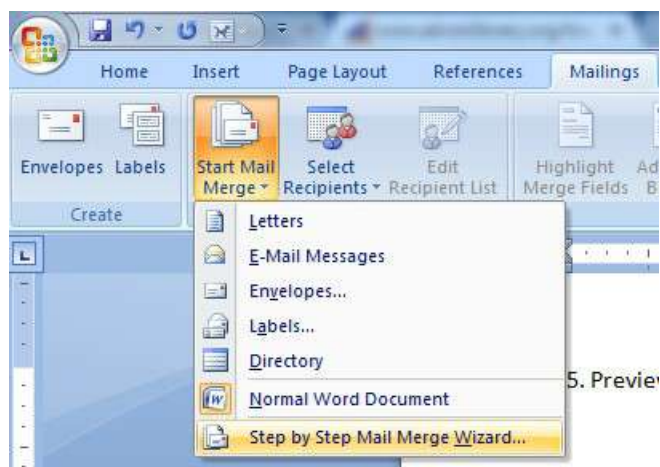
Thanking You Sir,

Yours Faithfully,
T.Rambabu,
B.Sc, I year.

Task-3

Mail-Merge in MS-Word

To get started:



- Click on the **Mailings** tab, then the Start **Mail Merge** button, and then **Step by Step Mail Merge Wizard...**



- The wizard will open in the task pane to the right. Select your document type.

To create the letters

Step 1: Select Document Type

1. Select **Letters** from the Mail Merge task pane and click on next to start the document.
2. Click Next: **Starting document**



Step 2: Starting Document

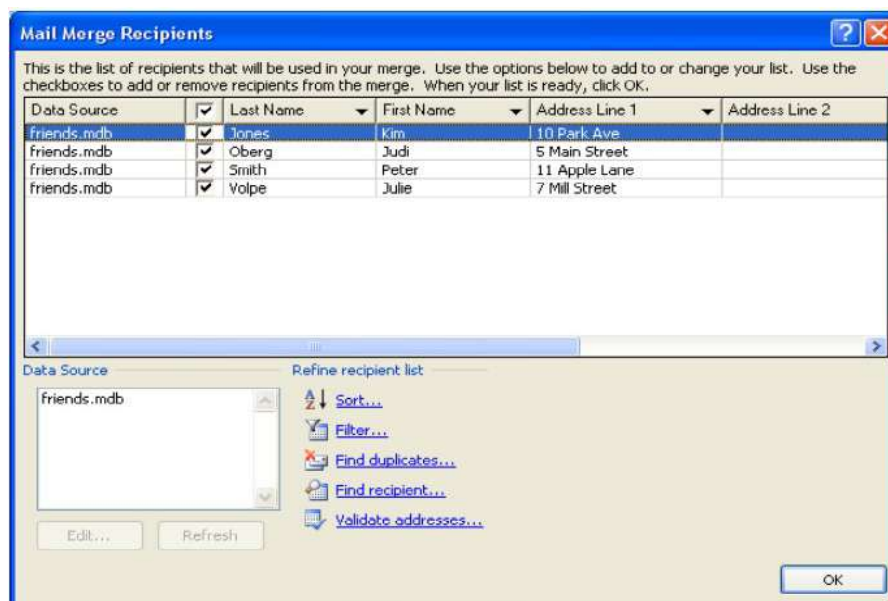
1. Click Use the **Current Document** under Select starting document
2. Click Next: **Select recipients**

Step 3: Select recipients

The recipients can come from either an existing Excel file, or Access table or you can create a new list.

If Using an Existing List:

1. Click Use an existing list under Select recipients
2. Click Browse
3. Select the file
4. Click Open Mail Merge Recipients opens showing the names and addresses from your file
5. Click OK



6. Click Next: **Write your letter**

To Type a New List:

- Click **Type a new list** under Select recipients
- 2) Click **Create**
- Click **Customize Columns** to modify the list of fields

New Address List

Type recipient information in the table. To add more entries, click New Entry.

Title	First Name	Last Name	Company Name	Address Line 1

New Entry Find...
Delete Entry Customize Columns... OK Cancel

Customize Address List

Field Names

- Title
- First Name
- Last Name
- Company Name
- Address Line 1
- Address Line 2
- City
- State
- ZIP Code
- Country or Region
- Home Phone
- Work Phone
- E-mail Address

Add...
Delete
Rename...
Move Up
Move Down
OK Cancel

- Delete any unnecessary field names and/or add new ones
- Click OK
- Type records here hitting TAB to advance to the next field and to continue adding new records
- Click OK
- Click Save

The recipients list will be saved as a separate file as a Microsoft Access file type. It is saved in the My Data Sources folder. It is recommended to save the file in this folder.

- Click Next: **Write your letter**

Step 4: Write your letter

- 1) Click the location in your document where the data from the mail merge fields need to be inserted
- 2) Insert the fields using **Insert Merge Field** from **Mailings** tab.



The field name will look like this: <<Name>>

- 3) Repeat this step until all fields have been inserted. Remember to put spaces and punctuation where needed.
- 4) Click Next: Preview your letters

Step 5: Preview your letters

- Here is where you can preview the first page with the fields filled in.
- Click Next: Complete the merge

Step 6: Complete the merge

To Complete the Merge:

- Click Print to send directly to the printer
- Click Edit individual letters to create a new file

OUTPUT:

D:20/07/2022,
Karimnagar.

To,

Gopinath,

XXXXXXXXXX,

James Street,

Kurnool,

Kurnool.

Dear Gopinath,

Hai! How are you? Am fine here. How are your studies going on? What about the mid exams. Am happy to say that our college has conducted FRESHERS PARTY for us in the last week at our college premises. Many competitions such as sports, food competition and funny games were conducted before the Fresher's Day. We enjoyed a lot up to the last second of the party and our college has provided food and transportation facility also. Ok bye and "ALL THE BEST" for your exams.

Yours Lovingly,
A.Ravi kum ar.

Dt:20/07/2022

Karimnagar.

To,
Shiva,
yyyyyyyyyy,
Geetha Bhavan,
Karimnagar,
Karimnagar.
Dear Shiva,

Hai! How are you? Am fine here. How are your studies going on? What about the mid exams. Am happy to say that our college has conducted FRESHERS PARTY for us in the last week at our college premises. Many competitions such as sports, food competition and funny games were conducted before the Fresher's Day. We enjoyed a lot up to the last second of the party and our college has provided food and transportation facility also. Ok bye and "ALL THE BEST" for your exams.

Yours Lovingly,
A.Ravi Kumar.

D:20/05/2012,

karimnagar.

To,
Shilpa,
zzzzzzzzzz,
Thimmapur,
Karimnagar,
Karimnagar.
Dear Shilpa,

Hai! How are you? Am fine here. How are your studies going on? What about the mid exams. Am happy to say that our college has conducted FRESHERS PARTY for us in the last week at our college premises. Many competitions such as sports, food competition and funny games were conducted before the Fresher's Day. We enjoyed a lot up to the last second of the party and our college has provided food and transportation facility also. Ok bye and "ALL THE BEST" for your exams.

Yours lovingly,
A. Ravi Kumar

MS Excel 2007

Task-1

Charts

1. Create an electronic spread sheet which shows the sales of different products for 5 years.

Create column chart for the following data

Year	Product_1	Product_2	Product_3	Product_4
2010	1000	800	900	1000
2011	800	80	500	900
2012	1200	190	400	800
2013	400	200	300	1000
2014	1800	400	400	1200

Creating the spread with different products of 5 year

Before you can make a chart, you must first enter data into a worksheet. To create the spread sheet with 5 years different products follow the below steps

Step1:

Click on the cell B1 and type “Product_1” and go to the next cell by clicking the Tab key on the keyboard.

Step 2:

In the cell C1 type “Product_2” and click on tab key to activate next cell. Repeat the above to steps to enter “Product_3”, “Product_4”

Step3:

Click on cell “A2” and type “2010” then press on tab key to activate the next cell.

Step 4:

Repeat the above procedure to enter the details of four products for five years. Finally we have the data of products as follows

	A	B	C	D	E	F
1		Product_1	Product_2	Product_3	Product_4	
2	2010	1000	800	900	1000	
3	2011	800	80	500	900	
4	2012	1200	190	400	800	
5	2013	400	200	300	1000	
6	2014	1800	400	400	1200	
7						

Creating a Column chart for the above data

Definition of Chart:

Charts allow you to present data entered into the worksheet in a visual format using a variety of graph types.

