V.S.R. Government Degree & P.G. College
Movva, Krishna Dt.   521135
NAAC Reaccredited with a CGPA of 2.7 score at 'B+' Grade
(Affiliated to Krishna University)
www.gdcmovva.com Email:gdcjkc.movva@gmail.com

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences.

***

Student study projects

In the academic year 2023-24, V.S.R. Govt Degree & P.G College, Movva, promoted **student study projects** as a key part of its hands-on learning approach. These projects allowed students to conduct in-depth research on specific topics, encouraging critical thinking, creativity, and problem-solving. Under faculty guidance, students explored real-world challenges related to their fields, applied theoretical knowledge, and gained practical research skills. The projects also fostered teamwork, as many were collaborative efforts that required effective communication and cooperation. Overall, student study projects enriched the learning experience by bridging academic theory with practical application, preparing students for future professional and academic pursuits.

Enclosed are sample documentary records showcasing activities from various departments.

8

DEPARTMENT OF ENGILSH

STUDY PROJECT 2023-24

ON

THE HISTORY OF

ENGLISH LANGUAGE AND LITERATURE

BY

Mr. A.N.V. Krishna Kumar

1ˢᵗ B.com(C.A) I SEMSTER

Hall ticket No.Y237223001

THE HISTORY OF ENGLISH LANGUAGE AND LITERATURE

A SMALL RESEARCH BY A STUDENT

WHAT IS LANGUAGE?

- LANGUAGE IS A STRUCTURED SYSTEM OF COMMUNICATION THAT CONSISTS OF GRAMMAR AND VOCABULARY. IT IS THE PRIMARY MEANS BY WHICH HUMANS CONVEY MEANING, BOTH IN SPOKEN AND WRITTEN FORMS, AND MAY ALSO BE CONVEYED THROUGH SIGN LANGUAGES. THE VAST MAJORITY OF HUMAN LANGUAGES HAVE DEVELOPED WRITING SYSTEMS THAT ALLOW FOR THE RECORDING AND PRESERVATION OF THE SOUNDS OR SIGNS OF LANGUAGE. HUMAN LANGUAGE IS CHARACTERIZED BY ITS CULTURAL AND HISTORICAL DIVERSITY, WITH SIGNIFICANT VARIATIONS OBSERVED BETWEEN CULTURES AND ACROSS TIME.

INDO-EUROPEAN LANGUAGE

- INDO-EUROPEAN LANGUAGES ARE THOUGHT TO HAVE ORIGINATED IN CENTRAL ASIA AROUND 6,000 YEARS AGO. FROM THERE, THE LANGUAGES SPREAD TO OTHER PARTS OF THE WORLD, INCLUDING EUROPE, ASIA, AND AFRICA.

- A COMMON VOCABULARY: MANY INDO-EUROPEAN LANGUAGES SHARE A COMMON VOCABULARY, WHICH IS A RESULT OF THEIR SHARED HISTORY. FOR EXAMPLE, THE WORDS FOR "MOTHERF AND "FATHERF ARE SIMILAR IN MANY INDO-EUROPEAN LANGUAGES.

- A COMMON GRAMMAR: INDO-EUROPEAN LANGUAGES ALSO SHARE A NUMBER OF GRAMMATICAL FEATURES. FOR EXAMPLE, MANY INDO-EUROPEAN LANGUAGES USE WORD ORDER TO CONVEY MEANING.

- A COMMON SOUND SYSTEM: INDO-EUROPEAN LANGUAGES ALSO SHARE A NUMBER OF SOUND FEATURES. FOR EXAMPLE, MANY INDO-EUROPEAN LANGUAGES HAVE A THREE-VOWEL SYSTEM, WHICH CONSISTS OF THE VOWELS /A/, /I/, AND /U/.

V.S.R. GOVERNMENT DEGREE & PG COLLEGE
MOVVA, KRISHNA DT.

Certificate

This is to certify that **Mr. A.N.V. Krishna Kumar** of I B.com Computer Applications (Major) has successfully completed A Study Project entitled *A Glimpse on the History of English Literature* during the academic year 2023-24 with his own efforts under the guidance and impetus of Department of English.

Signature of the faculty

Signature of the Principal

IN-CHARGE
Department of English
R. Govt. Degree & P.G College
Movva, Krishna (Dt.)

