B.V.RAJU COLLEGE

VISHNUPUR, BHIMAVARAM

EXTENSION ACTIVITY

Subject : MS-Office Course

Objective : To awaken an awareness of computer skills among the

school children community.

Department involved : Department of Computer Science

Conducted on : 29-04-2024 to 30-04-2024

Conducted at : Dr. B V Raju knowledge center ,kumudhavalli.

Programme Co-ordinator : R Rama Rao and Team

Supervised by : Dr. I.R.Krishnam Raju, Principal, BVRC

B V RAJU COLLEGE

VISHNUPUR :: BHIMAVARAM DEPARTMENT OF COMPUTER SCIENCE EXTENSION ACTIVITY

COURSE CONTENTS

MS WORD

Introduction to MS-Word – MS-Word Window Components – Creating, Editing, Formatting – Insert/Draw Tables, Table Auto format – Page Borders and Shading, Page Numbers – Inserting Symbols, Shapes, Word Art.

LAB PRACTICALS:

- 1. Write a letter to the HOD requesting for 2 day leave
- 2. Prepare resume
- 3. Prepare table of content
- 4. Prepare class time table
- 5. Draw flow chart to find sum of two numbers using shapes
- 6. Prepare mathematics question paper
- 7. Prepare letter head
- 8. Mail merge

B V RAJU COLLEGE

VISHNUPUR ::BHIMAVARAM

DEPARTMENT OF COMPUTER SCIENCE

		EXTE	NSION ACTIVITY	ATE: 29/04/24	
SL NO	ROLL	STUDENT NAME	ADDRESS	PHONE NUMBER	
1.	37	y. kusuma	Bhimavaram	6300025403	
2.	30	M. Likhitha	Bhimolaxam	9573939662]
3.		y. Malathi svi	Bhimavaram	6300025403]
	34	T. Dudrui	Phimalazian	9989966.582]
4	6	Eicharian Teta	DUX90 PUXOM	9666965819]
6	15	M. Yogendra	Bhimanaram	8179855037	
7.	2	U.V-a.Khil	Bhimalazan	9505763315	
8.	34	R. Justin Si	Chimician	9080560679]
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W		Kalkindaradeel	Bhmavaxam	8639397138	
12		G. VASS hitha	Bhimavaxaun	8630327138	
13		T. TOTO	Bhipparayam	8639327138	Į
14		P. BALATI	Bhimavaram	9542008067	
15.	7	M.SOU-ASha	Bhimavasam	9/82776279	
16.	I	Gro Chimne	Bhimalloom	8689179994	
17.	29	5. Angel Driva	Bhimanaram	8639727445	
18	31	B. Sohan	Markety Load	820090671	
19	9)	A. sahthash	Bhimavaxam	263904 N 90	
20	13	A sahthash	Bhimavaxam	8639641190	
21	2	E. Jaya Raju	Bhama wasoum	9666265819	
220	10	Cho poromitha	Bhlamauagam	887,7962090	
23,	32	M. Jafravi	Bham varan	817985 5037	
94.	5	0. Managa	Bhimvanam	9491188886	
25	3	J. Horini	Bhimavarary	***	
26	9	T. Growtham	Karkum Kodavalli	9640031556.	
27	31	T. Horshavardha		9989966582	

SIGNATURE OF THE FACULTY:

1) M. Shanku Busy 2) P. Appalanoidu 3) X. Mee wak Shi 4) 9. Namratha

B V RAJU COLLEGE VISHNUPUR ::BHIMAVARAM DEPARTMENT OF COMPUTER SCIENCE

EXTENSION ACTIVITY

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14. 34 K. Maheswazi Bhimavaram 98851	125403		
15. 34 Y. Malothi Sri Rhimavavam C300	37873		
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17 14 ch. Dunga Revathi Bhimavaxam 8328	384474		
18. 27 T. Lakshmi tuhsi Bhimovaran 8333	001803		
19 5 G. VOXShetha Kumudava II; 94941	496119		
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22. 5 D. Manasa Kumudavalli 9491128	3886		
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26 58 N. Dulga Brown Kumudavalli 8639	861728		
3 9 - Harring Ishmallarah 9151			
5 4 Siswapha Kumudavalli 91217	4468		
29 15 Marogendra Bhimylarum 8178	0== ===		

SIGNATURE OF THE FACULTY:

1. P. Appalanaidu 2 M. Bhasson Soly 3 P. B. L.R.

LAB ACTIVITY















