

NAAC : C (II CYCLE)
A PROMPTUARY
ON
CERTIFICATE COURSE
OF

**“DATA ANALYTICS
THROUGH
MS-WORD & MS-EXCEL”**

SEP 01, 2023 TO NOV 29, 2023



Department of Computer Science

**C.S.T.S. GOVT. KALASALA
JANGAREDDIGUDEM, ELURU DIST**

CHATRAPATHI SIVAJI TRI SATA JAYANTHI
(CSTS) GOVT. KALASALA

NAAC : C (II Cycle)



Enter to Learn - Leave to Serve
Jangareddigudem, Eluru
Dist



Phone : 08821-225310, Visit us at :
www.cstsgk.ac.in
E-Mail : jangareddigudem.manatv@gmail.com

DEPARTMENT OF COMPUTER SCIENCE MEETING & RESOLUTION

Dt : 27-10-2023.

The Department of Computer Science with other Colleagues conducted a meeting and made a resolution to the effect of the following agenda.

Agenda:

1. Discussion on Conducting "DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL" certificate course with NACC norms.
2. Arrangements for the Certificate course to be taken care of.

Minutes & Resolution:

1. Conduction of Certificate Course.
2. Successful Completion.
3. Student Attendance.

Thank You Sir,

SIGNATURE OF THE STAFF

- 1) *J. Raju Srikant*
- 2)
- 3)

SIGNATURE OF THE PRINCIPAL

CHATRAPATHI SIVAJI TRI SATA JAYANTHI (CSTS)
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REQUEST FOR PRINCIPAL PERMISSION

DEPARTMENT OF COMPUTER SCIENCE

28-10-2023.

Respected Sir,

Sub: Request for Permission to commence "DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL" Certificate Course is conducting to Department of Computer Science on 01-11-2023.

Department of Computer Science proposed to conduct a "DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL" Certificate Course on 01-10-2023. We are going to explain and educate about how to use MS WORD & MS EXCEL Software in Present days to students in our college. It is very useful program to get Knowledge for Office-Works. So, Please Permit to Conduct this Program.

Thank You Sir,

SIGNATURE OF THE STAFF

1. *J. Raja Srinivas*
2. *Ch. K. A. D.*

SIGNATURE OF THE
PRINCIPAL

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DEPARTMENT CIRCULAR

Dt : 28-10-2023.

The Department of Computer Science is going to conduct a certificate course on "DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL" from 01-11-2023 to 15-12-2023, a 45 days certificate course. Therefore all the staff members and students are informed and requested to attend the Inaugural function at 10.30 AM on 01-11-2023.

Thank You all,

SIGNATURE

J. Reji Sankar

9. Scenario Evaluation:

Utilize Excel for "what-if" analysis, allowing the assessment of different scenarios and understanding their potential impact on outcomes.

10. Accessibility and Familiarity:

Leverage the widespread familiarity with MS-Word and MS-Excel to enable individuals with basic spreadsheet and word processing skills to engage in data analysis, promoting accessibility in various professional settings.

Brief Note on DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL :

Data analytics through MS-Word and MS-Excel involves leveraging these widely-used office productivity tools for basic data analysis and reporting. In the initial phase, MS-Excel serves as a platform for exploratory data analysis, facilitating data cleaning and formatting to ensure accuracy and consistency.

It further enables the calculation of descriptive statistics, offering insights into the essential characteristics of the dataset. The visualization capabilities of Excel allow users to create charts and graphs, providing a visual representation of data trends and patterns.

Moving to MS-Word, the focus shifts to report generation and effective communication of insights. Users can compile their findings, trends, and statistical results into comprehensive reports using Word's document formatting features. This not only aids in summarizing key information but also ensures a structured presentation for clarity.

Additionally, MS-Excel's pivot tables come into play for data summarization and aggregation, offering a condensed overview of critical data points. The accessibility and familiarity of these tools make them valuable for quick, ad-hoc analyses, and scenario evaluations, catering to individuals with basic spreadsheet skills in various professional settings. While these applications may not replace advanced analytics tools, they provide a user-friendly entry point for those seeking to conduct meaningful data analyses efficiently.

Data analytics through MS-Word and MS-Excel involves utilizing these ubiquitous office tools for basic data exploration and reporting. MS-Excel serves as the initial platform for data cleaning, exploratory analysis, and visual representation through charts. It enables the calculation of descriptive statistics and supports quick, ad-hoc analyses. MS-Word complements the process by facilitating report generation, allowing users to communicate insights effectively. These tools, with their accessibility and familiarity, offer a user-friendly approach for individuals with basic skills, making them valuable for small-scale analytics and scenario evaluations in diverse professional settings.

OBJECTIVE:

This certificate course is very useful for our college students who are studying in Bachelor of Arts (B.A), Bachelor of Commerce (B.COM) , Bachelor of Science (B.SC & BZC) all groups of 1 Year students. This course tenure is 45 days and course started on 01-11-2022 and ends on 16-12-2023. After completion of course students will gain knowledge on Office work.

While Microsoft Word and Microsoft Excel are primarily used for word processing and spreadsheet tasks, respectively, they can be utilized for basic data analytics and reporting. Here are some potential objectives for using MS Word and MS Excel in data analytics:

1. **Data Cleaning and Formatting:**

- Use Excel to clean and format raw data.
- Remove duplicates, correct errors, and ensure consistency in data presentation.

2. **Data Exploration:**

- Utilize Excel for basic data exploration using features like sorting, filtering, and conditional formatting.
- Create simple charts and graphs to visualize trends and patterns in the data.

3. **Descriptive Statistics:**

- Use Excel functions to calculate basic descriptive statistics such as mean, median, mode, and standard deviation.
- Generate frequency distributions and histograms.

4. **Data Aggregation and Summarization:**

- Aggregate data using Excel functions like SUM, AVERAGE, COUNT, etc.
- Create pivot tables in Excel to summarize and analyze large datasets.

5. **Data Visualization:**

- Use Excel charts and graphs to visually represent data trends.
- Create dashboards or summary reports in Word to communicate key findings.

6. **Trend Analysis:**

- Use Excel to create trendlines and analyze historical data.
- Identify and interpret patterns in the data over time.

7. **Data Comparison:**

- Compare datasets using Excel's comparison functions.
- Highlight differences and similarities between datasets.

8. **Scenario Analysis:**

- Use Excel to perform "what-if" analysis by changing variables and observing the impact on outcomes.
- Assess different scenarios and their implications.

9. **Report Generation:**

- Create professional reports in Word that include data insights, analysis, and visualizations.
- Use Word to present findings in a structured and readable format.

10. **Data Validation:**

- Ensure data accuracy and reliability by using Excel's data validation features.
- Implement checks to identify errors or inconsistencies in the data.

It's important to note that while Word and Excel can be powerful tools for basic data analytics, more advanced analytics tasks may require dedicated analytics software like Microsoft Power BI, Tableau, or programming languages like Python or R. Nonetheless, for smaller-scale projects and quick analyses, Word and Excel can be valuable resources.

AIM :

1. Exploratory Data Analysis:

Leverage the functionalities of MS-Excel to explore and clean raw data, addressing errors and ensuring data consistency.

2. Descriptive Statistics:

Utilize Excel functions to calculate basic statistical measures, providing a comprehensive understanding of the dataset's characteristics.

3. Visual Representation:

Create charts and graphs in Excel to visually represent data trends, facilitating a clearer understanding of patterns.

4. Report Generation:

Utilize MS-Word for comprehensive report creation, summarizing key findings and insights derived from data analysis.

5. Insight Communication:

Effectively communicate data-driven insights to a broader audience through the structured presentation of results in MS-Word.

6. Trend Analysis:

Use Excel's trendline and chart features to analyze historical data and identify and communicate basic trends.

7. Data Summarization:

Employ Excel's pivot tables to efficiently summarize and aggregate data, providing a condensed view of key information.

8. Quick and Ad-hoc Analysis:

Conduct rapid analyses in Excel for quick insights, making it suitable for smaller datasets or situations requiring immediate results.

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DEPARTMENT OF COMPUTER SCIENCE

DAYWISE REPORT OF CERTIFICATE COURSE

ON

"DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL"

OBJECTIVE:

This certificate course is very useful for our college students who are studying in Bachelor of Science (BSC),















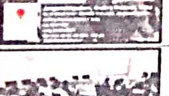
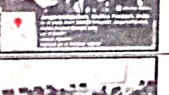
Bachelor of Commerce (BCOM) & Bachelor of Arts (B.A) all groups of I Year students. This course tenure is





45 days and course started on 01-11-2023 and ends on 16-12-2023. After completion of course students will gain knowledge on













1. Protection against Data Breaches.
2. Prevention of Financial Loss.
3. Preservation of Reputation.
4. Compliance with Regulations.
5. Business Continuity.
6. Protection of Intellectual Property.
7. Prevention of Disruption.
8. Safeguarding Personal Privacy.
9. National Security.
10. Global Economic Stability.

DAYWISE REPORT

S.NO	DATE	TOPIC COVERED	PROOF OF CLASS
1	01-11-2023	Introduction of Computer, Notepad Operation using Keyboard	

2	02-11-2023	Review on Notepad, Usage of Word pad using Keyboard shortcuts	
3	03-11-2023	Practice of Shortcuts of Word pad	
4	04-11-2023	Introduction to MS Word and usage of short cuts	
5	06-11-2023	Resume Preparation using MS Word	
6	07-11-2023	Practice of Resume Preparation	
7	08-11-2023	Tax Invoice Preparation using MS Word	
8	09-11-2023	Tax Invoice Practical in MS word	
9	10-11-2023	Practice of Table Creation	
10	11-11-2023	Practice of Table Options	
11	13-11-2023	Watermark Preparation & Page Borders	
12	14-11-2023	Page Headers & Page Footers, Table of Contents preparation	
13	15-11-2023	Auto Correct, Securing word file	
14	16-11-2023	Introduction to Power point, Animation Preparation	
15	17-11-2023	Practice on preparation on Presentation	
16	18-11-2023	Time setting and custom animation on PowerPoint Presentation	
17	20-11-2023	Introduction to Ms- Excel	

18	21-11-2023	Student Marks Statement Preparation in Excel	
19	22-11-2023	Data Sort and Split cell data to Columns, Subtotals in Excel	
20	23-11-2023	Practical Exercise on Pay slip Preparation	
21	24-11-2023	Data Validation, Filter and Table Options in Excel	
22	25-11-2023	Stopping the Dynamic Cell Address in Ms Excel	
23	27-11-2023	Goal Seek, Conditional Formatting in Excel	
24	28-11-2023	Data Analysis done using Functions in Excel	
25	29-11-2023	Practical Exercises on Functions and Goal Seek	
26	30-11-2023	Charts Preparation, Pivot Charts and VLookup function	
27	01-12-2023	Practical Exercises on VLookup, Pivot Charts	
28	02-12-2023	Usage of Internet, Search Engines like Chrome, MSN	
29	04-12-2023	Mail id creation, Drive usage, Google Sheets, Documents	
30	05-12-2023	Compose Mail, Spam Folder, Trash Folder, pixabay site	
31	07-12-2023	Web Browsing	
32	08-12-2023	Social Media	
33	09-12-2023	Online Security	