Following steps are given to draw a Chart

1. Enter data in the work sheet: Suppose you entered data as given in below

	A	B	C	D	E	F
1		Product_1	Product_2	Product_3	Product_4	
2	2010	1000	800	900	1000	
3	2011	800	80	500	900	
4	2012	1200	190	400	800	
5	2013	400	200	300	1000	
6	2014	1800	400	400	1200	
7						

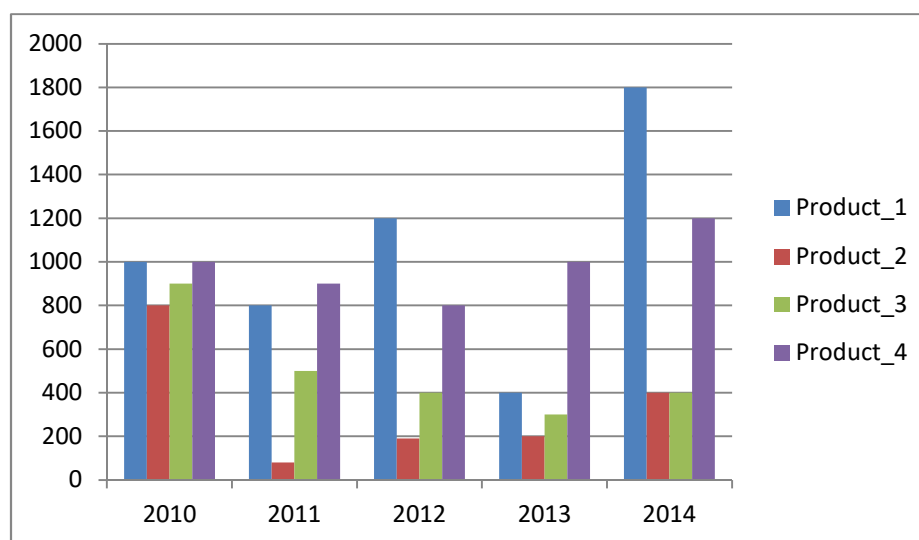
2. Now select data range: By using the mouse high light the range of data you want to take

	A	B	C	D	E	F
1		Product_1	Product_2	Product_3	Product_4	
2	2010	1000	800	900	1000	
3	2011	800	80	500	900	
4	2012	1200	190	400	800	
5	2013	400	200	300	1000	
6	2014	1800	400	400	1200	
7						

3. Click Insert Tab and select a chart type from the chart group and Select the sub type of chart (In this example selected a 2D Column chart)

Insert --> Chart Group --> Select Column Chart

4. The Chart will be displayed as follows

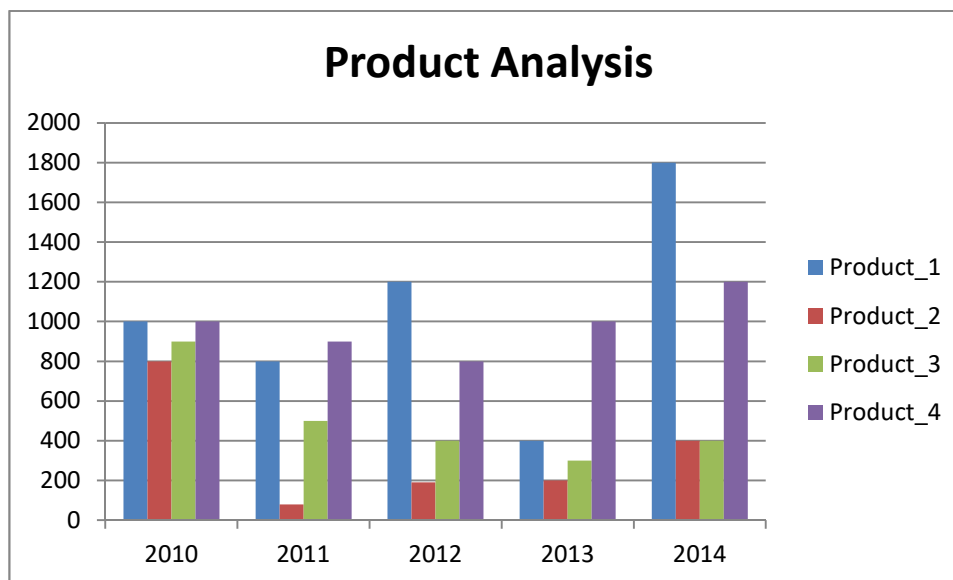


5. Select the Title of the chart

- To give a title to a chart, click on the chart. Now you can see layout tab available. Click on Layout tab.

- Choose(click) on chart title option available in the Label group
- Click on the chart title and write a title “Product Analysis”.

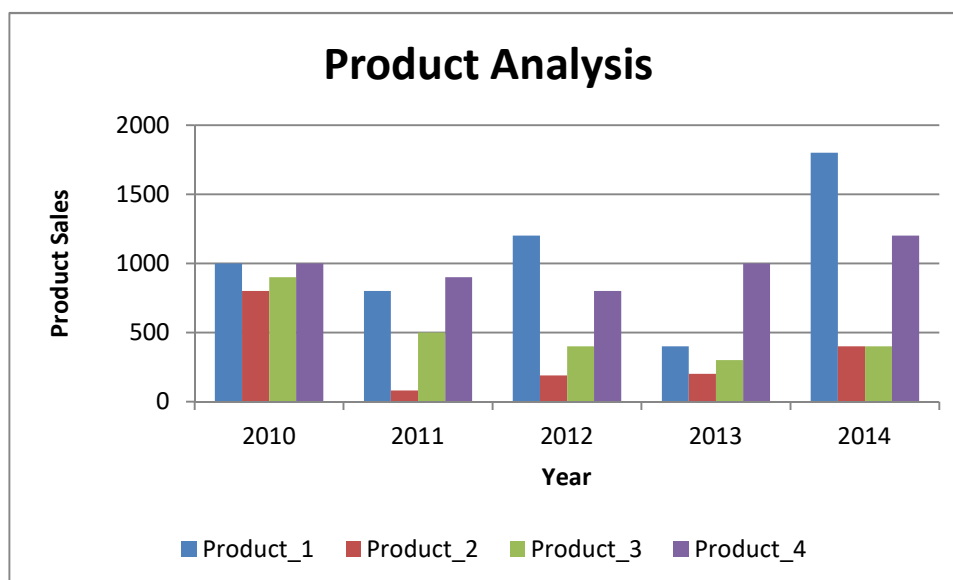
Select Chart--> Layout-->Chart Title



6. Give a name to X-Axis

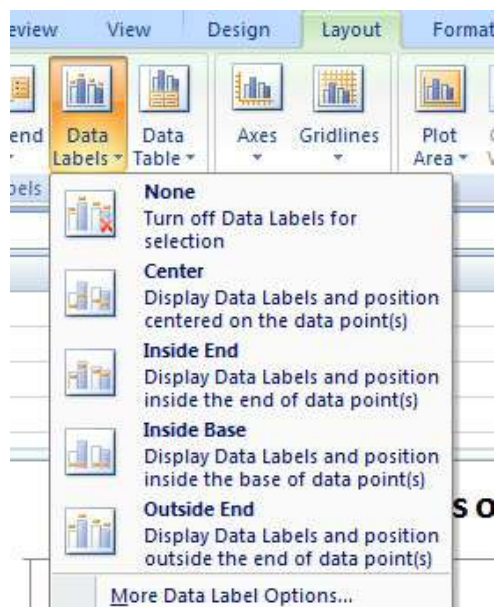
- Click on Layout tab.
- Then select Axis Titles from Labels Group.
- Select Primary Horizontal Axis Title, as shown below.
- Now, click on the Axis Title and write an X-axis title “Year”.
- Follow the same steps to give a title to Y-axis “Product Sales”.

Select Chart-->Layout-->Axis Title-->Primary Horizontal Axis Title

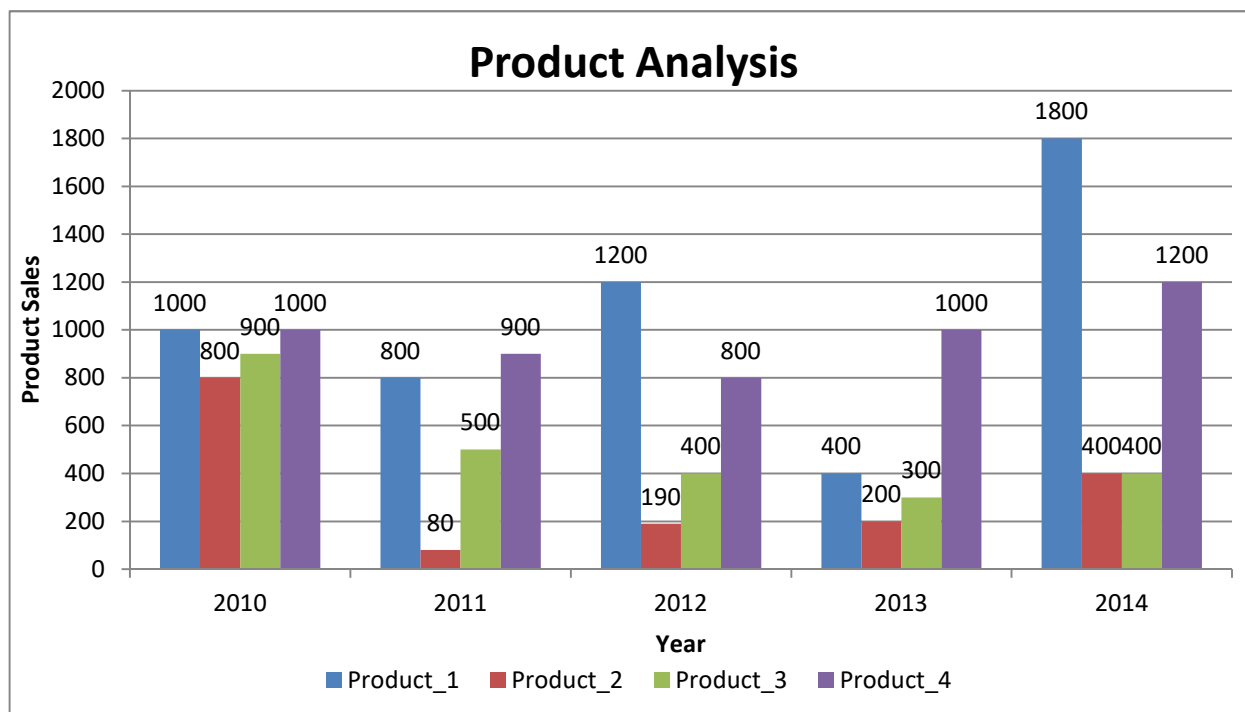


7. Adding Data Labels to the chart

- Click on Layout tab.
- Then click on Data Label option available in Labels Group.
- Now choose a format to display data labels



Output:



Task-2

Grade of a Student

2. Create a suitable examination data base and find the sum of the marks(total) of each Student and respective class secured by the student

Rules

- Pass if marks in each subject ≥ 35 ,
- Distinction if average ≥ 70 ,
- First class if average ≥ 60 but < 70 ,
- Second class if average ≥ 50 but < 60 ,
- Third class if average ≥ 35 and but < 50 ,
- Fail if marks in any subject is < 35 .

