



A Report on Certificate course on MS-Office 2016 for 2019-21batch MBA students	
Duration : 21st October 2019 to 21st January 2020	Venue: Computer Lab 1 and Lab 2
Time: 5.00 pm – 6.30 pm	Semester & Section/: 1st Sem/A,B,C and D
No. of Participant: 180	Event Coordinator: Mr.Nagasubba Reddy
Objectives <ul style="list-style-type: none">➤ Demonstrate an advanced knowledge of the Word Processing package, MS Office and a knowledge of how to design & create effective and structured documents like technical reports, letters, brochures, etc.,➤ Demonstrate the skills in the appropriate use of various features of the spread sheet package MS Excel and also to create useful spreadsheet applications like tabulated statements, balance sheets, statistical charts, business statements, etc.➤ Demonstrate the skills in making an effective presentation with audio and video effects using the MS Excel package➤ Draw graphical pictures, flow charts, block diagrams etc., using the drawing tools available in MS Word or MS Power Point and incorporate them into documents and presentations.	
<u>MS-WORD 2016</u> <ol style="list-style-type: none">1. Introduction2. Working with Documents3. Formatting Documents4. Creating Tables5. Drawing6. Tools	
<u>Module 2: MS Excel 2016</u> <ol style="list-style-type: none">1. Introduction2. Working with Spreadsheets3. Formatting Spreadsheets4. Working with sheets5. Creating Charts	
<u>Module 3 MS Power Point</u> <ol style="list-style-type: none">1. Introduction2. Creating a presentation3. Formatting a presentation	

4. Adding Graphics to the presentation
5. Adding effects to the presentation
6. Printing Handouts
7. Generating standalone presentation viewer

Brief Profile of the Resources Persons:

N.Nagasubba Reddy

Mr.N.Nagasubba Reddy is a Computer and Management professional with 20 years of teaching experience. He has completed his Master's Degree in Computer Science and Master's Degree in Management with Marketing and Human Resource specializations from S.V.University, Tirupathi. He has also been certified by The International School of Computer Technology, New Delhi. He has presented several papers in National and International Conferences. Authored books titled "Computer Fundamentals and Internet Concepts for Beginners, MS-Excel Simplified. He has been instrumental in organizing Faculty Development Programmes, Workshops and Seminars for the benefit of both Faculty and students. As an initiative of Social Responsibility, he has been conducting Computer Literacy Programme for Senior Citizens since 2006. Presently, as on date there are more than 1400 senior citizens who have been trained and the same has been entered in Limca Book of Records. He is actively involved in training CA aspirants in Information Technology and has trained more than 1000 students till date. He is a certified trainer from IBM for Business Analytics

Currently he is working as Assistant Professor, Department of Information Technology & Management at R.V.Institute of Management, Bangalore. He is involved in setting up the state-of-the-art technology in the computer labs at R.V.Institute of Management. His other areas of interest are event management, reading books.

Mr.Vamsi Krishna T

Mr. T Vamsi Krishna is a Computer and Management professional. He has completed his Master's Degree in Computer Science from GITAM University, Visakhapatnam. He has also been certified by The SV Polytechnic College, Tirupathi & Jetking, Bangalore. He has been instrumental in conducting Certificate course in MS Office for the benefit of 1st semester students of different domains. As an initiative of Social Responsibility, he has been part of Computer Literacy Programme for Senior Citizens since 2014 which has been in Limca Book of Records. He is actively involved in training aspirants in Information Technology for more than 500+ students till date. He is a certified by IBM for Business Analytics
Currently he is working as System Administrator, Department of Information Technology & Management at RV Institute of Management, Bangalore.

Outcome Achieved/ Attained:

By successfully completing this course, students will be able to:

- Start MS Word, perform basic editing functions, format text, copy and move objects and text.
- Format paragraphs, insert tables, create lists, and format pages in Word 2016.
- Insert graphics, pictures, and table of contents in Word 2016.
- Review Excel 2016 navigation, features, and create a worksheet.
- Use the help function and customize the Quick Access Toolbar in Excel 2016.
- Create/Use templates, enter, edit, copy, cut, paste, and format data in Excel 2016.
- Save, page setup, and print worksheets in Excel 2016.
- Insert headers and footers in Excel 2016.
- Manipulate data using data names and ranges, filters and sort, and validation lists in Excel 2016.
- Use formulas, create charts and graphs in Excel 2016.
- Create a basic presentation in PowerPoint 2016.
- Work with text, themes, and styles in PowerPoint 2016.
- Create charts, grants, and tables in PowerPoint 2016.
- Insert media clips and animation in PowerPoint 2016.
- Use macros, customize, package and publish your presentation in PowerPoint 2016.