34	11-12-2023	E-commerce	
35	12-12-2023	Cloud Computing	
36	13-12-2023	Internet of Things (IoT)	
37	14-12-2023	Digital Divide	
38	15-12-2023	Email Protocols	
39	16-12-2023	Email Security	
40	18-12-2023	Email Marketing	
41	19-12-2023	Spam and Filtering	
42	20-12-2023	Email Encryption	
43	21-12-2023	Email Clients	
44	22-12-2023	Future Trends	
45	23-12-2023	Web Browsing	

Class : _____ Section : _____ **ATTENDANCE REGISTER** విద్యార్థుల హాజరు పట్టిక

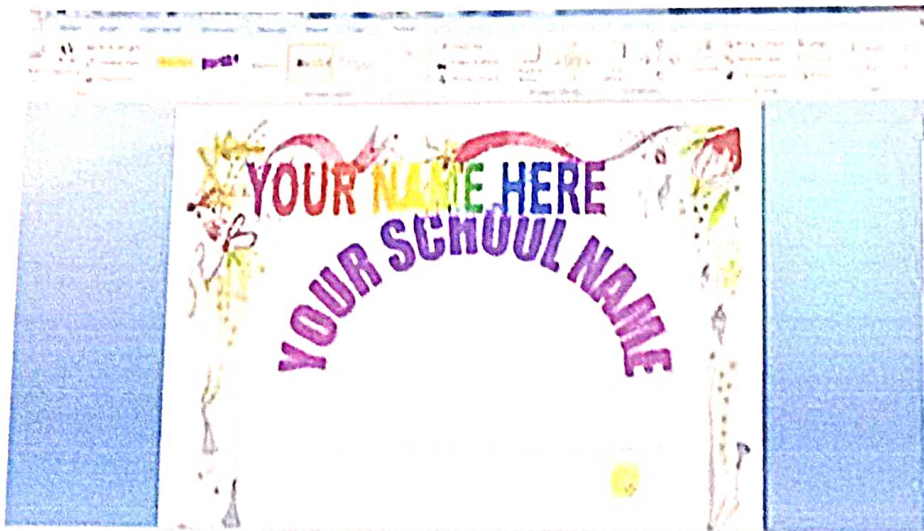
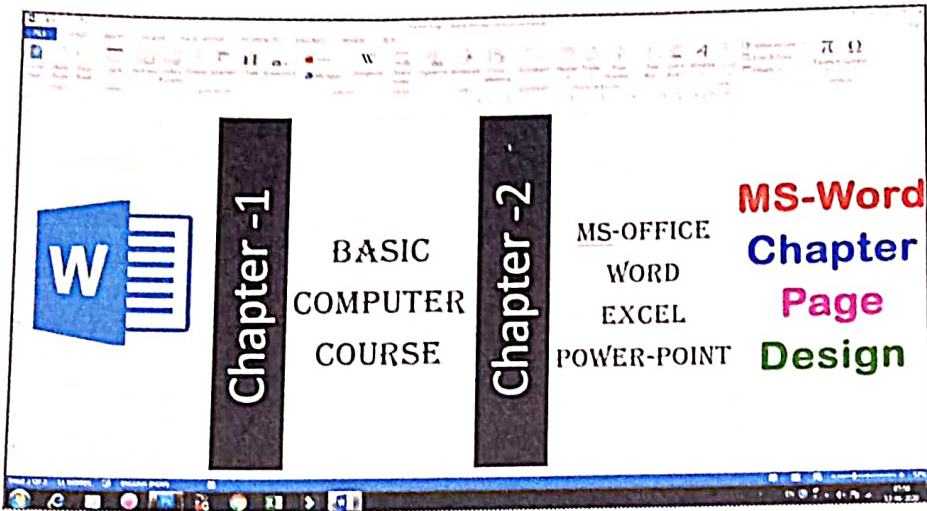
ROLL No క్ర.సంఖ్య	ADMISSION NUMBER అడ్మిషన్ నెం.	NAME OF THE STUDENT విద్యార్థి పేరు	CASTE కులము	16	17	18	21	22	23	24	25	26	27
				1	2	3	4	5	6	7	8	9	10
1		Padigan. Sridhara		P	P	P	P	A	A	P	P	P	P
2		Madhava. Sridhara		P	P	P	A	P	P	P	P	P	P
3		sk. Jovina Begum		P	P	P	A	P	A	A	A	A	A
4		P. Prasanthi		P	P	P	P	A	P	P	P	P	P
5		B. Nandhini		P	P	P	P	P	P	P	P	P	P
6		M. Puchpa		P	P	P	P	P	P	P	P	P	P
7		D. Mangalharasa		P	P	P	P	P	P	P	P	P	P
8		S. Venkamma		P	P	P	P	P	P	P	P	P	P
9		D. Mounika		P	P	P	P	P	P	P	A	A	A
10		D. Manoj Kumar		P	P	P	P	P	A	A	A	P	P
11		D. DEVADANAM		P	P	P	P	P	A	A	A	P	P
12		M. VENIKAI		P	P	P	P	P	P	P	P	P	P
13		L. ARAVIND		P	P	P	P	P	P	P	P	P	P
14		M. Akhila		P	P	A	A	A	A	A	A	A	A
15		P. SUBBALAKSHMI		P	P	A	A	A	A	A	A	A	A
16		M. SUNDHYA RANI		P	P	A	A	A	A	P	A	A	P
17		P. DUNGA PRASAD.		P	P	P	P	P	A	P	A	A	P
18		B. ANAND BABU		A	A	A	A	A	P	P	P	P	P
19		K. Sowbagya											
20		M. Durga Vayaprasa											P P
21		K. Mangi Raju											P P
22		B. Chanderwax											P P
23		M. Lakshmi Devi											P P
24		S. Maha Lakshmi											P P
25		K. Jaya Madhuri											P
26		D. Pradeep Kumar											P

	Boys	Girls	Total	
1. Roll at the beginning of the Month				1. No. of Pupil present (Morning)
2. No. Admitted during the Month				2. No. of Pupil present (Evening)
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				

CSTS GOVT. KALASALA :: JANGAREDDIGUEM
DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE ON "DATA ANALYTICS USING MS-WORD & MS OFFICE"

Students Practiced Projects





Month End Project Report

Project Name (Less Here), Project Manager Name(s)

1. Project Name/ID
2. Dates
3. Risk and Priorities
4. Activities for next month
5. Resources
6. Project context. Select from the following as appropriate

6.1 Title
 Forecast completion date

Original required Completion Date	
Forecast Completion Date	
Completion Date Variator	
Variation in Program Critical Path (Months)	

Notes:

Main Milestones

Milestones	Date		Notes
	Estimated	Actual	

Page 1

6.2 Variation/contingency management

(This is the project budget, not the funding appropriation or current year allocation)
 Forecast cost & budget to complete in a future

	Budget Cost	Project Plan	Budget Status	Budget	Forecast Final Cost
Budgeted work					
Variation					
Cost at risk					
Contingency					
TOTAL TO MAINTAIN					

Variance List

No	Date	Variation	Source of funds	Amount	Time Extension	Completion Date

6.3 Cost

Forecast total expenditure position relative to funding appropriation, all financial years

Overall Project	OM	Notes
Original approved appropriation		
OM approved/forecast appropriation		
Forecast Final Cost		
Variation in forecast appropriation		

Notes:

(Forecast expenditure position - all financial years)

Overall Project	Expenditure (OM)	Revenue (OM)	Total (OM)
Previous financial year			
This financial year			
Total project to date			

Notes:

Expenditure details, This financial year

Page 2

[Company Name]

[Street Address]
[City, ST, ZIP]
Phone: [(000) 000-0000]
Fax: [(000) 000-0000]
Website:

INVOICE

DATE 3/7/2018
INVOICE # [123456]
CUSTOMERID [123]

BILL TO

[Name]
[Company Name]
[Street Address]
[City, ST, ZIP]
[Phone]

DESCRIPTION	AMOUNT
[Service Fee]	230.00
[Labor: 8 hours at \$75/hr]	275.00

COMMENTS

- Total payment due in 30 days
- Please include the invoice number on your check

SUBTOTAL 605.00
TAX RATE 0.0000
TAX -
OTHER -
TOTAL \$ 605.00

Make all checks payable to
[Your Company Name]

If you have any questions about this invoice, please contact
[Name, Phone #, E-mail]

Thank You For Your Business!

Project Proposal Template

Address to: _____

Date: _____

Section A	Project Title/Name
Project Executive Summary	Provide a brief overview of the project, its purpose, and its expected outcomes.
Project Objectives	Define the specific goals and objectives of the project.
Project Scope	Outline the boundaries of the project, including what is included and excluded.
Project Stakeholders	Identify the key individuals or groups involved in the project.
Project Risks	Identify potential risks and challenges that could impact the project's success.
Project Budget	Provide a detailed breakdown of the project's financial requirements.
Project Timeline	Outline the project's schedule, including key milestones and deadlines.
Project Evaluation	Describe the methods and metrics used to measure the project's progress and success.
Project Conclusion	Summarize the project's value and the benefits it will bring to the organization.
Project Approval	Provide a space for the project sponsor or steering committee to approve the proposal.
Project Sign-off	Provide a space for the project manager to sign off on the proposal.

The screenshot shows a web browser window with a blue header and a navigation menu. The main content area features three articles:

- Asian Elephant:** An article with a photo of an elephant and a young calf. The text discusses the species' status and conservation efforts.
- Indian Rhinoceros:** An article with a photo of a rhinoceros. The text describes its habitat and the challenges it faces.
- Gharial:** An article with a photo of a gharial crocodile. The text highlights its unique features and the threats to its survival.

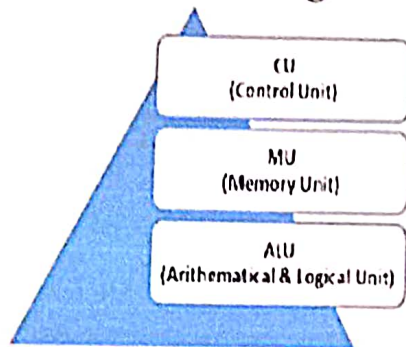
The browser's address bar shows a URL, and the status bar at the bottom indicates the page is loaded.

CPU (CENTRAL PROCESSING UNIT)

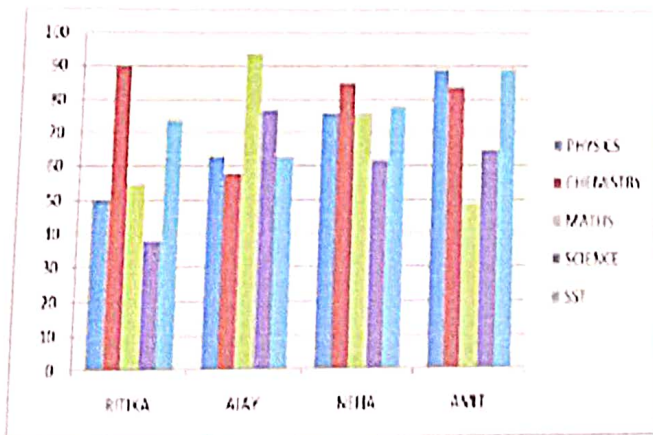
CPU is the microprocessor of our computer system. All major logical decisions (<, >, <=, >=, ! =, =) and calculation like addition, subtraction, multiplication, and division are performed by the CPU. The CPU is considered as the brain of computer because just like in human being the brain works to control all the body parts, similarly in computer all the devices and processes are controlled under CPU. There are three units in computer to perform these actions.



system. All major logical decisions (<, >, <=, >=, ! =, =) and calculation like addition, subtraction, multiplication, and division are performed by the CPU. The CPU is considered as the brain of computer because just like in human being the brain works to control all the body parts, similarly in computer all the devices and processes are controlled under CPU. There are three units in computer to perform these actions.



