

A PROMPTUARY
ON
CERTIFICATE COURSE OF
DATA ANALYTICS USING MS-OFFICE
NOV 15, 2022 TO 10 JAN, 2023



Department of Computer Science
C.S.T.S. GOVT. KALASALA
JANGAREDDIGUDEM, ELURU DIST

OBJECTIVE:

This certificate course is very useful for our college students who are studying in Bachelor of Arts (B.A) all groups of II Year students. This course tenure is 45 days and course started on 16-11-2022 and ends on 10-01-2023. After completion of course students will gain knowledge on

- Basic idea and usage of computer
- Overview on MS – Office
- Creation of documents using Ms-Word
- Data Analysis using Ms-Excel
- Creation Power point presentation
- Operations on WEB (Internet)

**CHATRAPATHI SIVAJI TRI SATHA JAYANTHI (CSTS)
GOVT. KALASALA**



Enter to Learn - Leave to Serve

Jangareddigudem , W.G Dist

Phone : 08821-225310. Visit us at : www.cstsgk.info

E-Mail : jangareddigudem.magan@gmail.com



Date: 10/11/2022

DEPARTMENT OF COMPUTER SCIENCE

The Computer Science department staff meeting is held on 10/11/2022 in Computer Science Lab. Staff members of the department is attended and the following resolutions have been taken.

Agenda:

- 1 . Certificate Course on Data Analysis using MS Office.
- 2 . Webner by a eminent Person.

Resolutions:

- It is resolved that to conduct certificate Course on Data Analysis on 15th Nov- 2022.
- A Webner will be conducted on 14th Nov-2022.

CHAIR PERSON : Dr N. Prasad babu, Principal
H.O.D : Dr K. Satya Rajesh
MEMBERS : Sri J. Raja Srikanth

Signature

- 1)
- 2)
- 3)



CSTS GOVT. KALASALA

Jangareddigudem, Eluru Dist



DEPARTMENT OF COMPUTER SCIENCE

Organised

CERTIFICATE COURSE

ON

DATA ANALYTICS USING MS-OFFICE

FROM

16-11-2022 ONWARDS (45 DAYS)

CONTACT:

DR K.SATYA RAJESH,

HOD, DEPT.OF COMPUER SCIENCE

CSTS GOVT. KALASALA, JANGAREDDIGUDEM

NAAC: C (II Cycle)
CHATRAPATHI SIVAJI TRI SATHA JAYANTHI (CSTS)
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Date: 09 -11-2022

DEPARTMENT OF COMPUTER SCIENCE

Department Circular

All the staff and students are hereby informed that the Department of Computer Science is conducting a Certificate program on DATA ANALYTICS USING MS - OFFICE from 14-11-2022 (4 – 6 weeks) at 4.00 PM to 5.00 PM everyday in Computer Science Lab as a part of departmental activity to create awareness among students.

Note:

- 1) This is only for 25 students.
- 2) Use this opportunity First Come First Serve basis

I B.A, BSC, B.Com.

Wg
9/11/22

gud.
I B A (HET)

K. S. Reddy
Signature 9/11/22

CERTIFICATE COURSE DAY-WISE PHOTOS



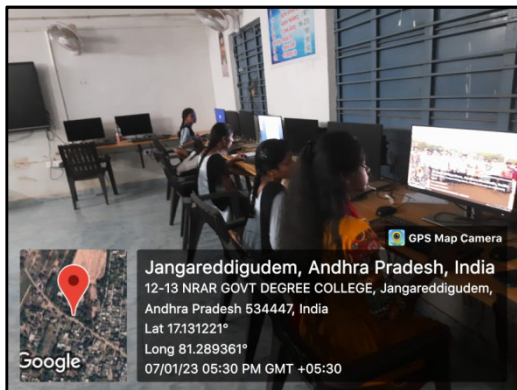
తరగతి Class : సెక్షన్ Section : **ATTENDANCE REGISTER** విద్యార్థుల హాజరు పట్టి

సెక్షన్ Section :

ATTENDANCE REGISTER

విద్యార్థుల హాజరు పట్టి

[illegible]



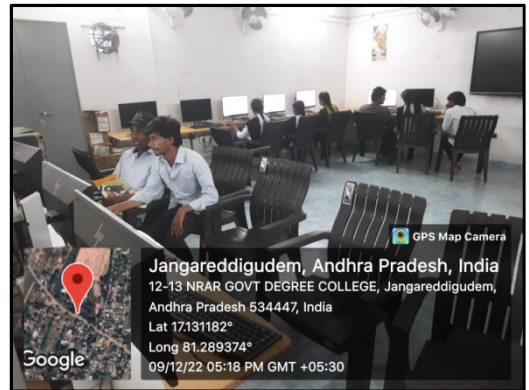
నేల తాల్చుకు.

FOR THE MONTH OF

Nov & Dec

2022

[illegible]



తరగతి Class :

సెక్షన్ Section :

ATTENDANCE REGISTER

విద్యార్థుల హాజరు పట్టిక

ROLL No క్రమం	ADMISSION NUMBER అడ్మిషన్ నెం	NAME OF THE STUDENT విద్యార్థి పేరు	CASTE కులము	Date తేదీ									
				1	2	3	4	5	6	7	8	9	10
1		D. Mangathayaru		P	P		P	P	P	P	P		
2		S. Venkatamma		P	P		P	P	P	P	P		
3		O. Manika		P	P		P	P	P	P	P		
4		B. Nandhini		P	P		P	P	P	P	P		
5		S. Mahalaxmi		P	P	P	P	P	P	P	P		
6		K. Sowbhagya		P	P		P	P	P	P	P		
7		M. Vora Prasad		P	P		P	P	P	P	P		
8		B. Armand babu			P		P	P	P	P	P		
9		D. Deva danam			P		P	P	P	P	P		
10		D. Manoj Kumar			P		P	P	P	P	P		
11		M. Venkata nageswara			P		P	P	P	P	P		
12		D. Pradeep Kumar			P			P	P	P	P		
13		P. Prasad					P	P	P	P	P		
14		L. Aravind					P	P	P	P	P		
15		M. Sindhuja			P		P	P	P	P	P		
16		M. Lakshmi Devi			P	P	P	P	P	P	P		
17		B. Chamundeswari					P	P	P	P	P		
18		P. Sailaja					P	P	P	P	P		
19		K. Sowbhagya laxmi		P	P	P	P	P	P	P	P		
20		M. Durga Vora Prasad		P	P	P	P	P	P	P	P		
21		K. Manga Raju			P	P	P	P	P	P	P		

Boys Girls Total

1. Roll at the beginning of the Month

1. No. of Pup. present beginning

2. No. Admitted during the Month

2. No. of Pup. present during

3. No. Withdrawals during the Month

3. Average Attendance

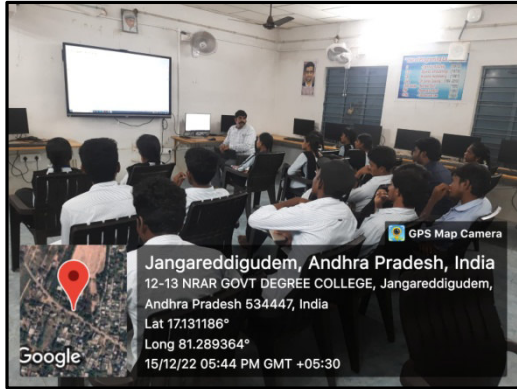
4. No. on roll at the end of the Month

4. Total No. on Roll

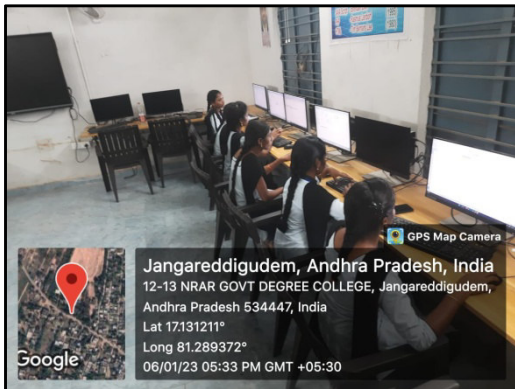
5. Average attendance during the Month

5. Initial of the Class Teacher

6. Average No. on roll during the Month



DAYWISE REPORT			
S.NO	DATE	TOPIC COVERED	REMARKS
1	16-11-2022	Introduction of Computer, Notepad Operation using Keyboard	
2	17-11-2022	Review on Notepad, Usage of Word pad using Keyboard shortcuts	
3	18-11-2022	Practice of Shortcuts of Word pad	
4	21-11-2022	Introduction to MS Word and usage of short cuts	
5	22-11-2022	Resume Preparation using MS Word	
6	23-11-2022	Practice of Resume Preparation	
7	24-11-2022	Tax Invoice Preparation using MS Word	
8	25-11-2022	Tax Invoice Practical in MS word	
9	26-11-2022	Practice of Table Creation	
10	28-11-2022	Practice of Table Options	
11	29-11-2022	Watermark Preparation & Page Borders	
12	30-11-2022	Page Headers & Page Footers, Table of Contents preparation	
13	01-12-2022	Auto Correct, Securing word file	