Display average marks of the class, subject wise and pass percentage

Solution:

To find the grade of a student we need to follow the following steps

Step 1: Typing Student database in Excel 2007

Type the student database with the required fields starts from A1 cell as follows

	A	B	C	D	E	F	G	H	I	J	K
1	Name of the Student	Maths	Physics	Chemistry	English	Sanskrit	Total	Average	P/F	Grade	
2	Ravi	45	75	64	48	98					
3	Vamsi	65	74	85	85	86					
4	Rao	35	95	48	74	82					
5	Satya	32	48	78	76	79					
6	Siva	46	31	86	78	75					
7	Ramesh	89	45	45	82	72					
8	Ramu	75	56	73	74	81					
9											
10											
11											
12											

Step 2: To find Total Marks of Student

To find the total marks of a student click on the cell "G2" and type the following formula

=SUM(B2:F2)

To find the total marks for the remaining students select "G2" cell and drag down to the remaining students.

	A	B	C	D	E	F	G	H	I	J	K
1	Name of the Student	Maths	Physics	Chemistry	English	Sanskrit	Total	Average	P/F	Grade	
2	Ravi	45	75	64	48	98	330				
3	Vamsi	65	74	85	85	86	395				
4	Rao	35	95	48	74	82	334				
5	Satya	32	48	78	76	79					
6	Siva	46	31	86	78	75					
7	Ramesh	89	45	45	82	72					
8	Ramu	75	56	73	74	81					
9											
10											
11											

Step 3: To find Average marks

To find the average marks of the student click on the cell “H2” and type the following formula

$$=G2/500*100$$

To find the average marks for the remaining students select “H2” cell and drag down to the all the students.

	A	B	C	D	E	F	G	H	I	J
1	Name of the Student	Maths	Physics	Chemistry	English	Sanskrit	Total	Average	P/F	Grade
2	Ravi	45	75	64	48	98	330	66		
3	Vamsi	65	74	85	85	86	395	79		
4	Rao	35	95	48	74	82	334	66.8		
5	Satya	32	48	78	76	79	313			
6	Siva	46	31	86	78	75	316			
7	Ramesh	89	45	45	82	72	333			
8	Ramu	75	56	73	74	81	359			
9										

Step4: To Check Pass or Fail

To check whether the student is Pass or Fail select the cell “I2” and type the following formula

$$=IF(AND(B2>=35,C2>=35,D2>=35,E2>=35,F2>=35),"Pass","Fail")$$

To check the remaining students are Pass/Fail select the cell “I2” and drag down to all the students

	A	B	C	D	E	F	G	H	I	J
1	Name of the Student	Maths	Physics	Chemistry	English	Sanskrit	Total	Average	P/F	Grade
2	Ravi	45	75	64	48	98	330	66	Pass	
3	Vamsi	65	74	85	85	86	395	79	Pass	
4	Rao	35	95	48	74	82	334	66.8	Pass	
5	Satya	32	48	78	76	79	313	62.6	Fail	
6	Siva	46	31	86	78	75	316	63.2	Fail	
7	Ramesh	89	45	45	82	72	333	66.6	Pass	
8	Ramu	75	56	73	74	81	359	71.8		
9										
10										

Step 5: To find Grade

To find the grade of a student click on the cell “J2” and type the following formula

=IF(AND(B2>=35,C2>=35,D2>=35,E2>=35,F2>=35),IF(H2>=75,"Distinction",IF(H2>=65,"First Class",IF(H2>=50,"Second Class",IF(H2>=35,"Third Class")))), "Fail")

To find the grade for the remaining students select "J2" cell and drag down to the all the students

	A	B	C	D	E	F	G	H	I	J	K
1	Name of the Student	Maths	Physics	Chemistry	English	Sanskrit	Total	Average	P/F	Grade	
2	Ravi	45	75	64	48	98	330	66	Pass	First Class	
3	Vamsi	65	74	85	85	86	395	79	Pass	Distinction	
4	Rao	35	95	48	74	82	334	66.8	Pass	First Class	
5	Satya	32	48	78	76	79	313	62.6	Fail	Fail	
6	Siva	46	31	86	78	75	316	63.2	Fail		
7	Ramesh	89	45	45	82	72	333	66.6	Pass		
8	Ramu	75	56	73	74	81	359	71.8	Pass		
9											

Finally we get the following student database with total, average and grade

Output:

	A	B	C	D	E	F	G	H	I	J	K
1	Name of the Student	Maths	Physics	Chemistry	English	Sanskrit	Total	Average	P/F	Grade	
2	Ravi	45	75	64	48	98	330	66	Pass	First Class	
3	Vamsi	65	74	85	85	86	395	79	Pass	Distinction	
4	Rao	35	95	48	74	82	334	66.8	Pass	First Class	
5	Satya	32	48	78	76	79	313	62.6	Fail	Fail	
6	Siva	46	31	86	78	75	316	63.2	Fail	Fail	
7	Ramesh	89	45	45	82	72	333	66.6	Pass	First Class	
8	Ramu	75	56	73	74	81	359	71.8	Pass	First Class	
9	Raju	64	78	84	65	87	378	75.6	Pass	Distinction	

Microsoft Power Point 2007

Task-1

Creating Power Point Presentation for I year Subjects

1. **Make a Power point presentation of all the details of the books that you had studied in B.Sc. First Year.**

PowerPoint is presentation software that can be used to create slide shows for printing, on-screen projection, or Web-based display.

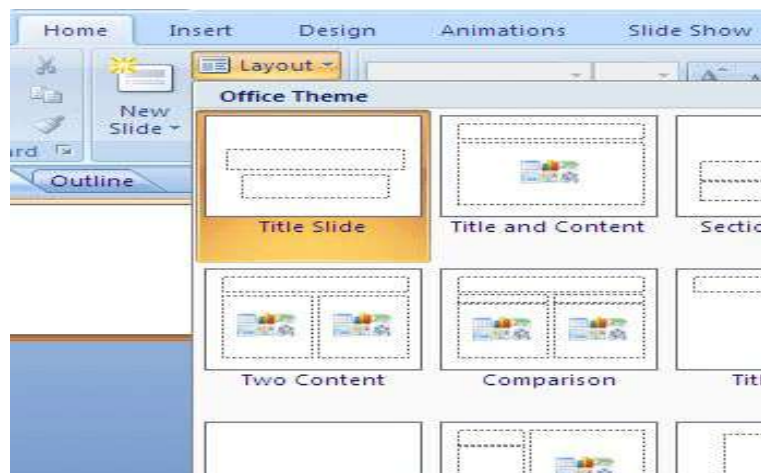
Opening PowerPoint

NOTE: The procedure for opening PowerPoint may vary depending on the setup of your computer.

To open PowerPoint in Windows, click on the Start button --> Programs --> Microsoft PowerPoint

When **PowerPoint 2007** is opened, a blank *Title* slide appears by default as the first slide in your new presentation. You can start a new presentation when you first open PowerPoint or after PowerPoint is already open.

To change the **layout** of an open slide, click on the **Layout** button in the **Home** tab.



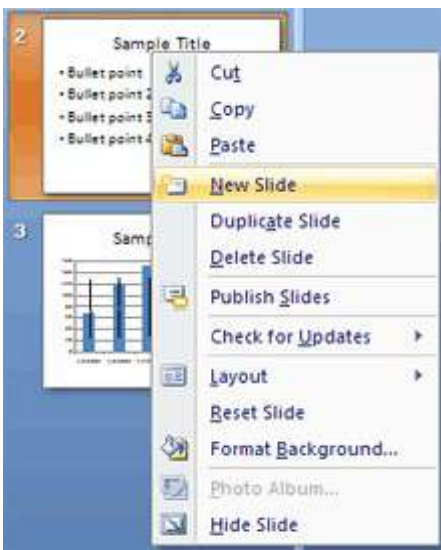
Inserting Slides

There are two ways to add new slides to your presentation.

- Quick Menu Option
- Ribbon Option

Quick Menu Options

To insert a new slide using the Quick Menu, in the Slides panel **right click** the slide after which you want a new slide inserted and select **New Slide**.



To change the layout of the slide, **right click** the new slide in the Slides panel, select **Layout** and select the desired theme.

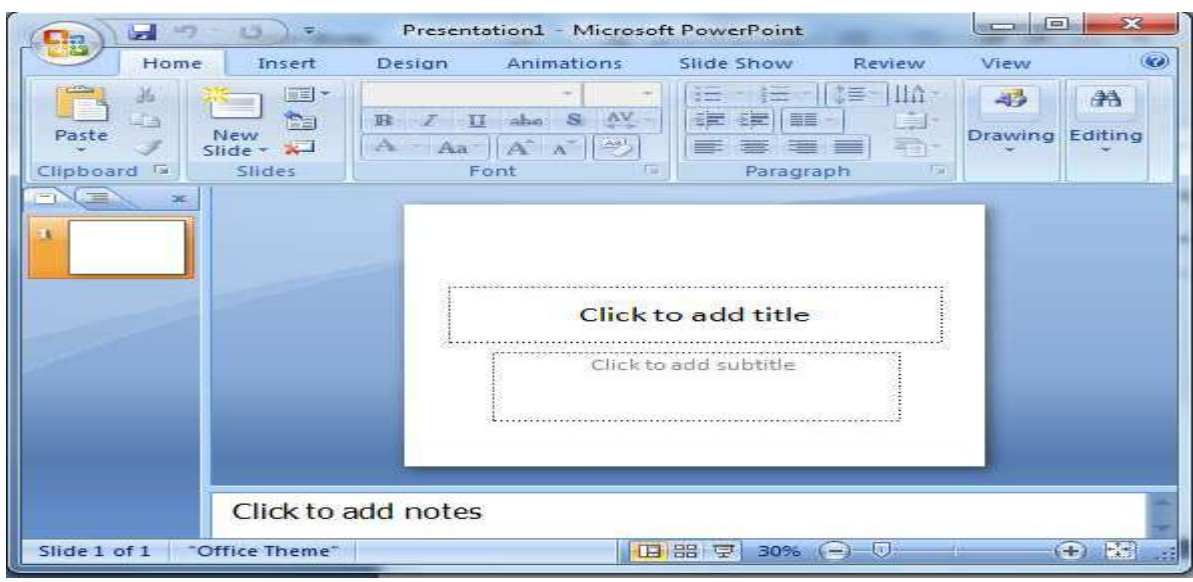
Ribbon Option

From the **Home tab** in the Slides group, click on **New Slide**. A blank slide will be inserted after your active slide.