STUDENT'S ANNUAL RESULT



Book1 - Microsoft Excel

SALES DATA REPORTS

YEAR	NAME	PRODUCT	QTY	PRICE	TAX %	COMMISSION %	TOTAL
20021	Raju	Computer	15000	5	75000	2250	1500
20022	Gopal	Printer	17000	10	170000	5100	3400
20023	Suman	Mouse	200	15	3000	90	60
20024	Hari	keyboard	300	20	6000	180	120
20025	Bikash	Laptop	35000	25	875000	26250	17500
20026	Ram	Mobile	15000	35	525000	15750	10500
20027	Shayam	Headphones	200	40	8000	240	160
20028	Ashok	Speaker	150	36	5400	162	103
20029	Arjun	Hard Disk	3500	45	157500	4725	3150
20030	Mukash	RAM	1500	50	75000	2250	1500

Book1 - Microsoft Excel

Home | Insert | Page Layout | Formulas | Data | Review | View

Clipboard | Font | Alignment | Number | Styles | Cells | Editing

A1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															

Column B

Row 3

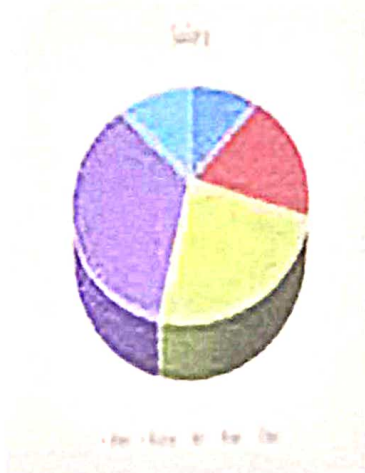
Sheet1 | Sheet2 | Sheet3

Ready

Microsoft Excel spreadsheet interface showing a menu bar (File, Home, Insert, etc.) and a grid of data. The spreadsheet contains handwritten text and numbers, including a header row with 'Employee ID', 'First Name', 'Last Name', 'Division', 'Department', 'Position', 'Start Date', 'Salary', and 'Bonus'.

Employee 2015 Salary

Emp ID	First Name	Last Name	Division	Department	Position	Start Date	Salary	Bonus
1001	John	Deere	Deere	Accounting	Comp. Admin. Assoc.	11/10	\$7,500	\$2,100
1002	Neena	Kochhar	Deere	Engineering	Marketing & Support	9/17	\$9,000	\$2,800
1003	Lex	DeHaan	Deere	Engineering	Software Engineer	12/17	\$9,500	\$3,000
1004	Paul	Muller	Deere	Engineering	Anal. Engineer	12/17	\$8,500	\$2,700
1005	John	Stiles	Deere	Finance	Comp. Assoc.	12/17	\$7,800	\$2,500
1006	Yelena	Lotus	Deere	HR	Business Support	10/29/08	\$6,700	\$1,900
1007	Julia	Abel	Deere	HR	Comp. Support	9/24/07	\$5,600	\$1,600
1008	Diana	Chen	Deere	Accounting	Accounting Assoc.	12/18	\$7,000	\$1,900
1009	Ismael	Scuderi	Deere	HR	Comp. Assoc.	6/13/07	\$7,100	\$2,100
1010	Osman	Sullivan	Deere	Engineering	Staff Engineer	9/17/07	\$8,300	\$2,500
1011	Scott	Tangney	Deere	Admin	Anal. Mgr.	02/17	\$8,100	\$2,400
1012	Timothy	Gietz	Deere	Marketing	Office Assoc.	6/18	\$5,900	\$1,600
1013	Luis	Pacheco	Deere	Engineering	Marketing & Support	5/8/08	\$6,700	\$1,900
1014	Martín	Travis	Deere	Accounting	Accounting Assoc.	12/18	\$7,100	\$2,100
1015	Maggie	Abel	Deere	Marketing	Comp. Admin. Assoc.	4/3/07	\$5,600	\$1,600
1016	Rajeev	Chen	Deere	HR	Comp. Admin. Assoc.	4/25/07	\$5,500	\$1,600
1017	Jan	Scott	Deere	Marketing	Anal. Assoc.	6/13/07	\$5,100	\$1,500
1018	Jeffrey	Plant	Deere	HR	Comp. Assoc.	8/17	\$7,200	\$2,100
1019	Jay	Simon	Deere	Engineering	Comp. Admin. Assoc.	6/13/07	\$7,200	\$2,100



Microsoft Excel spreadsheet interface showing a menu bar (File, Home, Insert, etc.) and a grid of data. The spreadsheet contains handwritten text and numbers, including a header row with 'Employee ID', 'First Name', 'Last Name', 'Division', 'Department', 'Position', 'Start Date', 'Salary', and 'Bonus'.

SampleData.xls (read-only) - OpenOffice Calc

File Edit View Insert Format Tools Data Window Help

Find Text

B fx =

	A	B	C	D	E	F	G	H
1	OrderDate	Region	Rep	Item	Units	Unit Cost	Total	
2	1/6/14	East	Jones	Pencil	95	1.99	189.05	
3	1/23/14	Central	Knell	Binder	50	19.99	999.50	
4	2/9/14	Central	Jardine	Pencil	36	4.99	179.64	
5	2/26/14	Central	Gill	Pen	27	19.99	539.73	
6	3/15/14	West	Sorvino	Pencil	56	2.99	167.44	
7	4/1/14	East	Jones	Binder	60	4.99	299.40	
8	4/18/14	Central	Andrews	Pencil	75	1.99	149.25	
9	5/5/14	Central	Jardine	Pencil	90	4.99	449.10	
10	5/22/14	West	Thompson	Pencil	32	1.99	63.68	
11	6/8/14	East	Jones	Binder	60	8.99	539.40	
12	6/25/14	Central	Morgan	Pencil	90	4.99	449.10	
13	7/12/14	East	Howard	Binder	29	1.99	57.71	
14	7/29/14	East	Parent	Binder	81	19.99	1,619.19	
15	8/15/14	East	Jones	Pencil	35	4.99	174.65	
16	9/1/14	Central	Smith	Back	2	125.00	250.00	

SalesOrders / M,Links

Sheet 1 / 2 PageStyle_SalesOrders STD Sum=0 100%

CERTIFICATE

CSTS GOVT KALASALA :: JANGAREDDIGUDEM

JANGAREDDIGUDEM, ELURU DIST.A.P

CERTIFICATE



DEPARTMENT OF COMPUTER SCIENCE

DATA ANALYTICS THROUGH

MS WORD & MS EXCEL

This is to certify that _____ bearing
Regd.No _____ of _____ group had successfully
completed certificate course in "DATA ANALYTICS THROUGH
MS WORD & MS EXCEL" offered by the Department of Computer
Science and secured a grade _____

Signature of the
COURSE MENTOR



Signature of the
PRINCIPAL

CSTS GOVT KALASALA :: JANGAREDDIGUDEM
JANGAREDDIGUDEM, ELURU DIST.A.P



CERTIFICATE



DEPARTMENT OF COMPUTER SCIENCE

DATA ANALYTICS THROUGH

MS WORD & MS EXCEL

This is to certify that _____ bearing
Regd.No _____ of _____ group had successfully
completed certificate course in "DATA ANALYTICS THROUGH
MS WORD & MS EXCEL" offered by the Department of Computer
Science and secured a grade ' _____ '.

Signature of the
COURSE MENTOR



Signature of the
PRINCIPAL

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JANGAREDDIGUDEM, ELURU DIST.A.P




CERTIFICATE



DEPARTMENT OF COMPUTER SCIENCE

DATA ANALYTICS THROUGH

MS WORD & MS EXCEL

This is to certify that _____ bearing
Regd.No _____ of _____ group had successfully
completed certificate course in "DATA ANALYTICS THROUGH
MS WORD & MS EXCEL" offered by the Department of Computer
Science and secured a grade '_____'.


Signature of the
COURSE MENTOR

Signature of the
PRINCIPAL

CHATRAPATHI SIVAJI TRI SATHA JAYANTHI (CSTS) GOVT. KALASALA



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E-Mail : jangareddigudem.manatv@gmail.com



45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : _____

DATE & TIME : _____

NAME OF THE STUDENT : _____

YEAR & GROUP: _____

- What is the short cut key to create a New Blank Document
A) CTRL + B B) CTRL + C C) CTRL + N D) CTRL + P
- _____ Feature of MS Word helps to create a list in a document
A) 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 C) CTRL + R D) CTRL + H
- 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
- 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
- We can start MS POWERPOINT by typing _____ in the Run Dialog box.
A)ms word B)winword C) msword D)word
- We can apply border to _____
A) Cell B) Table C) Paragraph D) All of these
- The options Potrait and Landscape comes under _____
A) 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?
(A) Balanced (B) Right (C) Justify (D) Balanced
- 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) All of the above

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 _____

21. MS Excel is a _____.

- A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software

22. Search images in Internet using which website

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

23. Paragraph 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. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data.

- A) Workbook B) Worksheet C) Spreadsheet D) ARRAY

Signature of the Student

CHATRAPATHI SIVAJI TRISATA JAYANTHI (CSTS)
GOVT. KALASALA

BAALU (H) (10/11)



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E-Mail : jangareddigudem.munaty@gmail.com



45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 16

DATE & TIME : 13/12/23 - 4.00 to 5.00

NAME OF THE STUDENT : K. Vignya Sai

YEAR & GROUP : I B.Sc (Botany)

20
25

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 [C]
2. _____ Feature of MS Word helps to create a list in a document
A) Word Art B) Bullets & Numbering C) Word wrap D) None [B]
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 [B]
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 [A]
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 [C]
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
A) ms word B) winword C) msword D) word [B]
7. We can apply border to _____
A) Cell B) Table C) Paragraph D) All of these [D]
8. The options Potrait and Landscape comes under _____
A) Paper Size B) Page Orientation C) Page Layout D) Page Rotation [B]
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 [A]
10. In Microsoft Word, you can select heading level styles from _____ tab
 A) Mailings B) Reference C) Insert D) Home [A]

11. What is the Internet? [0]

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

12. Which of the following can you do online? Select all that apply. [0]

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

13. Which of the following is NOT a web browser? [0]

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

14. Drive is used for [0]

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

15. Filter option available in which menu [0]

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

16. Type of Charts in Excel [0]

- A) Bar Chart B) Line Chart C) Column Chart All of the above

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

- A) Upper() 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 [C]

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

20. Write our College web site name HHH.cstgk.ac.in

21. MS Excel is a spreadsheet software [0]

- A) Database Management software B) Presentation software C) Workbook software Spreadsheet software

22. Search images in Internet using which website [B]

- A) Pixabay images C) videos D) None

23. Paragraph formatting available in [A]

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

24. Merge Cell option available in which application [C]

- A) Word B) Excel Both D) None

25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. [0]

- A) Workbook Worksheet C) Spreadsheet D) ARRAY

K. Divya Sai
Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 09

DATE & TIME : 13-12-2023 (4-5)