S.NO	DATE	TOPIC COVERED	REMARKS
14	02-12-2022	Introduction to Power point, Animation Preparation	
15	03-12-2022	Practice on preparation on Presentation	
16	04-12-2022	Time setting and custom animation on PowerPoint Presentation	
17	05-12-2022	Introduction to Ms- Excel	
18	06-12-2022	Student Marks Statement Preparation in Excel	
19	08-12-2022	Data Sort and Split cell data to Columns, Subtotals in Excel	
20	09-12-2022	Practical Exercise on Pay slip Preparation	
21	12-12-2022	Data Validation, Filter and Table Options in Excel	
22	13-12-2022	Stopping the Dynamic Cell Address in Ms Excel	
23	14-12-2022	Goal Seek, Conditional Formatting in Excel	
24	15-12-2022	Data Analysis done using Functions in Excel	
25	16-12-2022	Practical Exercises on Functions and Goal Seek	
26	19-12-2022	Charts Preparation, Pivot Charts and VLookup function	

S.NO	DATE	TOPIC COVERED	REMARKS
27	20-12-2022	Practical Exercises on VLookup, Pivot Charts	
28	02-01-2023	Usage of Internet, Search Engines like Chrome, MSN	
29	03-01-2023	Mail id creation, Drive usage, Google Sheets, Documents	
30	04-01-2023	Compose Mail, Spam Folder, Trash Folder, pixabay site	

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Jangareddigudem, Eluru DistPhone : 08821-225310, Visit us at : www.cstsgk.ac.inE-Mail : jangareddigudem.manatv@gmail.com**45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE**DATE & TIME 9/11/23 5:00 PM

S.NO	Regd. NO	Name of the Student	Year & Group	Phone Number	Email id
1	213367110043	K. Sowbhagya Lakshmi	2 nd year (BZC)	8790197045	sowbhagyalakshmi.kanithi@gmail.com
2	213367101012	S. Mahalakshmi	2 nd year (MPC)	8309683151	mahalakshmi.lakshmi.239@gmail.com
3	213367101011	M. Lakshmi Devi	2 nd year (MPC)	9121314987	lakshmi.devi.76628m@gmail.com
4	213367101009	K. Mangaraju	2 nd B.Sc (M.P.C)	9346528928	swaruparani.1869@gmail.com
5	213366205079	D. DEVA DANAM	2 nd B.A (H.C)	7989665454	devadnamdidde8@gmail.com
6	213366201011	D. Manoj Kumar	2 nd BA (HEP)	9392338379	mmanoj.71491@gmail.com
7	213366201019	L. Venkata Aravind	II BA (HEP)	7093065862	lingegixiaravind@gmail.com
8	213366201030	P. Dwaga Prasad	II nd BA (HEP)	8374443068	palikadurga.prasad@gmail.com
9	213366201010	O. Mounika	II nd BA (HEP)	7675916176	dileep.kumar.puravathi@gmail.com
10	213366202046	M. V. Nagendra	II nd BA (HEP)	8008011603	ismartvenkat@gmail.com
11	213367110035	B. Chamundeswari	II BSC (BZC)	9392408014	chamundeswari.bhavi@gmail.com
12	213366201039	S. Venkataamma	II B.A (HEP)	8008094247	
13	213366201012	D. Manoj Lakshmi	II BA (HEP)	9701027618	raiammadharmula@gmail.com
14	213366201001	B. Lakshmi	II BA (HEP)	6304914899	laxmanadhinis5@gmail.com
15	213366205079	P. Sulajee	II BA (HEP)	7032799380	sulajee.palijam@gmail.com
16	213366201007	B. Anand babu	II BA (HEP)	8998944581	bakkaanandi23@gmail.com
17	213366201007	M. Sindhuja	II	9391124056	niharika.makam@gmail.com
18	213367110048	M. Durga Varaprasad	II BSC (BZC)	8179915728	prasad.pessi431@gmail.com
19					
20					
21					

K.S. Ravi
Signature of the Lecturer

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Mail : jangareddigudem.mamata@gmail.com



45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : _____

DATE & TIME _____

NAME OF THE STUDENT : _____

YEAR & GROUP: _____

1. What is the short cut key to create a New Blank Document
 A) CTRL + B B) CTRL + C ☒ C) CTRL + N D) CTRL + P
2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art ☒ B) Bullets & Numbering C) Word wrap D) None
3. What is the shortcut key to Find a particular word in word document
 A) CTRL + Y ☒ B) CTRL + F C) CTRL + R D) CTRL + H
4. Which of the following is the short cut Key of Open an Existing Presentation
☒ A) CTRL + O B) CTRL + C C) CTRL + N D) CTRL + P
5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
 A) Change Letter B) Change Sentence ☒ C) Change Case D) Change Word
6. We can start MS POWER POINT by typing _____ in the Run Dialog box.
 A) powerpoint B) power ☒ C) power point ~~D) powerput~~
7. We can apply border to _____
 A) Cell B) Table C) Paragraph ☒ D) All of these
8. The options Portrait and Landscape comes under _____
 A) Paper Size ☒ B) Page Orientation C) Page Layout D) Page Rotation
9. Which of the following justification align the text on both the sides-left and right of margin?
 (A) Balanced B) Right ☒ C) Justify (D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab
 A) Mailings B) Reference ☒ C) Insert D) Home

11. What is the Internet?

- A) Type of Browser B) A Folder C) Collection of websites ☒ D) Networks of Network

12. Which of the following can you do online? Select all that apply.

- A) Pay bills B) Sent and Receive Mails C) Watch movies ☒ D) All of the above

13. Which of the following is NOT a web browser?

- A) Google Chrome B) Microsoft Edge C) FireFox ☒ D) Windows

14. Drive is used for

- A) To stores Doc files B) To Store Sheets C) To Store presentations ☒ D) All of the above

15. Filter option available in which menu

- A) Formula Menu ☒ B) Data Menu C) View Menu D) None

16. Type of Charts in Excel

- A) Bar Chart B) Line Chart ☒ C) Column Chart D) None

17. How to find present date and time using which function

- A) Upper() ☒ B) Now() C) Sum() D) Sin()

18. Is it possible one cell data into number of columns

- ☒ A) Yes B) NO

19. How to identify an academic website by using which extension name

- A).Com B).in ☒ C).ac.in D).gov.in

20. Write our College web site name www.cstsgk.ac.in

21. Vlookup function is used to

- ☒ A) Search the data in different sheets B) Totaling the data same sheet C) None

22. Search images in Internet using which website

- ☒ A) Pixabay B) images C) videos D) None

23. Conditional formatting available in

- A) Word ☒ B) Excel C) Power point D) Internet

24. Merge Cell option available in which application

- A) Word B) Excel ☒ C) Both D) None

25. Print Title option used to

- ☒ A) repeat same heading in every page B) Remove background C) Both D) None

Signature of Student

CHATRAPATHI SIVAJI TRI SATHA JAYANTHI (CSTS)

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E-Mail : jangareddigudem.manatv@gmail.com



45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE [5.03]

REGD NO : 213366201020

DATE & TIME 09.01.2023

NAME OF THE STUDENT : M. Sindhuja

YEAR & GROUP: 2nd B.A [H.E.P]

- ✓ 1. What is the short cut key to create a New Blank Document
 A) CTRL + B ~~B) CTRL + C~~ ~~C) CTRL + N~~ D) CTRL + P
- ✗ 2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art B) Bullets & Numbering C) Word wrap ~~D) None~~
- ✗ 3. What is the shortcut key to Find a particular word in word document
 A) CTRL + Y B) CTRL + F ~~C) CTRL + R~~ D) CTRL + H
- ✓ 4. Which of the following is the short cut Key of Open an Existing Presentation
~~A) CTRL + O~~ B) CTRL + C C) CTRL + N ~~D) CTRL + P~~
- ✗ 5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
 A) Change Letter ~~B) Change Sentence~~ C) Change Case D) Change Word
- ✓ 6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
 A) powerpoint B) power C) power point ~~D) powerpnt~~
- ✗ 7. We can apply border to _____
 A) Cell B) Table ~~C) Paragraph~~ ~~D) All of these~~
- ✗ 8. The options Potrait and Landscape comes under _____
 A) Paper Size B) Page Orientation ~~C) Page Layout~~ D) Page Rotation
- ✗ 9. Which of the following to justification align the text on both the sides-left and right of margin?
~~(A) Balanced~~ (B) Right (C) Justify (D) Balanced
- ✗ 10. In Microsoft Word, you can select heading level styles from _____ tab
 A) Mailings B) Reference C) Insert ~~D) Home~~

✓ 11. What is the Internet?

- A) Type of Browser B) A Folder C) Collection of websites ☒ D) Networks of Network

✓ 12. Which of the following can you do online? Select all that apply.

- A) Pay bills B) Sent and Receive Mails C) Watch movies ☒ D) All of the above

✓ 13. Which of the following is NOT a web browser?

