

Kandula Srinivasa Reddy Memorial College of Engineering
(Autonomous)

Kadapa-516003. AP

(Approved by AICTE, Affiliated to JNTUA, Ananthapuramu, Accredited by NAAC)

(An ISO 9001-2008 Certified Institution)

Department of Civil Engineering



Certification Course

on

Introduction to Microsoft Office

Course Instructor:

Sri. P. Suresh Praveen Kumar,

Assistant Professor, Civil Engg. Dept., KSRMCE

Course Coordinator:

Sri N Prathap Kumar and Miss B Harika,

Assistant Professor, Civil Engg. Dept., KSRMCE

Date: 24/08/2020 to 11/09/2020





K.S.R.M. COLLEGE OF ENGINEERING

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Kadapa, Andhra Pradesh, India- 516 003

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Lr./KSRMCE/CE/2020-21/

Date: 18-08-2020

From

Sri N Prathap Kumar and Miss B Harika,
Asst. Professor,
Dept. of Civil Engineering,
KSRMCE,
Kadapa.

To

The Principal,
KSRMCE,
Kadapa.

Sub: Permission to Conduct Certificate Course – Reg.

Respected Sir,

The Department of Civil Engineering is planning to offer a certification course on “Introduction to Microsoft Office” for B. Tech. students of Civil Engineering. The course will start on 24th Aug. 2020 and the course will run for a total number of 30 hours. In this regard, I am requesting you to accept the proposal to conduct certification course.

Thanking you

Yours faithfully

N. Prathap Kumar & Miss B. Harika
(Sri N. Prathap Kumar & Miss B. Harika)

*Permitted
U. S. S. Murthy*



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Cr./KSRMCE/CE/2020-21/

Date: 19/08/2020

Circular

The Department of Civil Engineering is offering a certification course on Introduction to Microsoft Office. The course will start on 24-08-2020 and the course will run for a total number of 30 hours. In this regard, interested students of Civil Engineering are required to register for the Certification Course. The registration link is given below.

<https://docs.google.com/forms/f/g/KEspobcCVD24ef5I21ffsrPNEdkym52sldkf7Mhdc97n6GsR4GfNdT10w/viewform>

The Course Coordinator
Sri N Prathap Kumar and Miss B Harika,
Assistant Professor,
Department of Civil Engg.- KSRMCE.

V. S. S. Muly

Principal

PRINCIPAL

**K.S.R.M. COLLEGE OF ENGINEERING
KADAPA - 516 003. (A.P.)**

Cc to:

The Director, KSRMCE

The HoD-Civil, KSRMCE

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Department of Civil Engineering

Registration list of Certification course
on
Introduction to Microsoft Office

Sl. No.	Student Roll No.	Student Name	Sec.	Mail ID
1	199Y1A0101	Avinash Kumar Boggiti	A	199Y1A0101@ksrmce.ac.in
2	199Y1A0102	Sampurna Rani Bollavaram	A	199Y1A0102@ksrmce.ac.in
3	199Y1A0103	Suryanarayana Byrisetty	A	199Y1A0103@ksrmce.ac.in
4	199Y1A0104	Vinod Chennu Boina	A	199Y1A0104@ksrmce.ac.in
5	199Y1A0105	Shanmukha Sai Sreenivasa Reddy C	A	199Y1A0105@ksrmce.ac.in
6	199Y1A0106	Haritha Chinamadula	A	199Y1A0106@ksrmce.ac.in
7	199Y1A0107	Arun Kumar Dantham	A	199Y1A0107@ksrmce.ac.in
8	199Y1A0108	Anusha Dhamerla	A	199Y1A0108@ksrmce.ac.in
9	199Y1A0109	Chennakeshava Dirasantha	A	199Y1A0109@ksrmce.ac.in
10	199Y1A0110	Mahamad Javid Gajula	A	199Y1A0110@ksrmce.ac.in
11	199Y1A0112	Suneel Giddaluru	A	199Y1A0112@ksrmce.ac.in
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14	199Y1A0116	Venkata Sai Janapati	A	199Y1A0116@ksrmce.ac.in
15	199Y1A0117	Venkata Surendra Jandlavaram	A	199Y1A0117@ksrmce.ac.in
16	199Y1A0118	Chaitanya Kanta	A	199Y1A0118@ksrmce.ac.in
17	199Y1A0119	Vekrishna Yadav Katuboina	A	199Y1A0119@ksrmce.ac.in
18	199Y1A0120	Kejiya Kola	A	199Y1A0120@ksrmce.ac.in
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20	199Y1A0122	Nagarathna Kumbhagiri	A	199Y1A0122@ksrmce.ac.in
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22	199Y1A0124	Jagadeesh Manjula	A	199Y1A0124@ksrmce.ac.in
23	199Y1A0126	Jagan Mohan Midde	A	199Y1A0126@ksrmce.ac.in
24	199Y1A0127	Yagna Priya Moram	A	199Y1A0127@ksrmce.ac.in
25	199Y1A0128	Naveen Motupalli	A	199Y1A0128@ksrmce.ac.in
26	199Y1A0129	Saitejesh Reddy Mudupunamala	A	199Y1A0129@ksrmce.ac.in
27	199Y1A0131	Harsha Vardhan Mundlapati	A	199Y1A0131@ksrmce.ac.in
28	199Y1A0132	Sesha Sai Naga	A	199Y1A0132@ksrmce.ac.in
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30	199Y1A0135	Suresh Reddy Pemmireddy	A	199Y1A0135@ksrmce.ac.in
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33	199Y1A0139	Manjunath Poola	A	199Y1A0139@ksrmce.ac.in
34	199Y1A0141	Divya Ragi	A	199Y1A0141@ksrmce.ac.in
35	199Y1A0143	Hima Bindu Ravella	A	199Y1A0143@ksrmce.ac.in
36	199Y1A0144	Sadamini Sake	A	199Y1A0144@ksrmce.ac.in
37	199Y1A0145	Pavankumarreddy Salindra	A	199Y1A0145@ksrmce.ac.in
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51	199Y1A0163	Zareena Tasneem Syed	B	199Y1A0163@ksrmce.ac.in
52	199Y1A0164	Anil Kumar Reddy Thummala	B	199Y1A0164@ksrmce.ac.in
53	199Y1A0165	Sunil Kumar Thute	B	199Y1A0165@ksrmce.ac.in
54	199Y1A0166	Venkata Sai Yesahaswini Uppu	B	199Y1A0166@ksrmce.ac.in
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56	199Y1A0168	Shaik Fayaz Hussain Vanipenta	B	199Y1A0168@ksrmce.ac.in
57	199Y1A0169	Sreenivasulu Varadhigandla	B	199Y1A0169@ksrmce.ac.in
58	199Y1A0170	Prathyusha Yambadi	B	199Y1A0170@ksrmce.ac.in
59	199Y1A0172	Bramhini Yeddula	B	199Y1A0172@ksrmce.ac.in
60	199Y1A0173	Palakondaiah Yeddulakonda	B	199Y1A0173@ksrmce.ac.in


Coordinator




HoD-Civil Engg.

Head

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KADAPA 516 003. (A.P.)

Syllabus of Certification Course

Course Name: Introduction to Microsoft Office

Duration: 30 Hours

Table of Contents

1. Launch Word
2. Window and Ribbon Features
3. File Tab
4. Templates
5. Window Options
6. Customize Your Ribbon
7. Quick Access Toolbar
8. Non-Printing Characters
9. Practice Document
10. Save a Document
11. Select Text
12. Margins
13. Line Spacing
14. Format a Document
15. Additional Font Options
16. Text Alignment
17. View Modes
18. Spelling and Grammar Checks
19. Page Breaks and Section Breaks
20. Tables
21. Edit a Table
22. Format a Table
23. Print a Document
24. Illustrations Demonstration
25. Illustrations Quick Reference
26. Track Changes Quick Reference
27. Additional Quick References

Textbooks:

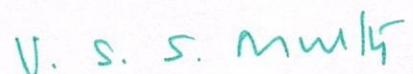
1. ML Humphrey "Word for Beginners", ML Humphrey Publishers, New York.
2. Joan Lambert "Microsoft Word 2019 Step by Step", Microsoft, USA.
3. Guy Hart-Davis "Teach Yourself VISUALLY Word 2019", John Wiley & Sons, INc., Indianapolis, IN.

Reference Books:

1. Peter Schiessl "Microsoft Word 2019 - FIRST VOLUME - Training Book with many Exercises", by Lindemann Group Publishers.
2. Dan Gookin "Microsoft Word 2019 For Dummies"
3. Linda Foulkes "Learn Microsoft Office 2019", Packet publishing Limited, Mumbai, India.



Head
Department of Civil Engineering
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Department of Civil Engineering

Certification course on "Introduction to Microsoft Office"

Date	Timing	Course Instructor	Topic to be covered
24/08/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Launch Word, Window and Ribbon Features, File Tab
25/08/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Templates, Window Options Customize Your Ribbon
26/08/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Templates, Window Options Customize Your Ribbon
27/08/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Quick Access Toolbar, Non-Printing Characters, Practice Document
28/08/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Quick Access Toolbar, Non-Printing Characters, Practice Document
29/08/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Save a Document, Select Text, Margins, Line Spacing
31/08/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Save a Document, Select Text, Margins, Line Spacing
1/09/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Format a Document, Additional Font Options, Text Alignment, View Modes
2/09/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Format a Document, Additional Font Options, Text Alignment, View Modes
3/09/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Format a Document, Additional Font Options, Text Alignment, View Modes
4/09/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Spelling and Grammar Checks, Page Breaks and Section Breaks, Tables
5/09/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Edit a Table, Format a Table
7/09/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Edit a Table, Format a Table
9/09/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Print a Document, Illustrations Demonstration
10/09/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Illustrations Quick Reference, Track Changes Quick Reference, Additional Quick References
11/09/20	4 PM to 6 PM	Sri. P. Suresh Praveen Kumar	Illustrations Quick Reference, Track Changes Quick Reference, Additional Quick References

V. S. S. Muli
Principal

Instructor:

Coordinator:

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Report of

Certification Course on Introduction to Microsoft Office

From 24.08.2020 to 11.09.2020

Target Group	:	Students
Details of Participants	:	60 Students
Co-coordinator(s)	:	Sri N. Prathap Kumar and Miss B. Harika
Organizing Department	:	Civil Engineering
Venue	:	Online (google meet)
		Link: https://meet.google.com/lookup/ksenk5pi8

Description:

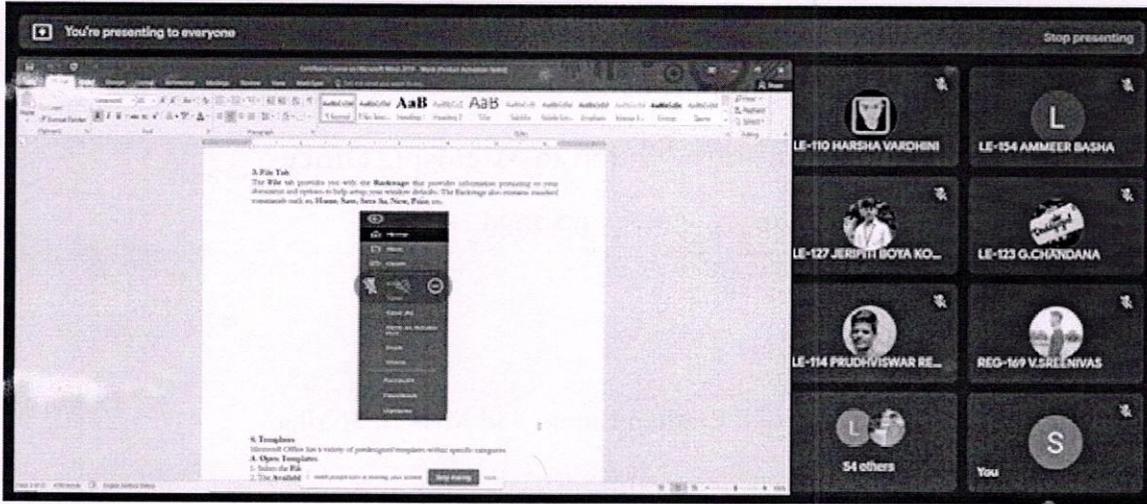
The Department of Civil Engineering offered the Certification Course in “Introduction to Microsoft Office” from 24.08.2020 to 11.09.2020 and the course was organized for a total number of 30 hours. The course was instructed by Sri. P. Suresh Praveen Kumar (Assistant Professor, Dept. Civil Engg.) and coordinated by Sri N. Prathap Kumar and Miss B. Harika (Assistant Professor, Dept. of Civil Engg.).