DECLARATION

Myself A. Naga Venkata Krishna Kumar convey my sincere and honest feelings for my lecturers who encouraged me to do this collection of information about English language, it's history, evolution, impact of different poet, Writers on the language and their contribution to English language and literature, who dedicated their literary resilience for the booming of English language globally.

Special thanks to:

English department of V.S.R.G.D.C, MOVVA.

Yours obediently,

A.N.V. Krishna Kumar

A.N.V. Krishna Kumar

VSR GOVERNMENT DEGREE AND PG COLLEGE- MOVVA

KRISHNA DISTRICT

Project: GRAMA DEVATHALU

A LITERARY INFORMATION PROJECT WORK

SPONSORED BY DEPARTMENT OF TELUGU

SUPERVISION: Smt.CH.JAGADAMBIKA

LECTURER IN TELUGU

GATHERED AND PREPARED BY: I BCom (G)   2023-2024 2sem

1. L. Tejaswi   Y232223012
2. A. Niharika   Y23 222 3002
3. K. Prasanna   Y23 222 3009
4. S. Meghana   Y23 222 3016.

గ్రామదేవతల స్వామి పేర్లు :-

మనం రకరకాల పేర్లతో పిలిచే ప్రతి గ్రామదేవత
పేరు వెనుక ఒక పరమార్థం ఉంది.

* ఊళ్ళని విడిచి పోలుగురు తెల్లే వ్యక్తుల రాకపోకల్ని గమనిస్తూ ఊరి
పొలిమేరల ఉండే తల్లి "పొలిమెరమ్మ" క్రమంగా "పోలెరమ్మ" అయింది.

* 'ఎల్ల' అంటే సరిహద్దు అని అర్థము. అందుకే 'ఎల్లమ్మ' కూడా
ఈ పనిని చేసేదన్న మాట.

* ఒక వ్యక్తికి జీవన భృతి కలిగించి పోషించే తల్లి ' పోషు + అమ్మ = పోషమ్మ
అన్నమాట. ఎల్లమ్మ తల్లి తన భక్తులకి ఎటువంటి ఎల్లఖాదు
రాకుండా నివారించిపోతే, 'పోషమ్మ' పోషణ కలిగిస్తుంది.

* ప్రతి వ్యక్తికి వింతరాలము కలిగించాలనే ఓ కట్టు [ఆజ్ఞ] పెయియో
ఆ కట్టుని మెయుగల [ఆ ఆజ్ఞనించి రక్షించాల] అమ్మ
' కట్టుపెయ్యి + అమ్మ = కట్టయెగువయమ్మ' -
కాలక్రమములో " కట్టపైనమ్మ " అయింది.

* స్పష్టమైన అమ్మ అనే అర్థములో అచ్చ [స్పష్టమని]
'సు + అచ్చ = స్వచ్ఛ' అనే రెండు పదాలు కలిసి " అచ్చమ్మ " గా
అయ్యింది. SS

* సంవత్సరానికి 15 రోజులకి ఒక్కో దేవత ఉంటుంది. 'మా పుష్పభూతకి ఉండే
అని అర్థమునకి ఆమెను " మాయమ్మయ్యకి ఈ మెప్పును చేయడం ఆది
" మయమ్మయ్మ " ఉంది.

* యాదల మనసంగి పుట్టె ఎ కొత్త పధ్ధనూ ఆది యంచినో మతి అంతి
సర్వాయద కఠిన కొరుని తళ్ళు బాధవన ప్రశ్ధంప భక్తులకు ఉదయంగా నిలిచి
తళ్ళి " మయులమ్మ "

" మయు " ఉయి అర్ధం . ఆ యుత్పలను తళ్ళు తళ్ళి " మయులమ్మ " దేయయ
ఆయమ " మయులమ్మ " గా మాఱిందె . యార్ట్స్ మయు ఉయుతకి వెళ్ళెత్తప్పును తళ్ళి శీయ బ
.8 యుల చెక్కదుం ఉంగి 8 తళ్ళిస యయ్య్యి వెళ్తుం చెప్తారు.

* సతకరునితో కలిసి అర్ధునికిన్తరి యుయుపంతి యుకుయుదెది. అంగర్కాగా కతయని
మయింద " అంగళ్యమ్మ " అయుయమ్మగా మయిరియుంది.