If you wish to choose the layout while creating your new slide, click the ▼ on the **New Slide** button and choose a theme.

Select the new slide from Quick menu option or Ribbon Option:



Apply a new layout to a slide

To change the layout of an existing slide, do the following:

1. On the **Slides** tab, click the slide that you want to apply a new layout to.
2. On the **Home** tab, in the **Slides** group, click **Layout**, and then click the new layout that you want.

Copy a slide

To copy a slide does the following

1. On the **Slides** tab, right-click the slide that you want to copy, and then click **Copy** on the shortcut menu.
2. Still on the **Slides** tab, right-click where you want to add the new copy of the slide, and then click **Paste** on the shortcut menu.

You can also insert a copy of a slide from one presentation into another presentation.

Rearrange the order of slides

- On the **Slides** tab, click the slide that you want to move, and then drag it to the location that you want.

To select multiple slides, click a slide that you want to move, and then press and hold CTRL while you click each of the other slides that you want to move.

Delete a slide

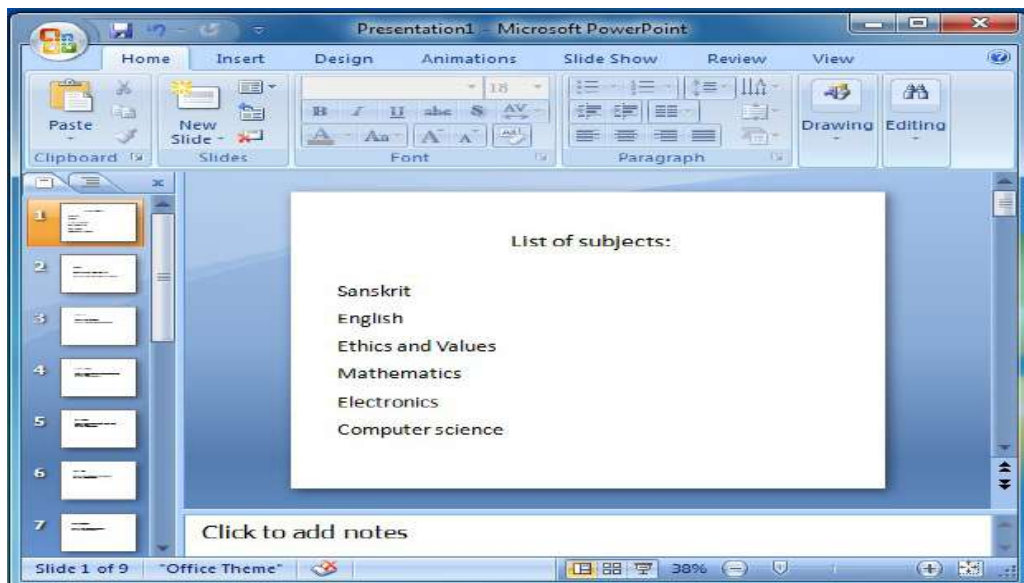
- On the **Slides** tab, right-click the slide that you want to delete, and then click **Delete Slide** on the shortcut menu.

Adding text to a slide

The Title Slide layout contains text boxes for a title and a subtitle. Try typing text into these boxes.

1. Click in the Title text box. A dashed line border with a circle in each corner and a square box at each midpoint appears around the text box indicating that it is selected.

Adding list of subjects that studying in B.Sc. First Year into the slides:



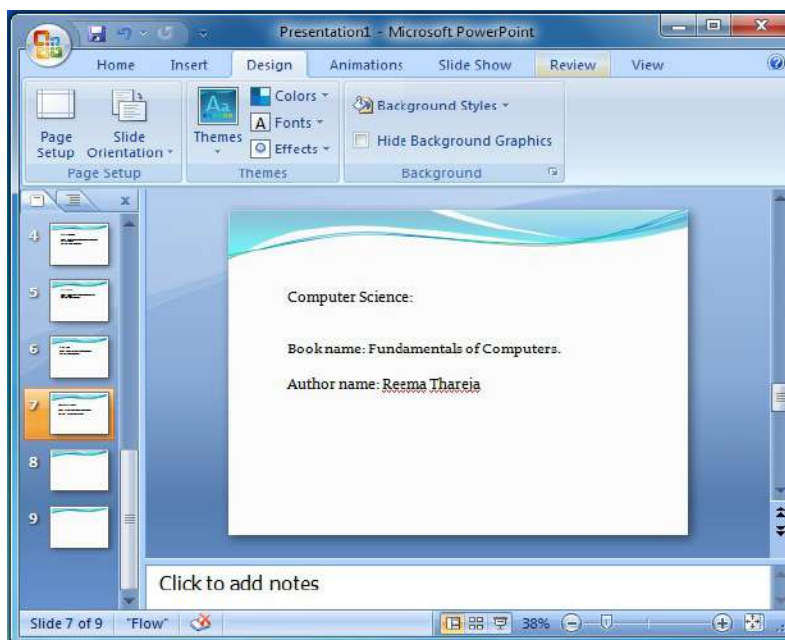
2. Click the Subtitle text box and type a subtitle.

Selecting a Theme or Designing Slides

Design themes are a convenient way to add a professional flair to your presentation. Themes include preset colors, fonts, backgrounds, and formatting effects. PowerPoint provides you with the option to customize one of their existing themes or to build your own.

Selecting a Theme

To choose a Theme for an open slide, use the **Theme group** under the **Design tab**. Use the arrows on the right of the Theme group to scroll through the themes, or to see all available themes at once. When you hold your mouse over any of the examples, PowerPoint will show you a preview of the slide.




Animating Text and Images

Adding Animation to Slides

1. Click on the object or text box you wish to animate (hold down the Ctrl button while clicking to select more than one).
2. In the **Animations tab** under the **Animations group**, select an option from the **Animate** pull-down list. As you move your mouse over each choice PowerPoint will preview the effect on your slide.
3. Repeat for any other slides or objects you wish to animate.

Run Your PowerPoint Slide Show

After you create your slides, you can run your slide show:

- Press F5.
- Choose the Slide Show tab. Click the From Beginning button  in the Start Slide Show group.
- Click the Slide Show icon in the bottom-right corner of your screen.

Saving your presentation

If you are saving a document for the first time, you will need to use the **Save As** command; however, if you have already saved a presentation, you can use the **Save** command.

To use the Save As command:

- Click the **Microsoft Office button**.
- Select **Save As**. A menu will appear.
- Select the type of file you want to save the presentation as
- Enter a **name** for the document.
- Click the **Save** button.

To use the Save command:

- Click the **Microsoft Office button**.
- Select **Save** from the menu.

Using the Save command saves the document in its current location using the same file name.

Task-1

1. **Create an Employee database with table Emp (Eno, Ename, Esal, Edept Eloc) and insert any five records. Create a report for the above Emp table of Employee database.**

To open the MS-Access in windows ,click on the start button →programs→Microsoft Access.

Create Access 2007 Employee Database

The first step in creating an Access 2007 database is to create a blank database file. This is done from the Getting Started Screen when you launch Access. The file is saved onto one of your PCs folders (which you specify). The procedure for doing this is outlined below.

1. Launch Access

To begin, launch Access by clicking on the desktop icon, or choose Access from the start menu. This brings up the GETTING STARTED WITH MICROSOFT OFFICE ACCESS screen.

2. Select Blank Database Template



Towards the top left of the screen you will see a "Blank Database" icon. Click this icon to bring up the Blank Database side bar on the right hand side of the screen. This is where you will enter details about the database file that you are about to create.

3. Enter filename for your Access 2007 database (Employee)



Begin by entering the name that you want to call the database in the filename textbox.

4. Browse and select folder

Next click the folder icon and browse for a folder to put your database. Once selected you should see the file path below the textbox.

5. Click Create

All you need to do now is click the "Create" command button below, and your database file saves to the location that you specified, and opens for you to work on.

Creating an EMP Access 2007 Table

A simple EMP Table

ENO	ENAME	ESAL	EDEPT	ELOC
1	RAMA	8000	COMPUTERS	BVRM
2	KRISHNA	10000	MATHS	ELR
3	VIJAY	9000	SCIENCE	AKVD

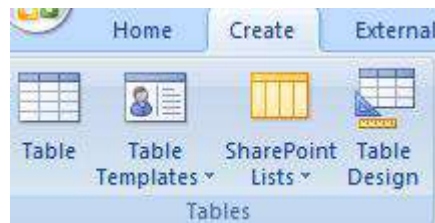
Create Access 2007 EMP Table

1. Open database file

Open a blank Employee database file that you created earlier.

2. Create Access EMP Table

Select the CREATE tab on the Access ribbon. Next select the TABLE DESIGN icon from the TABLES group. This creates a new table.



3. Create fields in DESIGN VIEW

This brings up the TABLE DESIGN GRID where you enter each field name and its data type. The first field we are going to create is the ENO field which is going to contain a unique reference number for each record. Enter the name "ENO" into the first column of the first row in the grid. Because we want Access to automatically generate a unique reference number, select AUTONUMBER from the drop down list in the data type column. You can also enter a description for each field, but this is not essential.