NAME OF THE STUDENT : G. Mani Varay

YEAR & GROUP : 1st Year / B.Com

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 (C) ✓ 19
25
2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art B) Bullets & Numbering C) Word wrap D) None [B] ✓
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 [B] ✓
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 [A] ✓
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 [C] ✓
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
 A) ms word B) winword C) msword D) word [B] ✓
7. We can apply border to _____
 A) Cell B) Table C) Paragraph D) All of these [D] ✓
8. The options Potrait and Landscape comes under _____
 A) Paper Size B) Page Orientation C) Page Layout D) Page Rotation [B] ✓
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 [C] ✓
10. In Microsoft Word, you can select heading level styles from _____ tab
A) Mailings B) Reference C) Insert D) Home [A] ✓

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 [D] ✓
 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) All of the above
17. How to find present date and time using which function
 A) Upper() B) Now() C) Sum() D) Sin() [B] ✓
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
 A) .Com B) .in C) .ac.in D) .gov.in [D] ✓
20. Write our College web site name www.cstsgt.ac.in ✓
21. MS Excel is a _____ [D] ✓
 A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software
22. Search images in Internet using which website
 A) Pixabay B) images C) videos D) None [B] ✓
23. Paragraph formatting available in
 A) Word B) Excel C) Power point D) Internet [A] ✓
24. Merge Cell option available in which application [C] ✓
 A) Word B) Excel C) Both D) None
25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. [B] ✓
 A) Workbook B) Worksheet C) Spreadsheet D) ARRAY

Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

4:00 to 5:00

REGD NO : 08

DATE & TIME : 13-12-2023

NAME OF THE STUDENT : Paruchuri Tulasi Lakshmi

YEAR & GROUP : 1st B.Sc (Comp)

1. What is the short cut key to create a New Blank Document
 A) CTRL + B B) CTRL + C CTRL + N D) CTRL + P (C) 20
25
2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art Bullets & Numbering C) Word wrap D) None (B)
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 (B)
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 (A)
5. 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 (C)
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
 A)ms word winword C) msword D)word (B)
7. We can apply border to _____
 A) Cell B) Table C) Paragraph All of these (D)
8. The options Potrait and Landscape comes under _____
 A) Paper Size Page Orientation C) Page Layout D) Page Rotation (B)
9. Which of the following to justification align the text on both the sides-left and right of margin?
 Balanced (B) Right Justify (D) Balanced (C)
10. In Microsoft Word, you can select heading level styles from _____ tab
 Mailings B) Reference C) Insert D) Home (A)

11. What is the Internet?

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

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~~ (D)

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

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

14. Drive is used for

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

15. Filter option available in which menu

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

16. Type of Charts in Excel

- A) Bar Chart B) Line Chart C) Column Chart ~~D) All of the above~~ (D)

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

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

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

- ~~A) Yes~~ B) NO (A)

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

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

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

21. MS Excel is a _____

- A) Database Management software B) Presentation software C) Workbook software ~~D) Spreadsheet software~~ (D)

22. Search images in Internet using which website

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

23. Paragraph formatting available in

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

24. Merge Cell option available in which application

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

25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data.

- A) Workbook ~~B) Worksheet~~ C) Spreadsheet D) ARRAY (B)

P. Tulasī Lakshī
Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 55

DATE & TIME : 01/02/23 4:10 PM

NAME OF THE STUDENT : P. Santosh

YEAR & GROUP : Ist B.Com

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) ms word B) winword C) msword D) word
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

19
25

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 [D] ✓
 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) All of the above
17. How to find present date and time using which function [D] ✓
 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 [D] ✓
 A).Com B).in C).ac.in ✓ D).gov.in
20. Write our College web site name www.cstsgk.ac.in [] ✓
21. MS Excel is a [D] ✓
 A) Database Management software B) Presentation software C) Workbook software ✓ D) Spreadsheet software
22. Search images in Internet using which website [B] ✓
 A) Pixabay b) images C) videos D) None
23. Paragraph formatting available in [A] ✓
 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. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. [B] ✓
 A) Workbook ✓ B) Worksheet C) Spreadsheet D) ARRAY

P. Santhosh
 Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCELREGD NO : 10DATE & TIME : 12-12-23NAME OF THE STUDENT : V. Renuka Naga DurgaYEAR & GROUP : B.Sc. I S6 Year

- (17 / 25)
- 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
 - _____ Feature of MS Word helps to create a list in a document ~~[B]~~

A) Word Art ~~B) Bullets & Numbering~~ C) Word wrap D) None
 - 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
 - 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
 - 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
 - We can start MS POWERPOINT by typing _____ in the Run Dialog box. ~~[B]~~

A) ms word ~~B) winword~~ C) msword D) word
 - We can apply border to _____ ~~[D]~~

A) Cell B) Table C) Paragraph ~~D) All of these~~
 - The options Potrait and Landscape comes under _____ ~~[B]~~

A) 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? ~~[A]~~

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

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? [C]

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 [D]

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) All of the above

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 [A]

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

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

21. MS Excel is a _____ [D]

A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software

22. Search images in Internet using which website [B]

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

23. Paragraph formatting available in [C]

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. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data [B]

A) Workbook B) Worksheet C) Spreadsheet D) ARRAY

V. Renuka Naga Durga
Signature of the Student

www.cstgk.ac.in

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 202300013033 [55] 10th

DATE & TIME : 4/10/23

NAME OF THE STUDENT : J. Siddharth

YEAR & GROUP : 3rd B.COM

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) ms word B) winword C) msword D) word
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 _____
A) Mailings B) Reference C) Insert D) Home

16

25

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) All of the above~~

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. MS Excel is a _____

- A) Database Management software ~~B) Presentation software~~ C) Workbook software D) Spreadsheet software

22. Search images in Internet using which website

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

23. Paragraph 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. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data.

- A) Workbook B) Worksheet ~~C) Spreadsheet~~ D) ARRAY

Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 07

DATE & TIME : 13-12-2023

NAME OF THE STUDENT : Kuzakula. Reehika

YEAR & GROUP : I-B.Sc (Computer)

1. What is the short cut key to create a New Blank Document [C]
 A) CTRL + B B) CTRL + C CTRL + N D) CTRL + P
2. _____ Feature of MS Word helps to create a list in a document [C]
 A) Word Art B) Bullets & Numbering Word wrap D) None
3. What is the shortcut key to Find a particular word in word document [B]
 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 [A]
 A) CTRL + O B) CTRL + C C) CTRL + N D) CTRL + P
5. Which feature is used to make selected sentence to All Captital Letters or All Small Letters ? [C]
 A) Change Letter B) Change Sentence Change Case D) Change Word
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box. [B]
 A) ms word winword C) msword D) word
7. We can apply border to _____ [D]
 A) Cell B) Table C) Paragraph All of these
8. The options Potrait and Landscape comes under _____ [D]
 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? [C]
 (A) Balanced (B) Right Justify (D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab [D]
 A) Mailings B) Reference C) Insert Home

18

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : _____

DATE & TIME : 13-12-2023

NAME OF THE STUDENT : CH.Chinni Sai Chandrika

YEAR & GROUP : I BSc (Computer)

17

25

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 [O]
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. [B]
A) ms word B) winword C) msword D) word
7. We can apply border to _____ [O]
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? [A]
 A) Balanced (B) Right (C) Justify (D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab [A]
 A) Mailings B) Reference C) Insert D) Home

11. What is the Internet? [E]

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

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

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

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

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

14. Drive is used for [E]

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

15. Filter option available in which menu [O]

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

16. Type of Charts in Excel [O]

- A) Bar Chart B) Line Chart C) Column Chart All of the above

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

- A) Upper() Now() G) 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 [E]

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

20. Write our College web site name WWW.CSTSGK.AC.IN

21. MS Excel is a [A]

- Database Management software B) Presentation software C) Workbook software D) Spreadsheet software

22. Search images in Internet using which website [B]

- A) Pixabay images C) videos D) None

23. Paragraph formatting available in [C]

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

24. Merge Cell option available in which application [E]

- A) Word B) Excel Both D) None

25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. [B]

- A) Workbook Worksheet C) Spreadsheet D) ARRAY

CH. Chinni sai Chandrika.
Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : _____

DATE & TIME : _____

NAME OF THE STUDENT : Sonde Vaishnavi

YEAR & GROUP : 1st B.com

17
25

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

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Phone : 08821-225310, Visit us at : www.cstsgk.ac.inE-Mail : jangareddigudem.manatv@gmail.com45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : _____

DATE & TIME : _____

NAME OF THE STUDENT : Sonde VaishnaviYEAR & GROUP: 1st B.com

17
25

- What is the short cut key to create a New Blank Document
 A) CTRL + B B) CTRL + C C) CTRL + N D) CTRL + P
- _____ Feature of MS Word helps to create a list in a document A) ~~A)~~
 A) Word Art B) Bullets & Numbering C) Word wrap D) None
- 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
- 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
- Which feature is used to make selected sentence to All Capital Letters or All Small Letters? D)
 A) Change Letter B) Change Sentence C) Change Case D) Change Word
- We can start MS POWERPOINT by typing _____ in the Run Dialog box. B)
 A) ms word B) winword C) msword D) word
- We can apply border to _____ D)
 A) Cell B) Table C) Paragraph D) All of these
- The options Potrait and Landscape comes under _____ B)
 A) 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? C)
 (A) Balanced (B) Right (C) Justify (D) Balanced
- In Microsoft Word, you can select heading level styles from _____ tab B)
 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) All of the above~~
17. How to find present date and time using which function D
- 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 E
- ~~A) .Com~~ B) .in ~~C) .ac.in~~ D) .gov.in
20. Write our College web site name WWW.CSTSGK.AC.IN
21. MS Excel is a _____ D
- A) Database Management software B) Presentation software ~~C) Workbook software~~ ~~D) Spreadsheet software~~
22. Search images in Internet using which website A
- ~~A) Pixabay~~ ~~b) images~~ C) videos D) None
23. Paragraph formatting available in B
- A) Word ~~B) Excel~~ C) Power point D) Internet
24. Merge Cell option available in which application B
- A) Word ~~B) Excel~~ ~~C) Both~~ D) None
25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. B
- A) Workbook B) Worksheet C) Spreadsheet ~~D) ARRAY~~

Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 32

DATE & TIME : 13/12/2023

NAME OF THE STUDENT : sheik Bosheera

YEAR & GROUP : 1st year B.Com(C)

- 17
25
- 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
 - _____ Feature of MS Word helps to create a list in a document [B]
 - A) Word Art
 - B) Bullets & Numbering
 - C) Word wrap
 - D) None
 - 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
 - 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
 - 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
 - We can start MS POWERPOINT by typing _____ in the Run Dialog box. [B]
 - A) ms word
 - B) winword
 - C) msword
 - D) word
 - We can apply border to _____ [D]
 - A) Cell
 - B) Table
 - C) Paragraph
 - D) All of these
 - The options Potrait and Landscape comes under _____ [B]
 - A) 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? [A]
 - A) Balanced
 - (B) Right
 - (C) Justify
 - (D) Balanced
 - In Microsoft Word, you can select heading level styles from _____ tab [D]
 - 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? [C] ✓
 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 [A] ✓
 A) Formula Menu B) Data Menu C) View Menu ✓ D) None
16. Type of Charts in Excel [A] ✓
 A) Bar Chart B) Line Chart C) Column Chart ✓ D) All of the above
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 [A] ✓
 A) .Com B) .in C) .ac.in D) .gov.in
20. Write our College web site name www.cstsk.ac.in
21. MS Excel is a [D] ✓
 A) Database Management software B) Presentation software C) Workbook software ✓ D) Spreadsheet software
22. Search images in Internet using which website [b] ✓
 A) Pixabay ✓ B) images C) videos D) None
23. Paragraph formatting available in [C] ✓
 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. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. [B] ✓
 A) Workbook B) Worksheet ✓ C) Spreadsheet D) ARRAY

sheik. Basheera.
 Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 32

DATE & TIME : 13/12/2023

NAME OF THE STUDENT : sheik. Basheera

YEAR & GROUP : 1st year B.Com

1. What is the short cut key to create a New Blank Document [C]
A) CTRL + B B) CTRL + C CTRL + N D) CTRL + P
2. _____ Feature of MS Word helps to create a list in a document [B]
A) Word Art 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 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? [C]
A) Change Letter B) Change Sentence Change Case D) Change Word
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box. [B]
A)ms word winword C) msword D)word
7. We can apply border to _____ [D]
A) Cell B) Table C) Paragraph All of these
8. The options Potrait and Landscape comes under _____ [B]
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 (C) Justify (D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab [D]
A) Mailings B) Reference C) Insert Home