* యతిమయింగి మయు మయికి తళ్ళి " కటమల " ఈమె చయతల్లి చెప్తురు చర్తు ఉదయాయు
అయుదును కళిచెని యామె కటలాయు అయుతదయు కలించిగళాయు గాయయనితి
యయుదలి చెప్తుగికి అర్ధ యాలకటుకి. ఈ.మయుత

* యయుల బాగా 'యదరెంగి చయతుంగి యుదె దేయత తళ్ళి " పుత్తుయమ్మ " ఈయు సమించి
ఈకి పుత్తుయయాయు. ఆయమ సయుయమ్మదయ్యి పుష్తికి అయదును యుత్తులి యను యిస్తద
తి తళ్ళికి " సాగ్ష్యమ్మ " అని నయును ఉత్తారు ' యను [ఈయుయమయుయు] + ఉదర=యయు
అని నయను ఉదయాయు. సయుయమ్మత్తిళ్ళరయు మయుయబి . సల్ప్యు+ అమ్మ=సల్తయమ్మ
నయను గ్రైయమంగా ఉది.

ఒకమెక తొలగసిన ఎర్రన్ని అంటలనూ ఇచ్చి తల్లి ఒకుసెత్తి

గాయపడెటు యువతిని చూసి (కనీ) అమ్మ "ఎన్నెయమ్మ" గు అప్పుడు

సత్తెన్ని (సిరుగనాల) చూస్తూఉంటే తల్లి 'సత్తి + అమ్మ = సత్తెమ్మ

అలాగె ఎర్ర (ప్రేమసూచన పెట్టిన్ని) అమ్మ "పల్లెయమ్మ" (తటి దెయ్యాన్ని

అంటి పట్టగు పరిశీలించి చూస్తూ తెల్టి ఈమ ఎల్లెయమ్మ అయింది.

★ ఇదె ఊరి సాహితాంర్యనకి న్యాయ్యాన్ని అక్కాయుసాని చూటవమ్న

తల్లి 'అక్కిర + అమ్మ = అక్కాలమ్మ' వెయవంగా అప్పులమ్మ"

అయింది.

★ చెల్లెయు బాగా మన్ను యుంటాలంగి ఈ తల్లికి అక్కల బాగు

ద్గ్యమంటూ భాదియె అక్కాల అక్కాల + అమ్మ = 'అప్పులమ్మ'

అన్నెరు.

★ అమ్మయల్లో మంచెగింపని అన్నుటెన్ను తన్నెగి బాలా దెయ్యర

సుంటి మతాన్నకి 'నయమైన తల్లి అయినది' అంటె (ఊరి)

+ అమ్మ = మంటెయమ్మ.

★ భూతనార్కు ఇంచెంచల తల్లి అని అర్థయురి 'చినరాల

(భూతనున్ని ఎయానకి పెత్తతి) + అమ్మ = చినాలయమ్మ'.

* భోజనాన్ని అందించగల తల్లి తన అర్ధయితో 'బోనయుల
(భోజనమనే పదానికి ఎక్కువ) + అమ్మ = బోనాలమ్మ'.

* తయ్యి తయిన సంకరునికి అమ్మ (భార్య) కాబట్టి ఈమెను
'తయ్యమ్మ' ని కొన్ని చోట్ల పిలుస్తారు.

* లలితాంబ భండాసురున్ని చంపేందుకు గుర్రాల మీద కుర్చీ గన
స్త్రీ సైనికుల సైన్యముతో వెళ్ళినది కాబట్టి 'గుర్రాల + అమ్మ
= గుర్రాలమ్మ' తయినది.

* ఊరు పేరుని బట్టి పేర్చుకొన్న దేవతలు కొందరున్నారు.
'సోమప్రోలు + అంబ = సోమపోలమాంబ' అన్నారు.
సోమప్రోలు అన్న గ్రామము ఉత్తరాంధ్ర శ్రీకాకుళం జిల్లాలోని
సోంపేట.