Microsoft Word 2019 is a powerful word processing application. This is a hands-on course to help the students become more proficient with Microsoft Word in creating and editing documents. Topics covered include: Working with the Ribbon, accessing available templates, Document formatting, Spell and Grammar checking, Inserting and formatting graphic images, working with page layouts, using track changes, creating and formatting tables, and Printing a document, and want to make use of the many features that help users achieve an attractive and professional end result.

The course was designed by considering the students are new to the Microsoft utilities like word, excel, power point, etc., The course started by giving instruction to process of installing the software and brief on various installation problems.

Photo:

The picture taken during the course is given below:




(Course Instructor)


(HoD, Civil Engg.)

V. S. S. Muelly
Principal

Head
Department of Civil Engineering
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DEPARTMENT OF CIVIL ENGINEERING

Certificate course

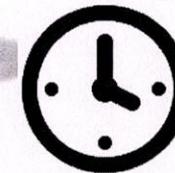
on

"Introduction to Microsoft Office"

Resource person

P Suresh Praveen Kumar

Assistant Professor



24-08-2020

to

11-09-2020

**Coordinators: Sri N. Prathap Kumar and Miss B. Harika,
Asst. Professor, CED**

Department of Civil Engineering

Attendance sheet of Certification Course on Introduction to Microsoft Office

Sl. No.	Student Roll No.	Student Name	24/08	25/08	26/08	27/08	28/08	29/08	31/08	1/09	2/09	3/09	4/09	5/09	7/09	9/09	10/09	11/09
1	199Y1A0101	Avinash Kumar Boggiti	a	v	v	v	v	v	a	v	v	v	v	v	a	v	v	v
2	199Y1A0102	Sampurna Rani Bollavaram	a	a	v	v	v	v	a	v	v	v	a	v	v	v		a
3	199Y1A0103	Suryanarayana Byrisetty	v	a	v	v	v	v	v	v	v	v	v	v	v	a	v	v
4	199Y1A0104	Vinod Chennu Boina	v	a	v	a	v	a	v	v	v	v	v	a	v	v	v	v
5	199Y1A0105	Shanmukha Sai Sreenivasa Reddy C	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v
6	199Y1A0106	Haritha Chinamadula	v	v	v	v	v	v	a	v	v	v	v	v	v	v	v	v
7	199Y1A0107	Arun Kumar Dantham	v	v	v	a	v	v	v	v	v	v	v	v	v	v	v	a
8	199Y1A0108	Anusha Dhamerla	v	a	v	v	v	v	v	v	v	v	v	v	v	v	v	v
9	199Y1A0109	Chennakeshava Dirasantha	v	v	v	v	v	v	a	v	v	v	v	v	v	a	v	v

52	199Y1A0164	Anil Kumar Reddy Thummala	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
53	199Y1A0165	Sunil Kumar Thute	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
54	199Y1A0166	Venkata Sai Yeshaswini Uppu	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
55	199Y1A0167	Chandrasekhar Vadde	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
56	199Y1A0168	Shaik Fayaz Hussain Vanipenta	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
57	199Y1A0169	Sreenivasulu Varadhigandla	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
58	199Y1A0170	Prathyusha Yambadi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
59	199Y1A0172	Bramhini Yeddula	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
60	199Y1A0173	Palakondaiah Yeddulakonda	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

B. Hanumanth
N. K. Reddy
Coordinator

N. M. M.
HoD-Civil Engg.

Head
Department of Civil Engineering
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Course Material of Microsoft Word 2019

Table of Contents

1. Launch Word
2. Window and Ribbon Features
3. File Tab
4. Templates
5. Window Options
6. Customize Your Ribbon
7. Quick Access Toolbar
8. Non-Printing Characters
9. Practice Document
10. Save a Document
11. Select Text
12. Margins
13. Line Spacing
14. Format a Document
15. Additional Font Options
16. Text Alignment
17. View Modes
18. Spelling and Grammar Checks
19. Page Breaks and Section Breaks
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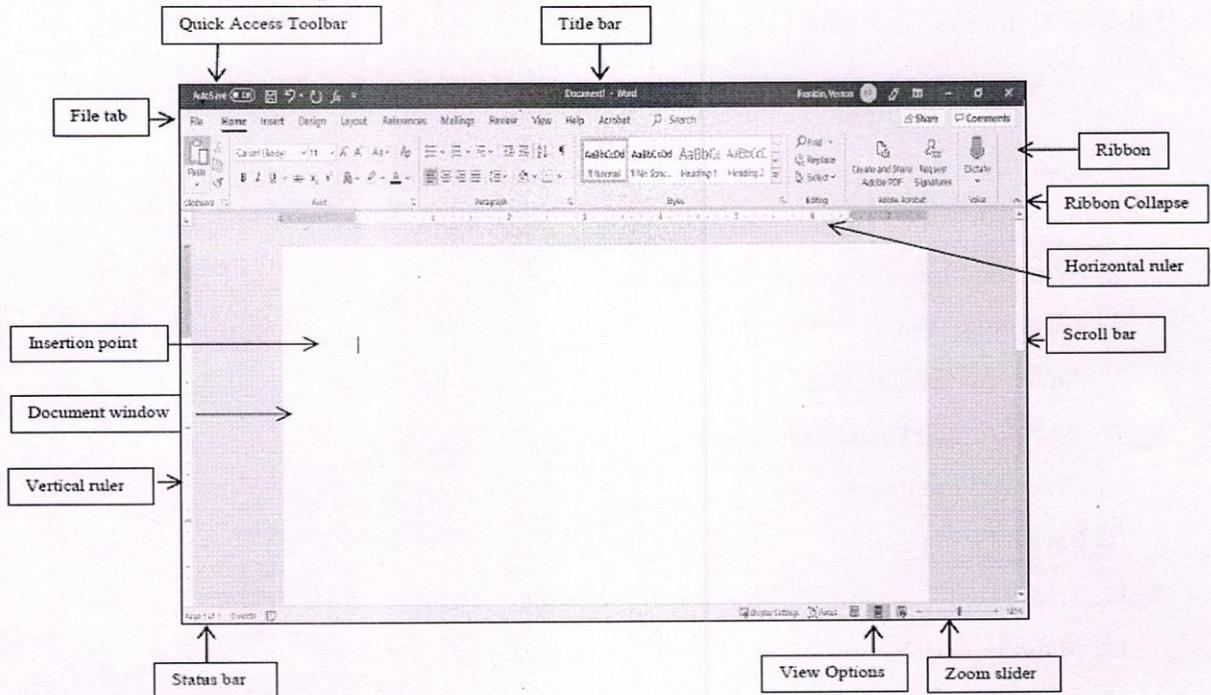
1. Launch Word

To start Word 2019, click on the **Office Start** button, and then select **Microsoft Word 2019** from the options panel.

The **Microsoft Word** Icon can be pin to the start bar for quick access.

2. Window and Ribbon Features

The screen shot below displays the primary components of the Word 2019 interface.



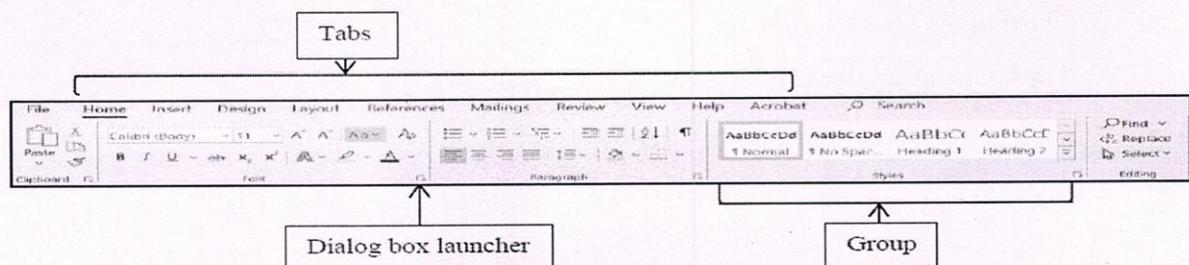
A. Terms

The table below consists of definitions for the Microsoft Office features.

S.No	Term	Description
1	Quick Access Toolbar	Displays quick access to commonly used commands.
2	Ribbon Tab	Title or name of the specific Ribbon.
3	Ribbon	Displays groups of related commands within tabs. Each tab provides buttons for commands.
4	File Tab	The File tab has replaced the Office button in 2007. This area is called the Backstage which helps you to manage the Microsoft application and provides access to its options such as Open, New, Save As, Print, etc.
5	Group	Contain category of command buttons.
6	Show Dialog Box	Show additional options.

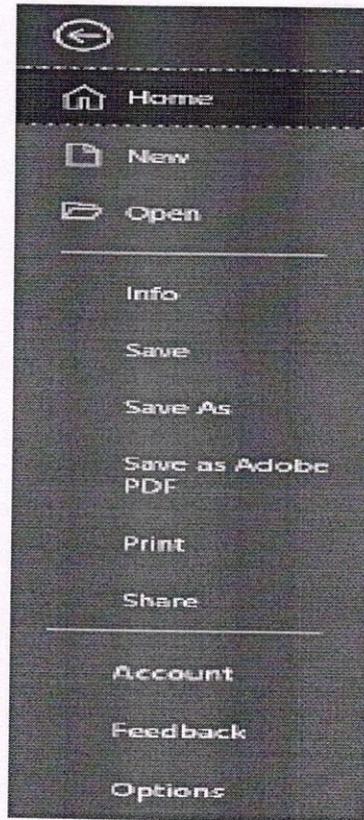
B. Use the Ribbon options to select and process your commands.

Microsoft Word 2019 uses **Tabs** instead of menus to organize various functions. In addition, command buttons have been placed in a **Group** within the **Ribbon**. The **Dialog Box Launcher** in a group shows additional options.



3. File Tab

The **File** tab provides you with the **Backstage** that provides information pertaining to your document and options to help setup your window defaults. The Backstage also contains standard commands such as, **Home**, **Save**, **Save As**, **New**, **Print**, etc.

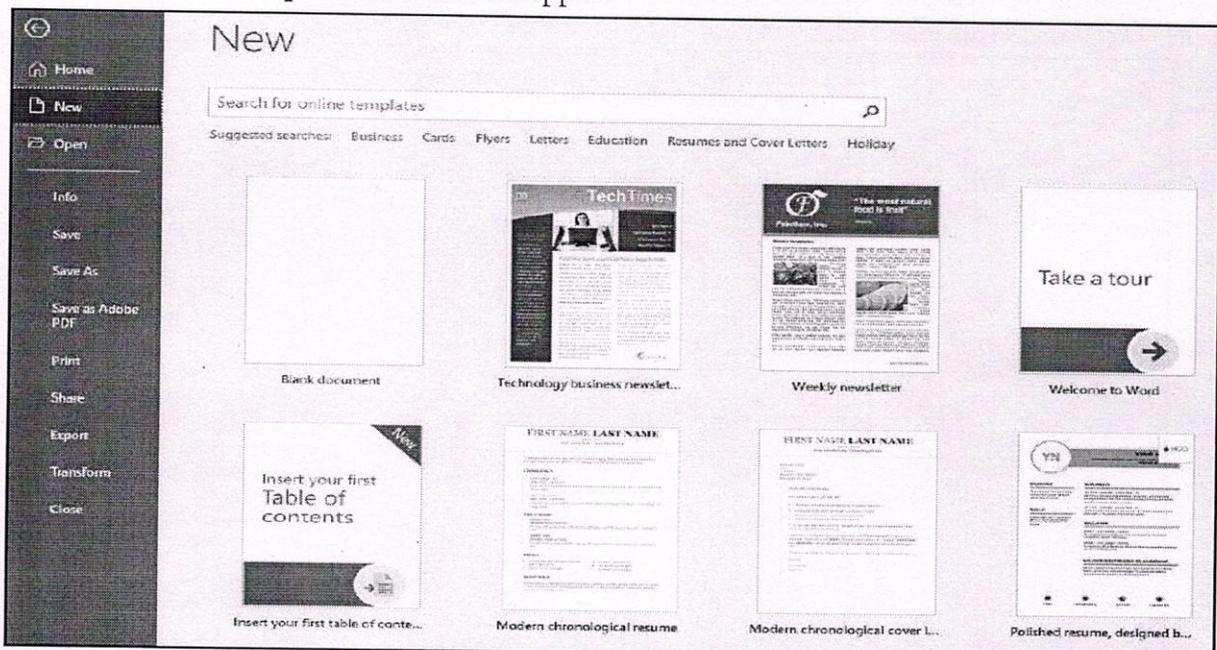


4. Templates

Microsoft Office has a variety of predesigned templates within specific categories.

