



SUMATHI REDDY

INSTITUTE OF TECHNOLOGY FOR WOMEN

L e a r n i n g a t i t s b e s t

Affiliated to JNTUH - Approved by AICTE

No. SRITW/Prin/2020

Date: 22-08-2020

CIRCULAR

All the students are hereby informed that our college is offering value-added courses. Interested students can register their names with the respective course coordinator. A detailed brochure regarding the courses is forwarded to their respective mail ids.

Criteria for Certification: Attendance $\geq 75\%$ and marks secured $\geq 60\%$.

: Important dates:

Registrations opening date: 24-08-2020

Registrations closing date: 31-08-2020

Course start date: 02-09-2020

Course end date: 02-11-2020

Courses offered:

1. Linux System Administration
2. Basics of Simulation Tools
3. Web Designing & Office Automation
4. Web Services

Principal

Principal

**Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 506 371 (TS)**

Copy to

HOD (CSE, ECE, EEE, H&SC)

Administrative Officer

In-charge, Exam Branch

Library

Notice Board

To be read in classrooms

COURSE OBJECTIVES:

- To develop relevant skills in candidates related to computer application, office management practices, and office automation techniques.
- to improve efficiency, accuracy, and speed in business processes, ultimately leading to increased productivity and reduced costs, time and control all the processes of the business in real time
- To familiarize the students in preparation of documents and presentations with office automation tools.
- To enable the students in crafting professional word documents, excel spread sheets, power point presentations using the Microsoft suite of office tools.

COURSE CO-ORDINATOR:

Ms.M. Swetha

Asst.Prof,CSE

For registrations contact: 9951499674

PRE-REQUISITES:

1. It is essential to have Interpersonal Skills
2. Students should have knowledge about Design Software.
3. They should have interpersonal skills.
4. They should have knowledge of Front-End Programming Languages.
5. It is also needed to know about time management.

Course Start Date: 02-09-2020

Course End Date: 02-11-2020

Venue: Online

Timings: 3:10PM-4:00PM

**A Course
on**

WEB DESIGNING AND OFFICE AUTOMATION

**Organized
by**

**Department of Computer
Science and Engineering**



COURSE INSTRUCTORS:

1. Mr.N.Venkatesh

Asst. Prof,CSE

2. Ms.Ch.Padmaja

Asst. Prof,ECE

Rupa Principal
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WEB DESIGNING & OFFICE AUTOMATION

Date: 02-09-2020 to 02-11-2020

Course Content

- Introduction to Internet: Definition and Evolution of Internet,
- Hardware and Software requirements of Internet, Working of Internet, Major Features of Internet,
- Accessing the Internet, Search Engines
- Major Application Areas of Internet
- Introduction to Internet protocols: Concepts of TCP/IP Internet addressing
- How to get into Internet, Modem, Browsers and Internet Service Provisions.
- Internet Services: File Transfer protocol, Opening a Connection with a FTP Server, Transfer Files to My Computer, Remote Login, bulletin Boards and News Groups.
- E-Mail: Objectives of e-mail, Logging into an E-Mail Attachments of e-mail, User names and Passwords, Internet Chatting, surfing through the Internet.
- World Wide Web: World Wide Web (WWW)- Domain Software, The Client side and the Server Side, Creating and Locating Information on the Web Search Engines, URL's
- Introduction to Windows: Windows Fundamental Features of Windows, Types of Windows and Elements of Windows, Customizing Windows, windows working in windows, working with files and folders, Icons, recycle Bin, control Panel, Windows Explorer.
- MS-Word: Introduction to MS-Word, standard Toolbar Word Warp, Text formatting, Formatting paragraphs, Applying effects to text Applying animation to text.
- MS-Excel: Introduction to MS-Excel, working with toolbars, Formatting Formulas, Data management, Graphics and Chart, Macros and other Additional functions.
- MS-Power Point: Introduction, Power Point Slide, Creating a Slide –Show, Adding Graphics, Formatting, Customizing and printing slides.
- Ms-Access: Introduction, Understanding database, creating database and tables through Wizard.
- BASICS OF COMPUTER :Introduction to Computer, Memory, CPU, I/O Device, Computer Network
- OPERATING SYSTEMS MS-WINDOWS :Operating System, Windows Desk top – GUI, Desktop icons and their functions Dialog Boxes, Task Bar, Parts of Windows, key board short keys of hotkeys