* సీతాదేవి వనవాసం చేసిన సమయంలో గౌతమ నదిలో స్నానం
చేసి వనదేవతలను పూజించగా ఆమె ప్రత్యక్షమైనదని అప్పటి
నుంచి తీరిన కోర్కెలు తీర్చే తల్లిగా పూజలు అందుకుంటుంది
అని ప్రసిద్ధికెక్కిన తల్లి తూర్పు గోదావరి జిల్లా కొత్తపేట మండలం
లోని మానెపల్లె అన్న గ్రామంలో ఉన్న 'పళ్ళెలమ్మ' లేక
పళ్ళయంబెక. ఇక్కడ వెలసిన అమ్మ మారిన ఈ గ్రామస్తుల
కాళ్ళకా దేవి తయారంగా భావించి పూజిస్తారు. ఈ శిలయంలో
అమ్మయారు పాలు పై పాలు వేసుకుని భక్తులకు దర్శమిస్తారు. ఈ
అయ్యవారి పాదాల కింద నక్కను చూక్కి ఉండటం విశేషం.
చెంద్రప్రదేశ్ లోని పలు గ్రామాల్లో ఈ అయ్యవారి విగ్రహం
ఉండటం విశేషం...

స్వస్తి !

AN INTERNSHIP REPORT ON

COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE

Submitted in accordance with the requirement for the degree of B.A

Under the Faculty Guidance of

Dr. M. Sundara Rao

V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

Submitted by:

P. Sri Lakshmi

Reg No: 2129223036022

VSR. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

KRISHNA UNIVERSITY

PROGRAME BOOK FOR LONGTERM INTERNSHIP

LOCAL PHYSICAL

Name of the Student   : P. Sri Lakshmi

Name of the College   :   V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

Registration No   :   2129223036022

Period of Internship From   15th February 2024 to 15th May 2024

Name & Address of the Intern Organization: THOUGHTWAVE SOFTWARE AND SOLUTIONS,

CHALLAPALLI / HYDERABAD / VISAKHAPATNAM

/AUSTIN / SPRINGDALE / AURORA

KRISHNA UNIVERSITY

2023-2024

AN INTERNSHIP REPORT ON

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HEAD OF THE DEPARTMENT

VSR. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

Submitted by:

P. Sri Lakshmi

Reg No: 2129223036022

V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

VSR. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

CERTIFICATE

This is to certify that is the bona-fide record of the project work carried out by P. Sri Lakshmi, Reg. No: 2129223036022 partial fulfillment of the requirement for the award of the degree B.A.

Lecturer   **Head of the Department**

THOUGHTWAVE
INFO SYSTEMS INDIA PVT.,LTD.,

CERTIFICATE
OF INTERNSHIP

This is to Certify that .... *P. Sri Lakshmi* ....

....

has under gone training under Internship / Skill Development

Programme conducted By Thoughtwave Info Systems

India Pvt. Ltd. From..15th February 2024... to....15th May 2024.....

in the Course of..*Computer Fundamentals and Microsoft Office*....

Rajendra Ambati

Operational Manager

VSR. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

DECLARATION

I P. Sri Lakshmi, Reg No: 2129223036022 hereby declare that the project report title COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE under the guidance of Dr. M Sundara Rao is submitted in partial fulfillment of the requirements be the award of the BA. This is a record of bona-fide work carried out by me and the results embodied I this project report not been reproduced or copied from any source. The results embodied in this project report have not been submitted to any other university or institute for the award of any other degree.

Signature of the Student

Acknowledgement

I wish to express my derp sense of gratitude to our Honorable Commissioner of Collegiate Education, Govt. of AP, for giving me this opportunity and this encouragement to do this project. I would like to place my graceful thanks to UGC, APSCHE and KRISHNA UNIVERSITY for placing Long Term Project in our UG Curriculum. I am very thankful to, ***Dr.S MADHAVI,*** M.sc, Ph.D Principal, **V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA** to take up this project.

I would like to express my deep sense of gratitude to my Project Mentor *Dr.M. Sundara Rao* Lecturer in ARTS for his/her guidance and support given to me throughout the project work. I am very thankful for his/her constant encouragement, accessibility and valuable suggestions. I wish to express my thanks to other Staff Member in the department of ARTS for providing valuable suggestions regarding this work.

I am extending my heart full thanks to my village people and respondents of my project questionnaires for filling the questionnaires with a lot of patience. Without their cooperation support, it would have been impossible for me to complete this project work. I would like to take this opportunity to express my deepest appreciation and gratitude to my parents, friends and other people who have contributed to the completion of this work.

P. Sri Lakshmi
REG.NO: 2129223036022

Contents

Abstract

Computer fundamentals encompass the foundational principles and components of computing systems. This includes understanding the hardware components such as the central processing unit (CPU), memory (RAM), storage devices (hard drives, solid-state drives), input/output devices (keyboard, mouse, monitor), and networking components (routers, modems). Additionally, software concepts such as operating systems (Windows, macOS, Linux), programming languages, and application software are essential aspects of computer fundamentals.