A. Open Templates

1. Select the **File** tab, and then click on the **New** option.
2. The **Available Templates** window will appear.

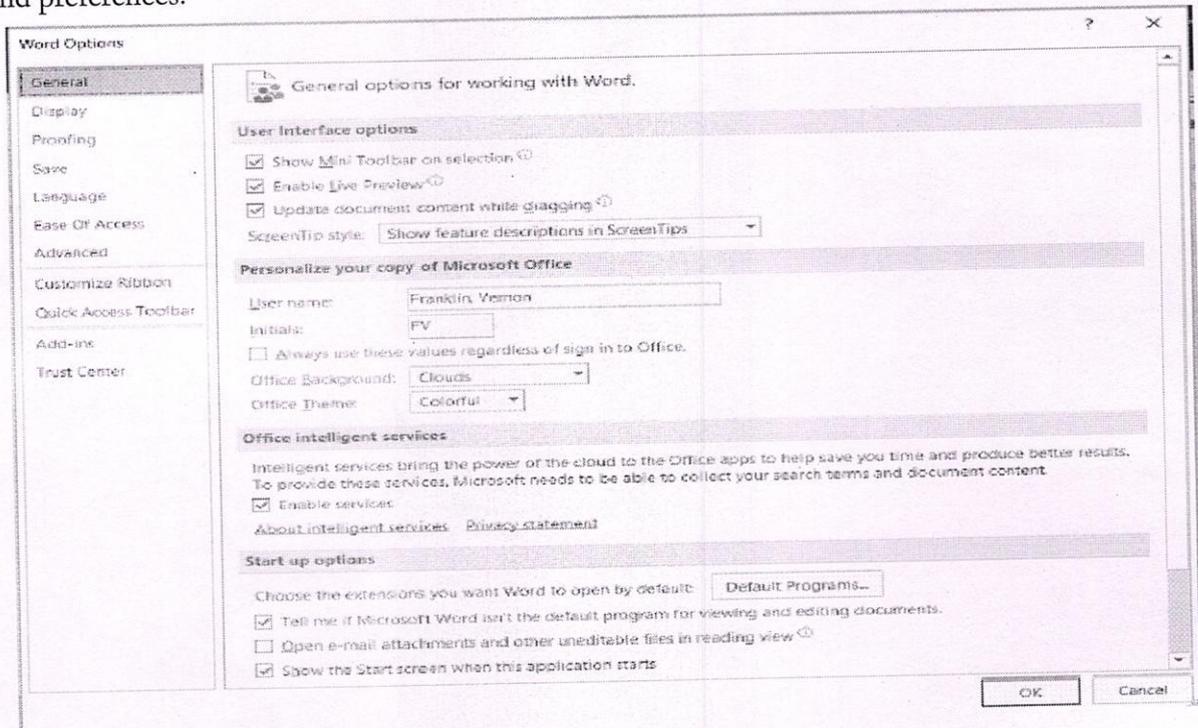


5. Window Options

The Microsoft Word application allows you to customize setting and preferences as you work within your Word document.

A. Set options

1. Click on the **File** tab, and then select the **Options** item.
2. The **Word Options** window will appear. This is where you can choose your desired settings and preferences.

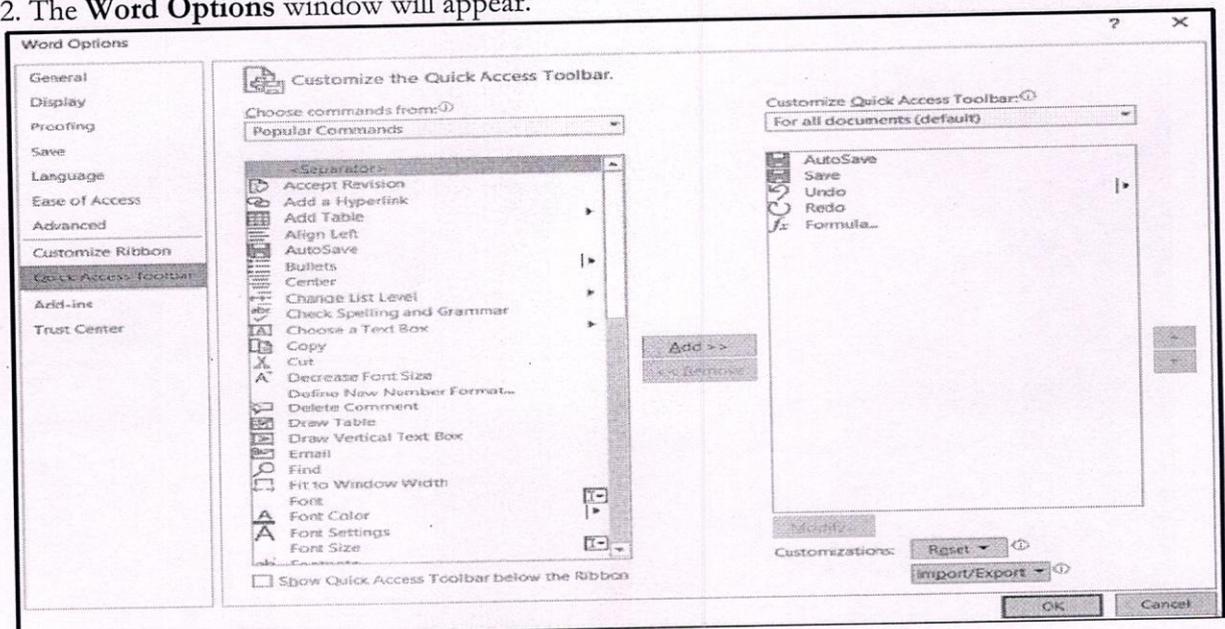


6. Customize Your Ribbon

You can easily customize the Ribbon to suit your needs by creating new tabs and filling them with the commands you use the most.

A. Customize Ribbon commands

1. Click on the **File** tab, and then select the **Options** Item.
2. The **Word Options** window will appear.

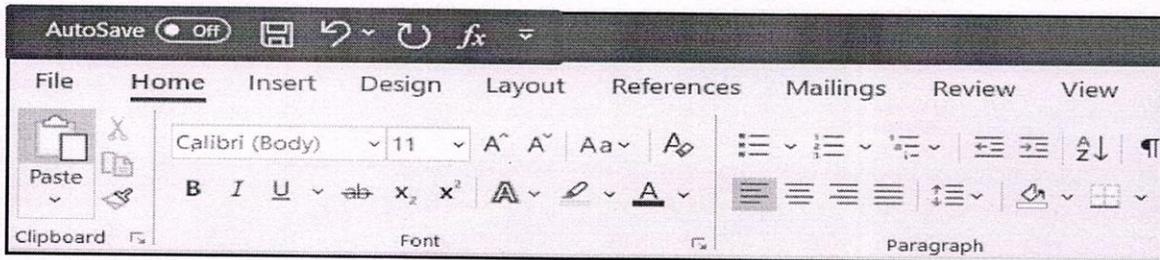


3. Click on the **Customize Ribbon** option.
4. From the **Choose commands from** list, click on your desired ribbon option, and then click on the **Add** button to place it in the **Customize the Ribbon** list.
5. Click on the **OK** button.

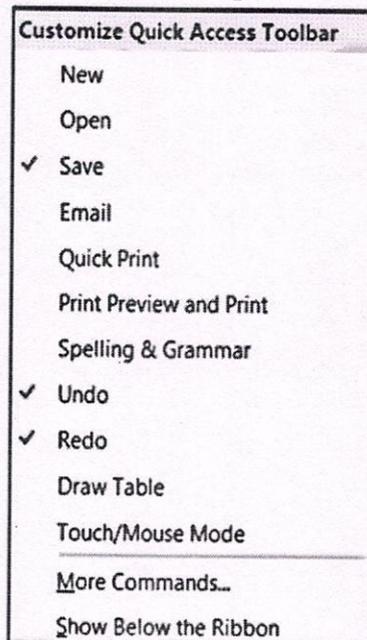
7. Quick Access Toolbar

Microsoft Word 2019 has a **Quick Access Toolbar**, so you can have quick access to your most used commands.

A. Add Commands



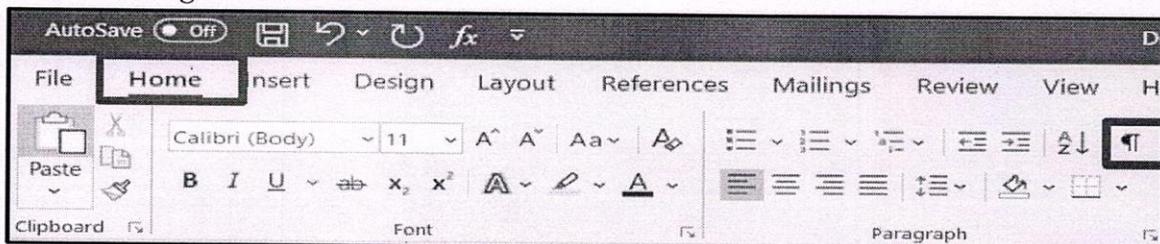
1. To add your most used commands to the **Quick Access Toolbar**, click on the drop-down arrow next to the **Quick Access Toolbar**.
2. The **Customize Quick Access Toolbar** option panel will appear.



3. Click on your desired command option to be placed on the **Quick Access Toolbar**.

8. Non-Printing Characters

The **Show/Hide** button displays non-printing characters, including paragraph marks, spaces and tabs. This button works as a toggle switch: click it to turn the display of non-printing characters on and click it again to turn them off.



A. Working with Show/Hide

1. On the **Home Ribbon** in the **Paragraph** group, click on the **Show/Hide** button to view paragraph marks. Paragraph, space, and tab marks will not appear on your printed documents.
2. On the **Home Ribbon** in the **Paragraph** group, click on the **Show/Hide** button to hide paragraph marks.

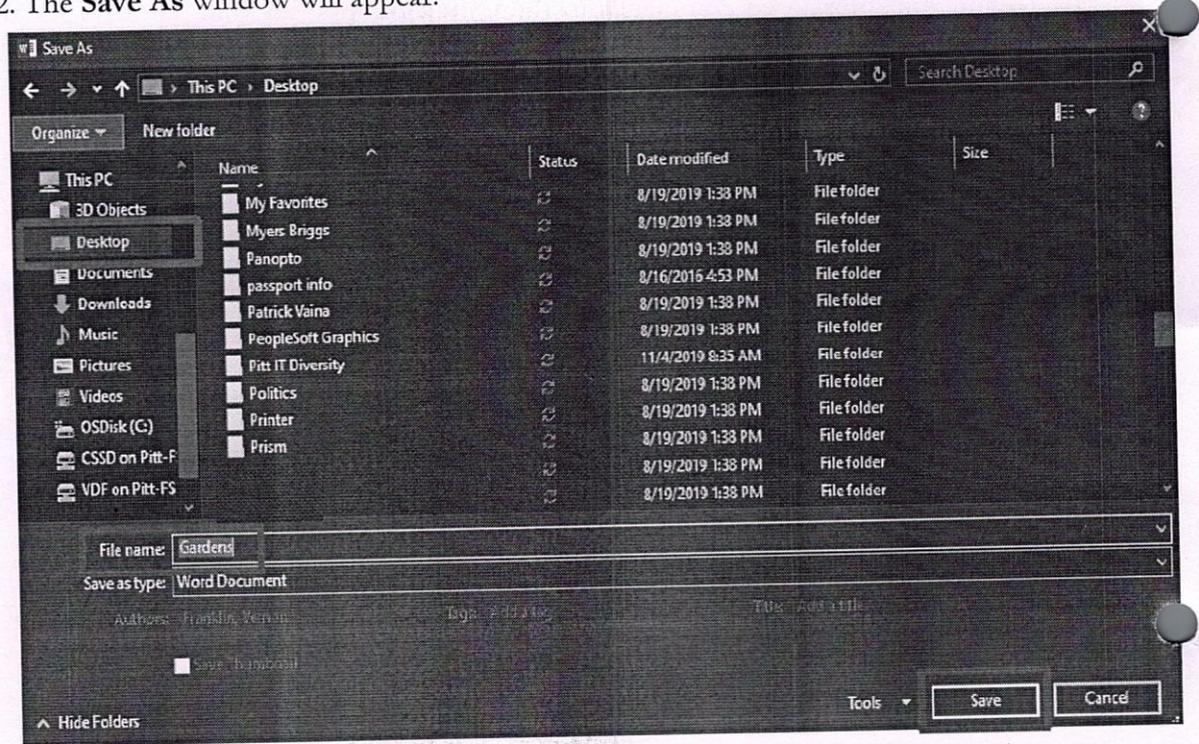
9. Practice Document

Open **Garden.docx** practice document.
(Instructor will demonstrate where to access document.)