Riya
Principal
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- Working with Notepad & Word Pad
- Creating , Editing, Saving and printing text documents Font and Paragraph formatting Simple character formatting Inserting tables, Smart art, Page breaks ,Using lists and styles, Working with images,Using,Spelling and Grammar check, Understanding document properties ,Mail merge
- OFFICE APPLICATIONS-II, MS-EXCEL
- Spreadsheet Basics, Creating, editing, saving and printing spreadsheet, Working with functions & formulas ,Modifying worksheets with color& auto formats, Graphically representing data: Charts & Graphs ,Speeding data entry: Using Data Forms ,Analyzing Data: Data Menu, Subtotal, Filtering Data, Formatting work-sheets ,Securing & Protecting Spreadsheets
- OFFICE APPLICATION-III MS OFFICE: MS-ACCESS
- MS-Access: Introduction, Planning a Database ,Access Screen ,Creating a New Database Creating Tables, Working with Forms, Creating queries, Finding Information in Databases, Types of Reports, Printing & Print Preview ,Importing data from other database viz, MS Excel etc
- MS-OFFICE: MS-POWERPOINT Opening, Viewing, Creating and printing slides Applying auto layouts Adding custom animation Using slide transitions graphically representing data: Charts & Graphs Creating Professional Slide for Presentation.

Course Outcomes

After completion of the course students will be able to learn

- Code a handful of useful HTML&CSS examples
- Build semantic, HTML&CSS web pages
- Write basic scripts
- Use Names, Objects and Methods
- Add interactivity to a web page
- Create Dynamic Web Pages using Java Script in HTML Forms



Rijan

Principal

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List of Registered Students for Web Designing & Office Automation

Batch:1

Date: (02-09-2020 to 02-11-2020)

S.no	Roll no	Name of the Student
1	186Y1A0435	GANDRATHI SRI LAXMI
2	186Y1A0436	GATTU SAI SPANDANA
3	186Y1A0437	GUDEPU VAISHNAVI
4	186Y1A0438	GUDURU SUNANDA
5	186Y1A0439	GUDURU YASHASWI
6	186Y1A0440	HARINI ALUGURI
7	186Y1A0441	HUMERA AZIZ
8	186Y1A0442	JANGALA BHARGAVI
9	186Y1A0443	KALAKOTA NANDINI
10	186Y1A0444	KALLURI NIRUPAMA SHAILU
11	186Y1A0445	KANKANALA NAVEENA
12	186Y1A0446	KOKKULA NIKITHA
13	186Y1A0447	KONAGALA VYSHNAVI
14	186Y1A0448	KONNEY AAMUKTA
15	186Y1A0449	KOTHA RAKSHITHA
16	186Y1A0450	LINGAMPALLY RAMYA
17	196Y1A0509	BIKKINENI ASHWITHA
18	196Y1A0510	BILLAKANTI POOJITHA
19	196Y1A0511	BINGI NAVYA
20	196Y1A0512	BIRUDHARAJU SAHITHI
21	196Y1A0513	BODIGE TEJASRI
22	196Y1A0514	BOJJA SOWMYA
23	196Y1A0515	BOLLAPELLY SINDHUJA
24	196Y1A0516	BOMMA THAPASWINI
25	196Y1A0517	BOMMASANI DIVYA
26	196Y1A0518	BOYINA RAMYA
27	196Y1A0519	CHALLA HIMA BINDU
28	196Y1A0520	CHANDA SONI PRIYA
29	196Y1A0521	CHATLA SINDHUJA
30	196Y1A0522	CHENNA SHRAVANI
31	196Y1A0523	CHIDARLA NEHA
32	196Y1A0524	CHIDIRALA SUPRAJA
33	196Y1A0525	CHILLA TEJASRI
34	196Y1A0526	CHILUVERU SANGEETHA
35	196Y1A0527	DADABOINA NIKITHA
36	196Y1A0528	DASARI AKHILA
37	196Y1A0529	DUGYALA JYOTHI
38	196Y1A0534	GANDE SRAVYA
39	196Y1A0535	GOLANAKONDA RAGHANA
40	196Y1A0536	GOLLA NIKHITHA SREE
41	196Y1A0537	GORRE VAISHNAVI