Operating systems serve as the intermediary between users and computer hardware, facilitating interaction and resource management. Understanding the functionalities and features of different operating systems is crucial for navigating computing environments effectively. Moreover, familiarity with programming languages enables users to develop software applications, automate tasks, and manipulate data.

Microsoft Office suite comprises a collection of productivity software applications developed by Microsoft Corporation. The suite typically includes Word for word processing, Excel for spreadsheet analysis and data manipulation, PowerPoint for creating presentations, and Outlook for email management and communication. These applications are widely used in personal, academic, and professional settings for tasks such as document creation, data analysis, presentation design, and email communication.

Proficiency in Microsoft Office suite applications is highly valued in various industries and occupations due to their versatility and widespread adoption. Advanced features and functionalities within each application allow users to create professional-looking documents, analyze complex datasets, design engaging presentations, and manage communication effectively. Moreover, integration between Microsoft Office applications facilitates seamless workflow and collaboration among users.

In summary, computer fundamentals provide the groundwork for understanding the core principles and components of computing systems, while proficiency in Microsoft Office suite applications equips users with essential tools for productivity and communication in today's digital age. By mastering both computer fundamentals and Microsoft Office suite, individuals can enhance their skills, productivity, and competitiveness in the evolving landscape of technology and information.

ORGANIZATION PROFILE

About Us

Thoughtwave Software and Solutions Inc. which is headquartered in Aurora, Illinois. Being In business since 2003 and steady year over year growth. We have branches in USA (Aurora, Springdale, Austin) and India (Hyderabad and Visakhapatnam)

We as a company have a group of people who are experienced, intelligent, self-motivated and willing to go to any lengths to satisfy the clients not only with delivering quality services on time but in most cases even less than the budget. The advantage of buying a consulting service from us may include a single person or group of people to make that engagement a success. We give individual attention to every client but not based on the size of the contract/size of the organization we are dealing with.

Our Motto

Our company's motto is based on a simple principle of providing our clients with better Customer satisfaction through our superior services and quality. We will find you the right technical talent at the right time and that's the main challenge faced by IT administrators today. Thoughtwave was founded by a group of managers and executives from leading international corporations, we have partners and people who are consulting for the past 15 to 20 years and worked on different cycles of software development cycle. Thoughtwave is an IT Staffing, & Web Solutions Provider [CRM, CMS, Ecommerce, Email Marketing, Search Solution, Collaboration Systems] that offers a wide array of solutions for a range of key verticals like Retail, Wholesale, Healthcare, Legal & Accounting Firms with less than 50 million Revenue. Starting from the strategy consulting right through to implementing IT solutions for clients. Our focus is Small & Medium size companies. Based on years of experience implementing High end solutions to fortune 500 companies, we have developed a strategy based on Open source solutions that will fulfill 90% or more functionality of high end solutions for a fraction of the cost especially in Content Management Systems (Internal & extra-net web sites), Customer Relationship Management Applications, Ecommerce Applications, Email Marketing Applications, Search Solutions, Collaboration Systems.

Our Working Model

At Thoughtwave, freedom inspires ideas and the working environment nurtures excellence. The knowledge of one becomes the knowledge of all, shared on a common platform. By providing unlimited access to the latest in technology, Thoughtwave helps its people stay at the leading edge of software engineering skills. Since our employees are the primary contact point between our company and customers, we realize that employee satisfaction is the key to deliver customer satisfaction.

We engineer meaningful technology solutions to help businesses and societies flourish. Some believe in the power of numbers. Some believe in the power of technology. We believe in the power of people. And the impact people can have on technology. Our roots grew from this

belief that people with diverse points of view could come together to build a different kind of technology company. One that puts people who work with us, first. And this belief drives our vision for tomorrow to build technology experts who are focused on one goal: helping our clients succeed.

Today, a wealth of information is opening up a world of possibilities. Realizing those possibilities takes more than numbers. It takes more than technology. It takes people. People who can turn the potential of information into meaningful solutions. Solutions that simplify businesses. Improve governments. Propel societies forward.

Careers

At Thoughtwave, we treat our employees like family. After all, our business is built upon, and our reputation is spread by, our people – so it's important to us to keep them satisfied.