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✓ 14. Drive is used for

- A) To stores Doc files B) To Store Sheets C) To Store presentations ☒ D) All of the above

✓ 15. Filter option available in which menu

- A) Formula Menu ☒ B) Data Menu C) View Menu ☒ D) None

✓ 16. Type of Charts in Excel

- A) Bar Chart B) Line Chart ☒ C) Column Chart D) None

✓ 17. How to find present date and time using which function

- A) Upper() B) Now() ☒ C) Sum() D) Sin()

✓ 18. Is it possible one cell data into number of columns

- ☒ A) Yes B) NO

✓ 19. How to identify an academic website by using which extension name

- ☒ A) .Com B) .in C) .ac.in D) .gov.in

✓ 20. Write our College web site name

WWW.CSTSGK.AC.IN
CSTSGK GOVT. KALASALA. gov.in

✓ 21. Vlookup function is used to

- A) Search the data in Different sheets ☒ B) Totaling the data same sheet C) None

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- ☒ A) Pixabay b) images C) videos D) None

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✓ 24. Merge Cell option available in which application

- A) Word ☒ B) Excel ☒ C) Both D) None

✓ 25. Print Title option used to

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M. Sindhuja.
Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 213367101012

DATE & TIME 9/1/23 & 5.00pm

NAME OF THE STUDENT : S. MAHALAKSHMI

YEAR & GROUP: 3rd MPC

- ✓ 1. What is the short cut key to create a New Blank Document
 A) CTRL + B B) CTRL + C ✓ C) CTRL + N D) CTRL + P
- ✗ 2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art B) Bullets & Numbering ✓ C) Word wrap D) None
- ✗ 3. What is the shortcut key to Find a particular word in word document
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- ✓ 9. Which of the following to justification align the text on both the sides-left and right of margin?
 (A) Balanced B) Right ✓ (C) Justify (D) Balanced
- ✗ 10. In Microsoft Word, you can select heading level styles from _____ tab
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- A).Com B).in ✓ C).ac.in D).gov.in

✓ 20. Write our College website name www.cstsgk.ac.in

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- A) Word ✓ B) Excel C) Both D) None

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- ✓ A) repeat same headings in every page B) Remove background C) Both D) None

Signature of Student

S. Maha Dhesi

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 213367110043

DATE & TIME 09-01-2023, 5:00 PM

NAME OF THE STUDENT : K. Sowbhagya Lakshmi

YEAR & GROUP: 3rd year Bsc (BZC)

- ✓ 1. What is the short cut key to create a New Blank Document
 A) CTRL + B B) CTRL + C C) CTRL + N D) CTRL + P
- ✓ 2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art B) Bullets & Numbering C) Word wrap D) None
- ✓ 3. What is the shortcut key to Find a particular word in word document
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- ✓ 4. Which of the following is the short cut Key of Open an Existing Presentation
 A) CTRL + O B) CTRL + C C) CTRL + N D) CTRL + P
- ✓ 5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
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- ✓ 6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
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- ✓ 7. We can apply border to _____
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- ✓ 8. The options Potrait and Landscape comes under _____
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- ✓ 9. Which of the following to justification align the text on both the sides-left and right of margin?
 (A) Balanced (B) Right (C) Justify (D) Balanced
- ✓ 10. In Microsoft Word, you can select heading level styles from _____ tab
 A) Mailings B) Reference C) Insert D) Home

- ✓ 11. What is the Internet?
 A) Type of Browser B) A Folder C) Collection of websites ✓ D) Networks of Network
- ✓ 12. Which of the following can you do online? Select all that apply.
 A) Pay bills B) Sent and Receive Mails C) Watch movies ✓ D) All of the above
- ✓ 13. Which of the following is NOT a web browser?
 A) Google Chrome B) Microsoft Edge C) FireFox ✓ D) Windows
- ✓ 14. Drive is used for
 A) To stores Doc files B) To Store Sheets C) To Store presentations ✓ D) All of the above
- ✓ 15. Filter option available in which menu
 A) Formula Menu B) Data Menu C) View Menu D) None
- ✓ 16. Type of Charts in Excel
 A) Bar Chart B) Line Chart C) Column Chart ✓ D) None
- ✓ 17. How to find present date and time using which function
 A) Upper() B) Now() C) Sum() D) Sin()
- ✓ 18. Is it possible one cell data into number of columns
 A) Yes B) NO
- ✓ 19. How to identify an academic website by using which extension name
 A).Com B).in ✓ C).ac.in D).gov.in
- ✓ 20. Write our College web site name www.cstsgk.ac.in
- ✓ 21. Vlookup function is used to
 A) Search the data in Different sheets B) Totaling the data same sheet C) None
- ✓ 22. Search images in Internet using which website
 A) Pixabay b) images C) videos D) None
- ✓ 23. Conditional formatting available in
 A) Word B) Excel C) Power point ✓ D) Internet
- ✓ 24. Merge Cell option available in which application
 A) Word B) Excel C) Both D) None
- ✓ 25. Print Title option used to
 A) repeat same headings in every page B) Remove background C) Both D) None

Signature of Student
 K. Saubhagya Loni

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E-Mail : jangareddigudem.manatv@gmail.com



45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 212366201039

DATE & TIME 9-1-2023 5

NAME OF THE STUDENT : S. Venkataamma

YEAR & GROUP : IInd year B.A [H-E]

- ✓ 1. What is the short cut key to create a New Blank Document
 A) CTRL + B B) CTRL + C ☒ C) CTRL + N D) CTRL + P
- ✓ 2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art B) Bullets & Numbering ☒ C) Word wrap D) None
- ✓ 3. What is the shortcut key to Find a particular word in word document
 A) CTRL + Y ☒ B) CTRL + F C) CTRL + R D) CTRL + H
- ✓ 4. Which of the following is the short cut Key of Open an Existing Presentation
 A) ☒ CTRL + O B) CTRL + C C) CTRL + N D) CTRL + P
- ✓ 5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
 A) Change Letter ☒ B) Change Sentence C) Change Case D) Change Word
- ✓ 6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
 A) powerpoint B) power ☒ C) power point D) powerpnt
- ✓ 7. We can apply border to _____
 A) Cell B) Table C) Paragraph ☒ D) All of these
- ✓ 8. The options Potrait and Landscape comes under _____
 A) Paper Size ☒ B) Page Orientation C) Page Layout D) Page Rotation
- ✓ 9. Which of the following to justification align the text on both the sides-left and right of margin?
 (A) Balanced (B) Right ☒ (C) Justify (D) Balanced
- ✓ 10. In Microsoft Word, you can select heading level styles from _____ tab
 A) ☒ Mailings B) Reference C) Insert D) Home

✓ 11. What is the Internet?

- A) Type of Browser B) A Folder C) Collection of websites D) Networks of Network

✓ 12. Which of the following can you do online? Select all that apply.

- A) Pay bills B) Sent and Receive Mails C) Watch movies D) All of the above

✓ 13. Which of the following is NOT a web browser?

- A) Google Chrome B) Microsoft Edge C) FireFox D) Windows

✓ 14. Drive is used for

- A) To stores Doc files B) To Store Sheets C) To Store presentations D) All of the above

✓ 15. Filter option available in which menu

- A) Formula Menu B) Data Menu C) View Menu D) None

✓ 16. Type of Charts in Excel

- A) Bar Chart B) Line Chart C) Column Chart D) None

✓ 17. How to find present date and time using which function

- A) Upper() B) Now() C) Sum() D) Sin()

✓ 18. Is it possible one cell data into number of columns

- A) Yes B) NO ✓

✓ 19. How to identify an academic website by using which extension name

- A).Com B).in C).ac.in D).gov.in

✓ 20. Write our College web site name AKKU NUB SITE

✓ 21. Vlookup function is used to

- A) Search the data in Different sheets B) Totaling the data same sheet C) None

✓ 22. Search images in Internet using which website

- A) Pixabay B) images C) videos D) None

✓ 23. Conditional formatting available in

- A) Word B) Excel C) Power point D) Internet

✓ 24. Merge Cell option available in which application

- A) Word B) Excel C) Both D) None

✓ 25. Print Title option used to

- A) repeat same headings in every page B) Remove background C) Both D) None

Signature of Student

S. Venkanna

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 213366801012

DATE & TIME 9/1/2023

NAME OF THE STUDENT : D. Manjathayana

YEAR & GROUP: IInd year B.A.H.E.P

- ✓ 1. What is the short cut key to create a New Blank Document
A) CTRL + B B) CTRL + C ☒ C) CTRL + N D) CTRL + P
- ✗ 2. _____ Feature of MS Word helps to create a list in a document
A) Word Art B) Bullets & Numbering ☒ C) Word wrap D) None
- ✓ 3. What is the shortcut key to Find a particular word in word document
A) CTRL + Y ☒ B) CTRL + F C) CTRL + R D) CTRL + H
- ✓ 4. Which of the following is the short cut Key of Open an Existing Presentation
☒ A) CTRL + O B) CTRL + C C) CTRL + N D) CTRL + P
- ✗ 5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
A) Change Letter ☒ B) Change Sentence C) Change Case D) Change Word
- ✓ 6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
A) powerpoint B) power C) power point ☒ D) powerpnt
- ✗ 7. We can apply border to _____
A) Cell ☒ B) Table C) Paragraph D) All of these
- ✗ 8. The options Potrait and Landscape comes under _____
A) Paper Size B) Page Orientation ☒ C) Page Layout D) Page Rotation
- ✗ 9. Which of the following to justification align the text on both the sides-left and right of margin?
☒ A) Balanced B) Right C) Justify D) Balanced
- ✓ 10. In Microsoft Word, you can select heading level styles from _____ tab
A) Mailings B) Reference ☒ C) Insert D) Home

11. What is the Internet?

- A) Type of Browser B) A Folder C) Collection of websites ☒ D) Networks of Network

12. Which of the following can you do online? Select all that apply.

- A) Pay bills ☒ B) Sent and Receive Mails C) Watch movies D) All of the above

13. Which of the following is NOT a web browser?

- A) Google Chrome ☒ B) Microsoft Edge C) FireFox D) Windows

14. Drive is used for

- A) To stores Doc files B) To Store Sheets C) To Store presentations ☒ D) All of the above

15. Filter option available in which menu

- A) Formula Menu ☒ B) Data Menu C) View Menu D) None

16. Type of Charts in Excel

- ☒ A) Bar Chart B) Line Chart C) Column Chart D) None

17. How to find present date and time using which function

- A) Upper() B) Now() ☒ C) Sum() D) Sin()