17
25

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? [C] ✓
 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 [D] ✓
 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) All of the above
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 [A] ✓
 ✓ A) .Com B) .in C) .ac.in D) .gov.in
20. Write our College web site name www.cstsk.ac.in
21. MS Excel is a [D] ✓
 A) Database Management software B) Presentation software C) Workbook software ✓ D) Spreadsheet software
22. Search images in Internet using which website [b] ✓
 A) Pixabay ✓ B) images C) videos D) None
23. Paragraph formatting available in [C] ✓
 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. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. [B] ✓
 A) Workbook ✓ B) Worksheet C) Spreadsheet D) ARRAY

sheik. Basheera.
 Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 17DATE & TIME : 13/12/23 4:00NAME OF THE STUDENT : K. AnithaYEAR & GROUP : 1st B.Com.(computers)

- What is the short cut key to create a New Blank Document
A) CTRL + B B) CTRL + C C) CTRL + N D) CTRL + P
- _____ Feature of MS Word helps to create a list in a document
A) 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 C) CTRL + R D) CTRL + H
- 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
- 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
- We can start MS POWERPOINT by typing _____ in the Run Dialog box.
A) ms word B) winword C) msword D) word
- We can apply border to _____
A) Cell B) Table C) Paragraph D) All of these
- The options Potrait and Landscape comes under _____
A) 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?
 A) Balanced (B) Right (C) Justify (D) Balanced
- In Microsoft Word, you can select heading level styles from _____ tab
A) Mailings B) Reference C) Insert D) Home

18

25

11. What is the Internet?
 A) Type of Browser B) A Folder C) Collection of websites 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 All of the above
13. Which of the following is NOT a web browser?
 A) Google Chrome B) Microsoft Edge C) FireFox Windows
14. Drive is used for
 A) To stores Doc files B) To Store Sheets C) To Store presentations All of the above
15. Filter option available in which menu
 A) Formula Menu B) Data Menu C) View Menu None
16. Type of Charts in Excel
 A) Bar Chart B) Line Chart C) Column Chart All of the above
17. How to find present date and time using which function
 A) Upper() Now() C) Sum() D) Sin()
18. Is it possible one cell data into number of columns
 Yes B) NO
19. How to identify an academic website by using which extension name
 .Com B) .in C) .ac.in D) .gov.in
20. Write our College web site name www.cslsgk.ac.in
21. MS Excel is a _____
 A) Database Management software Presentation software C) Workbook software Spreadsheet software
22. Search images in Internet using which website
 A) Pixabay images C) videos D) None
23. Paragraph formatting available in
 A) Word B) Excel Power point D) Internet
24. Merge Cell option available in which application
 A) Word B) Excel Both D) None
25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data.
 A) Workbook Worksheet C) Spreadsheet D) ARRAY

K. Anitha
 Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS USING MS-OFFICE

REGD NO : 7

DATE & TIME _____

NAME OF THE STUDENT : Doppasani Venkata Lakshmi

YEAR & GROUP: 2023 B.COM

14
25

- What is the short cut key to create a New Blank Document (B) ✓
A) CTRL + B B) CTRL + C C) CTRL + N D) CTRL + P
- ~~Word Art~~ Feature of MS Word helps to create a list in a document ✓
A) Word Art B) Bullets & Numbering C) Word wrap D) None
- 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
- 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
- Which feature is used to make selected sentence to All Capital Letters or All Small Letters? (A) ✓
A) Change Letter B) Change Sentence C) Change Case D) Change Word
- We can start MS POWERPOINT by typing P in the Run Dialog box. (C) ✓
A) powerpoint B) power C) power point D) powerpnt
- We can apply border to All of these (D) ✓
A) Cell B) Table C) Paragraph D) All of these
- The options Potrait and Landscape comes under Page Orientation (C) ✓
A) 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?
(A) Balanced (B) Right (C) Justify (D) Balanced
- In Microsoft Word, you can select heading level styles from Home tab (D) ✓
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? (C) ✓
 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 (D) ✓
 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 (Ac) ✓
 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 (B) ✓
 A) Search the data in Different sheets B) Totaling the data same sheet C) None
22. Search images in Internet using which website (b) ✓
 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 (B) ✓
 A) repeat same headings in every page B) Remove background C) Both D) None

D Venkata Lakshmi
 Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 03

DATE & TIME : 13/12/2023

NAME OF THE STUDENT : Erupa Abhinaya

YEAR & GROUP : 1st B.E.C (Computer)

1. What is the short cut key to create a New Blank Document (C)
 A) CTRL + B B) CTRL + C CTRL + N D) CTRL + P
2. _____ Feature of MS Word helps to create a list in a document (B)
 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 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 ? (C)
 A) Change Letter B) Change Sentence Change Case D) Change Word
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box. (B)
 A)ms word winword C) msword D)word
7. We can apply border to _____ (D)
 A) Cell B) Table C) Paragraph All of these
8. The options Potrait and Landscape comes under _____ (B)
 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? (D)
 (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 D) Home

17
25

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? [C]
 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 [C]
 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) All of the above
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 [B]
 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 www.cstsgk.ac.in
21. MS Excel is a [B]
 A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software
22. Search images in Internet using which website [B]
 A) Pixabay B) Images C) videos D) None
23. Paragraph formatting available in [C]
 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. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. [B]
 A) Workbock B) Worksheet C) Spreadsheet D) ARRAY

E. Shrivastava
 Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : _____

DATE & TIME : 13/12/25

NAME OF THE STUDENT : KOMALI. MADHAVI

YEAR & GROUP : 1st B.Com

- 16
25
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
 A) CTRL + O B) CTRL + 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 Change Case D) Change Word
 6. We can start MS POWERPOINT by typing _____ in the Run Dialog box. ✗
 A)ms word winword C) msword D)word
 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 (C) 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 ^x 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) All of the above ✓
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. MS Excel is a _____.
 A) Database Management software B) Presentation software C) Workbook software ~~✓~~ D) Spreadsheet software ✓
22. Search images in Internet using which website
 A) Pixabay ~~✓~~ B) images ✓ C) videos D) None ✗
23. Paragraph 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. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. ✓
 A) Workbook ~~✓~~ B) Worksheet ✓ C) Spreadsheet D) ARRAY

Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 09

DATE & TIME : 13/12/23

NAME OF THE STUDENT : P. sandeep raju

YEAR & GROUP : 1st BSc (computer)

- What is the short cut key to create a New Blank Document
 A) CTRL + B B) CTRL + C C) CTRL + N D) CTRL + P [C]
- _____ Feature of MS-Word helps to create a list in a document
 A) Word Art B) Bullets & Numbering C) Word wrap D) None [B]
- 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 [B]
- 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 [A]
- 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 [C]
- We can start MS POWERPOINT by typing _____ in the Run Dialog box.
 A)ms word B)winword C) msword D)word [B]
- We can apply border to _____
 A) Cell B) Table C) Paragraph D) All of these [D]
- The options Potrait and Landscape comes under _____
 A) Paper Size B) Page Orientation C) Page Layout D) Page Rotation [B]
- 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 [A]
- In Microsoft Word, you can select heading level styles from _____ tab
 A) Mailings B) Reference C) Insert D) Home [D]

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 [D]
 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) All of the above
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 [A]
 A).Com B).in C).ac.in D).gov.in
20. Write our College web site name WWW.CSTSGK.AC.IN
21. MS Excel is a [D]
 A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software
22. Search images in Internet using which website [B]
 A) Pixabay b) images C) videos D) None
23. Paragraph formatting available in [C]
 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. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data [B]
 A) Workbook B) Worksheet C) Spreadsheet D) ARRAY

P. Sandeep Raju.
Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 11

DATE & TIME : 12/12/2023

NAME OF THE STUDENT : Vasika Sri Krishna Koushik

YEAR & GROUP : 1st BSc (Computer)

14
25

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

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) (B) ~~(C)~~

- 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 WWW.CSRSgk.ac.in

21. MS Excel is a _____ (D)

- A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software

22. Search images in Internet using which website (B) ~~(C)~~

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

23. Paragraph formatting available in (A)

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

24. Merge Cell option available in which application (B)

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

25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data (B)

- A) Workbook B) Worksheet C) Spreadsheet D) ARRAY

V. Sai Krishna Koushik
Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 37

DATE & TIME : 13/12/2023 4:35 PM

NAME OF THE STUDENT : S. Saranya

YEAR & GROUP : 1st B.COME

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 (B)
 - 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? (D)
 - A) Change Letter
 - B) Change Sentence
 - C) Change Case
 - D) Change Word
6. We can start MS POWERPOINT by typing word in the Run Dialog box. (B)
 - A) ms word
 - B) winword
 - C) msword
 - D) word
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 _____ (C)
 - 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)
 - A) Balanced
 - B) Right
 - C) Justify
 - D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab (B)
 - A) Mailings
 - B) Reference
 - C) Insert
 - D) Home

12
25

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. (C)
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)
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 (D)
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) All of the above
17. How to find present date and time using which function (C)
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 (D)
A).Com B).in C).ac.in D).gov.in
20. Write our College web site name WWW.CSTS gwt kalasala.ac.in
21. MS Excel is a _____. (C)
A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software
22. Search images in Internet using which website (b)
A) Pixabay B) images C) videos D) None
23. Paragraph formatting available in (A)
A) Word B) Excel C) Power point D) Internet
24. Merge Cell option available in which application (B)
A) Word B) Excel C) Both D) None
25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. (B)
A) Workbook B) Worksheet C) Spreadsheet D) ARRAY

Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : _____

DATE & TIME : 13/12/23 = 4:45 PM

NAME OF THE STUDENT : Unkavayapu Rishi

YEAR & GROUP : Ist B.COM

18

25

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) ms word B) winword C) msword D) word
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) All of the above
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.w.cstgk.ac.in
~~www.cstgk.ac.in~~
21. MS Excel is a _____
 A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software
22. Search images in Internet using which website
 A) Pixabay B) images C) videos D) None
23. Paragraph 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. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data.
 A) Workbook B) Worksheet C) Spreadsheet D) ARRAY

Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 26

DATE & TIME : 13/12/2023

NAME OF THE STUDENT : M. Lavanya

YEAR & GROUP : 1st B.Com (CA)