10. Save a Document

A. Save

1. Click on the **File** tab, then select the **Save As** option to save a document permanently to your hard drive or other storage device.
(The instructor will demonstrate where to save document.)
2. The **Save As** window will appear.



3. In the **Directory** sections on the left side of the window, click on the icon where you wish to save your document. *In this exercise click on the **Desktop**.*
4. In the **File Name** box, type your desired document name, and then click on the **Save** button.

11. Select Text

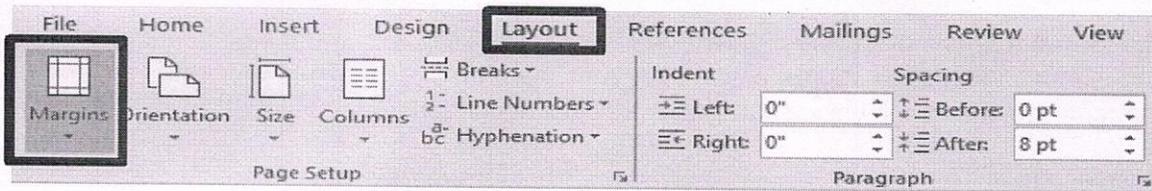
You must select text before you can change the format. You can use the mouse to select text in a variety of ways which is explained in the table below.

Select	Action
any text	Click at the beginning of the area and press the Shift key as you click at the end of the area. You can also drag across the text you want to select.
a word	Double click on the word.

a line	Place the mouse pointer in the left margin. Position the mouse pointer next to the desired line and click once.
multiple lines	Place the mouse pointer in the left margin next to the first desired line and click once. Then press the Ctrl key and click additional lines to select them.
a sentence	Press the Ctrl key and click anywhere in the sentence.
a paragraph	Place the mouse pointer in the left margin and double click next to any line in the paragraph.
multiple paragraphs	Click at the beginning of the first paragraph then hold the mouse button down while dragging through your desired paragraphs.
a document	Press the Ctrl key then place the mouse pointer anywhere in the left margin and click once.

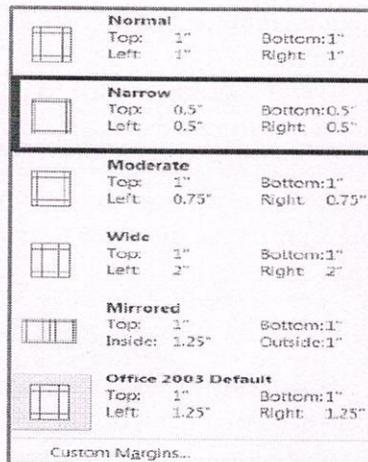
12. Margins

Microsoft Word 2019 margins are defaulted to 1 inch for the top and bottom, and 1 inch for the left and right. To change your margins, use the **Margin** button found on the **Layout** ribbon.



A. Create Margins

1. Select the entire document text, by pressing the **Ctrl** key, then place the mouse pointer anywhere on the left margin, and then click once on the right mouse button.
2. Select the **Layout** tab.
3. In the **Page Setup** group, click on the **Margins** button.
4. The predesigned margins panel will appear.
5. Change the margin by selecting the top margin button (top and bottom 0.5" – Left and Right 0.5").



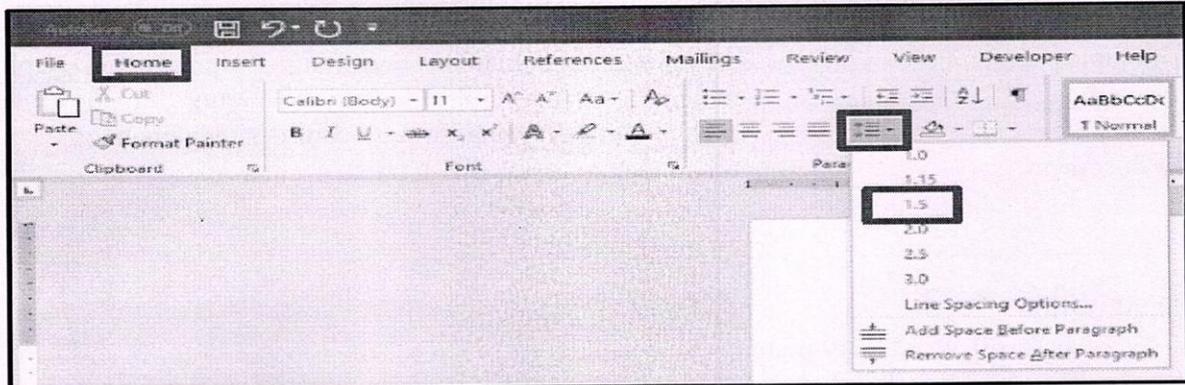
Note: If you prefer a margin not listed, then click on **Custom Margins** at the bottom of the panel to customize your margin. The **Page Setup** window will appear, and then make your desired margin choices from the window options.

13. Line Spacing

Microsoft Word 2019 defaults the line spacing to double space (2.0). Line spacing affects an entire paragraph or document. Use the **Line Spacing** button on the **Home Ribbon** to change line spacing.

A. Add Spacing

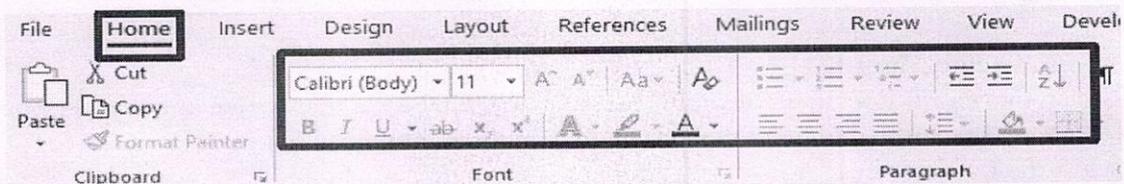
1. Make sure the entire document is still selected.
2. Click on the **Home** tab. On the **Paragraph** group, click on the **Line Spacing** button, and then select 1.5.



B. Apply Format

14. Format a Document

Formats can be applied to any text within your document. The formatting styles are the most common way to change the appearance of text in a document.

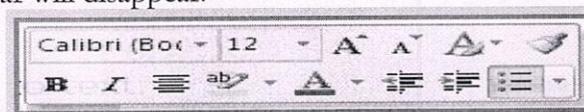


1. Select text, and then click on your desired format from the **Home** ribbon.

Format Option Examples:

- Click on the **Bold** button to make text bold.
- Click on the **Italic** button to italicize text.
- Click on the **Underline** button to add an underline to text.
- Click on the **Bullets** button to add a bulleted list to text.
- Click on the **Numbering** button to add a numbered list to text.

Note: Microsoft Word Mini Toolbar feature gives you quick access to common formatting commands. The mini toolbar appears faintly when you select text in your document. If you want to use this mini toolbar, you can activate it by hovering the mouse pointer on the toolbar and making your selections. If you prefer not to use the toolbar, you can continue working within the document and the toolbar will disappear.



A. On the *Garden.docx* practice document, do the following formatting explain above:

1. Select the *Energy Savings* sub-heading text above the second paragraph, and then press the **Control** key on the keyboard.

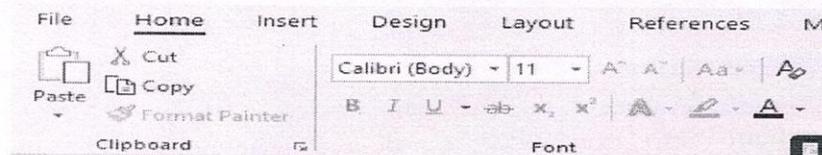
2. Select the *Feasibility of Converting Flat Roofed Building to Gardens* sub-heading text above the third paragraph.
3. While the **Control** key is still pressed, select sub-heading text from the fourth and fifth paragraphs (*Structural Requirements, Possible Problems*).
4. Click on the **Bold** button.
5. Click on the **Italic** button.
6. Click on the **Underline** button.
7. Select all three lines after the *Structural Requirements* paragraph (*Garages and sheds, Balconies and terraces, and Patios or decks*).
8. Click on the **Bullets** button.
9. Create a Numbered list at the end of the first paragraph of **Possible Problem**, by placing the insertion point after the text **include**, press once on the **Enter** key, and then click on the **Numbering** button.
10. Type the following text, "*Rainwater build-up can sacrifice the structural soundness of the roof. Make sure the structure is slightly angled or has proper drainage to allow for water runoff.*", and then press once on the **Enter** key.
11. Type the following text, "*Selecting plants that require too much water can add considerable weight to the garden. The best option is to research and understand which flowers and plants thrive in a given area and do not require a lot of water.*", and then press once the **Enter** key.
12. Type the following text, "*The structure may be unable to sustain the weight. Consider container gardens which consist of lower weight but offer the same benefits of in-ground plants.*", and then press twice on the **Enter** key.

15. Additional Font Options

Additional font options are available, such as font effects, special styles and previewing font changes. You can view additional options by clicking on the **Home** tab, and then click on the **Dialog box launcher** on the **Font** group.

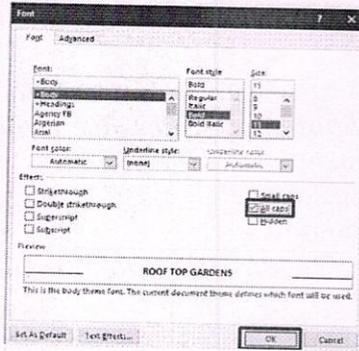
A. Add All Caps

1. Place the **Insertion** point before the first line of the document.
2. Type the text, **Roof top gardens**, and then press twice on the **Enter** key.
3. Select your new title text, and then click on the **Bold** button.



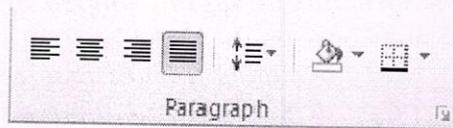
Dialog box launcher

4. While the title text is still selected, click on the **Dialog box launcher** on the **Font** group.
 5. The **Font** window will appear.
 6. In the **Effects** area, click on the check box next to **All caps**, and then click on the **OK** button.
- Note:** The **Font** window contains additional formats you can select from.



16. Text Alignment

Microsoft Word 2019 aligns paragraphs four different ways relative to the left and right margins: left, center, right and justified. The Word 2019 default paragraph alignment is left. You can change paragraph alignment by clicking on an **Alignment** button, located on the **Home** ribbon on the **Paragraph** group.