18. Is it possible one cell data into number of columns

- ☒ A) Yes B) NO

19. How to identify an academic website by using which extension name

- A).Com B).in C).ac.in ☒ D).gov.in

20. Write our College web site name Aknu web site

21. Vlookup function is used to

- A) Search the data in Different sheets ☒ B) Totaling the data same sheet C) None

22. Search images in Internet using which website

- A) Pixabay ☒ B) images C) videos D) None

23. Conditional formatting available in

- A) Word ☒ B) Excel C) Power point D) Internet

24. Merge Cell option available in which application

- A) Word ☒ B) Excel C) Both D) None

25. Print Title option used to

- ☒ A) repeat same headings in every page B) Remove background C) Both D) None

D. Manu Haryani
Signature of Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 213367101009

DATE & TIME 09-01-2023

NAME OF THE STUDENT : K. MANGARAJU

YEAR & GROUP: II B.Sc(M.P.C)

1. What is the short cut key to create a New Blank Document
 A) CTRL + B B) CTRL + C ☒ CTRL + N D) CTRL + P
2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art ☒ Bullets & Numbering C) Word wrap D) None
3. What is the shortcut key to Find a particular word in word document
 A) CTRL + Y ☒ CTRL + F C) CTRL + R D) CTRL + H
4. Which of the following is the short cut Key of Open an Existing Presentation
☒ CTRL + O B) CTRL + C C) CTRL + N D) CTRL + P
5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
☒ Change Letter B) Change Sentence C) Change Case D) Change Word
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
 A) powerpoint B) power C) power point ☒ powerpnt
7. We can apply border to _____
 A) Cell B) Table C) Paragraph ☒ All of these
8. The options Potrait and Landscape comes under _____
 A) Paper Size ☒ Page Orientation C) Page Layout D) Page Rotation
9. Which of the following to justification align the text on both the sides-left and right of margin?
☒ Balanced (B) Right (C) Justify (D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab
 A) Mailings B) Reference C) Insert ☒ Home

11. What is the Internet?
 A) Type of Browser B) A Folder ☒ C) Collection of websites D) Networks of Network
12. Which of the following can you do online? Select all that apply.
 A) Pay bills B) Sent and Receive Mails C) Watch movies ☒ D) All of the above
13. Which of the following is NOT a web browser?
 A) Google Chrome ☒ B) Microsoft Edge C) FireFox D) Windows
14. Drive is used for
 A) To stores Doc files B) To Store Sheets C) To Store presentations ☒ D) All of the above
15. Filter option available in which menu
 A) Formula Menu ☒ B) Data Menu C) View Menu D) None
16. Type of Charts in Excel
☒ A) Bar Chart B) Line Chart C) Column Chart D) None
17. How to find present date and time using which function
 A) Upper() ☒ B) Now() C) Sum() D) Sin()
18. Is it possible one cell data into number of columns
☒ A) Yes B) NO
19. How to identify an academic website by using which extension name
 A).Com B).in C).ac.in ☒ D).gov.in
20. Write our College web site name C.S.T.S. Govt. in
21. Vlookup function is used to
 A) Search the data in Different sheets B) Totaling the data same sheet ☒ C) None
22. Search images in Internet using which website
☒ A) Pixabay b) images C) videos D) None
23. Conditional formatting available in
 A) Word ☒ B) Excel C) Power point D) Internet
24. Merge Cell option available in which application
 A) Word B) Excel ☒ C) Both D) None
25. Print Title option used to
 A) repeat same headings in every page B) Remove background C) Both ☒ D) None

K. D. Puri
 Signature of Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 213366201011

DATE & TIME 9/1/2023

NAME OF THE STUDENT : D. Manoj Kumar

YEAR & GROUP : IInd B.A [H.E.P]

- ✓ 1. What is the short cut key to create a New Blank Document
 A) CTRL + B B) CTRL + C ☒ CTRL + N D) CTRL + P
- ✓ 2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art B) Bullets & Numbering ☒ Word wrap D) None
- ✗ 3. What is the shortcut key to Find a particular word in word document
 A) CTRL + Y B) CTRL + F C) CTRL + R ☒ CTRL + H
- ✓ 4. Which of the following is the short cut Key of Open an Existing Presentation
☒ CTRL + O B) CTRL + C C) CTRL + N D) CTRL + P
- ✗ 5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
☒ Change Letter B) Change Sentence C) Change Case D) Change Word
- ✓ 6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
 A) powerpoint B) power C) power point ☒ powerpnt
- ✓ 7. We can apply border to _____
 A) Cell B) Table C) Paragraph ☒ All of these
- ✓ 8. The options Potrait and Landscape comes under _____
 A) Paper Size ☒ Page Orientation C) Page Layout D) Page Rotation
- ✓ 9. Which of the following to justification align the text on both the sides-left and right of margin?
 (A) Balanced (B) Right ☒ Justify (D) Balanced
- ✗ 10. In Microsoft Word, you can select heading level styles from _____ tab
 A) Mailings B) Reference C) Insert ☒ Home

- ✓1. What is the Internet?
 A) Type of Browser B) A Folder C) Collection of websites ☒ D) Networks of Network
- ✓12. Which of the following can you do online? Select all that apply.
 A) Pay bills B) Sent and Receive Mails C) Watch movies ☒ D) All of the above
- ✓13. Which of the following is NOT a web browser?
 A) Google Chrome B) Microsoft Edge C) FireFox ☒ D) Windows
- ✓14. Drive is used for
 A) To stores Doc files B) To Store Sheets C) To Store presentations ☒ D) All of the above
- ✓15. Filter option available in which menu
 A) Formula Menu ☒ B) Data Menu C) View Menu D) None
- ✓16. Type of Charts in Excel
 A) Bar Chart B) Line Chart ☒ C) Column Chart D) None
- ✓17. How to find present date and time using which function
 A) Upper() ☒ B) Now() C) Sum() D) Sin()
- ✓18. Is it possible one cell data into number of columns
☒ A) Yes B) NO
19. How to identify an academic website by using which extension name
 A).Com B).in ☒ C).ac.in D).gov.in
20. Write our College web site name www.csis.gov.in
- ✓21. Vlookup function is used to
☒ A) Search the data in Different sheets B) Totaling the data same sheet C) None
- ✓22. Search images in Internet using which website
☒ A) Pixabay b) images C) videos D) None
23. Conditional formatting available in
 A) Word ☒ B) Excel C) Power point D) Internet
- ✓24. Merge Cell option available in which application
 A) Word ☒ B) Excel ☒ C) Both D) None
- ✓25. Print Title option used to
 A) repeat same headings in every page B) Remove background C) Both ☒ D) None

Signature of Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 213367101011

DATE & TIME 9/01/2023

NAME OF THE STUDENT : M Laxmi Devi

YEAR & GROUP: 2023 (MPC)

1. What is the short cut key to create a New Blank Document
☒ A) CTRL + B B) CTRL + C C) CTRL + N D) CTRL + P
2. _____ Feature of MS Word helps to create a list in a document
☒ A) Word Art B) Bullets & Numbering C) Word wrap D) None
3. What is the shortcut key to Find a particular word in word document
☒ A) CTRL + Y B) CTRL + F ☒ C) CTRL + R D) CTRL + H
4. Which of the following is the short cut Key of Open an Existing Presentation
☒ A) CTRL + O B) CTRL + C C) CTRL + N ☒ D) CTRL + P
5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
☒ A) Change Letter B) Change Sentence C) Change Case ☒ D) Change Word
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
☒ A) powerpoint B) power C) power point ☒ D) powerpnt
7. We can apply border to _____
☒ A) Cell B) Table C) Paragraph ☒ D) All of these
8. The options Potrait and Landscape comes under _____
☒ A) Paper Size B) Page Orientation ☒ C) Page Layout D) Page Rotation
9. Which of the following to justification align the text on both the sides-left and right of margin?
☒ A) Balanced B) Right C) Justify D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab
☒ A) Mailings B) Reference ☒ C) Insert D) Home

11. What is the Internet?

- A) Type of Browser B) A Folder ☒ C) Collection of websites D) Networks of Network

12. Which of the following can you do online? Select all that apply.

- A) Pay bills B) Sent and Receive Mails C) Watch movies ☒ D) All of the above

13. Which of the following is NOT a web browser?

- A) Google Chrome B) Microsoft Edge ☒ C) FireFox D) Windows

14. Drive is used for

- A) To stores Doc files B) To Store Sheets C) To Store presentations ☒ D) All of the above

15. Filter option available in which menu

- A) Formula Menu ☒ B) Data Menu C) View Menu D) None

16. Type of Charts in Excel

- ☒ A) Bar Chart B) Line Chart C) Column Chart D) None

17. How to find present date and time using which function

- A) Upper() ☒ B) Now() C) Sum() D) Sin()

18. Is it possible one cell data into number of columns

- ☒ A) Yes B) NO

19. How to identify an academic website by using which extension name

- A).Com B).in ☒ C).ac.in D).gov.in

20. Write our College web site name w.w.w.cstsgk.ac.in

21. Vlookup function is used to

- A) Search the data in Different sheets B) Totaling the data same sheet ☒ C) None

22. Search images in Internet using which website

- ☒ A) Pixabay b) images C) videos D) None

23. Conditional formatting available in

- A) Word B) Excel C) Power point ☒ D) Internet

24. Merge Cell option available in which application

- A) Word B) Excel ☒ C) Both D) None

25. Print Title option used to

- A) repeat same headings in every page B) Remove background ☒ C) Both D) None

Signature of Student

M Lakshmi Devi

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 213366201001

DATE & TIME 09-01-2023

NAME OF THE STUDENT : B. Nandhini

YEAR & GROUP: 2nd B A (HEP)