Principal

Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M), Coordinator
WARANGAL - 506 371 (TS)



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Batch: 2

Date: 02-09-2020 to 02-11-2020

S. no	Roll no	Name of the Student
1	206Y1A0501	ADEPU SUMANA RUSHI
2	206Y1A0502	ADHI VARSHA
3	206Y1A0503	ALLI KAVYA
4	206Y1A0504	AYESHA NISHATH
5	206Y1A0505	BALA JAHNAVI
6	206Y1A0506	BALNE SANDHYA RANI
7	206Y1A0507	BANDI BEULAH
8	206Y1A0508	BANDI NIHARIKA
9	206Y1A0509	BANOTHU KALYANI
10	206Y1A0510	BERI LAXMIPRASNA
11	206Y1A0511	BHAVIKA BOMMINENI
12	206Y1A0512	BIKKINENI JAHNAVI
13	206Y1A0513	BOINI NIHARIKA
14	206Y1A0514	BUSA SOUMYA
15	206Y1A0515	CEPATHI SHIVANI
16	206Y1A0516	CHENNURI SUDEEPTHI
17	206Y1A6609	CHERALA NIKHITHA
18	206Y1A6610	CHETLA VYSHNAVI
19	206Y1A6611	CHIDURALA. GAYATHRI
20	206Y1A6612	DADI SRIJA
21	206Y1A6613	DAMERUPPULA SANJANA
22	206Y1A6614	DARNA ABHIGNA
23	206Y1A6615	DEVATHA RISHITHA
24	206Y1A6616	DONALA SAMANVI
25	206Y1A6617	DOODALA JAHNAVI GOUD
26	206Y1A6618	DUGYALA SATHVIKA
27	206Y1A6619	GADDAM SATHWIKA
28	206Y1A6620	GOURU NIKSHITHA
29	206Y1A6621	GOVINDHULA SAHANA
30	206Y1A6622	GUNDA SHIVATEJASWINI
31	206Y1A6623	JAVERIYA SAIMEEN
32	206Y1A6624	JULAPELLY VARSHA
33	206Y1A6625	KADARLA MANASA
34	206Y1A6702	AKKATI SUMA SRI
35	206Y1A6703	ASHNA AROOSA
36	206Y1A6704	BHUPATHI SRAVYA
37	206Y1A6705	BIJJA PRIYA CHANDRIKA
38	206Y1A6706	BOCHU SABITHA
39	206Y1A6707	DEBBATA VAISHNAVI
40	206Y1A6708	DEERAVATH ROOPA

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Course-coordinator



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Students Eligible for Certification as per Eligibility Criteria

Course: Web Designing & Office Automation

Date: 02-09-2020 to 02-11-2020

Sno	Roll no	Name	Marks
1	186Y1A0435	GANDRATHI SRI LAXMI	19
2	186Y1A0436	GATTU SAI SPANDANA	19
3	186Y1A0437	GUDEPU VAISHNAVI	25
4	186Y1A0438	GUDURU SUNANDA	25
5	186Y1A0439	GUDURU YASHASWI	24
6	186Y1A0440	HARINI ALUGURI	21
7	186Y1A0441	HUMERA AZIZ	23
8	186Y1A0442	JANGALA BHARGAVI	19
9	186Y1A0443	KALAKOTA NANDINI	19
10	186Y1A0444	KALLURI NIRUPAMA SHAILU	25
11	186Y1A0445	KANKANALA NAVEENA	25
12	186Y1A0446	KOKKULA NIKITHA	24
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15	186Y1A0449	KOTHA RAKSHITHA	19
16	186Y1A0450	LINGAMPALLY RAMYA	19
17	196Y1A0509	BIKKINENI ASHWITHA	25
18	196Y1A0510	BILLAKANTI POOJITHA	25
19	196Y1A0511	BINGI NAVYA	24
20	196Y1A0512	BIRUDHARAJU SAHITHI	21
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24	196Y1A0516	BOMMA THAPASWINI	25
25	196Y1A0517	BOMMASANI DIVYA	25
26	196Y1A0518	BOYINA RAMYA	25