Alignment Option Examples:

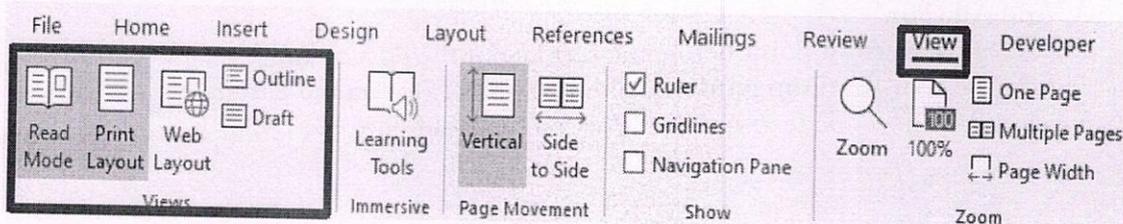
- First button - **Align Text Left**
- Second button - **Center Text**
- Third button - **Align Text Right**
- Fourth button - **Justify Text**

A. Add Center Alignment

1. Select the title text, *ROOF TOP GARDENS*, and then click on the **Center** button.

17. View Modes

Microsoft Word 2019 has five view modes.



1. To select a view mode, click on the **View** tab.
2. In the **Document Views** group, select your desired view mode.

View Name	Description
Read Mode	The best way to read a document, including some tools designed for reading instead of writing.
Print Layout	Check out how your document will look when it's printed.
Web Layout	See how your document will look as a webpage. This layout is also great if you have wide tables in your document.
Outline	See your document in outline form where content is shown as bulleted points. This view is useful for creating headings and moving whole paragraphs within the document.
Draft	Switch your view to see just the text in your document. This is useful for quick editing because headers/footers and

certain objects won't show up, allowing you to focus on your text.

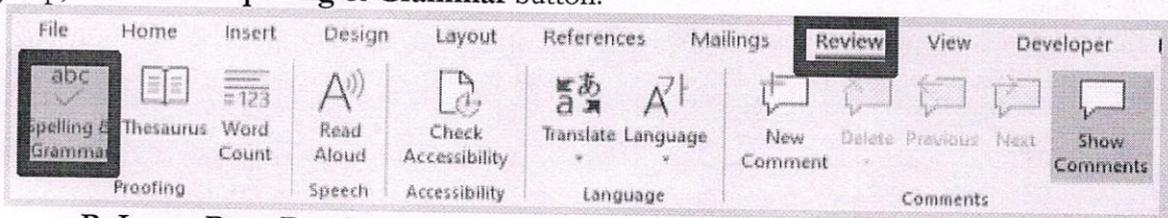
18. Spelling and Grammar Checks

Microsoft Word 2019 automatically checks for incorrect spelling and grammar. As you type the document, Word uses **wavy red underlines** to indicate possible spelling errors and **wavy green underlines** to indicate possible grammatical errors. To correct an error, **right-click** on a word with a wavy underline, and then click on the correction from the option panel that you desire. You can also edit the error directly in the document if no suggestions are applicable.

A. Make Error Corrections

1. In the first paragraph on the *Garden* practice document, place the mouse pointer over the misspelled text (*gardning*), click on the right mouse button, and then select the correction from the option panel.
2. In the second paragraph, place the mouse pointer over the misspelled text (*envirment*), click on the right mouse button, and then select the correction from the option panel.
3. In the third paragraph, place the mouse pointer over the grammatical error text (*is*), click on the right mouse button, and then select the correction from the option panel.
4. In the third paragraph, place the mouse pointer over the repeated text (*on*), click on the right mouse button, and then select **Delete Repeated Word** from the option panel.

Note: To use additional spelling and grammar options, select the **Review** tab. In the **Proofing** group, click on the **Spelling & Grammar** button.

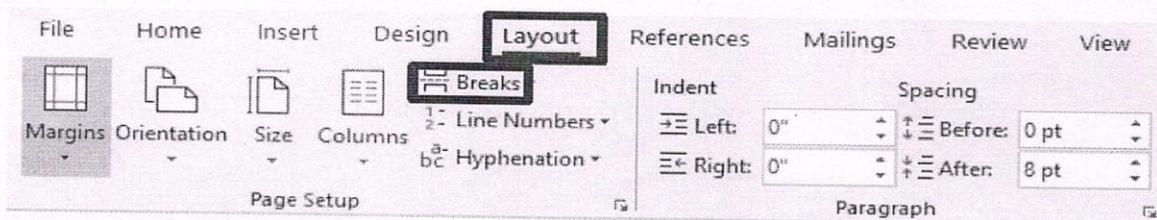


B. Insert Page Break

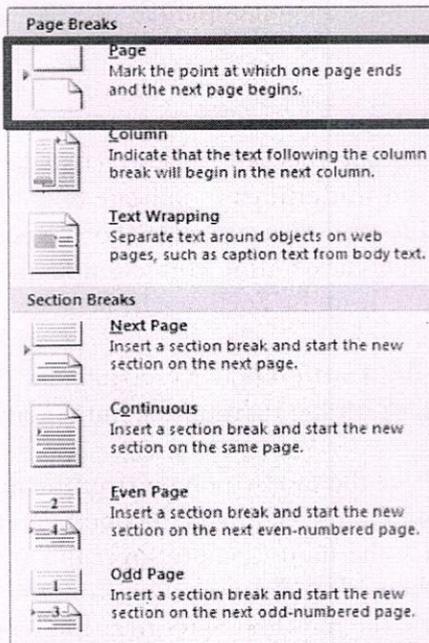
19. Page Breaks and Section Breaks

Page Breaks and Section Breaks can be inserted anywhere within a document.

1. On the *Garden* practice document, place the **Insertion point** at the end of the last sentence in the last paragraph.



2. Select the **Layout** tab, and then click on the **Breaks** button.
3. A **Page Break** panel will appear with the Page and Section Break options.



4. Select the **Page** option. This will insert a page break that will place you on a new page in the document.

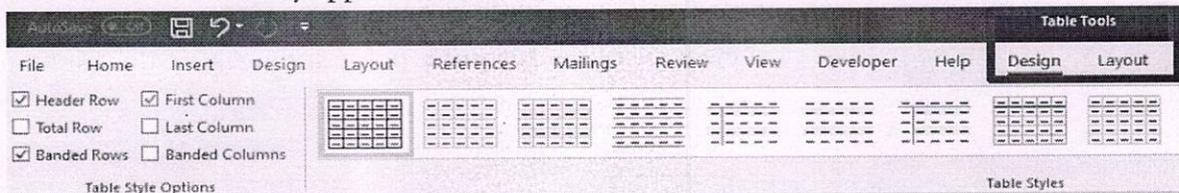
20. Tables

Tables offer a convenient way to display information that might otherwise be confusing and cluttered. Text is neatly formatted in a table without setting tab stops as shown below.

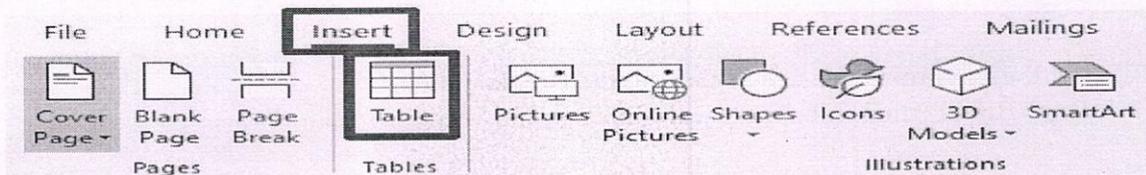
S.No	Name of the Student	Regd. No.	Department
01	B. VeeraSankar	64265dajdq	H & S
02	G. Venkateswarlu	4684216ds	CE
03	G. Stella	21652dsfsd	ECE

A. Create a Table

The **Table Tools** tab only appears when a table is selected.

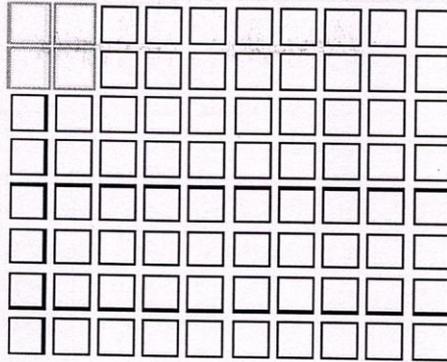


To create a table in Microsoft Word, click on the **Insert** ribbon. The **Table** button is the only one option on the **Tables** group.



1. Click on the **Insert** ribbon, and then click on the **Table** button.
2. The **Table** panel will appear.

2x2 Table



3. Select two rows and two columns as seen above. To insert a table onto your document, move the mouse pointer over the number of rows and columns you desire. The cell selection will be highlighted as you move the mouse. When the desired rows and columns are highlighted, click on the last cell.

Seminar	Time
Google Sketch up	03.00 pm to 04.00 pm

4. Type the information in the table shown above. The insertion point will appear in the first cell of the table. Type text in the first cell, and then use the **Tab** key on the keyboard to move from one cell to the next.

5. After you type the information in the last cell, press the **Tab** key. Word automatically inserts a new blank row.

Seminar	02.00 pm to 03.00 pm
Library	04.00 pm to 05.00 pm

6. Type the text seen above as you insert new rows.

21. Edit a Table

A. Move within a Table

Moving the insertion point and selecting text in a table is very similar to the ways you do so for regular text in a document. However, there are some procedures that are unique to tables as illustrated below.

Procedure	Description
Tab and (Shift + Tab)	Use the Tab key to move from left to right; use Shift+Tab to move from right to left.
Keyboard Arrow Keys	The up and down arrows will move up and down rows.
Move the insertion point	Use the Mouse to position the cursor as needed.
To select a single cell	Click three times inside the cell or drag over the cell's contents.
To select an entire row	Place the mouse pointer on the left margin, pointing to the row then click once or drag over row cell's contents.
To select an entire column	Click the column's top gridline/border or drag over column cell's contents.
To select the entire table	Single click on the table move handle on the top left corner of table or press the Alt key and double click in any cell of the table.

B. Adjust Column Width

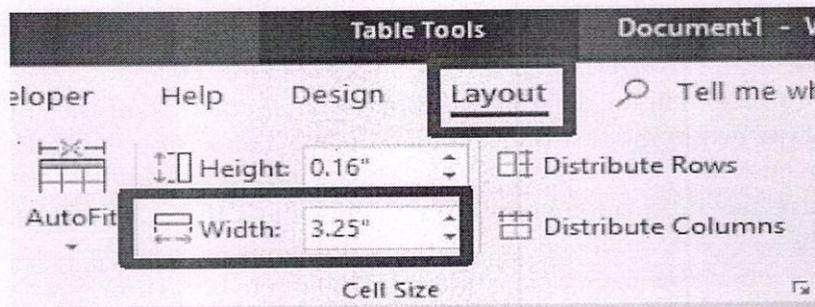
Columns in a new table are always the same width. It is often necessary to change the width of one or more columns in the table, so that text or data can be seen.

Seminar	Time
Word Processing	9:00 AM – 10:30 AM

1. Position the mouse pointer on the column boundary (right-side of the column – seen below). The mouse pointer appears as a double vertical line with left and right arrows. Hold down the left mouse button, and then drag the mouse pointer either left or right to change the width. Release the mouse button when you are satisfied with the new width.

Seminar	02.00 pm to 03.00 pm
Library	04.00 pm to 05.00 pm

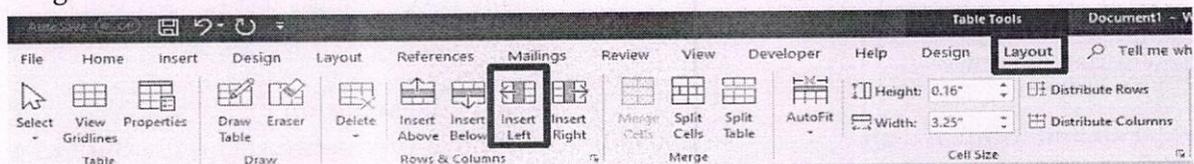
2. **AutoFit** is a feature that will automatically adjust the column width to accommodate the widest text entry in the column. To **AutoFit** the entire table, place the mouse pointer at the left most column boundary, when the mouse pointer appears as a double vertical line with left and right arrows, then double click on the left mouse button.



3. Another method is to click in the cell within the column to be resized, then on **Table Tools**, click on the **Layout** tab, and in the **Width** box, click on the up (increase) or down (decrease) arrow to change the width.

C. Insert Rows or Columns

To insert a column, select a cell in the desired column where the new column will be inserted to the right or left.