1. What is the short cut key to create a New Blank Document
 A) CTRL + B ☒ B) CTRL + C C) CTRL + N D) CTRL + P
2. _____ Feature of MS Word helps to create a list in a document
☒ A) Word Art B) Bullets & Numbering C) Word wrap D) None
3. What is the shortcut key to Find a particular word in word document
 A) CTRL + Y B) CTRL + F ☒ C) CTRL + R D) CTRL + H
4. Which of the following is the short cut Key of Open an Existing Presentation
☒ A) CTRL + O B) CTRL + C C) CTRL + N D) CTRL + P
5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
 A) Change Letter B) Change Sentence ☒ C) Change Case D) Change Word
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
☒ A) powerpoint B) power ☒ C) power point D) powerpnt
7. We can apply border to _____
☒ A) Cell ☒ B) Table C) Paragraph D) All of these
8. The options Potrait and Landscape comes under _____
 A) Paper Size B) Page Orientation ☒ C) Page Layout D) Page Rotation
9. Which of the following to justification align the text on both the sides-left and right of margin?
☒ (A) Balanced (B) Right (C) Justify (D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab
☒ A) Mailings ☒ B) Reference C) Insert D) Home

✓ 11. What is the Internet?

- A) Type of Browser B) A Folder C) Collection of websites ✓ D) Networks of Network

✓ 12. Which of the following can you do online? Select all that apply.

- A) Pay bills ✓ B) Sent and Receive Mails C) Watch movies D) All of the above

✓ 13. Which of the following is NOT a web browser?

- ✓ A) Google Chrome B) Microsoft Edge C) FireFox D) Windows

✓ 14. Drive is used for

- ✓ A) To stores Doc files B) To Store Sheets C) To Store presentations D) All of the above

✓ 15. Filter option available in which menu

- A) Formula Menu ✓ B) Data Menu C) View Menu D) None

✓ 16. Type of Charts in Excel

- A) Bar Chart B) Line Chart C) Column Chart D) None

✓ 17. How to find present date and time using which function

- A) Upper() ✓ B) Now() C) Sum() D) Sin()

✓ 18. Is it possible one cell data into number of columns

- ✓ A) Yes B) NO

✓ 19. How to identify an academic website by using which extension name

- ✓ A).Com B).in ✓ C).ac.in D).gov.in

✓ 20. Write our College web site name www.cslegk.ac.in

✓ 21. Vlookup function is used to

- A) Search the data in Different sheets B) Totaling the data same sheet C) None

✓ 22. Search images in Internet using which website

- ✓ A) Pixabay b) images C) videos D) None

✓ 23. Conditional formatting available in

- A) Word ✓ B) Excel C) Power point D) Internet

✓ 24. Merge Cell option available in which application

- A) Word ✓ B) Excel C) Both D) None

✓ 25. Print Title option used to

- A) repeat same headings in every page ✓ B) Remove background C) Both D) None

Signature of Student

B. Nandhini

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 213366201010

DATE & TIME 9/1/2023 7:5

NAME OF THE STUDENT : dhara vathumounika

YEAR & GROUP: 2nd BA (HEP)

1. What is the short cut key to create a New Blank Document
 A) CTRL + B B) CTRL + C C) CTRL + N ✓ D) CTRL + P
2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art B) Bullets & Numbering C) Word wrap D) None
3. What is the shortcut key to Find a particular word in word document
 A) CTRL + Y B) CTRL + F C) CTRL + R ✓ D) CTRL + H
4. Which of the following is the short cut Key of Open an Existing Presentation
 A) CTRL + O B) CTRL + C C) CTRL + N D) CTRL + P ✓
5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
 A) Change Letter B) Change Sentence ✓ C) Change Case D) Change Word
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
 A) powerpoint ✓ B) power C) power point D) powerpnt
7. We can apply border to _____
 A) Cell B) Table ✓ C) Paragraph D) All of these
8. The options Potrait and Landscape comes under _____
 A) Paper Size B) Page Orientation C) Page Layout ✓ D) Page Rotation
9. Which of the following to justification align the text on both the sides-left and right of margin?
 (A) Balanced (B) Right (C) Justify ✓ (D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab
 A) Mailings B) Reference C) Insert ✓ D) Home

11. What is the Internet?
A) Type of Browser B) A Folder C) Collection of websites D) Networks of Network
12. Which of the following can you do online? Select all that apply.
A) Pay bills B) Sent and Receive Mails C) Watch movies D) All of the above
13. Which of the following is NOT a web browser?
A) Google Chrome B) Microsoft Edge C) FireFox D) Windows
14. Drive is used for
A) To stores Doc files B) To Store Sheets C) To Store presentations D) All of the above
15. Filter option available in which menu
A) Formula Menu B) Data Menu C) View Menu D) None
16. Type of Charts in Excel
A) Bar Chart B) Line Chart C) Column Chart D) None
17. How to find present date and time using which function
A) Upper() B) Now() C) Sum() D) Sin()
18. Is it possible one cell data into number of columns
A) Yes B) NO
19. How to identify an academic website by using which extension name
A).Com B).in C).ac.in D).gov.in
20. Write our College web site name ~~aditi noida university~~ CSTS govt ac in
21. Vlookup function is used to
A) Search the data in Different sheets B) Totaling the data same sheet C) None
22. Search images in Internet using which website
A) Pixabay b) images C) videos D) None
23. Conditional formatting available in
A) Word B) Excel C) Power point D) Internet
24. Merge Cell option available in which application
A) Word B) Excel C) Both D) None
25. Print Title option used to
A) repeat same headings in every page B) Remove background C) Both D) None

D. mounika
Signature of Student

CHATRAPATHI SIVAJI TRI SATHA JAYANTHI (CSTS)**GOVT. KALASALA***Enter to Learn – Leave to Serve***Jangareddigudem, Eluru Dist**Phone : 08821-225310, Visit us at : www.cstsgk.ac.inE-Mail : jangareddigudem.manatv@gmail.com**45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE**REGD NO : 213366201007DATE & TIME 9/1/2023 5:00NAME OF THE STUDENT : Bokka Anand babuYEAR & GROUP: IInd B.A (HEP)

- ✓ 1. What is the short cut key to create a New Blank Document
A) CTRL + B B) CTRL + C C) ☒ CTRL + N D) CTRL + P
- ✗ 2. _____ Feature of MS Word helps to create a list in a document
A) Word Art B) Bullets & Numbering C) Word wrap D) ☒ None
- ✗ 3. What is the shortcut key to Find a particular word in word document
A) CTRL + Y B) CTRL + F C) ☒ CTRL + R D) CTRL + H
- ✗ 4. Which of the following is the short cut Key of Open an Existing Presentation
A) CTRL + O B) CTRL + C C) CTRL + N D) ☒ CTRL + P
- ✓ 5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
A) Change Letter B) Change Sentence C) ☒ Change Case D) Change Word
- ✗ 6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
A) powerpoint B) ☒ power C) power point D) powerpnt
- ✓ 7. We can apply border to _____
A) Cell B) Table C) Paragraph D) ☒ All of these
- ✗ 8. The options Potrait and Landscape comes under _____
A) Paper Size B) Page Orientation C) ☒ Page Layout D) Page Rotation
- ✗ 9. Which of the following to justification align the text on both the sides-left and right of margin?
(A) ☒ Balanced (B) Right (C) Justify (D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab
A) Mailings B) Reference C) ☒ Insert D) ☒ Home

11. What is the Internet?

- A) Type of Browser B) A Folder C) Collection of websites D) Networks of Network

12. Which of the following can you do online? Select all that apply.

- A) Pay bills B) Sent and Receive Mails C) Watch movies D) All of the above

13. Which of the following is NOT a web browser?

- A) Google Chrome B) Microsoft Edge C) FireFox D) Windows

14. Drive is used for

- A) To stores Doc files B) To Store Sheets C) To Store presentations D) All of the above

15. Filter option available in which menu

- A) Formula Menu B) Data Menu C) View Menu D) None

16. Type of Charts in Excel

- A) Bar Chart B) Line Chart C) Column Chart D) None

17. How to find present date and time using which function

- A) Upper() B) Now() C) Sum() D) Sin()

18. Is it possible one cell data into number of columns

- A) Yes B) NO

19. How to identify an academic website by using which extension name

- A).Com B).in C).ac.in D).gov.in

20. Write our College web site name www.cstsgk.ac.in

21. Vlookup function is used to

- A) Search the data in Different sheets B) Totaling the data same sheet C) None

22. Search images in Internet using which website

- A) Pixabay b) images C) videos D) None

23. Conditional formatting available in

- A) Word B) Excel C) Power point D) Internet

24. Merge Cell option available in which application

- A) Word B) Excel C) Both D) None

25. Print Title option used to

- A) repeat same headings in every page B) Remove background C) Both D) None

Signature of Student

B. Anand babu

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E-Mail : jangareddigudem.manatv@gmail.com