Riya
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27	196Y1A0519	CHALLA HIMA BINDU	21
28	196Y1A0520	CHANDA SONI PRIYA	23
29	196Y1A0521	CHATLA SINDHUJA	19
30	196Y1A0522	CHENNA SHRAVANI	19
31	196Y1A0523	CHIDARLA NEHA	25
32	206Y1A0501	ADEPU SUMANA RUSHI	25
33	206Y1A0502	ADHI VARSHA	24
34	206Y1A0503	ALLI KAVYA	21
35	206Y1A0504	AYESHA NISHATH	23
36	206Y1A0505	BALA JAHNAVI	19
37	206Y1A0506	BALNE SANDHYA RANI	19
38	206Y1A0507	BANDI.BEULAH	25
39	206Y1A0508	BANDI NIHARIKA	25
40	206Y1A0509	BANOTHU KALYANI	24
41	206Y1A0510	BERI LAXMIPRASNNA	21
42	206Y1A0511	BHAVIKA BOMMINENI	23
43	206Y1A0512	BIKKINENI JAHNAVI	19
44	206Y1A0513	BOINI NIHARIKA	19
45	206Y1A0514	BUSA SOUMYA	25
46	206Y1A0515	CEPATHI SHIVANI	25
47	206Y1A0516	CHENNURI SUDEEPTHI	24
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49	206Y1A6610	CHETLA VYSHNAVI	23
50	206Y1A6611	CHIDURALA. GAYATHRI	19
51	206Y1A6612	DADI SRIJA	19
52	206Y1A6613	DAMERUPPULA SANJANA	25
53	206Y1A6614	DARNA ABHIGNA	25
54	206Y1A6615	DEVATHA RISHITHA	21
55	206Y1A6616	DONALA SAMANVI	21
56	206Y1A6617	DOODALA JAHNAVI	23

Rijan

Principal

Sumathi Reddy Institute of Technology for Women

Ananthasagar (V), Hasanparthy (M)

WARANGAL - 506 371 (TS)

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Phone no: 0870-2818302. Email: principal@sritw.org.



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57	206Y1A6618	DUGYALA SATHVIKA	19
58	206Y1A6619	GADDAM SATHWIKA	19
59	206Y1A6620	GOURU NIKSHITHA	25
60	206Y1A6621	GOVINDHULA SAHANA	25
61	206Y1A6622	GUNDA SHIVATEJASWINI	24
62	206Y1A6623	JAVERIYA SAIMEEN	21
63	206Y1A6624	JULAPELLY VARSHA	23
64	206Y1A6625	KADARLA MANASA	19
65	206Y1A6702	AKKATI SUMA SRI	19
66	206Y1A6703	ASHNA AROOSA	25
67	206Y1A6704	BHUPATHI SRAVYA	25
68	206Y1A6705	BIJJA PRIYA CHANDRIKA	24
69	206Y1A6706	BOCHU SABITHA	21
70	206Y1A6707	DEBBATA VAISHNAVI	23
71	206Y1A6708	DEERAVATH ROOPA	19

Sweetha M
Course-coordinator

Rijan

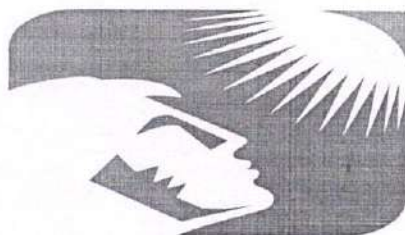
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Certificate

This certificate is awarded to ALLI KAVYA with roll number 206Y1A0503 on successful completion of course named Web Designing & Office Automation conducted from 02-09-2020 to 02-11-2020.

Ms.M.Swetha

Coordinator

Dr.E.Sudarshan

Head of the Department

Dr.I.Rajasri Reddy

Principal



Rajai
Principal

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L e a r n i n g a t i t s b e s t

Certificate

This certificate is awarded to BOLLAPELLY SINDHUJA with roll number 196Y1A0515 on successful completion of course named Web Designing & Office Automation conducted from 02-09-2020 to 02-11-2020.

Ms.M.Swetha

Coordinator

Dr.E.Sudarshan

Head of the Department

Dr.I.Rajasri Reddy

Principal



Rajai
Principal

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