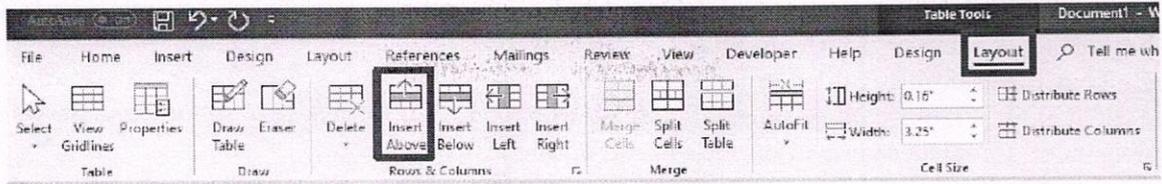
1. Insert a column to the right of the table. Click in any cell on the last column, on the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Insert Right** button. The new column will appear.

Seminar	Time	
Google Sketch up	03.00 pm to 04.00 pm	
Staad Pro.	09.00 am to 12.00 Noon	

2. Type the information below in the new column, press the down arrow on the keyboard after each entry:

Location
CE 111
CE 216

3. Insert a new row at the top of the table. Click anywhere in the first row.



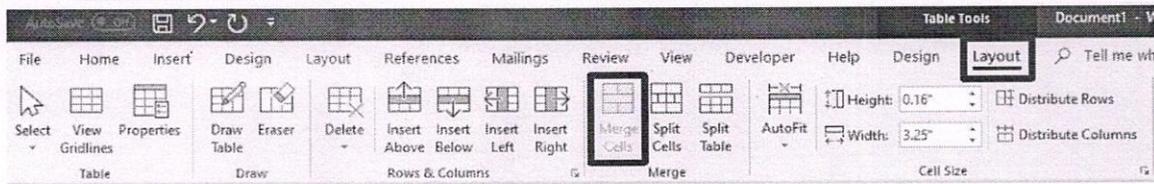
4. On the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Insert Above** button. The new row will appear.

Seminar	Time	Location
Google Sketch up	03.00 pm to 04.00 pm	CE 111
Staad Pro.	09.00 am to 12.00 Noon	CE 216

5. Type **Computer Training** in the first cell.

D. Merge Cells

Computer Training		
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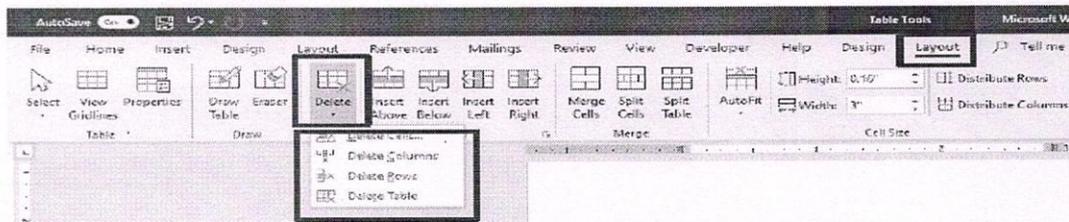
1. On the **Table Tools** ribbon, click on the **Layout** tab located in the **Merge** group, and then click on the **Merge Cell** button.

Computer Training		
-------------------	--	--

2. The multiple cells will merge into one cell, and then format your text if desired.

E. Delete Cells, Rows, Columns and Table

To delete a Cell, Row, Column or Table, select cell/s to be deleted, then on the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Delete** button. The delete options will appear.

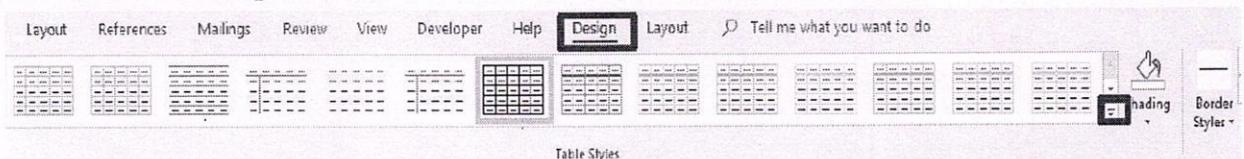


22. Format a Table

AutoFormat has numerous table formats that may be applied to your table. These different **Table Styles** may affect the style of the lines or borders in the table, the justification of text and font formats. If your Word document contains more than one table, each table may have its own format. Try to make all editing changes to the table before using AutoFormat.

A. AutoFormat

1. Apply **AutoFormat** to your Table that was created.
2. Select your Table.
3. On the **Table Tools** ribbon, click on the **Design** tab located in the **Table Styles** group, and then click on the drop-down arrow to view multiple formats to select from.

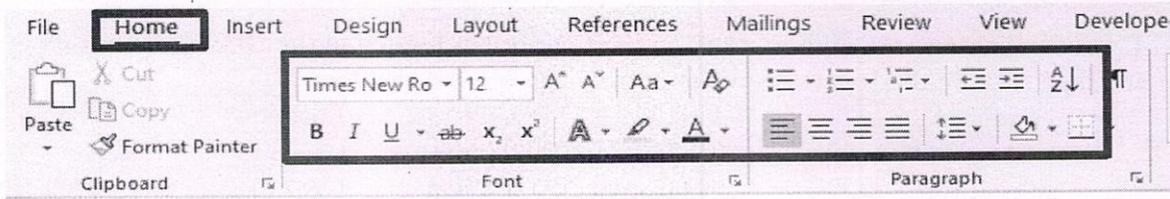


4. Click on a **Table Style** of your choice.

Note: Shading and Borders can also be applied to one or more cells. The Shading and Border buttons are located in the **Table Styles** group as well.

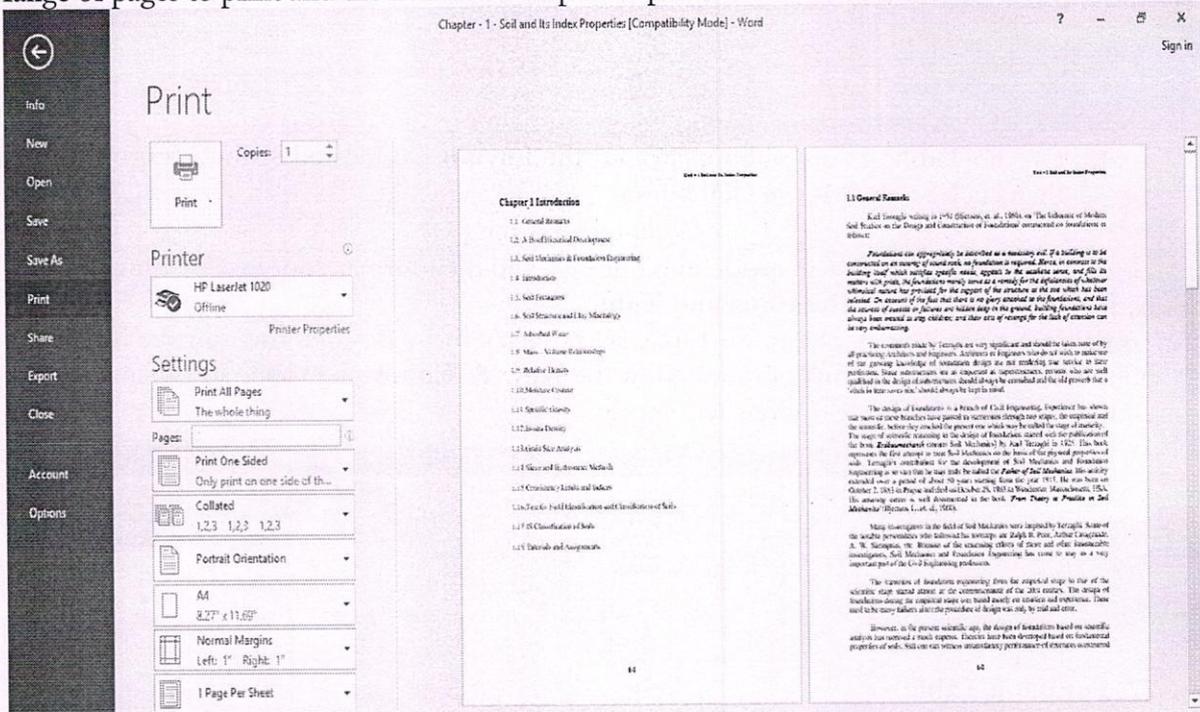
B. Text Format and Alignment

Text within a table can be formatted the same way you format text in other areas of the document. Use the command buttons found on the **Home** ribbon.



23. Print a Document

Click on the **File** tab and select the **Print** option to print your current document. This will display the **Print** window options, along with a preview of the document to the right, such as the range of pages to print and the number of copies to print.



The default printer is the printer that your applications will use unless you specify otherwise. To change printers, click on the drop-down arrow next to **Printer Name**. This will display a list of installed printers and allow you to select another printer.

1. Select your desired options in the **Print** window.
2. Click on the **Print** button to print your document.

24. Illustrations Demonstration

A. Instructor Led

This section of the manual will be completely instructor led as you follow along with the instructor to produce the finished document.

Original document: Festival.docx

Finished document

Aspen Falls Sponsors Winter Jazz & Blues Festival

Aspen Falls is proud to announce that the city will be this year's sponsor of the Winter Jazz & Blues Festival. Founded in 1980, the festival takes place at the Aspen Falls Lakefront Park just southwest of the city. To go along with the music, the festival also features an array of food and beverages from restaurants in the area. Micro beers and wine from the Aspen Falls winery region will also be available. A variety of retail stores will also be selling CDs, books, shirts, hats, and other paraphernalia.

For further information, contact Mary Lou Pistela at (805) 555-5454.

Jazz & Blues Festival Wins Greener Festival Award

Aspen Falls Winter Jazz & Blues Festival has been awarded the Environmentally Responsible Festival Award. Ten festivals were presented the awards this year for their efforts in promoting and sponsoring environmentally responsible festivals.

The award is based on scoring in several areas such as event management, waste management, recycling and water management. Points are awarded for festivals that can show an active plan to reduce on-site waste, recycle and compost wherever possible, reuse water and use sustainable power.

Some of the Jazz & Blues Festival efforts include the promotion of Refuse, Reuse, Reduce, Recycle, only allow recyclable materials within the festival site, observing the 'leave no trace' program and using parking income to help protect the nearby wetlands.

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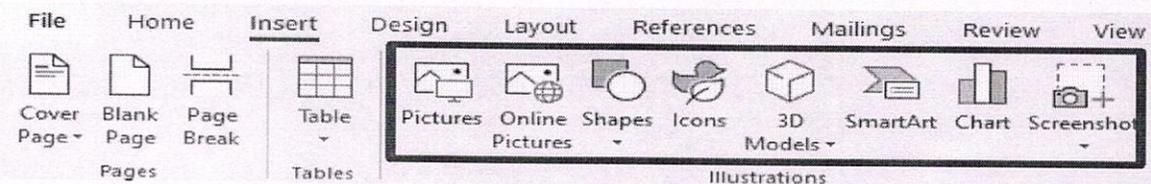
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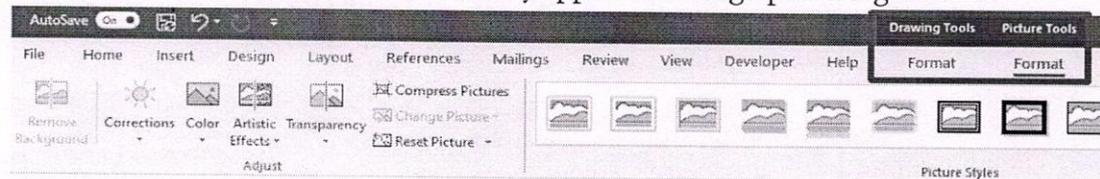
25. Illustrations Quick Reference

The instructions in this section are a quick reference that will help you add illustrations onto your document as demonstrated in the previous section.

The Microsoft Illustrations group allows you to insert pictures, shapes, smart art, and charts into your document. These options will enhance the layout and appearance of your documents.