45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 2133665079

DATE & TIME 9/01/2023 - 5.00PM

NAME OF THE STUDENT : D. DEVADANAM

YEAR & GROUP : 2nd BA H.C.E

1. What is the short cut key to create a New Blank Document
 A) CTRL + B B) CTRL + C ☒ CTRL + N D) CTRL + P
2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art ☒ Bullets & Numbering C) Word wrap D) None
3. What is the shortcut key to Find a particular word in word document
 A) CTRL + Y ☒ CTRL + F C) CTRL + R D) CTRL + H
4. Which of the following is the short cut Key of Open an Existing Presentation
☒ CTRL + O B) CTRL + C C) CTRL + N D) CTRL + P
5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
 A) Change Letter B) Change Sentence C) Change Case ☒ Change Word
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
 A) powerpoint B) power C) power point ☒ powerpnt
7. We can apply border to _____
 A) Cell B) Table C) Paragraph ☒ All of these
8. The options Potrait and Landscape comes under _____
 A) Paper Size B) Page Orientation C) Page Layout ☒ Page Rotation
9. Which of the following to justification align the text on both the sides-left and right of margin?
 (A) Balanced (B) Right ☒ Justify (D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab
☒ Mailings B) Reference C) Insert D) Home

11. What is the Internet?
 A) Type of Browser B) A Folder C) Collection of websites ☒ D) Networks of Network
12. Which of the following can you do online? Select all that apply.
 A) Pay bills B) Sent and Receive Mails C) Watch movies ☒ D) All of the above
13. Which of the following is NOT a web browser?
 A) Google Chrome B) Microsoft Edge ☒ C) FireFox D) Windows
14. Drive is used for
 A) To stores Doc files B) To Store Sheets C) To Store presentations ☒ D) All of the above
15. Filter option available in which menu
 A) Formula Menu ☒ B) Data Menu ☒ C) View Menu D) None
16. Type of Charts in Excel
☒ A) Bar Chart B) Line Chart C) Column Chart D) None
17. How to find present date and time using which function
 A) Upper() ☒ B) Now() C) Sum() D) Sin()
18. Is it possible one cell data into number of columns
☒ A) Yes B) NO
19. How to identify an academic website by using which extension name
 A).Com B).in ☒ C).ac.in ☒ D).gov.in
20. Write our College web site name www.CS+SGK.ac.in
21. Vlookup function is used to
 A) Search the data in Different sheets ☒ B) Totaling the data same sheet C) None
22. Search images in Internet using which website
☒ A) Pixabay b) images C) videos D) None
23. Conditional formatting available in
☒ A) Word B) Excel C) Power point D) Internet
24. Merge Cell option available in which application
 A) Word ☒ B) Excel C) Both D) None
25. Print Title option used to
 A) repeat same headings in every page B) Remove background C) Both ☒ D) None

D. DEVIAPANAM
 Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 213366201030

DATE & TIME 9/1/2023 - 5.00 PM

NAME OF THE STUDENT : Palika Dunga Prasad.

YEAR & GROUP: IInd B.A [HEP]

- ✓ 1. What is the short cut key to create a New Blank Document
 A) CTRL + B B) CTRL + C C) CTRL + N ✓ D) CTRL + P
- ✗ 2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art B) Bullets & Numbering C) Word wrap D) None ✓
- ✓ 3. What is the shortcut key to Find a particular word in word document
 A) CTRL + Y B) CTRL + F ✓ C) CTRL + R D) CTRL + H
- ✓ 4. Which of the following is the short cut Key of Open an Existing Presentation
 A) CTRL + O ✓ B) CTRL + C C) CTRL + N D) CTRL + P
- ✓ 5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
 A) Change Letter B) Change Sentence C) Change Case ✓ D) Change Word
- ✓ 6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
 A) powerpoint B) power C) power point D) powerpnt ✓
- ✓ 7. We can apply border to _____
 A) Cell B) Table C) Paragraph ✓ D) All of these ✓
- ✗ 8. The options Potrait and Landscape comes under _____
 A) Paper Size B) Page Orientation C) Page Layout ✓ D) Page Rotation
- ✓ 9. Which of the following to justification align the text on both the sides-left and right of margin?
 (A) Balanced (B) Right (C) Justify ✓ (D) Balanced
- ✗ 10. In Microsoft Word, you can select heading level styles from _____ tab
 A) Mailings B) Reference C) Insert D) Home ✓

11. What is the Internet?
A) Type of Browser B) A Folder C) Collection of websites ✓ D) Networks of Network
12. Which of the following can you do online? Select all that apply.
A) Pay bills B) Sent and Receive Mails C) Watch movies D) All of the above ✓
13. Which of the following is NOT a web browser?
A) Google Chrome B) Microsoft Edge C) FireFox D) Windows ✓
14. Drive is used for
A) To stores Doc files B) To Store Sheets C) To Store presentations D) All of the above ✓
15. Filter option available in which menu
A) Formula Menu B) Data Menu ✓ C) View Menu D) None
16. Type of Charts in Excel
A) Bar Chart B) Line Chart C) Column Chart ✓ D) None
17. How to find present date and time using which function
A) Upper() B) Now() ✓ C) Sum() D) Sin()
18. Is it possible one cell data into number of columns
A) Yes B) NO ✓
19. How to identify an academic website by using which extension name
A).Com B).in C).ac.in ✓ D).gov.in
20. Write our College web site name WWW.CSTS-GC.ac.in
21. Vlookup function is used to
A) Search the data in Different sheets ✓ B) Totaling the data same sheet C) None
22. Search images in Internet using which website
A) Pixabay ✓ B) images C) videos D) None
23. Conditional formatting available in
A) Word B) Excel C) Power point ✓ D) Internet
24. Merge Cell option available in which application
A) Word ✓ B) Excel C) Both D) None
25. Print Title option used to
A) repeat same headings in every page B) Remove background C) Both D) None ✓

Signature of Student

P. Jangamrao

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 213366205096

DATE & TIME 9/11/2023 11:50

NAME OF THE STUDENT : P. Sailaja

YEAR & GROUP: 2nd B.A [H.E.E.]
2023

- ☒ What is the short cut key to create a New Blank Document

A) CTRL + B ☒ CTRL + C C) CTRL + N D) CTRL + P
- ☒ _____ Feature of MS Word helps to create a list in a document

☒ Word Art B) Bullets & Numbering C) Word wrap D) None
- ☒ What is the shortcut key to Find a particular word in word document

A) CTRL + Y B) CTRL + F ☒ CTRL + R D) CTRL + H
- ☒ Which of the following is the short cut Key of Open an Existing Presentation

☒ CTRL + O B) CTRL + C C) CTRL + N D) CTRL + P
- ☒ Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?

A) Change Letter B) Change Sentence ☒ Change Case D) Change Word
- ☒ We can start MS POWERPOINT by typing _____ in the Run Dialog box.

☒ powerpoint B) power C) power point D) powerpnt
- ☒ We can apply border to _____

A) Cell B) Table C) Paragraph ☒ All of these
- ☒ The options Potrait and Landscape comes under _____

☒ Paper Size B) Page Orientation C) Page Layout D) Page Rotation
- ☒ Which of the following to justification align the text on both the sides-left and right of margin?

☒ Balanced (B) Right (C) Justify (D) Balanced
- ☒ In Microsoft Word, you can select heading level styles from _____ tab

A) Mailings ☒ Reference C) Insert D) Home

11. What is the Internet?
A) Type of Browser B) A Folder C) Collection of websites D) Networks of Network
12. Which of the following can you do online? Select all that apply.
A) Pay bills B) Sent and Receive Mails C) Watch movies D) All of the above
13. Which of the following is NOT a web browser?
A) Google Chrome B) Microsoft Edge C) FireFox D) Windows
14. Drive is used for
A) To stores Doc files B) To Store Sheets C) To Store presentations D) All of the above
15. Filter option available in which menu
A) Formula Menu B) Data Menu C) View Menu D) None
16. Type of Charts in Excel
A) Bar Chart B) Line Chart C) Column Chart D) None
17. How to find present date and time using which function
A) Upper() B) Now() C) Sum() D) Sin()
18. Is it possible one cell data into number of columns
A) Yes B) NO
19. How to identify an academic website by using which extension name
A).Com B).in C).ac.in D).gov.in
20. Write our College web site name C.S.T.S Govt Degree kulascolle
21. Vlookup function is used to
A) Search the data in Different sheets B) Totaling the data same sheet C) None
22. Search images in Internet using which website
A) Pixabay B) images C) videos D) None
23. Conditional formatting available in
A) Word B) Excel C) Power point D) Internet
24. Merge Cell option available in which application
A) Word B) Excel C) Both D) None
25. Print Title option used to
A) repeat same headings in every page B) Remove background C) Both D) None

P. S. Ailayce
Signature of Student

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12
25

**45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE**REGD NO : 213367110035DATE & TIME 9/01/2023 / 5:00pmNAME OF THE STUDENT : B. CHAMUNDESWARIYEAR & GROUP: IBSC / B2C

1. What is the short cut key to create a New Blank Document
A) CTRL + B B) CTRL + C ☒ CTRL + N D) CTRL + P
2. _____ Feature of MS Word helps to create a list in a document
A) Word Art B) Bullets & Numbering ☒ Word wrap D) None
3. What is the shortcut key to Find a particular word in word document
A) CTRL + Y B) CTRL + F ☒ CTRL + R D) CTRL + H
4. Which of the following is the short cut Key of Open an Existing Presentation
A) CTRL + O B) CTRL + C C) CTRL + N ☒ CTRL + P
5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
☒ Change Letter B) Change Sentence C) Change Case D) Change Word
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
A) powerpoint B) power ☒ power point D) powerpnt
7. We can apply border to _____
A) Cell B) Table C) Paragraph ☒ All of these
8. The options Potrait and Landscape comes under _____
A) Paper Size B) Page Orientation ☒ Page Layout D) Page Rotation
9. Which of the following to justification align the text on both the sides-left and right of margin?
(A) Balanced (B) Right (C) Justify ☒ Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab
A) Mailings B) Reference C) Insert ☒ Home