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. B 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 **(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 B in the Run Dialog box.
A) ms word **B) winword** C) msword D) word
7. We can apply border to table
A) Cell B) Table C) Paragraph D) All of these
8. The options Potrait and Landscape comes under page orientation **(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?
A) Balanced (B) Right **(C) Justify** (D) Balanced
10. In Microsoft Word, you can select heading level styles from Home .tab
A) Mailings B) Reference C) Insert **D) Home**

18

25

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? (B)
 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 (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) All of the above
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
 A).Com B) .in C) .ac.in D) .gov.in
20. Write our College web site name w.wj.cstsgk.ac.in
21. MS Excel is a A
 A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software
22. Search images in Internet using which website A
 A) Pixabay b) images C) videos D) None
23. Paragraph formatting available in A
 A) Word B) Excel C) Power point D) Internet
24. Merge Cell option available in which application B
 A) Word B) Excel C) Both D) None
25. B is a collection of cells organized in rows and columns where you keep and manipulate the data.
 A) Workbook B) Worksheet C) Spreadsheet D) ARRAY

M. Lavanya
 Signature of the Student

CHATRAPATHI SIVAJI TRI SATA JAYANTHI (CSTS)

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 20

DATE & TIME : 13/12/23

NAME OF THE STUDENT : Kothuri Madhulatha

YEAR & GROUP : 1st B.Com (CA)

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 [C]
2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art B) Bullets & Numbering C) Word wrap D) None [B]
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 [B]
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 [A]
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 [C]
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
 A) ms word B) winword C) msword D) word [B]
7. We can apply border to _____
 A) Cell B) Table C) Paragraph D) All of these [D]
8. The options Potrait and Landscape comes under _____
 A) Paper Size B) Page Orientation C) Page Layout D) Page Rotation [B]
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 [A]
10. In Microsoft Word, you can select heading level styles from _____ tab
 A) Mailings B) Reference C) Insert D) Home [D]

11. What is the Internet?

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

~~[D]~~

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

~~[D]~~

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

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

~~[C]~~

14. Drive is used for

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

~~[D]~~

15. Filter option available in which menu

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

~~[D]~~

16. Type of Charts in Excel

- A) Bar Chart B) Line Chart C) Column Chart D) All of the above

~~[D]~~

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

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

~~[B]~~

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

- A) Yes B) NO

~~[A]~~

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

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

~~[A]~~

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

21. MS Excel is a _____

- A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software

~~[D]~~

22. Search images in Internet using which website

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

~~[B]~~

23. Paragraph formatting available in

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

~~[C]~~

24. Merge Cell option available in which application

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

~~[C]~~

25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data.

- A) Workbook B) Worksheet C) Spreadsheet D) ARRAY

~~[B]~~

Signature of the Student

K. Pradhulatha

A) Mailings

B) Reference

C) Insert

heading level styles from

Advanced

tab

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 16

DATE & TIME : 13/12/2023 4:5pm

NAME OF THE STUDENT : Kotam Anusha

YEAR & GROUP : 1st Year B.Com

12
25

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 [C]
2. _____ Feature of MS Word helps to create a list in a document
A) Word Art B) Bullets & Numbering C) Word wrap D) None [B]
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 [B]
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? [D]
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. [B]
A) ms word B) winword C) msword D) word
7. We can apply border to _____ [D]
A) Cell B) Table C) Paragraph D) All of these
8. The options Portrait and Landscape comes under _____ [C]
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]
A) Balanced B) Right C) Justify D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab [D]
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 [D]

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 [D]

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

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

14. Drive is used for

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

15. Filter option available in which menu

- A) Formula Menu B) Data Menu C) View Menu D) None [D] X

16. Type of Charts in Excel

- A) Bar Chart B) Line Chart C) Column Chart D) All of the above [D]

17. How to find present date and time using which function [C] X

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

18. Is it possible one cell data into number of columns [B] X

- A) Yes B) NO

19. How to identify an academic website by using which extension name [D] X

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

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

21. MS Excel is a _____ [C] X

- A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software

22. Search images in Internet using which website [B] X

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

23. Paragraph formatting available in [A] ✓

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

24. Merge Cell option available in which application [B] X

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

25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data.

- A) Workbook B) Worksheet C) Spreadsheet D) ARRAY [B] ✓

Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 6

DATE & TIME : 12/12/23 (09:00)

NAME OF THE STUDENT : K. Purva

YEAR & GROUP : I BSC COMPUTER

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) Word Art ✓B) Bullets & Numbering C) Word wrap D) None [B]
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 [B]
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 [A]
5. Which feature is used to make selected sentence to All Captital Letters or All Small Letters ?
A) Change Letter B) Change Sentence ✓C) Change Case D) Change Word [C]
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
A)ms word ✓B)winword C) msword D)word [B] ✗
7. We can apply border to _____
A) Cell B) Table C) Paragraph ✓D) All of these [D]
8. The options Potrait and Landscape comes under _____
A) Paper Size ✓B) Page Orientation C) Page Layout D) Page Rotation [B]
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 [A] ✗
10. In Microsoft Word, you can select heading level styles from _____ tab
A) Mailings B) Reference ✓C) Insert D) Home [C] ✓

21
25

11. What is the Internet?

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

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 [D]

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

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

14. Drive is used for

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

15. Filter option available in which menu

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

16. Type of Charts in Excel

- A) Bar Chart B) Line Chart C) Column Chart D) All of the above [D]

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

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

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

- A) Yes B) NO [B]

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

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

20. Write our College web site name WWW.CBTS.CS.in

21. MS Excel is a _____ [D]

- A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software

22. Search images in Internet using which website

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

23. Paragraph formatting available in

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

24. Merge Cell option available in which application

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

25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data.

- A) Workbook B) Worksheet C) Spreadsheet D) ARRAY [C]

Signature of the Student

K. Faruq

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 10DATE & TIME : 13-12-2023NAME OF THE STUDENT : G. RohithYEAR & GROUP : 1st B.com

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 [C]
2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art B) Bullets & Numbering C) Word wrap D) None [B]
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 [B]
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 [A]
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 [C]
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
 A) ms word B) winword C) msword D) word [B]
7. We can apply border to _____
 A) Cell B) Table C) Paragraph D) All of these [D]
8. The options Potrait and Landscape comes under _____
 A) Paper Size B) Page Orientation C) Page Layout D) Page Rotation [B]
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 [A]
10. In Microsoft Word, you can select heading level styles from _____ tab
 A) Mailings B) Reference C) Insert D) Home [D]

11. What is the Internet?

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

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 [D]

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

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

14. Drive is used for

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

15. Filter option available in which menu

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

16. Type of Charts in Excel

- A) Bar Chart B) Line Chart C) Column Chart D) All of the above [D]

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

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

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

- A) Yes B) NO [B]

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

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

20. Write our College web site name WWW.CSTSGK.AC.IN

21. MS Excel is a _____

- A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software [D]

22. Search images in Internet using which website

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

23. Paragraph formatting available in

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

24. Merge Cell option available in which application

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

25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data.

- A) Workbook B) Worksheet C) Spreadsheet D) ARRAY [C]

G. Rohith
Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS WORD & MS EXCEL

REGD NO : 46

DATE & TIME : 13/12/2023 = 11.00 PM

NAME OF THE STUDENT : Yadlapalli Vyshtar

YEAR & GROUP : 2023-24/1 B.Com

16
25

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 ~~C~~
2. _____ Feature of MS Word helps to create a list in a document
A) Word Art B) Bullets & Numbering C) Word wrap D) None ~~B~~
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 ~~B~~
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 ~~A~~
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 ~~C~~
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
A) ms word B) winword C) msword D) word ~~B~~
7. We can apply border to _____
A) Cell B) Table C) Paragraph D) All of these ~~D~~
8. The options Potrait and Landscape comes under _____
A) Paper Size B) Page Orientation C) Page Layout D) Page Rotation ~~C~~
9. Which of the following to justification align the text on both the sides-left and right of margin? ~~A~~
 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 ~~D~~

11. What is the Internet?

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

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

- A) Pay bills B) Send and Receive Mail C) Watch movies D) All of the above ~~D~~

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

- A) Google Chrome B) Microsoft Edge C) Firefox D) Windows ~~D~~

14. Drive is used for

- A) To store Doc files B) To store Sheets C) To store presentations D) All of the above ~~D~~

15. Filter option available in which menu

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

16. Type of Charts in Excel

- A) Bar Chart B) Line Chart C) Column Chart D) All of the above ~~D~~

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

- A) (today) ~~B) (now)~~ C) (time) D) (time)

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

- A) Yes B) No ~~A~~

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

- A) .com B) .in C) .ac.in D) .gov.in ~~C~~

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

21. MS Excel is a _____

- A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software ~~D~~

22. Search images in Internet using which website

- A) Pixabay B) Images C) videos D) None ~~B~~

23. Paragraph formatting available in

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

24. Merge Cell option available in which application

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

25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data.

- A) Worksheet ~~B) Worksheet~~ C) Spreadsheet D) ARRAY ~~B~~

Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO: 05

21
25

DATE & TIME: 15-12-2023, 10:50 AM

NAME OF THE STUDENT: K. P. L. PIOUSANA

YEAR & GROUP: 1st B.Sc (Comp)

- What is the short out key to create a New Blank Document
A) CTRL + B B) CTRL + C CTRL + N D) CTRL + P [C]
- _____ Feature of MS Word helps to create a list in a document
A) Word Art Bullets & Numbering C) Word wrap D) None [B]
- What is the shortcut key to Find a particular word in word document
A) CTRL + Y CTRL + F C) CTRL + R D) CTRL + H [B]
- Which of the following is the short out Key of Open an Existing Presentation
 CTRL + O B) CTRL + C C) CTRL + N D) CTRL + P [A]
- 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 [C]
- We can start MS POWERPOINT by typing _____ in the Run Dialog box.
A)ms word winword C) msword D)word [B]
- We can apply border to _____
A) Cell B) Table C) Paragraph All of these [D]
- The options Potrait and Landscape comes under _____
A) Paper Size Page Orientation C) Page Layout D) Page Rotation [B]
- Which of the following to justification align the text on both the sides-left and right of margin?
 Balanced (B) Right Justify (D) Balanced [A]
- In Microsoft Word, you can select heading level styles from _____ tab
 Mailings B) Reference C) Insert D) Home [A]

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 [D]
 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) All of the above
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 ~~www.cstsgk.ac.in~~ www.cstsgk.ac.in
21. MS Excel is a _____. [D]
 A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software
22. Search images in Internet using which website [B]
 A) Pixabay B) images C) videos D) None
23. Paragraph formatting available in [A]
 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. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. [B]
 A) Workbook B) Worksheet C) Spreadsheet D) ARRAY

K. P. L. Prasanna
 Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 17

DATE & TIME : 13-12-2023, 4-5

NAME OF THE STUDENT : K. Mahima Santhi

YEAR & GROUP : I BSC (Botany)

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

11. What is the Internet? (D) Networks of Network
 A) Type of Browser B) A Folder C) Collection of websites
12. Which of the following can you do online? Select all that apply. (D) All of the above
 A) Pay bills B) Sent and Receive Mails C) Watch movies
13. Which of the following is NOT a web browser? (D) Windows
 A) Google Chrome B) Microsoft Edge C) FireFox
14. Drive is used for (D) All of the above
 A) To stores Doc files B) To Store Sheets C) To Store presentations
15. Filter option available in which menu (D) None
 A) Formula Menu B) Data Menu C) View Menu
16. Type of Charts in Excel (D) All of the above
 A) Bar Chart B) Line Chart C) Column Chart
17. How to find present date and time using which function (B) Now()
 A) Upper() 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 (C) .ac.in
 A) .Com B) .in D) .gov.in
20. Write our College web site name www.cstsgk.ac.in ()
21. MS Excel is a _____ (D) spreadsheet software
 A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software
22. Search images in Internet using which website (B) images
 A) Pixabay C) videos D) None
23. Paragraph formatting available in (C) Power point
 A) Word B) Excel D) Internet
24. Merge Cell option available in which application (C) Both
 A) Word B) Excel D) None
25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. (B) Worksheet
 A) Workbook C) Spreadsheet D) ARRAY