On the next row the field is going to be called ENAME and the data type is going to be TEXT. On the third row the field name is EDEPT with the data type again being TEXT; next field name is ESAL with the data type NUMBER. And finally, the last field name is ELOC and the data type here is going to be TEXT. Before you save the table you will need to choose the Primary Key, which in this case is ENO. To do this, select the ENO row by clicking on it, and then simply click the primary key symbol on the Ribbon.



The table design grid should now look like this:

Field Name	Data Type
ENO	AutoNumber
ENAME	Text
ESAL	Number
EDEPT	Text
ELOC	Text

You can now save the table by clicking the save icon on the top left of the screen above the Access Ribbon. To view your table, select DATASHEET VIEW from the VIEWS group under the DESIGN TAB. This brings up the datasheet view of the table that you have just created. You should see your field headings running across the top of the table.



4. Data entry in DATASHEET VIEW

Select the first cell in the ENAME column and enter the name RAMA. For ESAL enter 8000, and for EDEPT enter COMPUTERS and for ELOC enter BVRM.

You have now entered the first record in the table - record 1 for RAMA EDEPT :COMPUTERS . You can now press the return key and the record will save automatically. You are now ready to enter the second record on the next row - KRISHNA. Press return and then fill in the data for the last record we are going to do for now - VIJAY

Your datasheet table should now look like this:

ENO	ENAME	ESAL	EDEPT	ELOC
1	RAMA	8000	COMPUTERS	BVRM
2	KRISHNA	10000	MATHS	ELR
3	VIJAY	9000	SCIENCE	AKVD
*	(New)			

Create Access 2007 Report for EMP table of Employee database

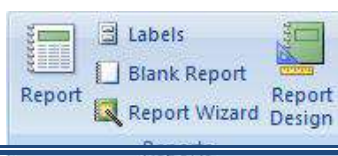
Access Reports Present Data

Access REPORTS are a way of displaying and printing information from your database.

Like other Access database objects, there are number of ways to create an Access REPORT. We are going use the REPORT WIZARD. Our task is to display the records of EMP table which we created in the previous.

1. Open Report Wizard

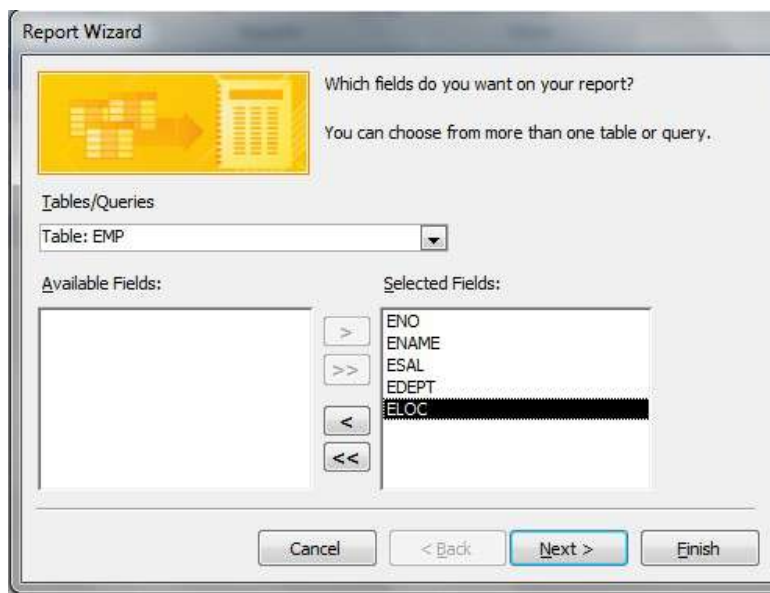
Begin by selecting the CREATE TAB on the Access Ribbon. Then click REPORT WIZARD from the REPORTS group to open the pop up window.



2. Select Report Data Source and Fields

The first page of the Report Wizard is almost identical to that of the Form Wizard. On this page we will select EMP as the DATA SOURCE for the Report. This is done by selecting the table

from the list in the TABLES/QUERIES combo box. Then select all fields from Table:EMP by clicking the double arrow to the right of the text box labeled AVAILABLE FIELDS. The field names will now appear in the SELECTED FIELDS text box on the right. Click next to go to the second page of the wizard.



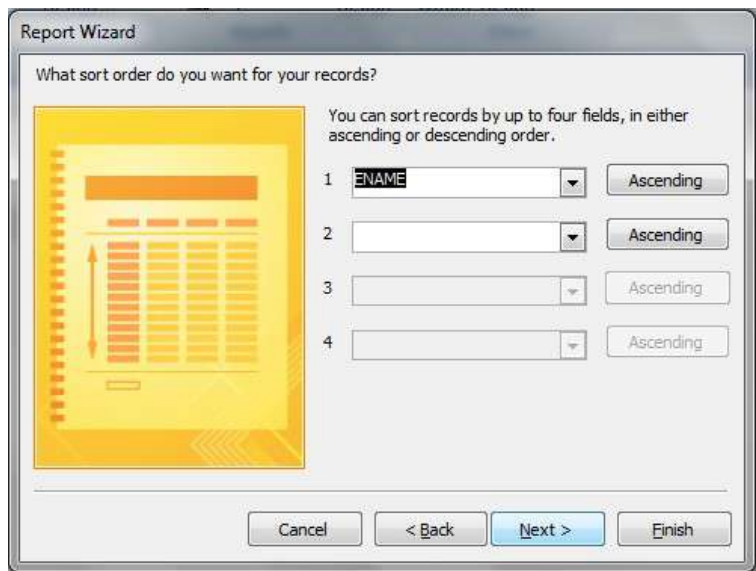
3. Report Grouping Levels

Page two of the wizard is where you can add grouping levels if required. So we could, for example, group each person in our report with others of the same age. We don't need to do this for this particular example, but it is certainly a useful feature that we might want to learn more about later. But for now, just click next.

4. Record Sort Order

Page three of the wizard is where you determine what order the records are displayed in your report. So for example you might want to display records in ascending order of Ename. For this example, however, we are going to put your records into ascending order. Begin by clicking the top drop down box and selecting Ename. This means that records are sorted alphabetically by Ename.

Click Next

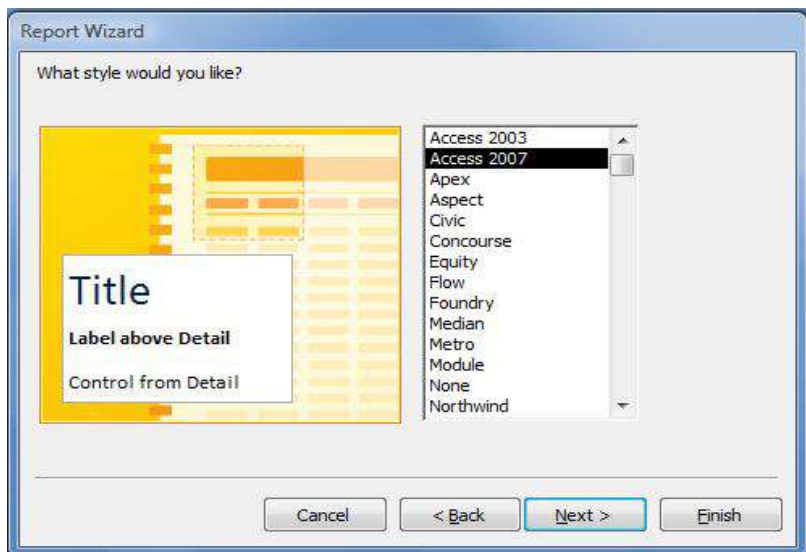


5. Report Lay Out

This page of the Wizard is where you set the lay out for your report. There are various lay out options, but in our case we shall keep to the default setting of TABULAR. Click next.

6. Style

For style, select Access 2007 from the list and click next.



7. Name of Report

Name your report EMPLOYEE_REPORT and then click FINISH.

Your access report will now be displayed on the screen, and should look something like this:



The image shows a screenshot of an Oracle SQL Developer window. The window title bar includes a grid icon, the text 'EMP', and a tab labeled 'EMPLOYEE_REPORT'. The main content area displays the title 'EMPLOYEE_REPORT' above a table. The table has five columns: 'ENAME', 'ENO', 'ESAL', 'EDEPT', and 'ELOC'. The data rows are: KRISHN (ENO: 2, ESAL: 10000, EDEPT: MATHS, ELOC: ELR), RAMA (ENO: 1, ESAL: 8000, EDEPT: COMPUTERS, ELOC: BVRM), and VIJAY (ENO: 3, ESAL: 9000, EDEPT: SCIENCE, ELOC: AKVD). The table is styled with a light blue header and alternating row colors.

