

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
EXTENSION ACTIVITY

DATE: 22/04/24

SL NO	ROLL NO	STUDENT NAME	ADDRESS	PHONE NUMBER
1.	37	Y. kusuma	Bhimavaram	6300025403
2.	30	M. Likhitha	Bhimavaram	9573939662
3.	34	Y. Malathi Sri	Bhimavaram	6300025403
4	10	T. Prudhvi	Dharmavaram	9989966582
5.	6	E. Charan Teja	Dugga Puxam	9666265919
6	15	M. Yogendra	Bhimavaram	8179855032
7.	2	U.V. Akhil	Bhimavaram	9505763315
8.	34	R. Jyothi Sri	Bhimavaram	9989966582
9.	52	R. Nithya Sri	Bhimavaram	9989966582
10		T. Srinivas	G. Vaxshitha	9491176119 9494496119
11		K. Adarsh	Bhimavaram	8639327138
12		G. Vaxshitha	Bhimavaram	8639327138
13		T. Teja	Bhimavaram	8639327138
14		P. Bhanu Prasad	Bhimavaram	9542008067
15.	7	M. Srinivas	Bhimavaram	9182776279
16.	I	G. Chinnu	Bhimavaram	8639179994
17.	29	S. Angel Priya	Bhimavaram	8639179994
18	31	B. Sohan	Market, Andhra	820090671
19	21	A. Srinithesh	Bhimavaram	8639041190
20	13	A. Sai	Bhimavaram	8639041190
21	2	E. Jaya Raju	Bhimavaram	9666265819
22.	10	Ch. Perumitha	Bhimavaram	8877962090
23.	32	M. Jagan	Bhimavaram	8179855037
24.	5	D. Manasa	Bhimavaram	9491188886
25	3	T. Harini	Bhimavaram	
26	9	T. Gowtham	Kaikum Kodavali	9640031556
27	31	T. Harshavardhan	Kodavali	9989966582

SIGNATURE OF THE FACULTY :

- 1) M. Shashu Babu
- 2) P. Appalaraju
- 3) K. Meenakshi
- 4) G. Namratha

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

DATE: 30/4/24

SL NO	ROLL NO	STUDENT NAME	ADDRESS	PHONE NUMBER
1	10	Ch. Prasanna	Bhimavaram	8897962096
2	13	A. Sai	Poyakara Peta	8639041190
3	21	A. Senthosh	Bhimavaram	8639041190
4	9	T. Gowtham	Kumudavalli	8985412556
5	31	T. Harsha Vardhan	Kumudavalli	9989966582
6	10	T. Prudhvi	Kumudavalli	9989966582
7	1	K. Darshan	Kumudavalli	904348006
8	1	M. Pooja Raju	Durga Puzam	6309257177
9	6	E. CHARANTEJA	Durga Puzam	9666265819
10	2	U. V. AKHIL	Bhimavaram	950763315
11	14	G. MAHESH	Durga Puzam	6300559035
12	2	E. Jaya Raju	Durga Puzam	4666265819
13	37	V. Kusuma	Bhimavaram	6300025403
14	34	K. Maheswari	Bhimavaram	9885137873
15	34	Y. Malathi Sri	Bhimavaram	6300025403
16	30	M. Likhitha	Bhimavaram	9573939662
17	14	Ch. Durga Revathi	Bhimavaram	8328384474
18	27	T. Lakshmi tubsi	Bhimavaram	8332001803
19	5	G. Vashitha	Kumudavalli	9494496119
20	4	T. Teja	Kumudavalli	8639307138
21	1	G. Chimni	Kumudavalli	8639179994
22	5	D. Manasa	Kumudavalli	9491198886
23	25	S. Angel Priya	Kumudavalli	8639797445
24	45	V. Jaya Sri	Kumudavalli	6303543257
25	52	R. Nithya Sri	Kumudavalli	9989569679
26	58	V. Divya Bhavani	Kumudavalli	8639861228
27	3	T. Harini	Bhimavaram	9121
28	4	S. Swapna	Kumudavalli	9121714468
29	15	M. Grogendra	Bhimavaram	8179855037

SIGNATURE OF THE FACULTY :

1. P. Appalanaidu
2. M. Bhaskar Babu
3. P. R. R.

LAB ACTIVITY