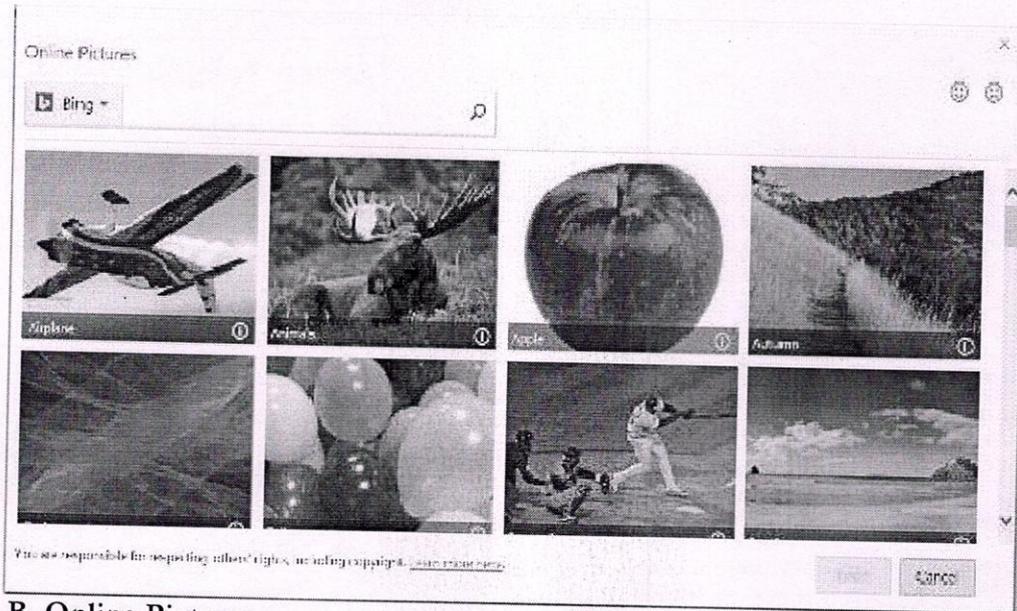
Drawing Tools and Picture Tools tabs only appear when a graphic image is selected.



A. Add a Picture

Microsoft Office is equipped with a Picture folder with several photo selections. You can also save additional photos to the Picture folder or create a new folder for your pictures. From the **Insert** ribbon, you can add a picture to your document:

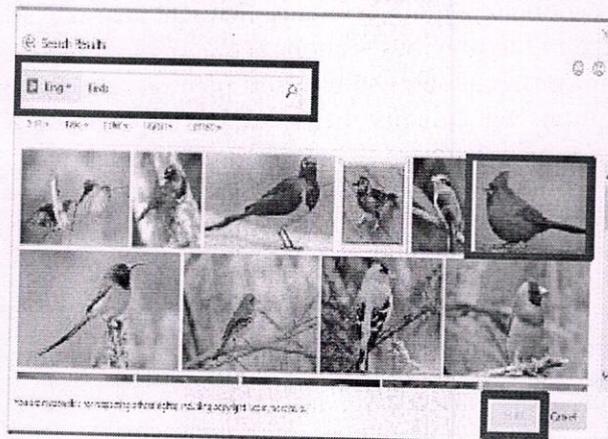
1. Click on the **Online Pictures** button, from the **Illustrations** group.
2. Navigate to your desired **Picture** folder.
3. Select a **photo**.
4. Click on the **Insert** button.



B. Online Pictures

Within Microsoft Office there are numerous online pictures (clip art and stock photographs) to illustrate a specific topic. From the Insert ribbon, add a graphic to your document:

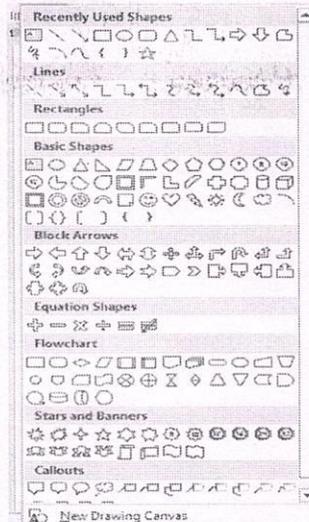
1. Click on the **Online Pictures** button, from the **Illustration** group.
2. The **Insert Picture** window will appear.
3. In the **Search** box, type your desired graphic topic, and then press the **Enter** key.
4. Select your desired **Picture**, and then click on the **Insert** button.



C. Shapes

1. Click on the **Shapes** button, from the **Illustration** group.
2. The **Shape panel** will appear, select your desired shape.
3. The mouse pointer will change into a plus sign.
4. Hold the left mouse button down, and while dragging your desired shape will appear.

The Shapes option allows you to insert a variety of shapes on to your document, such as rectangles, circles, arrows, lines, flowchart symbols, and callouts. From the Insert ribbon, add a shape to your document from the multiple selections:

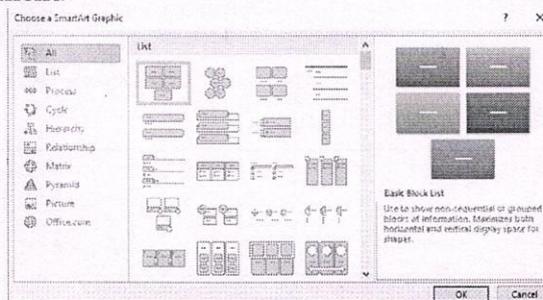


Note: Continuing to drag the mouse will enlarge the shape.

D. SmartArt

1. Click on the **SmartArt** button, from the Illustration group.
2. The **SmartArt** panel will appear.
3. Select your desired graphic image, and then click on the **OK** button.

SmartArt allows you to change graphic images into visual communication information including graphical lists, process diagrams, organizational charts, etc. From the Insert ribbon, incorporate SmartArt onto your document:

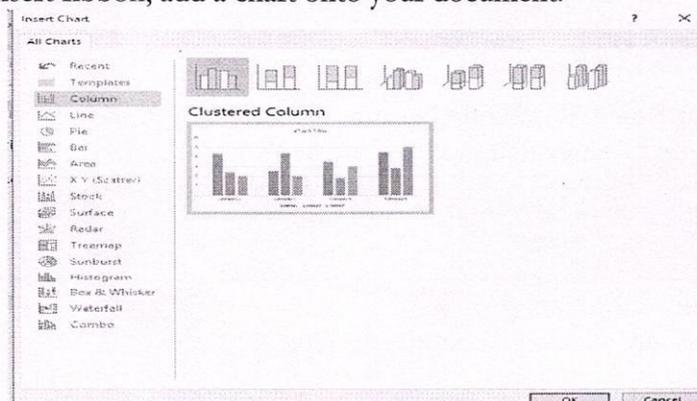


Note: Depending on your selection, text and/or photos can be added.

E. Chart

1. Click on the **Chart** button, from the Illustration group.
2. The **Chart** panel will appear.
3. Select your desired chart type, and then click on the **OK** button.
4. Your selected chart type will appear next to a spreadsheet.
5. Enter your desired data onto the spreadsheet and the chart will reflect your data.

To illustrate and compare data you can utilize the chart option. This is like the Excel chart feature. From the Insert ribbon, add a chart onto your document:



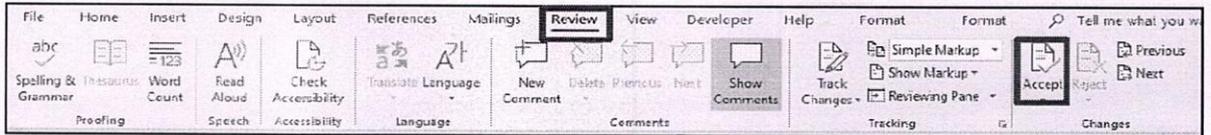
6. On the spreadsheet window, click on the Close window button, and then your chart will appear on your document.

26. Track Changes Quick Reference

Track Changes is a tool that is utilized in Microsoft Word 2019 for electronically reviewing and marking up a document. A document can be reviewed and edited by a group of readers and the author of the document has final control over which changes to accept or reject. The instructions in this section are a quick reference that will help you use Track Changes.

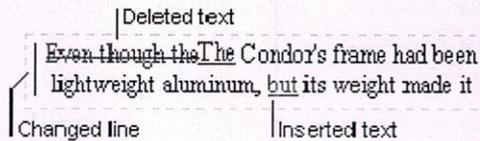
A. Turning on Track Changes

This will mark changes in the current document and keep track of each change by reviewer name.

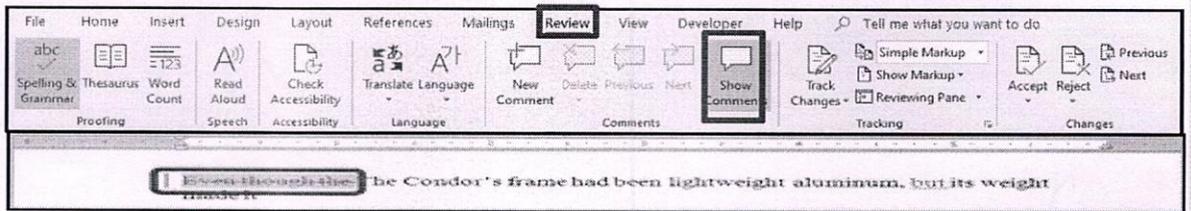


1. Click on the **Review** tab.
2. In the **Tracking** group, click on the **Track Changes** button.
3. Now the document can be edited with Track Changes. *Click on the **Track Changes** button a second time to turn it off.*

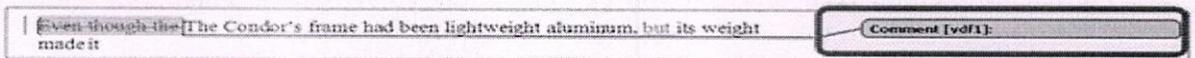
Example:



B. Apply comments to Track Changes.



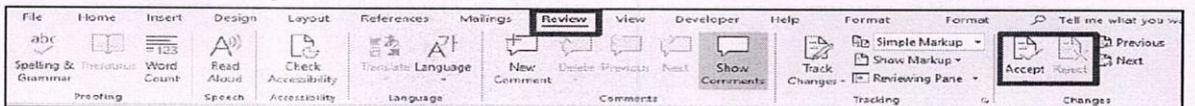
1. Select the Track Change text to which you want to apply a comment.
2. Click on the **Review** tab. In the **Comments** group, click on the **New Comment** button.
3. The text you select will be highlighted and a comment box will display on the right side of the document.



4. Type your comments in the **Comment** box. *Click anywhere in the document to deselect the comment area.*

C. Accept or Reject Tracked Changes

1. Select the text change that has been tracked.

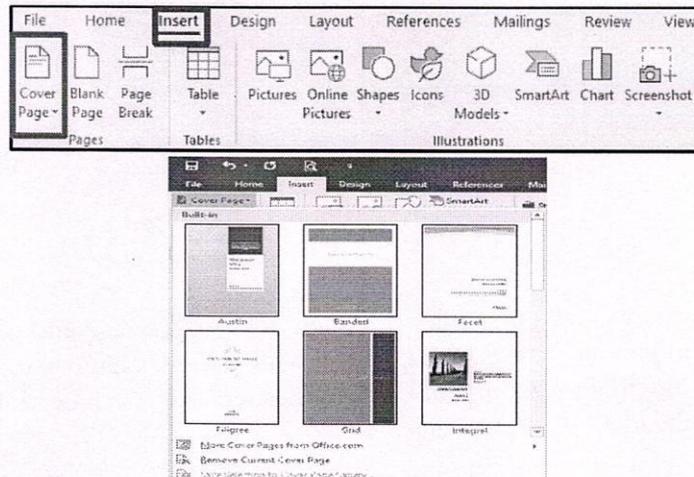


2. Click on the **Review** tab.
3. In the **Changes** group, click on **Accept** or **Reject**.

27. Additional Quick References

A. Cover Page

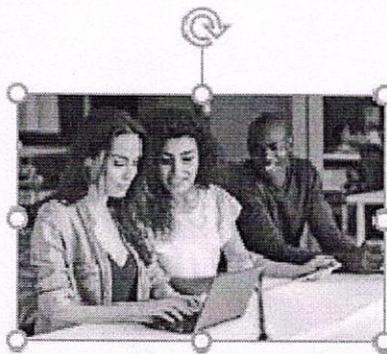
Microsoft Word enables you to insert a variety of predesigned cover pages into your document automatically.