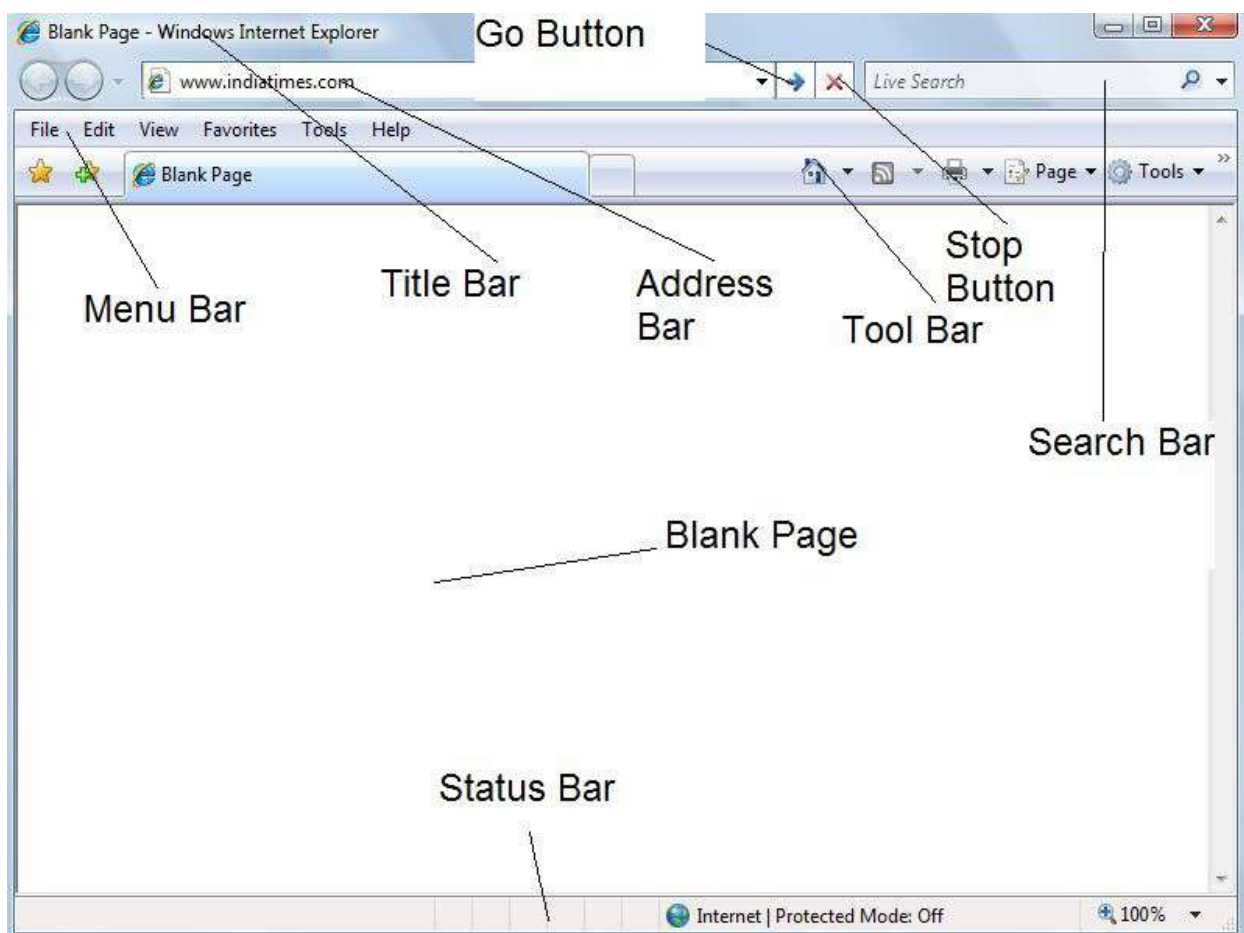
ENAME	ENO	ESAL	EDEPT	ELOC
KRISHN	2	10000	MATHS	ELR
RAMA	1	8000	COMPUTERS	BVRM
VIJAY	3	9000	SCIENCE	AKVD

Web Browsing and Electronic Mail

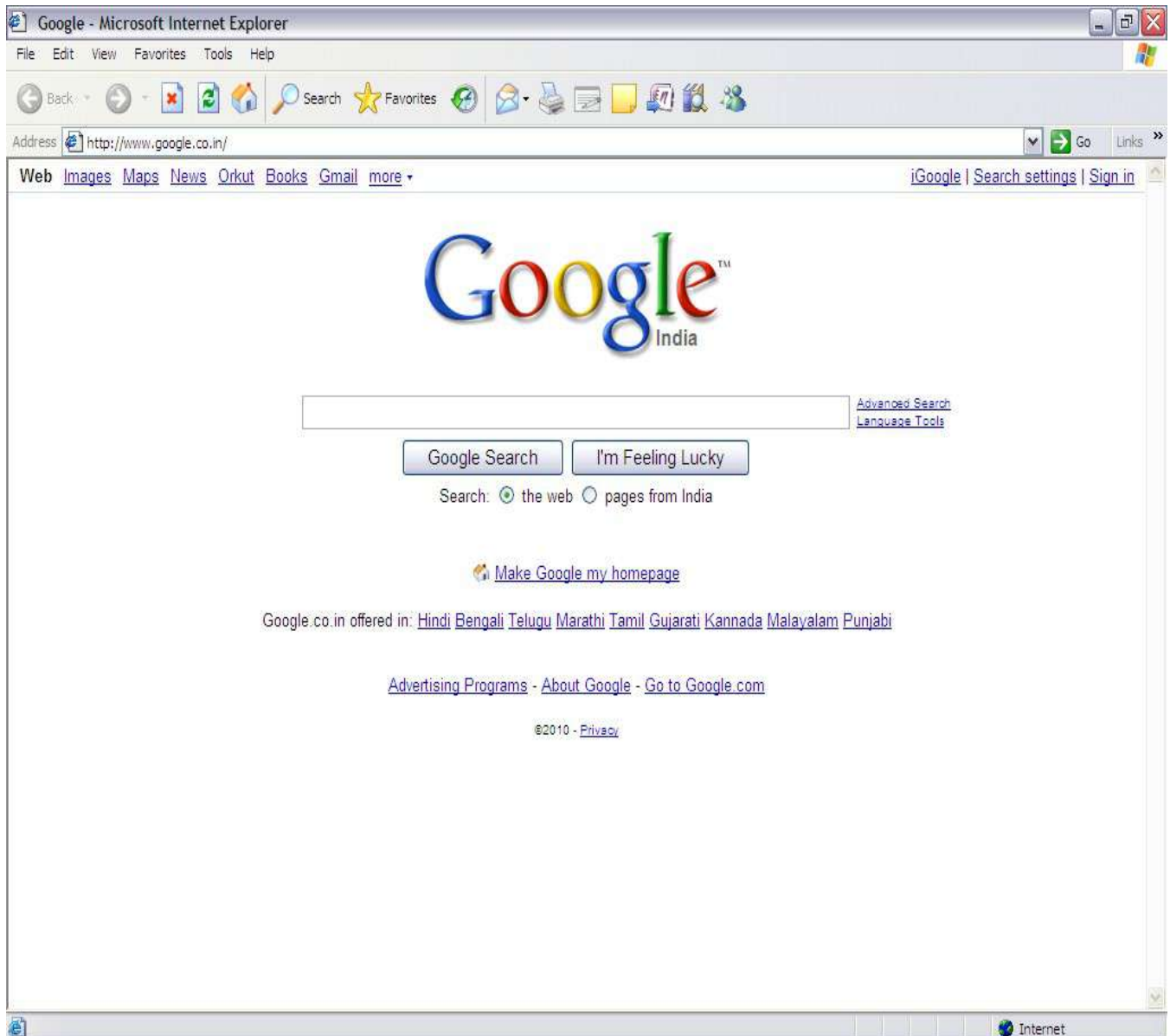
Web browsing

- Browse means reading superficially or at random.
- Reading information contained in the WebPages on the Internet using browsers is called web browsing.
- A web browser is a software application for retrieving, presenting, and traversing information resources on the World Wide Web.

Understand the browsers

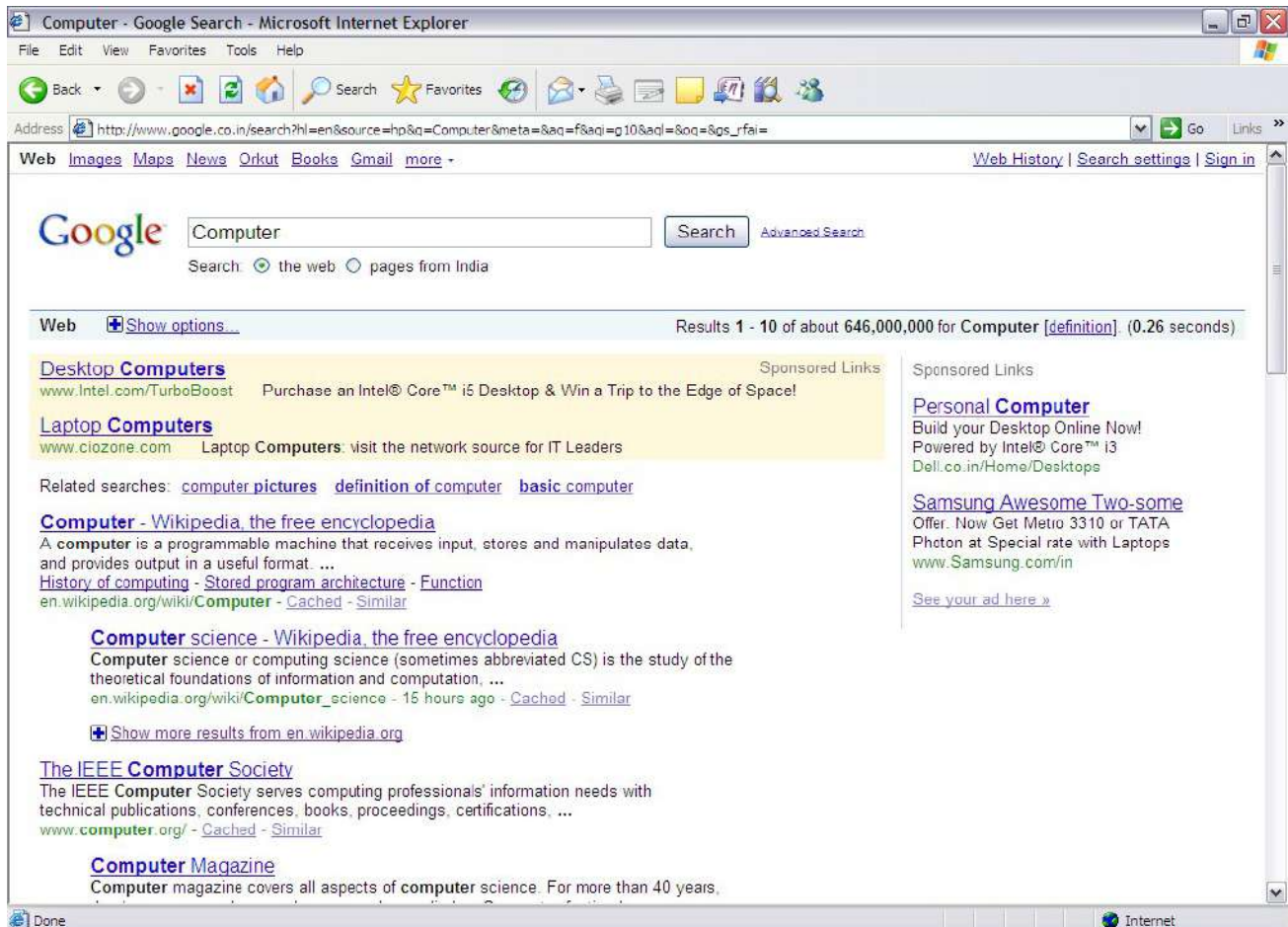


- In the address bar of the browser enter the address of the website or enter the address of the any search engine.
- If the address entered is a website then the corresponding webpage will get displayed.
- If the address entered is of a search engine (For example Google) then the webpage of the corresponding search engine will get displayed as shown below:



- In the search tab enter the information about your search. For example if you want to browse about computers enter the computers in the search tab.
- Then click Search tab.