Thoughtwave has been built by managers and consultants that sought to make a difference. We offer challenging projects that meet your qualifications and interests, and career opportunities including promotions within the organization. We provide an open door policy and a nondiscriminatory work environment. We offer a competitive remuneration and benefits package to provide the stability required while performing assignments. Thoughtwave also provides ongoing training and support and even legal assistance.

If you are a talented professional and are convinced that working smart is as important as working hard, call us at Thoughtwave. You will find intellectuals that will be delighted to talk to you.

Employee Benefits Thoughtwave offers competitive pay both to its hourly consultants and to Staff Consultants (salaried employees with full benefits). Our benefits program is comprehensive and includes health care, dental care. Our benefits package also includes dependent insurance coverage. Other benefits include paid holidays, and vacation.

Employee Benefits

P.P.O. Health Plan – Includes medical, dental, prescription drug and vision care with single nominal employee contribution. Plus, there is virtually no waiting – you can enroll after just 30 days of employment.

Company Paid Life and Disability Insurance

Generous Paid Time Off – Includes ample vacation, personal/sick time and paid holidays.

Training & Education – New Employee training programs along with continual education based on job role is provided as part of a comprehensive organizational development program.

"Thoughtwave Software and Solutions Inc is an Equal Opportunity Employer"

AN INTERNSHIP ON

COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE

Introduction:

In the rapidly evolving landscape of technology, computer fundamentals and proficiency in software applications play pivotal roles in shaping personal, academic, and professional endeavors. Understanding the foundational principles of computing systems and harnessing the power of productivity software are essential for navigating the complexities of the digital age. This introduction serves as a gateway to explore the multifaceted realm of computer fundamentals and the practical applications of Microsoft Office suite, illuminating their significance and relevance in today's interconnected world.

Computer fundamentals encompass a broad spectrum of concepts and components that form the backbone of modern computing systems. At its core, computer fundamentals entail understanding the interplay between hardware and software elements that enable the functionality and operation of digital devices. From the central processing unit (CPU) to input/output devices and networking components, each hardware component plays a crucial role in facilitating user interaction and data processing. Moreover, software concepts such as operating systems, programming languages, and application software are integral aspects of computer fundamentals, shaping the user experience and determining the capabilities of computing systems.

Operating systems serve as the bridge between users and computer hardware, providing a platform for managing resources, executing applications, and facilitating communication between different software components. Whether it's the familiar interface of Windows, the versatility of macOS, or the flexibility of Linux, understanding the functionalities and features of various operating systems is essential for navigating computing environments effectively. Moreover, proficiency in programming languages empowers users to develop software applications, automate tasks, and manipulate data, thereby unlocking endless possibilities for innovation and problem-solving in diverse domains.

In parallel, the Microsoft Office suite stands as a cornerstone of productivity software, offering a comprehensive set of tools for document creation, data analysis, presentation design, and communication. With applications such as Word, Excel, PowerPoint, and Outlook, Microsoft Office suite caters to a wide range of user needs across personal, academic, and professional domains. Word enables users to create and format documents with ease, Excel provides powerful tools for analyzing and visualizing data, PowerPoint facilitates the design of engaging presentations, and Outlook streamlines email management and communication.

Proficiency in Microsoft Office suite applications is highly valued in today's digital-centric workforce, as they provide users with essential tools for productivity, collaboration, and

communication. Advanced features and functionalities within each application empower users to streamline workflows, enhance efficiency, and achieve professional results with ease. Moreover, integration between Microsoft Office applications facilitates seamless collaboration and information sharing among users, fostering productivity and teamwork in diverse settings.

In conclusion, computer fundamentals and proficiency in Microsoft Office suite applications are indispensable skills in the digital age, empowering individuals to navigate technological challenges and harness the full potential of computing systems. By understanding the foundational principles of computing and mastering productivity software tools, individuals can enhance their productivity, creativity, and competitiveness in an increasingly interconnected and technology-driven world. This paper aims to delve deeper into these topics, providing insights, guidance, and practical tips for readers to develop their skills and succeed in today's digital landscape.

Computer Fundamentals:

Computer fundamentals encompass a broad range of essential concepts and components that form the foundation of modern computing systems. These fundamentals include:

1. **Hardware Components:** This encompasses the physical parts of a computer system, including the central processing unit (CPU), memory (RAM), storage devices (hard disk drives, solid-state drives), input devices (keyboard, mouse), output devices (monitor, printer), and networking hardware (routers, modems).