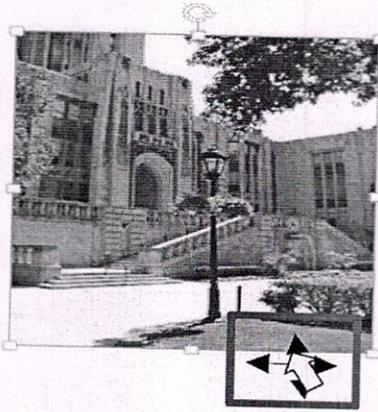
1. Click on the **Insert** tab, and then go to the **Pages** group.
2. Click on the **Cover Page** button.
3. The **Built-In** window will appear with predesign cover pages.
4. Select a cover page of your choice.
5. On the **Pages** group you can insert a **Blank Page** or **Page Break** as well.

B. Working with an Image

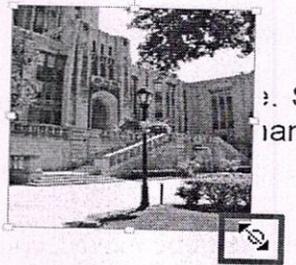
Images that appear on your document can be moved, resized, rotated, modified, or deleted. To change an image, click once on the image to select it. The following items will appear on the image: circle handles on each of the four corners, box handles on each of the four sides, and a green dot handle on the top of the graphic.



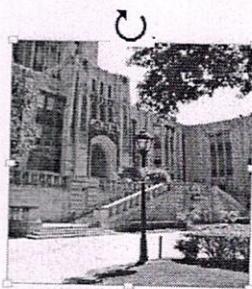
1. **Move** an image to another location on the document. Select the image and place the mouse pointer on the image. When the pointer changes to a double arrow cross, left-click the image and drag it to a new location on the document.



2. **Resize** an image to make it smaller or larger. Select the image and place the mouse pointer on one of the sizing handles (circles/boxes). When the pointer changes to a double-sided directional arrow, left-click the image and drag it until the desired size is achieved. Use a corner circle handle for the best results in resizing an image.

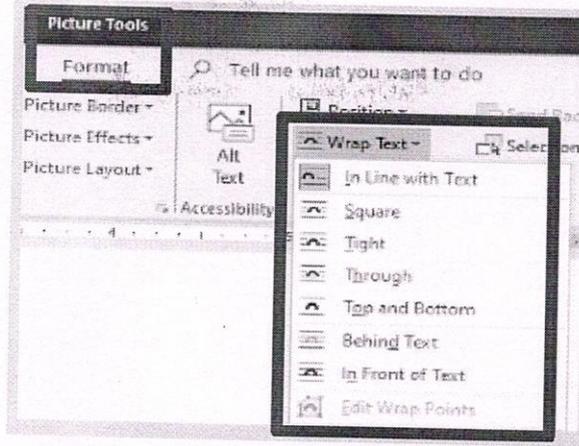


3. **Rotate** an image to a different angle. Select the image and place the mouse pointer on the curved arrow handle. When the pointer changes to a curved arrow, left-click the image and drag it in the direction you want to rotate the image.



4. **Modify** an image by changing its color scheme, style, location, and cropping. Select the image and then the **Picture Tools** ribbon will appear. Click on the **Format** tab and your image can be modified by clicking on the appropriate button within the Adjust, Picture Styles, Arrange, and Size groups.

Note: Before moving an image, you can change the way text wraps around the image. Select the image, click on the **Format** tab on the **Picture Tools** ribbon, and then click on **Wrap Text** button to select your wrapping option.





K.S.R.M College of Engineering

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DEPARTMENT OF CIVIL ENGINEERING

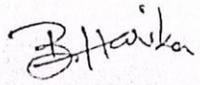
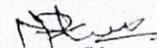
CERTIFICATE OF COURSE COMPLETION

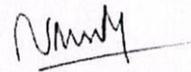
This certificate is presented to

S. Nagarjuna (Reg. No. 199Y1A0149), Student of KSRM College of Engineering (Autonomous) for successful completion of certification course on "Introduction to Microsoft Office" offered by Department of civil Engineering, KSRMCE-Kadapa.

Course Duration: 30 Hours;
From 24/08/2020 to 11/09/2020

Course Instructor:
Sri. P. Suresh Praveen Kumar,
Assistant Professor, CE, KSRMCE-Kadapa



Coordinator


Head of the Department


Principal



K.S.R.M College of Engineering

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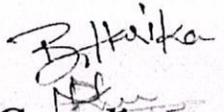
CERTIFICATE OF COURSE COMPLETION

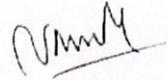
This certificate is presented to

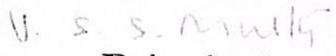
Suresh Reddy P. (Reg. No. 199Y1A0135), Student of KSRM College of Engineering (Autonomous) for successful completion of certification course on "Introduction to Microsoft Office" offered by Department of civil Engineering, KSRMCE-Kadapa.

Course Duration: 30 Hours;
From 24/08/2020 to 11/09/2020

Course Instructor:
Sri. P. Suresh Praveen Kumar,
Assistant Professor, CE, KSRMCE-Kadapa


Coordinator


Head of the Department


Principal



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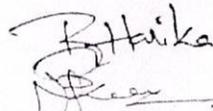
CERTIFICATE OF COURSE COMPLETION

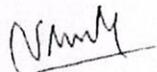
This certificate is presented to

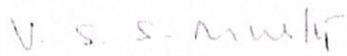
Bramhini Y. (Reg. No. 199Y1A0172), Student of KSRM College of Engineering (Autonomous) for successful completion of certification course on "Introduction to Microsoft Office" offered by Department of civil Engineering, KSRMCE-Kadapa.

Course Duration: 30 Hours;
From 24/08/2020 to 11/09/2020

Course Instructor:
Sri. P. Suresh Praveen Kumar,
Assistant Professor, CE, KSRMCE-Kadapa


Coordinator


Head of the Department


Principal

Department of Civil Engineering

Feedback of students on Certification Course on "Introduction to Microsoft Office"

Sl. No.	Roll. No.	Name of The Student	Do you understand the basics of MS office?	Can you prepare a work document of your project?	Rate the course instructor	Is this course useful for your Carrier?	Rate the entire course?
1	199Y1A0101	Avinash Kumar Boggit	Yes	Yes	Excellent	Yes	5
2	199Y1A0102	Sampurna Rani Bollavaram	Yes	Yes	Excellent	Yes	5
3	199Y1A0103	Suryanarayana Byrisetty	Yes	Yes	Excellent	Yes	5
4	199Y1A0104	Vinod Chennu Boina	Yes	Yes	Excellent	Yes	5
5	199Y1A0105	Shanmukha Sai Sreenivasa Reddy C	Yes	Yes	Excellent	Yes	5
6	199Y1A0106	Haritha Chinamadula	Yes	Yes	Excellent	Yes	5
7	199Y1A0107	Arun Kumar Dantham	Yes	Yes	Excellent	Yes	5
8	199Y1A0108	Anusha Dhamerla	Yes	Yes	Excellent	Yes	5
9	199Y1A0109	Chennakeshava Dirasantha	Yes	Maybe	Excellent	Yes	4
10	199Y1A0110	Mahamad Javid Gajula	Yes	Yes	Excellent	Yes	5
11	199Y1A0112	Suneel Giddaluru	Yes	Yes	Excellent	Yes	5
12	199Y1A0114	Jagadeesh Gowri Gari	Yes	Yes	Excellent	Yes	5
13	199Y1A0115	Faheem Hachhulukatte	Yes	Yes	Excellent	Yes	5
14	199Y1A0116	Venkata Sai Janapati	Yes	Yes	Excellent	Yes	5
15	199Y1A0117	Venkata Surendra Jandlavaram	Yes	Yes	Excellent	Yes	5

16	199Y1A0118	Chaitanya Kanta	Yes	Yes	Excellent	Yes	5
17	199Y1A0119	Vekrishna Yadav Katuboina	Yes	Yes	Excellent	Yes	5
18	199Y1A0120	Kejiya Kola	Yes	Yes	Excellent	Yes	5
19	199Y1A0121	Konda Reddy Konda	Yes	Yes	Excellent	May be	5
20	199Y1A0122	Nagarathna Kumbhagiri	Yes	Yes	Excellent	Yes	5
21	199Y1A0123	Veera Sai Kumar Reddy Lomati	Yes	Yes	Excellent	Yes	4
22	199Y1A0124	Jagadeesh Manjula	Yes	Yes	Excellent	Yes	5
23	199Y1A0126	Jagan Mohan Midde	Yes	Yes	Good	Yes	5
24	199Y1A0127	Yagna Priya Moram	Yes	Yes	Good	Yes	5
25	199Y1A0128	Naveen Motupalli	Yes	Yes	Excellent	Yes	5
26	199Y1A0129	Saitejesh Reddy Mudupunamala	Yes	Yes	Excellent	Yes	5
27	199Y1A0131	Harsha Vardhan Mundlapati	Yes	Yes	Excellent	Yes	5
28	199Y1A0132	Sesha Sai Naga	Yes	Yes	Excellent	Yes	5
29	199Y1A0133	Venkata Siva Pagidi	Yes	Yes	Excellent	Yes	5
30	199Y1A0135	Suresh Reddy Pemmireddy	Yes	Yes	Good	May be	4
31	199Y1A0136	Arfathulla Khan Phatan	Yes	Yes	Excellent	Yes	5
32	199Y1A0137	Praveen Kumar Ponna	Yes	Yes	Excellent	Yes	5
33	199Y1A0139	Manjunath Poola	Yes	Yes	Excellent	Yes	5
34	199Y1A0141	Divya Ragi	Yes	Yes	Excellent	Yes	5
35	199Y1A0143	Hima Bindu Ravella	Yes	Yes	Excellent	Yes	5

36	199Y1A0144	Sadamini Sake	Yes	Yes	Excellent	Yes	5
37	199Y1A0145	Pavankumarreddy Salindra	Yes	Yes	Excellent	Yes	5
38	199Y1A0146	Mahammad Salivemula	Yes	Yes	Excellent	Yes	5
39	199Y1A0147	Sudharshan Sandella	Yes	Yes	Excellent	Yes	5
40	199Y1A0148	Surendra Sanduboina	Yes	Yes	Excellent	May be	5
41	199Y1A0149	Nagarjuna Savali	Yes	Yes	Good	Yes	5
42	199Y1A0150	Aswak Shaik	Yes	Yes	Excellent	Yes	5
43	199Y1A0151	Babavazeeru Shaik	Yes	Yes	Excellent	Yes	5
44	199Y1A0153	Imran Shaik	Yes	Yes	Excellent	Yes	5
45	199Y1A0156	Muhammad Aatif Shaik	Yes	Yes	Excellent	Yes	5
46	199Y1A0158	Kavitha Sirangi	Yes	Yes	Excellent	Yes	5
47	199Y1A0159	Venkata Sai Pavan Sravanaboina	Yes	Yes	Excellent	Yes	5
48	199Y1A0160	Rajesh Reddy Sreerreddy	Yes	Yes	Excellent	Yes	5
49	199Y1A0161	Surendra Suraboina	Yes	Yes	Excellent	Yes	5
50	199Y1A0162	Mohammed Junaid Syed	Yes	Yes	Excellent	Yes	5
51	199Y1A0163	Zareena Tasneem Syed	Yes	Yes	Excellent	Yes	5
52	199Y1A0164	Anil Kumar Reddy Thummala	Yes	Yes	Excellent	Yes	5
53	199Y1A0165	Sunil Kumar Thute	Yes	Yes	Excellent	Yes	5
54	199Y1A0166	Venkata Sai Yeshaswini Uppu	Yes	Yes	Excellent	Yes	5
55	199Y1A0167	Chandrasekhar Vadde	Yes	Yes	Excellent	Yes	5

56	199Y1A0168	Shaik Fayaz Hussain Vanipenta	Yes	Yes	Excellent	Yes	5
57	199Y1A0169	Sreenivasulu Varadhigandla	Yes	Yes	Excellent	Yes	5
58	199Y1A0170	Prathyusha Yambadi	Yes	No	Excellent	Yes	5
59	199Y1A0172	Bramhini Yeddula	Yes	Yes	Excellent	Yes	5
60	199Y1A0173	Palakondaiah Yeddulakonda	Yes	Yes	Excellent	Yes	5


Coordinator


HoD-Civil Engg.

Head
Department of Civil Engineering
K.S.R.M. College of Engineering
(Autonomous)
KADAPA 516 003. (A.P.)