- A set of pages with the links to the webpages which contain information about computers shown below:



- Clicking the links desired by you will be taking you to those webpages.

Return to a Web Page That You Just Visited

- To return to the last page you visited, click the **Back** button on the browser toolbar.
- Click the **Forward** button to retrace your steps and return to pages you visited before you clicked the **Back** button.
- To see one of the last nine pages you visited in this session, click the tiny black arrow to the right of the **Back** or **Forward** button, and then click the page you want from the list.



Forward button on the Internet Explorer 6 toolbar

Find a Web Page That You Visited Today or a Few Weeks Ago

The browser automatically records Web pages you've visited both today and in the past. It organizes them in folders on the History bar by the day you visited. Within each day, it organizes the Web sites alphabetically in folders, putting each page visited on that site in that folder. Here's how to find pages in the History list:

1. On the Internet Explorer 6 toolbar, click the **History** button.

Internet Explorer 6 opens the History bar on the left side of the screen.

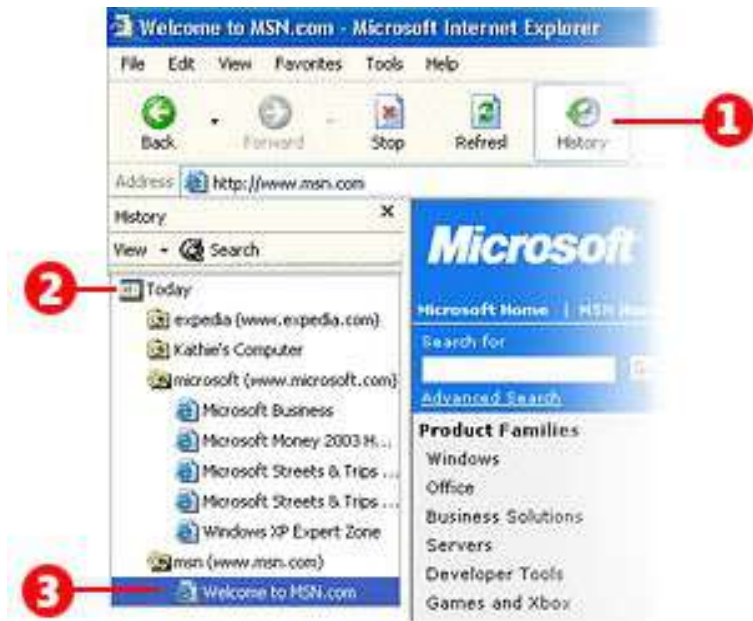


History button on the Internet Explorer 6 toolbar

2. In the History bar, click the time period you want to search. For example, you may want to see all the sites you visited today. (Marked (2) as in the figure shown in Step 4.)
3. Click the Web site folder to open the list of pages, and then click the link to the page to

display the Web page itself. (Marked (3) as in the figure shown in Step 4.)

4.



History bar showing Web pages sorted by time period

5. When you've finished using the History bar, click the Close button.

Electronic Mail

- Electronic mail, most commonly abbreviated email or e-mail, is a method of exchanging digital messages.
- E-mail systems are based on a store-and-forward model in which e-mail server computer systems accept, forward, deliver and store messages on behalf of users, who only need to connect to the e-mail infrastructure, typically an e-mail server.

A screenshot of the Rediffmail login page. It features a blue header with the text "Rediffmail" and "New User? Sign Up". Below the header, there are two input fields: "Username" and a password field with six dots. A "Go" button is positioned to the right of the password field. Below the input fields, there are two links: "Secured Login" and "Forgot Password?".

1



Creating Email

The users can have email account in any one of the email services such as gmail, yahoo mail, rediffmail etc.

To create an email account in any one these email services the user need to enter the address of the service in the browser first.

The service will prompt the user to know whether a new user or not.

If you are a new user then the service will guide step by step to create your own email id.

Email Addresses

Email addresses are made up of at least two parts. One part is the name of a mail domain that will ultimately translate to either the recipient's host or some host that accepts mail on behalf of the recipient. The other part is some form of unique user identification. Most e-mail addresses are set up like this: it is your username, then an @ ('at') symbol, and then a domain name (something .com, .net, or .org in most cases).

Using Email

Using e-mail is rather straightforward. Once you have an account set up, select the option that says something like "new e-mail message" or "create a new message".

The service will prompt with three boxes (called fields):

- To:
- Subject:
- Body
- Attachment

To field: In the To field type the complete e-mail address of the person who will receive the e-mail.

Subject and Body fields: Type anything you want in the subject and body fields, but remember the length of the subject is limited.

Attachments: Click the Attach a file or Attachment link to add files to the message.

Sending the message

Once filling all the required fields and attaching files to the message click Send button to send the message.

You can forward (make a copy) of a message you receive from someone (if you have their permission if necessary) and mail it to someone else with the forward option.

CC and BCC

CC stands for carbon copy. If you want to send a message to multiple people, add the extra people in the CC: field (usually you separate their e-mail addresses by commas).

BCC stands for blind carbon copy. BCC works just like a carbon copy, except the e-mail addresses you type in BCC do not show up to the other recipients. (Example: You send a message To: Mary and BCC: Joey. Joey will see Mary's e-mail address, but Mary won't see Joey's e-mail address because you "blinded" it by putting it in the BCC field.)

CAUTION: You can also get viruses by downloading executable files (usually .com and .exe on Windows computers) from web sites. Don't download or run executable files from web sites you don't trust.

V.K.V.GOVERNMENT DEGREE COLLEGE, KOTHAPETA

OFFICE AUTOMATION AND WEB TOOLS –TEST

Time: 2 Hrs.

Max. Marks: 100

PART A (Answer all questions)

I Choose the correct answer (Each question carries 1 mark)

1. What is the extension of word document?
a).txts b).word c).docs d).docx
2. Which command is used to display the content of the file abc in linux
a) ls < abc b) dir > abc c) cat abc d) type abc
3. Power point is a software
a) Word Processing software b) DBMS Package
c) Presentation Software d) None of These
4. A letter that appears little above the normal text is called -----
a) Superscript b)Subscript c) Supertext d).Toptext
5. To open the Sort dialog box by choosing Sort from themenu in Calc
a) View b) Format c) Tools d)Data
6. Which one is not a Function in MS Excel?
a) SUM b)MAX c) AVG d) MIN
7. Which of the following is an extension of the OpenOffice Calc?
a).dos b) .sod c) .ods d) .calc
8. To use the Slide Transition option by selecting it on the..... menu in Impress
a) Slide Show b) View c) Tools d) Format
9. A formula in Calc is starting withsign
a)+ b) / c) = d) *
10. The Change Case option in MSWORD contains
A) Upper Case b)Lower Case c) Toggle Case d) All of these

Fill in the blanks (Each question carries 2 marks)

[10 x 1 = 10]

11. The command used to create a directory in Linux is
12. **Ctrl+S** is the shortcut key forin MSWORD

13. The application contains information about computer drives.
14. In Excel, the intersection of row and column is known as
15. Table option is appear in ribbon tab in MSWORD
16. Subtotal is an option of..... ribbon tab in Excel
17. An example of logical function in Excel is
18. Bullet and Numbering is appear in menu in Impress
19. Mistakes can be checked using..... facility in Writer
20. Function returns current date in Calc. [10 x 2=20]

PART B

II Answer any FIVE questions from the following. (Each question carries 6 marks)

1. Write down any three desktop icons in Windows and its use?
2. What is the use of grep command in Linux and write any four options?
3. Write three cursor movement commands in vi editor and its use?
4. Write down the steps to insert a bullet and numbering option in MSWORD?
5. How to insert a table, rows and columns in a table in Writer?
6. Briefly explain different types of filters in MSEXCEL?
7. Briefly explain slide transition and custom animation in MS PowerPoint?
8. Write any three string functions in Calc and its use? [5 x 6=30]

PART C

III Answer any FOUR questions from the following. (Each question carries 10 marks)

1. Explain how create an E-Mail Account?
2. Explain any four applications in Windows Accessories group?
3. What is mail Merge? Write down the steps used in MSWORD?
4. Explain any five mathematical functions in Excel?
5. Explain **find and replace** and **headers and footers** options in Writer?
6. What is a Web browser? Explain about the various types of browsers? [4 x 10=40]

LIST OF STUDENTS PARTICIPATED & LEARNED THE CERTIFIED COURSE :