Rashtriya Sikshana Samithi Trust

R V Institute of Management

CA-17, 36th Cross, 28th Main, 4th T Block, Jayanagar, Bangalore-560041

Certificate course on MS-Office 2016 for 2019-21 batch MBA students - List of Participants - A Section

Sl no	Student Name	Signature	Sl.No	Student name	Signature
1	Abhay Pai		36	Dileep Satish Hegde	
2	Aakanksha Rao B S		37	Divya Mugadur	
3	Abhishek Hatti		38	Divyashree R	
4	Abhishek Vijaykumar Lakkundi		39	Ganapati Janardhan Bhat	
5	Aishwarya R.K.		40	Gowtham S.M	
6	Akash Rosario		41	Greeshma G.M	
7	Akshatha Bopaiah M		42	Gunjan Raj	
8	Akshatha K.M		43	Harsha N Das	
9	Akshatha M L		44	K.Krishnaprasad	
10	Alok Krishna Hegde		45	Kambham Harshitha	
11	Amarnath P M		46	Karthik Av	
12	Amogh Ashok Nimbargi		47	Karthik N D	
13	Anant Bajpai		48	Kriti Shukla	
14	Anirudh Y S		49	Lathashree S	
15	Archana V		50	Leena Parik	
16	Arun Raveendra Bhat		51	Lokesh Mg	
17	Athri D A		52	Malapati Jaipal Reddy	
18	Balachandra Adiga		53	Mamatha	
19	Bharath KIRAN D V		54	Mamatha Bhaskar Gaonkar	
20	Bharath P		55	Meghana R T	
21	Bhargavi		56	Nagashree Umesh K	
22	Bhumika S J		57	Namrata .S. Kotur	
23	Bindu Priya		58	Prajna Shetty	
24	C. Ravikumar		59	Rahul Jadhav M	
25	Chaitra Hiregowdara		60	Rajath S	
26	Cherukuri Triveni				
27	Chetan Vijay				
28	Chiraag M				
29	Darshan G				
30	Darshan Toolahalli				
31	Deeksha G				
32	Deeksha.K				
33	Deena K				
34	Deepak Desai				
35	Deepika. M				

N.Nagasubba Reddy
Co-ordinator

Dr.Purushottam Bung
Professor and Director



Rashtriya Sikshana Samithi Trust

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Certificate course on MS-Office 2016 for 2019-21 batch MBA students - List of Participants - B Section

Sl no	Student Name	Signautre	Sl.No	Student name	Signature
1	Ashwathi Sundaram	Ashwathi S	36	Sainath Vinayak Kulkarni	Sainath
2	Hima Varsha Tharaga. T	Himavarsha	37	Sandeshsavak S	Sandesh
3	K.R. Akshay	Akshay	38	Shahista Parveen	Shahista
4	Karan S.K.	Karan S.K	39	Sheela Ravish Hegde	Sheela
5	Keerthan Kamath	Keerthan	40	Shivaprasad D R	Shivaprasad
6	Keshav Aditya	Keshav	41	Shravya Sunder Shetty	Shravya
7	Leelavathi .B. Thite	Leelavathi	42	Shreya S	Shreya
8	Mahesha S	Mahesha	43	Shreya Satish Deshpande	Shreya
9	Mallikarjun J	Mallikarjun	44	Shreya Shahapurkar	Shreya
10	Manoj Basappa Katti	Manoj	45	Shruthi B	Shruthi
11	Mohd Zeeshan Athani	Zeeshan	46	Smeeta Patil	Smeeta
12	Narahari K.K	Narahari	47	Spoorthy M S	Spoorthy
13	Nikhil .K	Nikhil	48	Sravanthi T	Sravanthi
14	Nikita L	Nikita	49	Srimidhi B K	Srimidhi
15	Nithin Shashindran	Nithin	50	Sumanth O R	Sumanth
16	Nithin Varma M	Nithin	51	Suraj Muthu	Suraj
17	Pooja Billava .L	Pooja L	52	Sushma Bhat K	Sushma
18	Poornima D Patil	Poornima	53	Sushmitha P	Sushmitha
19	Prajeeth A Goutham	Prajeeth	54	Swati Kumari	Swati
20	Prajna Pramanik	Prajna	55	Syed Asif Pasha	Syed Asif
21	Pramod Parashar M P	Pramod	56	Tejashwini S	Tejashwini
22	Pranav Pramod Kumar	Pranav	57	Thanika Devi	Thanika
23	Prateck Bhat	Prateck	58	Thejasvi N	Thejasvi
24	Prathiksha Pawar C	Prathiksha	59	Vandana Beejadi	Vandana
25	Prithvi Shankaranarayana Hegde	Prithvi	60	Vikram Rathod	Vikram
26	Privashree. S	Privashree			
27	Pushpa Pranitha T	Pushpa			
28	R N Rohit	Rohit			
29	Rahul Nair .H	Rahul			
30	Rajashree .S	Rajashree			
31	Rakshith P.S	Rakshith			
32	Rashmi	Rashmi			
33	Reshma Subray Hegde	Reshma			
34	S. Pavan Kumar	S. Pavan			
35	Sagar Murlidhar Desai	Sagar			