11. What is the Internet?

- A) Type of Browser B) A Folder ☒ C) Collection of websites D) Networks of Network

12. Which of the following can you do online? Select all that apply.

- A) Pay bills B) Sent and Receive Mails C) Watch movies ☒ D) All of the above

13. Which of the following is NOT a web browser?

- A) Google Chrome B) Microsoft Edge ☒ C) FireFox D) Windows

14. Drive is used for

- A) To stores Doc files B) To Store Sheets C) To Store presentations ☒ D) All of the above

15. Filter option available in which menu

- A) Formula Menu B) Data Menu C) View Menu ☒ D) None

16. Type of Charts in Excel

- A) Bar Chart B) Line Chart ☒ C) Column Chart ☒ D) None

17. How to find present date and time using which function

- A) Upper() ☒ B) Now() C) Sum() D) Sin()

18. Is it possible one cell data into number of columns

- ☒ A) Yes B) NO

19. How to identify an academic website by using which extension name

- A).Com B).in ☒ C).ac.in D).gov.in

20. Write our College web site name ~~www.cstsgk.ac.in~~ www.cstsgk.ac.in

21. Vlookup function is used to

- ☒ A) Search the data in Different sheets ☒ B) Totaling the data same sheet ☒ C) None [A)

22. Search images in Internet using which website

- ☒ A) Pixabay b) images C) videos D) None

23. Conditional formatting available in

- A) Word B) Excel ☒ C) Power point D) Internet

24. Merge Cell option available in which application

- A) Word B) Excel ☒ C) Both D) None

25. Print Title option used to

- ☒ A) repeat same headings in every page B) Remove background C) Both D) None

B. Chamundeswari

Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 2133 66 20 20 66

DATE & TIME 9th Jan - 5 pm

NAME OF THE STUDENT : Venkata Nagendra Nagarath YEAR & GROUP: 2nd BA-HET

- ✓ 1. What is the short cut key to create a New Blank Document (C)
 - A) CTRL + B
 - B) CTRL + C
 - ✓ C) CTRL + N
 - D) CTRL + P
- ✗ 2. _____ Feature of MS Word helps to create a list in a document (A)
 - ✓ A) Word Art
 - B) Bullets & Numbering
 - C) Word wrap
 - D) None
- ✓ 3. What is the shortcut key to Find a particular word in word document (B)
 - A) CTRL + Y
 - ✓ B) CTRL + F
 - C) CTRL + R
 - D) CTRL + H
- ✓ 4. Which of the following is the short cut Key of Open an Existing Presentation (A)
 - ✓ A) CTRL + O
 - B) CTRL + C
 - C) CTRL + N
 - D) CTRL + P
- ✓ 5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters? (C)
 - A) Change Letter
 - B) Change Sentence
 - ✓ C) Change Case
 - D) Change Word
- ✓ 6. We can start MS POWERPOINT by typing _____ in the Run Dialog box. (D)
 - A) powerpoint
 - B) power
 - C) power point
 - ✓ D) powerpnt
- ✓ 7. We can apply border to _____ (D)
 - A) Cell
 - B) Table
 - C) Paragraph
 - ✓ D) All of these
- ✓ 8. The options Potrait and Landscape comes under _____ (B)
 - A) Paper Size
 - ✓ B) Page Orientation
 - C) Page Layout
 - D) Page Rotation
- ✓ 9. Which of the following to justification align the text on both the sides-left and right of margin? (C)
 - (A) Balanced
 - (B) Right
 - ✓ (C) Justify
 - (D) Balanced
- ✓ 10. In Microsoft Word, you can select heading level styles from _____ tab (C)
 - A) Mailings
 - B) Reference
 - ✓ C) Insert
 - D) Home

11. What is the Internet? (D)
 A) Type of Browser B) A Folder C) Collection of websites ☒ D) Networks of Network
12. Which of the following can you do online? Select all that apply. (D)
 A) Pay bills B) Sent and Receive Mails C) Watch movies ☒ D) All of the above
13. Which of the following is NOT a web browser? (D)
 A) Google Chrome B) Microsoft Edge C) FireFox ☒ D) Windows
14. Drive is used for (D)
 A) To stores Doc files B) To Store Sheets C) To Store presentations ☒ D) All of the above
15. Filter option available in which menu (B)
 A) Formula Menu ☒ B) Data Menu C) View Menu D) None
16. Type of Charts in Excel (D)
 A) Bar Chart B) Line Chart C) Column Chart ☒ D) None
17. How to find present date and time using which function (B)
 A) Upper() ☒ B) Now() C) Sum() D) Sin()
18. Is it possible one cell data into number of columns (A)
☒ A) Yes B) NO
19. How to identify an academic website by using which extension name (C)
 A).Com B).in ☒ C).ac.in D).gov.in
20. Write our College web site name ~~cstsgk.ac.in~~ cstsgk.ac.in
21. Vlookup function is used to (A)
☒ A) Search the data in Different sheets B) Totaling the data same sheet C) None
22. Search images in Internet using which website (A)
☒ A) Pixabay b) images C) videos D) None
23. Conditional formatting available in (B)
 A) Word ☒ B) Excel C) Power point D) Internet
24. Merge Cell option available in which application (C)
 A) Word B) Excel ☒ C) Both D) None
25. Print Title option used to (A)
☒ A) repeat same headings in every page B) Remove background C) Both D) None

Signature of Student
 M.V. nagendra

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 213366201019

DATE & TIME 9-1-2023 5:00 PM

NAME OF THE STUDENT : L. Venkata Aaravind

YEAR & GROUP: 2nd BA(HEP)

1. What is the short cut key to create a New Blank Document
A) CTRL + B B) CTRL + C C) ☒ CTRL + N D) CTRL + P
2. _____ Feature of MS Word helps to create a list in a document
A) Word Art B) Bullets & Numbering C) ☒ Word wrap D) None
3. What is the shortcut key to Find a particular word in word document
A) CTRL + Y B) ☒ CTRL + F C) CTRL + R D) CTRL + H
4. Which of the following is the short cut Key of Open an Existing Presentation
A) ☒ CTRL + O B) CTRL + C C) CTRL + N D) CTRL + P
5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
A) Change Letter B) Change Sentence C) ☒ Change Case D) Change Word
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
A) powerpoint B) power C) power point D) ☒ powerpnt
7. We can apply border to _____
A) Cell B) Table C) Paragraph D) ☒ All of these
8. The options Potrait and Landscape comes under _____
A) Paper Size B) ☒ Page Orientation C) Page Layout D) Page Rotation
9. Which of the following to justification align the text on both the sides-left and right of margin?
(A) Balanced (B) Right (C) ☒ Justify (D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab
A) Mailings B) Reference C) ☒ Insert D) Home

✓ 11. What is the Internet?

- A) Type of Browser B) A Folder C) Collection of websites D) ✓ Networks of Network

✓ 12. Which of the following can you do online? Select all that apply.

- A) Pay bills B) Sent and Receive Mails C) Watch movies D) ✓ All of the above

✓ 13. Which of the following is NOT a web browser?

- A) Google Chrome B) Microsoft Edge C) FireFox D) ✓ Windows

✓ 14. Drive is used for

- A) To stores Doc files B) To Store Sheets C) To Store presentations D) ✓ All of the above

✓ 15. Filter option available in which menu

- A) Formula Menu B) ✓ Data Menu C) View Menu D) None

✓ 16. Type of Charts in Excel

- A) Bar Chart B) Line Chart C) ✓ Column Chart D) None

✓ 17. How to find present date and time using which function

- A) Upper() B) ✓ Now() C) Sum() D) Sin()

✓ 18. Is it possible one cell data into number of columns

- A) ✓ Yes B) NO

✓ 19. How to identify an academic website by using which extension name

- A).Com B) .in C) ✓ .ac.in D) .gov.in

✓ 20. Write our College web site name WWW.Cstsgk.ac.in

✓ 21. Vlookup function is used to

- A) ✓ Search the data in Different sheets B) Totaling the data same sheet C) None

✓ 22. Search images in Internet using which website

- A) ✓ Pixabay b) images C) videos D) None

✓ 23. Conditional formatting available in

- A) Word B) ✓ Excel C) Power point D) Internet

✓ 24. Merge Cell option available in which application

- A) Word B) Excel C) ✓ Both D) None

✓ 25. Print Title option used to

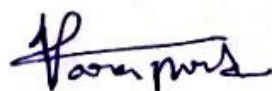
- A) ✓ repeat same headings in every page B) Remove background C) Both D) None

L. Venkata Aravind
Signature of Student

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25**45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE**REGD NO : 213367110048DATE & TIME 09-01-2023NAME OF THE STUDENT : Madakam. Durga VenkateshwarYEAR & GROUP: II BSc [BZC]