Signature of the Student

CHATRAPATHI SIVAJI TRI SATHA JAYANTHI (CSTS)
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17
 25

45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 9

DATE & TIME : 13-10-2023 4:05

NAME OF THE STUDENT : Ingirthi Mamatha

YEAR & GROUP : T.B.Sc (Botany)

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 [B]
2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art B) Bullets & Numbering C) Word wrap D) None [B]
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 [B]
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 [A]
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 [C]
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
 A) ms word B) winword C) msword D) word [B]
7. We can apply border to _____
 A) Cell B) Table C) Paragraph D) All of these [D]
8. The options Potrait and Landscape comes under _____
 A) Paper Size B) Page Orientation C) Page Layout D) Page Rotation [B]
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 [C]
10. In Microsoft Word, you can select heading level styles from _____ tab
 A) Mailings B) Reference C) Insert D) Home [A]

11. What is the Internet?
 A) Type of Browser B) A Folder C) Collection of websites D) Networks of Network [D]
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 [D]
13. Which of the following is NOT a web browser?
 A) Google Chrome B) Microsoft Edge C) FireFox D) Windows [D]
14. Drive is used for
 A) To stores Doc files B) To Store Sheets C) To Store presentations D) All of the above [D]
15. Filter option available in which menu
 A) Formula Menu B) Data Menu C) View Menu D) None [D]
16. Type of Charts in Excel
 A) Bar Chart B) Line Chart C) Column Chart D) All of the above [D]
17. How to find present date and time using which function
 A) Upper() B) Now() C) Sum() D) Sin() [B]
18. Is it possible one cell data into number of columns
 A) Yes B) NO [A]
19. How to identify an academic website by using which extension name
 A).Com B).in C).ac.in D).gov.in [C]
20. Write our College web site name www.cstgk.ac.in [A]
21. MS Excel is a _____
 A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software
22. Search images in Internet using which website
 A) Pixabay B) images C) videos D) None [B]
23. Paragraph formatting available in
 A) Word B) Excel C) Power point D) Internet [C]
24. Merge Cell option available in which application
 A) Word B) Excel C) Both D) None [B]
25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. [B]
 A) Workbook B) Worksheet C) Spreadsheet D) ARRAY

E. Manoj
 Signature of the Student



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20
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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 45

DATE & TIME : 13/10/2023 wednesday

NAME OF THE STUDENT : Yadla Palli Shyam

YEAR & GROUP : T. ROOM (CA)

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 (C) ✓
2. _____ Feature of MS Word helps to create a list in a document
A) Word Art B) Bullets & Numbering C) Word wrap D) None (B) ✓
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 (B) ✓
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 (A) ✓
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 (C) ✓
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
A)ms word B)winword C) msword D)word (B) ✓
7. We can apply border to _____
A) Cell B) Table C) Paragraph D) All of these (D) ✓
8. The options Potrait and Landscape comes under _____
A) Paper Size B) Page Orientation C) Page Layout D) Page Rotation (B) ✓
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 (A) ✓
10. In Microsoft Word, you can select heading level styles from _____ tab
A) Mailings B) Reference C) Insert D) Home (C) ✓

11. What is the Internet?
 A) Type of Browser B) A Folder C) Collection of websites D) Networks of Network (D)
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 (D)
13. Which of the following is NOT a web browser?
 A) Google Chrome B) Microsoft Edge C) FireFox D) Windows (D)
14. Drive is used for
 A) To stores Doc files B) To Store Sheets C) To Store presentations D) All of the above (D)
15. Filter option available in which menu
 A) Formula Menu B) Data Menu C) View Menu D) None (B)
16. Type of Charts in Excel
 A) Bar Chart B) Line Chart C) Column Chart D) All of the above (D)
17. How to find present date and time using which function
 A) Upper() B) Now() C) Sum() D) Sin() (B)
18. Is it possible one cell data into number of columns
 A) Yes B) NO (A)
19. How to identify an academic website by using which extension name
 A).Com B).in C).ac.in D).gov.in (C)
20. Write our College web site name ~~www.cetgk.ac.in~~ www.cetgk.ac.in (C)
21. MS Excel is a _____
 A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software (D)
22. Search images in Internet using which website
 A) Pixabay b) images C) videos D) None (B)
23. Paragraph formatting available in
 A) Word B) Excel C) Power point D) Internet (A)
24. Merge Cell option available in which application
 A) Word B) Excel C) Both D) None (B)
25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data.
 A) Workbook B) Worksheet C) Spreadsheet D) ARRAY (C)

Y. Shyam
 Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 4

DATE & TIME : 13/12/23 9:50

NAME OF THE STUDENT : GALI Abisam.

YEAR & GROUP : 1st MPCS

1. What is the short cut key to create a New Blank Document
A) CTRL + B B) CTRL + C CTRL + N D) CTRL + P [C]
2. _____ Feature of MS Word helps to create a list in a document
A) Word Art Bullets & Numbering C) Word wrap D) None [B]
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 [B]
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 [A]
5. 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 [C]
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
A) ms word winword C) msword D) word [B]
7. We can apply border to _____
A) Cell B) Table C) Paragraph All of these [D]
8. The options Portrait and Landscape comes under _____
A) Paper Size Page Orientation C) Page Layout D) Page Rotation [B]
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 [A]
10. In Microsoft Word, you can select heading level styles from _____ tab
A) Mailings B) Reference Insert D) Home [C]

11. What is the Internet?

- A) Type of Browser B) A Folder C) Collection of websites

D) Networks of Network [D]

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 [D]

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

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

14. Drive is used for

- A) To stores Doc files B) To Store Sheets C) To Store presentations

D) All of the above [D]

15. Filter option available in which menu

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

16. Type of Charts in Excel

- A) Bar Chart B) Line Chart C) Column Chart D) All of the above [D]

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

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

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

- A) Yes B) NO [B]

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

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

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

21. MS Excel is a _____.

- A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software [D]

22. Search images in Internet using which website

- A) Pixabay B) Images C) videos D) None [A]

23. Paragraph formatting available in

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

24. Merge Cell option available in which application

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

25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. [B]

- A) Workbook B) Worksheet C) Spreadsheet D) ARRAY

G1 - Abiyam.
Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 57

DATE & TIME : 13-12-2023

NAME OF THE STUDENT : PULAPAKULA VIJAY PAUL

YEAR & GROUP : 1st Year

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 [C]
2. _____ Feature of MS Word helps to create a list in a document
 A) Word Art ~~B) Bullets & Numbering~~ C) Word wrap D) None [B]
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 [B]
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 [B]
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 [A]
6. We can start MS POWERPOINT by typing _____ in the Run Dialog box.
 A)ms word B)winword ~~C)msword~~ D)word [C]
7. We can apply border to _____
 A) Cell B) Table C) Paragraph ~~D) All of these~~ [D]
8. The options Potrait and Landscape comes under _____
 A) Paper Size ~~B) Page Orientation~~ C) Page Layout D) Page Rotation [B]
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) Balanceed [A]
10. In Microsoft Word, you can select heading level styles from _____ tab
 A) Mailings B) Reference ~~C) Inscrt~~ D) Home [C]

11. What is the Internet?
 A) Type of Browser B) A Folder C) Collection of websites ~~D) Networks of Network~~ [D]
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~~ [D]
13. Which of the following is NOT a web browser?
 A) Google Chrome B) Microsoft Edge C) FireFox ~~D) Windows~~ [D]
14. Drive is used for
 A) To stores Doc files B) To Store Sheets C) To Store presentations ~~D) All of the above~~ [D]
15. Filter option available in which menu
 A) Formula Menu B) Data Menu ~~C) View Menu~~ D) None [C]
16. Type of Charts in Excel
 A) Bar Chart B) Line Chart C) Column Chart ~~D) All of the above~~ [D]
17. How to find present date and time using which function
 A) Upper() ~~B) Now()~~ C) Sum() D) Sin() [B]
18. Is it possible one cell data into number of columns
~~A) Yes~~ B) NO [B] [A]
19. How to identify an academic website by using which extension name
 A) .Com B) .in ~~C) .ac.in~~ D) .gov.in [C]
20. Write our College web site name WWW.CSTSGK.AC.IN
21. MS Excel is a _____
 A) Database Management software B) Presentation software C) Workbook software ~~D) Spreadsheet software~~ [D]
22. Search images in Internet using which website
 A) Pixabay ~~b) images~~ C) videos D) None [B]
23. Paragraph formatting available in
~~A) Word~~ B) Excel C) Power point D) Internet [A]
24. Merge Cell option available in which application
 A) Word ~~B) Excel~~ C) Both D) None [B]
25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data.
 A) Workbook ~~B) Worksheet~~ C) Spreadsheet D) ARRAY [B]

VIR
 Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : Roll No : 19

DATE & TIME : 13/12/2023

NAME OF THE STUDENT : (Kuntal Dnyan) Kothuri Dnyan

YEAR & GROUP : Year B Com CA

- What is the short cut key to create a New Blank Document
A) CTRL + B B) CTRL + C C) CTRL + N D) CTRL + P (C)
- _____ Feature of MS Word helps to create a list in a document
A) Word Art B) Bullets & Numbering C) Word wrap D) None (B)
- 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 (B)
- 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 (A)
- 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 (C)
- We can start MS POWERPOINT by typing _____ in the Run Dialog box.
A) ms word B) winword C) msword D) word (B)
- We can apply border to _____
A) Cell B) Table C) Paragraph D) All of these (D)
- The options Potrait and Landscape comes under _____
A) Paper Size B) Page Orientation C) Page Layout D) Page Rotation (B)
- 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 (A)
- In Microsoft Word, you can select heading level styles from _____ tab
A) Mailings B) Reference C) Insert D) Home (D)

11. What is the Internet?

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

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 (D)

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

- A) Google Chrome B) Microsoft Edge C) FircFox (C) 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 (D)

15. Filter option available in which menu

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

16. Type of Charts in Excel

- A) Bar Chart B) Line Chart C) Column Chart D) All of the above (D)

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

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

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

- A) Yes (A) B) NO

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

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

20. Write our College web site name www.c.s.t.s.gk.ac.in

21. MS Excel is a _____.

- A) Database Management software B) Presentation software (B) C) Workbook software D) Spreadsheet software

22. Search images in Internet using which website

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

23. Paragraph formatting available in

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

24. Merge Cell option available in which application

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

25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data.

- A) Workbook B) Worksheet (B) C) Spreadsheet D) ARRAY

Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 53

DATE & TIME : 13/12/2023

NAME OF THE STUDENT : M. Raja

YEAR & GROUP : 2023, 1st B.com. computer?