N.Nagasubba Reddy
Co-ordinator

Dr.Purushottam Bung
Professor and Director



Certificate course on MS-Office 2016 for 2019-21 batch MBA students - List of Participants - C Section

Sl no	Student Name	Signautre	Sl.No	Student name	Signature
1	Abhishek Jagadish Joshi	[Signature]	36	Sindhu Narasimha Hegde	[Signature]
2	Akshay Kumar	[Signature]	37	Sneha M	[Signature]
3	Anjali T.M	[Signature]	38	Srihari V	[Signature]
4	Ayushi Anand	[Signature]	39	Srivalli N. Gupta	[Signature]
5	Balaji Raj V T	[Signature]	40	Subhashini .D	[Signature]
6	Bharath Gowda M.R	[Signature]	41	Sudhakara J V	[Signature]
7	Chandan.S	[Signature]	42	Sugan G.R	[Signature]
8	Clinton Jovan Roche	[Signature]	43	Sunitha.S	[Signature]
9	Guruprasad. R	[Signature]	44	Suprita S. Chatni	[Signature]
10	Keerti.R.Patil	[Signature]	45	Sushma	[Signature]
11	Kuberanand N	[Signature]	46	Sushmitha D R	[Signature]
12	Lalitha.T.V	[Signature]	47	Swetha T R	[Signature]
13	Lavanya.H	[Signature]	48	Tadavarthy Raga Hanisha	[Signature]
14	Lingraj Patil	[Signature]	49	Tahsin Hadalge	[Signature]
15	Mohan.R	[Signature]	50	Tanzeel Ahmed	[Signature]
16	Muzammil	[Signature]	51	Tauheed Ahamed	[Signature]
17	N.B. Gowtami	[Signature]	52	Tejashree Vishweshwar Bhat	[Signature]
18	Nikita M	[Signature]	53	Udayaravikanth K.V	[Signature]
19	Pooja Mallappa Patil	[Signature]	54	Varshini S	[Signature]
20	Priyanka V Murthy	[Signature]	55	Vasavi .B	[Signature]
21	Raniya. R	[Signature]	56	Vasavi.V	[Signature]
22	Ranjith M. N	[Signature]	57	Vidya V T	[Signature]
23	Sahana S Gaonkar	[Signature]	58	Vignesh V Kamath	[Signature]
24	Salman Pasha	[Signature]	59	Viveka R	[Signature]
25	Samarth M	[Signature]	60	Yashaswini H. K.	[Signature]
26	Sandesh Shridhar Shet	[Signature]			
27	Sandesha Timmayya Bhat	[Signature]			
28	Satish Kumar .Y	[Signature]			
29	Satish Reddy	[Signature]			
30	Shashank B T	[Signature]			
31	Shashank Kharvi	[Signature]			
32	Shashi Kiran	[Signature]			
33	Shashinaga. C	[Signature]			
34	Shreya Anil Deshpandae	[Signature]			
35	Shubham Basavaraj Beesankoppa	[Signature]			

N.Nagasubba Reddy
Co-ordinator

[Signature]
Dr.Purushottam Bung
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Feedback of students on the course
Student's feedback on the course, faculty was very good. All students got practical experience in the MS-Word 2016

[Signature]
Event Coordinator

[Signature]
Director