- ✓ 1. What is the short cut key to create a New Blank Document
A) CTRL + B B) CTRL + C ✓ C) CTRL + N D) CTRL + P
- ✓ 2. _____ Feature of MS Word helps to create a list in a document
A) Word Art ✓ B) Bullets & Numbering C) Word wrap D) None
- ✗ 3. What is the shortcut key to Find a particular word in word document
A) CTRL + Y B) CTRL + F C) CTRL + R ✓ D) CTRL + H
- ✓ 4. Which of the following is the short cut Key of Open an Existing Presentation
A) CTRL + O B) CTRL + C C) CTRL + N ✓ D) CTRL + P
- ✗ 5. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?
✓ A) Change Letter B) Change Sentence C) Change Case D) Change Word
- ✓ 6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
A) powerpoint B) power C) power point ✓ D) powerpnt
- ✓ 7. We can apply border to _____
A) Cell B) Table C) Paragraph ✓ D) All of these
- ✓ 8. The options Potrait and Landscape comes under _____
A) Paper Size ✓ B) Page Orientation C) Page Layout D) Page Rotation
- ✓ 9. Which of the following to justification align the text on both the sides-left and right of margin?
(A) Balanced (B) Right ✓ (C) Justify (D) Balanced
- ✗ 10. In Microsoft Word, you can select heading level styles from _____ tab
✓ A) Mailings B) Reference C) Insert D) Home

11. What is the Internet?
A) Type of Browser B) A Folder C) Collection of websites D) Networks of Network
12. Which of the following can you do online? Select all that apply.
A) Pay bills B) Sent and Receive Mails C) Watch movies D) All of the above
13. Which of the following is NOT a web browser?
A) Google Chrome B) Microsoft Edge C) FireFox D) Windows
14. Drive is used for
A) To stores Doc files B) To Store Sheets C) To Store presentations D) All of the above
15. Filter option available in which menu
A) Formula Menu B) Data Menu C) View Menu D) None
16. Type of Charts in Excel
A) Bar Chart B) Line Chart C) Column Chart D) None
17. How to find present date and time using which function
A) Upper() B) Now() C) Sum() D) Sin()
18. Is it possible one cell data into number of columns
A) Yes B) NO
19. How to identify an academic website by using which extension name
A).Com B).in C).ac.in D).gov.in
20. Write our College web site name CSTS gkc.gov.in
21. Vlookup function is used to
A) Search the data in Different sheets B) Totaling the data same sheet C) None
22. Search images in Internet using which website
A) Pixabay b) images C) videos D) None
23. Conditional formatting available in
A) Word B) Excel C) Power point D) Internet
24. Merge Cell option available in which application
A) Word B) Excel C) Both D) None
25. Print Title option used to
A) repeat same headings in every page B) Remove background C) Both D) None


Signature of the Student

CSTS GOVT. KALASALA :: JANGAREDDIGUDEM
DEPARTMENT OF COMPUTER SCIENCE
CERTIFICATE COURSE ON “DATA ANALYTICS USING MS-OFFICE”

PRACTICAL EXAMPLES DONE BY STUDENTS

<u>RESUME</u>			
Bokka anand babu		Mobile : 8978944581	
S/O Late B Prasad		Email : bokkaanand123@gmail.com	
Jangareddy gudem Eluru dist			
<u>Career Objective :</u>			
❖ To become a teacher ❖ To create great things			
<u>Experience :</u>			
❖ I don't have any experience till now			
<u>QUALIFICATIONS :</u>			
Course	College	Year	Result
SSC	ZPPHIGH SCHOOL	2018-2019	SIX POINT ZERO
INTER	SDS GOVT KALASALA	2020-2021	SIXTY PERCENT
DEGREE	CHSTRAPATHI SHIVAJI TRI SATHA KALASALA	2021-2024	NOT FINISHED YET
<u>Hobbies:</u>			
❖ Watching movies ❖ Gaming etc ❖ Reading telugu literature			
<u>DECLARATION :</u>			
I hereby declare that all the details mentioned above are in accordance with the truth and facts as per my knowledge and I hold the responsibility for the correctness of the above mentioned particulars			
Place : JRG		BOKKA ANAND BABU	
Date : 23-11-2022		SIGNATURE	
		BOKKA ANAND BABU	

RESUME

Maganti Venkata Nagendra

Mobile : 8008011603

S/o Anil maganti

E-mail id : astorieTeller@outlook.com

Jangareddy Gudem Eluru dist

Career Obejctives :

- ❖ To Become a Film maker
- ❖ To become a story teller
- ❖ To create great things

Experience :

1. No experience at all

Qualifications :

Course	College	Year	Result
SSC	ZPPHIGH SCHOOL	2018-2019	Seven Point Three
INTER	SRI RAMA CHANDRA	2020-2021	Seventy Percent
DEGREE	CHATRAPATHI SHIVAJI TRI SHANTHI KALASHALA	2021-2024	Not finished yet

Hobbies :

- ❖ Reading Telugu Literature
- ❖ Reading Novels & Books
- ❖ Watching Movies & Webshows
- ❖ Browsing Internet
- ❖ Gaminig etc

Decleration

I here by declare that all the details mentioned above are in accordance with the truth and fact asw per my knowledge and I hold the responsibility for the correctness of the above mentioned particlures

PLACE : JRG

DATE : 23-11-2022

MAGANTI VENKATA NAGENDRA
SIGNATURE

m. v. nagendra

TAX INVOICE															
NAME OF SUPPLIER: ADDRESS: EMAIL ID: GSTIN:								INVOICE NO: DATE: TAX PAYABLE UNDER REVERSE CHARGES (Yes/No) MODE OF TRANSPORTATION: PLACE OF SUPPLY:							
DETAILS OF RECEIVER (BILLED TO)								DETAILS OF CONSIGNEE (SHIPPED TO)							
NAME: ADDRESS: STATE: STATE CODE: GSTIN:								NAME: ADDRESS: STATE: STATE CODE: GSTIN:							
S.NO	DESCRIPTION OF GOODS/SERVICES	HSN/ ACCOUNTING CODE	QTY	UNIT	RATE PER ITEM (RS.)	TOTAL (RS.)	DISCOUNT (RS.)	TAXABLE VALUE (RS.)	CGST RATE	CGST RS	SGST/UTGST RATE	SGST/UTGST RS	IGST RATE	IGST RS	TOTAL (RS.)
DECLARATION THE PARTICULARS GIVEN ABOVE ARE TRUE AND CORRECT												FREIGHT CHARGES: LOADING CHARGES: PACKING CHARGES: INSURANCE CHARGES: OTHER CHARGES:			
(VALUE IN WORDS)												TOTAL AMOUNT			
TERMS AND CONDITIONS												FOR M/S			
												(AUTHORIZED SIGNATORY)			

PROJECT BY ARAVIND BA.(HEP)

Practice done by me L.Venkata Aravind

-25-11-22

TAX INVOICE														
Name Address Email ID Gstin								Invoice no Date Taxpayable under reverse charge Mode of transportation Place of supply						
Details of receiver billed to								Details of consignee shipped to						
Name Address State State code Gstin								Name Address State State code Gstin						
S.NO	DESCRIPTION	Accounting no	qty	Rate per item	total	discount	taxable	CGST rate	CGST rs	SGST rate	SGST rs	IGST rate	IGST rs	Total
Total Invoice value														
Declaration The particlures given above are true and correct												Freight charges Loading charges Packing charges Insurance charges Other chargers		
Value in words												Total amount		
Terms & Conditions												For M/s		
												(Authorized Signatory)		

PROJECT BY VENKATA NAGENDRA

practice done by me

m.v.nagendra 25-11-2022

Feedback form

Feedback form on certificate course on "Data Analytics Using Ms-Office"

ksatyarajeshcse@gmail.com [Switch account](#)



* Required

Email *

Your email

Name of the Student

Your answer

Regd. No

Your answer

Year & Group

Your answer

This certificate Course is useful to You

☐ Yes

☐ No

How much Knowledge you got after completion of this Course

☐ Basic Level

☐ Moderate Level

☐ High

This kind of programs you will require further

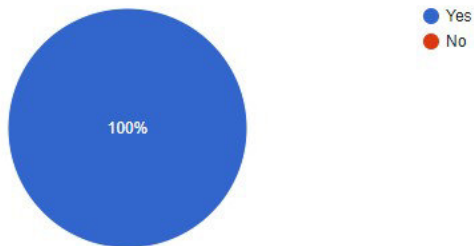
☐ Yes

☐ No

This certificate Course is useful to You

 Copy

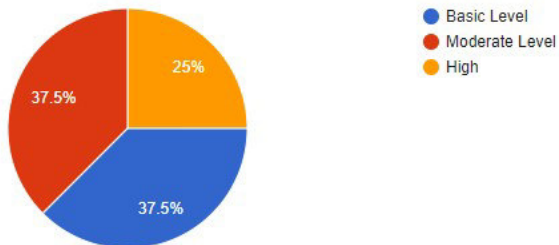
8 responses



How much Knowledge you got after completion of this Course

 Copy

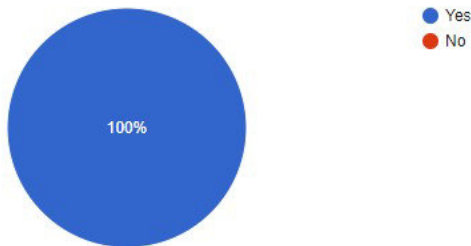
8 responses



This kind of programs you will require further



8 responses



Any other Suggestion

7 responses

Thank you sir. I learnt lot.

Thank you sir

No more suggestions

Nothing to say

I am impressed with their particular practice classes.Recommend Students to take up class here it's very nice place to learn.

Knowledgeable computer teaching staff good infrastructure & excellent placement staff. I like it. They are very supportive class were really nice. నల్ చాలా ఇంపర్వైంట్ వచ్చింది

I am impressed with their particular practice classes.

Recommend students to take up class here it's very nice place to learn.

Knowledgeable computer teaching staff good infrastructure & excellent placement staff.I'm mostly improved sir .