SNO	NAME OF THE STUDENT	GROUP	SIGNATURE OF THE STUDENT
1	P.SUREKHA	IIBSC MPCS	P. Surekha
2	K.SUREKHA	IIBSC MPCS	K. Surekha
3	N.DIVYA JYOTHI	IIBSC MPCS	N. Divya Jyothi
4	K.LAKSHMI DURGA	IIBSC MPCS	K. Lakshmi Durga
5	DSL SANDHYA	IIBSC MPCS	D.L.S. Sandhya
6	SANDHYA BHARGAVI	IIBSC MPCS	S. Sandhya Bhargavi
7	K.AJAY	IIBSC MPCS	K. Ajay
8	M.AJAY	IIBSC MPCS	M. Ajay Kumar
9	BYRC PRASAD	IIBSC MPCS	B. Y. B. C. Prasad
10	KJSR KRISHNA	IIBSC MPCS	K. J. S. R. Krishna
11	B.DURGA GANESH	IIBSC MPCS	B. Durga Ganesh
12	AYYAPPA MANIKANTA	IIBSC CHEMISTRY	Ay. Manikanta
13	D.DHANALAKSHMI	IIBSC MPCS	D. Dhana Lakshmi
14	P.DHANALAKSHMI	IIBSC MPCS	P. Dhana Lakshmi
15	KANAKA DURGA	IIBSC CHEMISTRY	G. Naga Durga
16	JONNADA RAKESH KUMAR	IIBSC CHEMISTRY	J. Rakesh Kumar
17	CH SATYA	IIBSC MPCS	Ch. Satya
18	CH MAMATHA	IIBSC MPCS	Ch. Mamatha
19	KADALI SATYA SAI	IIBSC MPCS	K. Satya Sai
20	K.LAVA KUMAR	IIBSC MPCS	K. Lava Kumar
21	SEELAM MEERA MOHAN	IIBSC MPCS	S. Meera Mohan
22	BINDU MOULI	IIBSC MPCS	B. Bindu Mouli
23	KAGITHA VAMSI	IIBSC HETTM	K. Vamsi
24	K VAISHNAVI	IBSC MPCS	K. Vaishnavi
25	DHANUSH	IIBCOM GEN	
26	SSVL JYOTHSNA	IBSC MPCS	S. S. V. L. Jyothsna
27	K. SUVARNA RAJU	IIBCOM CA	
28	P.PUJITHA	IIBSC MPCS	P. Pujitha
29	T VEERA BABU	IIBCOM CA	T. Veera Babu
30	P DIWAKAR	IIBCOM CA	P. Diwakar
31	G.MOHAN SAI		G. Mohan Sai

MARKS AWARDED TO THE STUDENTS WHO LEARNED THE COURSE :

SNO	NAME OF THE STUDENT	GROUP	MARKS SECURED	REMARKS
1	P.SUREKHA	IIBSC MPCS	87	
2	K.SUREKHA	IIBSC MPCS	89	
3	N.DIVYA JYOTHI	IIBSC MPCS	86	
4	K.LAKSHMI DURGA	IIBSC MPCS	87	
5	DSL SANDHYA	IIBSC MPCS	85	
6	SANDHYA BHARGAVI	IIBSC MPCS	83	
7	K.AJAY	IIBSC MPCS	81	
8	M.AJAY	IIBSC MPCS	80	
9	BYRC PRASAD	IIBSC MPCS	82	
10	KJSR KRISHNA	IIBSC MPCS	79	
11	B.DURGA GANESH	IIBSC MPCS	80	
12	AYYAPPA MANIKANTA	IIBSC CHEMISTRY	80	
13	D.DHANALAKSHMI	IIBSC MPCS	78	
14	P.DHANALAKSHMI	IIBSC MPCS	76	
15	KANAKA DURGA	IIBSC CHEMISTRY	79	
16	JONNADA RAKESH KUMAR	IIBSC CHEMISTRY	80	
17	CH SATYA	IIBSC MPCS	65	
18	CH MAMATHA	IIBSC MPCS	55	
19	KADALI SATYA SAI	IIBSC MPCS	70	
20	LAVA KUMAR	IIBSC MPCS	72	
21	SEELAM MEERA MOHAN	IIBSC MPCS	72	
22	BINDU MOULI	IIBSC MPCS	79	
23	KAGITHA VAMSI	IIBSC HETTM	77	
24	GOSANGI MAHESH	IIBSC BA HEP	75	
25	DHANUSH	IIBCOM GEN	74	
26	BASHEER	IIBCOM GEN	78	
27	K SUVARNA RAJU	IIBCOM CA	77	
28	P PUJITHA	IIBSC MPCS	73	
29	T VEERA BABU	IIBCOM CA	76	
30	P DIWAKAR	IIBCOM CA	76	



V.K.V. GOVERNMENT DEGREE COLLEGE KOTHAPETA



(Accredited by NAAC “B”Grade)

(An ISO 9001:2015 Certified College by HYM International Certifications Pvt.Ltd.)

DEPARTMENT OF COMPUTERS

STUDENT INDUCTION PROGRAM

E-LEARNING RESOURCES, APPLICATIONS OF ICT, APPS

08/11/2022
TUESDAY

Student Induction Program :

“ The Student Induction Program has been formulated with specific goals to help students to. Connect to the fundamental principles. See and respect other cultures, to see the commonalities among them in the light of clarity about human culture and civilization. Acquaint with the institution's ethos and culture”.

Student Induction Programme Purpose of Student Induction Programme is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self exploration. The term induction is generally used to describe the whole process whereby the incumbents adjust to or acclimatize to their new roles and environment. In other words, it is a well planned event to educate the new entrants about the environment in a particular institution, and connect them with the people in it. Student Induction Programme engages with the new students as soon as they come into the institution; before regular classes start. At the start of the induction, the incumbents learn about the institutional policies, processes, practices, culture and values, and their mentor groups are formed. Students Induction could cover a number of different aspects (SAGE): Socializing: meeting other new students, senior students, students union, Lectures by Eminent People; Associating: visits to University / college, visits to Dept./Branch/ Programme of study & important places on campus, local area, city and so on; Governing: rules and regulations, student support etc; 1 Experiencing: Subject lectures, study skills, small-group activities, physical activity, creative and performing arts, literary activities, universal human values, etc.

As a part of Student Induction Programme (SIP) for newly admitted students of the year 2022-2023 an awareness programme was conducted through the Department of Computers, V.K.V.GOV. DEGREE COLLEGE, KOTHAPETA on dt. 08-11-2022 Tuesday at 3 pm to 5 pm. The theme of the programme which the lecturer organised is “*E-LEARNING RESOURCES, APPLICATIONS OF ICT, APPS*”. The lecture was blended with interactive response of the resource persons as well as students. There are more than 50 students are benefited by the programme. The lecture enlightened various approaches to connect with community how the students can use the online resources and applications in the society. The society needs help to get rid of evils like poverty, illiteracy and everyone needs to concentrate these issues. The National Education Policy (NEP-2020) of India made and recome the scope of learning through community connect to how the students of HEI’s can add to the betterment of society. These changes in higher education pave the paths of better chances to students and make the global society and global harmony. These effective efforts by the implementation of NEP-2020 can have genuine influence on the holistic improvements the student community the integration of the concept connect with community can make a difference definitely among

students life and society .

The students gradually cultivate and incorporate the volunteer ship, help to local ,and start with small services camps through this awareness programme. The programme will help the students to enter in to the digital literacy using e-learning resources like digital libraries.

Eg. Government Digital Libraries like National Digital Libraries(NDL) using online.

Information and Communication Technology (ICT) based teaching and learning plays a vital role in the digital literacy. We can present our lessons so simply using power point slide shows, video-conferences, online seminars.

Use of ICT based Learning Tools The institute has been using ICT based learning tools since inception. The university provides the facilities of learning through ICT.

Eg.

a. In teaching learning process: LCD projectors, availability of course material on intranet for ready reference, Wi-Fi enabled campus; Online feedback system, conduct of webinars, usage of Virtual labs (as Nodal centre for Virtual Labs)

b. In administration: Library, fee payment, admission, biometric employee attendance system, attendance monitoring of students. The University encourages that the ICT facilities are optimally utilized not only for the university system but also for being active part towards knowledge dissemination at national and international level and also for robust information security management. The institute is currently running a chapter of online courses of NPTEL. It is also moving towards developing course under SWAYAM. The university is encouraging courses run through MOOCs and NPTEL. The Library subscribes various softwares for accessing e- reading material, books and journals and has its own software for checking plagiarism.

etc.,This induction program told about the easy way of learning using internet.

There are many applications or apps related to the education available even in our daily used smart phones.We can learn anything by using that particular app.

Eg. Python app,WPS-Office,Photoshop app,Programming Books,etc.,



Speech given By our Hon'ble Vice-Principal Sir, Sri.Aruna Kumar Sir



Speech given by our Hon'ble Sir, Sri.AnkamaKumar Sir ,H.O.D. in Physics



Speech given by Hon'ble Guest Sri.J.Vidya Sagar,Lect. In Computers, STBD College



Speech given by Hon'ble Lecturer,Sri.G.Srinivasa Rao,H.O.D. in Chemistry



Speech given by Hon'ble Lecturer, Sri. Sai Krishna Sir, Lect. in Chemistry



Speech given by Hon'ble Lecturer, Sri. Sivaji, Lect. in Telugu



Speech given by Hon'ble Lecturer, Sri. Ch. Moses Raju, Lect. in Computer Applications



Speech given by Hon'ble Lecturer, Sri.D.C.H.Papa Rao, Lect.in Mathematics



Speech given by Hon'ble Lecturer, Sri.Ch.Vijaya Kumar, Lect.in Computers



Our Hon'ble Vice-Principal Sir, our Teaching Staff & Students are felicitating the Guest-Lecturer



2022 PASSED OUT STUDENTS ALSO PARTICIPATED IN THIS PROGRAM

Ultimately the programme enlightens the advantages of computer literacy and the usage of internet and the applications or so called apps and how they are useful to the global society.

We the Computer Faculties, Sri.Ch.Vijaya Kumar and Sri.Ch.Moses Raju are so much thankful to Our Hon'ble Principal, Dr.K.Peddi Raju garu, Vice-Principal, Sri.S.Aruna Kumar garu and all of the remaining Lecturers, Staff for their support in conducting this program.Blessings and Greetings to Our Students...



THANK YOU