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 [B]

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 Captital 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. [B]

A) ms word B) winword C) msword D) word
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? [A]

A) Balanced B) Right C) Justify D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab [A]

A) Mailings B) Reference C) Insert D) Home

17
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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 B
- 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 D
- A) Formula Menu B) Data Menu C) View Menu D) None
16. Type of Charts in Excel B
- A) Bar Chart B) Line Chart C) Column Chart D) All of the above
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 B
- A) .Com B) .in C) .ac.in D) .gov.in
20. Write our College web site name www.colagk.ac.in E 3
21. MS Excel is a D
- A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software
22. Search images in Internet using which website B
- A) Pixabay b) images C) videos D) None
23. Paragraph formatting available in A
- A) Word B) Excel C) Power point D) Internet
24. Merge Cell option available in which application B
- A) Word B) Excel C) Both D) None
25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. B
- A) Workbook B) Worksheet C) Spreadsheet D) ARRAY

Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 18

DATE & TIME : 13-12-2023

NAME OF THE STUDENT : K. Ch. S. Raju

YEAR & GROUP : 1st B (Com) Computers

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 [C] CTRL + N
2. _____ Feature of MS Word helps to create a list in a document [B]
 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? [a]
 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. [B]
 A) ms word B) winword C) msword D) word
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 [A]
 A) Mailings B) Reference C) Insert D) Home

21

25

11. What is the Internet? [D] ✓
 A) Type of Browser B) A Folder C) Collection of websites ~~B) 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 [D] ✗
 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) All of the above~~
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 [D] ✗
 A).Com B).in C).ac.in ~~D).gov.in~~
20. Write our College web site name klwkl-cstgk.ac.in ✓
21. MS Excel is a _____. [D] ✓
 A) Database Management software B) Presentation software C) Workbook software ~~D) Spreadsheet software~~
22. Search images in Internet using which website [B] ✗
 A) Pixabay ~~B) images~~ C) videos D) None
23. Paragraph formatting available in [A] ✓
 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. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. [B] ✓
 A) Workbook ~~B) Worksheet~~ C) Spreadsheet D) ARRAY

Signature of the Student

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45 DAYS CERTIFICATE COURSE ON DATA ANALYTICS THROUGH MS-WORD & MS-EXCEL

REGD NO : 64

DATE & TIME : 13.12.2023

NAME OF THE STUDENT : JNGURTHI KIRAN

YEAR & GROUP : I B.COM [CA]

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 [~~C~~]
2. _____ Feature of MS Word helps to create a list in a document [~~B~~]
 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. [~~B~~]
 A) ms word B) winword C) msword D) word
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? [~~A~~]
 (A) Balanced (B) Right (C) Justify (D) Balanced
10. In Microsoft Word, you can select heading level styles from _____ tab [~~D~~]
 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? [C]
 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 [D]
 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) All of the above
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 [A]
 A).Com B).in C).ac.in D).gov.in
20. Write our College web site name WWW.CSTSGK.AC.IN
21. MS Excel is a [D]
 A) Database Management software B) Presentation software C) Workbook software D) Spreadsheet software
22. Search images in Internet using which website [B]
 A) Pixabay b) images C) videos D) None
23. Paragraph formatting available in [C]
 A) Word B) Excel C) Power point D) Internet
24. Merge Cell option available in which application [e]
 A) Word B) Excel C) Both D) None
25. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data. [B]
 A) Workbook B) Worksheet C) Spreadsheet D) ARRAY

Signature of the Student

CERTIFICATE COURSE DAY-WISE PHOTOS







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

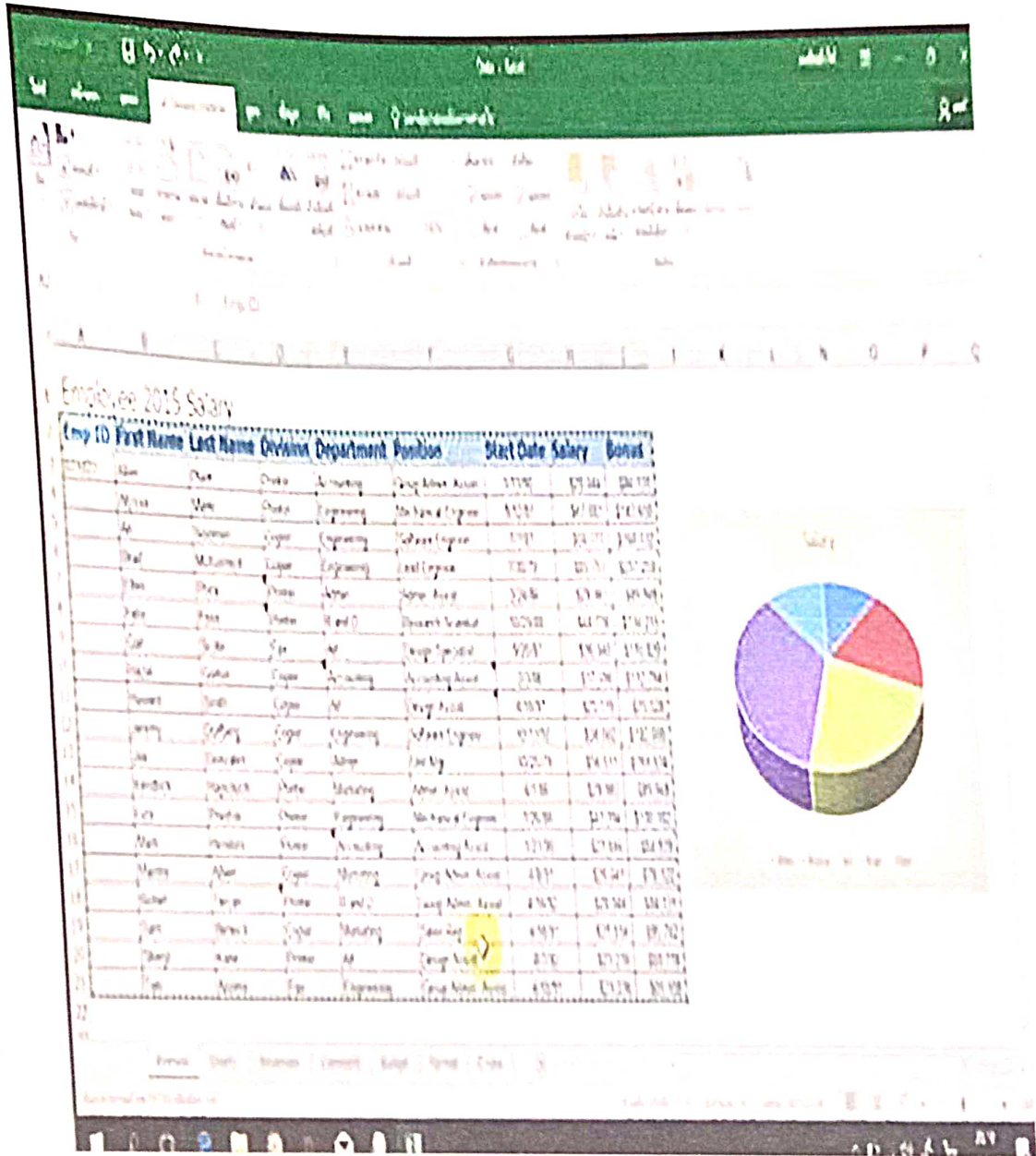
- Yes
 No

How much Knowledge you got after completion of this Course

- Basic Level
 Moderate Level
 High

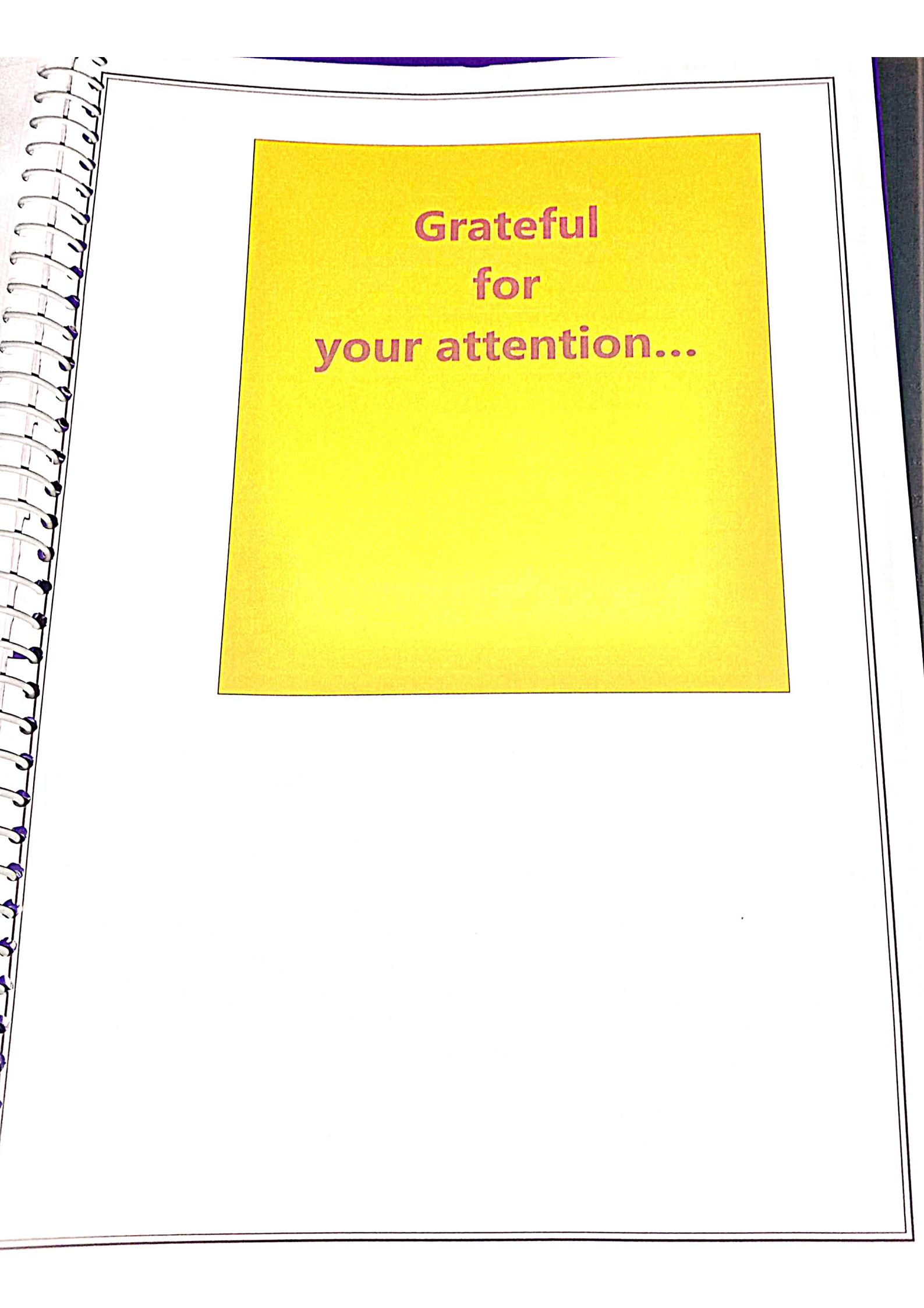
This kind of programs you will require further

- Yes
 No



J. R. Srikanth

[Handwritten signature]

A spiral-bound notebook is shown from a top-down perspective. The left side of the notebook features a silver metal spiral binding. The page is white and contains a large yellow rectangular area in the upper half. The text 'Grateful for your attention...' is printed in a purple, sans-serif font within this yellow area. The notebook is placed on a dark surface, possibly a desk.

**Grateful
for
your attention...**