2. **Software:** Software refers to the programs, applications, and operating systems that enable computers to perform various tasks. This includes operating systems like Windows, macOS, and Linux, as well as application software such as word processors, web browsers, and multimedia players.

3. **Operating Systems (OS):** Operating systems serve as the interface between the hardware and software of a computer system. They manage resources, facilitate communication between hardware and software components, and provide a platform for executing applications.

4. **Data Representation:** Understanding how data is represented and manipulated within a computer system is fundamental to computer science. This includes binary representation (using 0s and 1s), data encoding schemes (ASCII, Unicode), and data structures (arrays, linked lists, trees).

5. **Networking Concepts**: Networking fundamentals cover the principles and technologies behind computer networks, including local area networks (LANs), wide area networks (WANs), the Internet, protocols (TCP/IP, HTTP, FTP), and network security.

6. **Algorithms and Programming**: Algorithms are step-by-step procedures or formulas for solving problems. Programming involves writing code using programming languages like Java, Python, C++, etc., to implement algorithms and create software applications.

7. **Computer Architecture**: Computer architecture refers to the design and organization of computer systems, including the structure of the CPU, memory hierarchy, instruction set architecture, and input/output systems.

8. **Digital Logic**: Digital logic is the foundation of digital electronics and computer systems. It includes Boolean algebra, logic gates (AND, OR, NOT), combinational and sequential circuits, and finite state machines.

9. **System Security**: Understanding system security involves knowledge of cybersecurity principles, threats, vulnerabilities, encryption techniques, access control mechanisms, and best practices for securing computer systems and networks.

10. **Ethical and Legal Considerations**: Computer fundamentals also encompass ethical and legal considerations related to technology use, including privacy concerns, intellectual property rights, software licensing, and ethical behavior in the digital realm.

Overall, computer fundamentals provide the essential knowledge and skills needed to understand, use, and manage computer systems effectively in various personal, academic, and professional contexts.

Fundamentals of Computer

- What is Computer
- Functions of Computer
- Types of Computer
- Generations of Computer
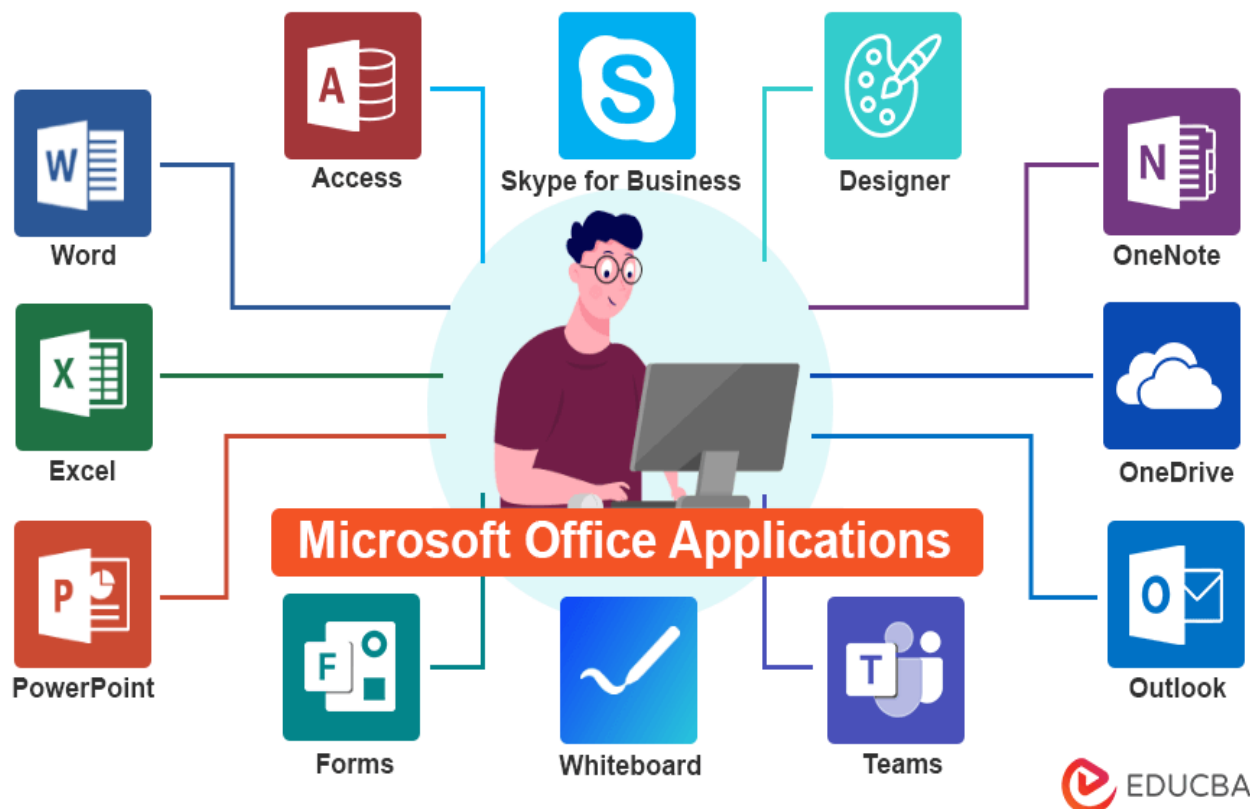- Advantages of Computer

Microsoft Office:

Microsoft Office is a suite of productivity software applications developed by Microsoft Corporation. It is one of the most widely used software suites in the world, serving millions of users across personal, academic, and professional settings. Microsoft Office provides a comprehensive set of tools for creating, editing, managing, and sharing documents, spreadsheets, presentations, emails, and more. The suite typically includes several core applications, each designed to address specific needs and tasks:

1. **Microsoft Word**: Word is a word processing application that allows users to create and format text-based documents. It offers a wide range of features for text editing, formatting, spell-checking, and document organization. Users can also insert images, tables, charts, and other multimedia elements into their documents.

2. **Microsoft Excel**: Excel is a spreadsheet application used for data analysis, calculation, and visualization. It provides powerful tools for creating and managing spreadsheets, performing mathematical and statistical functions, and generating charts and graphs. Excel is widely used for tasks such as budgeting, financial analysis, inventory management, and data reporting.

3. **Microsoft PowerPoint**: PowerPoint is a presentation software that enables users to create dynamic and visually appealing slideshows. It offers a variety of slide layouts, themes, and animation effects to enhance presentations. Users can add text, images, videos, and audio to their slides, as well as incorporate charts, diagrams, and other visual aids to convey information effectively.

4. **Microsoft Outlook**: Outlook is an email client and personal information manager that helps users manage their email, contacts, calendars, tasks, and notes. It supports multiple email accounts, allowing users to send, receive, and organize emails efficiently. Outlook also offers features such as scheduling meetings, setting reminders, and syncing data across devices.

In addition to these core applications, Microsoft Office may also include other productivity tools such as OneNote (note-taking), Access (database management), Publisher (desktop publishing), and Visio (diagramming and flowcharting). These applications are designed to work seamlessly together, allowing users to integrate data and content across different formats and collaborate on projects more effectively.

Microsoft Office is available in various editions and subscription plans, including Office 365 (now Microsoft 365), which provides access to the latest versions of the software applications as well as cloud-based storage and collaboration features. Whether used for personal, academic, or professional purposes, Microsoft Office remains a ubiquitous and indispensable tool for productivity and communication in the digital age.

Role Of Computer Fundamentals And Microsoft Office In Now-a-days:

In today's digital age, computer fundamentals and Microsoft Office play indispensable roles in various aspects of personal, academic, and professional life:

1. **Efficiency and Productivity**: Computer fundamentals provide the foundational knowledge necessary to navigate and utilize computing systems effectively. Understanding hardware components, software principles, and operating systems enables individuals to optimize their use of technology, leading to increased efficiency and productivity in tasks ranging from document creation to data analysis.

2. **Communication and Collaboration**: Microsoft Office suite, with its versatile applications like Word, Excel, PowerPoint, and Outlook, facilitates communication and collaboration in both personal and professional settings. Word enables users to create and share documents seamlessly, Excel allows for collaborative data analysis and budgeting, PowerPoint helps in designing engaging presentations, and Outlook streamlines email communication and scheduling.

3. **Education and Learning**: Computer fundamentals serve as the building blocks for digital literacy and technological fluency, which are essential skills in today's educational landscape. Proficiency in Microsoft Office suite applications is often a requirement for academic success, as students use these tools for assignments, presentations, research, and collaboration with peers and instructors.

4. **Workplace Efficiency**: In the professional realm, computer fundamentals and Microsoft Office skills are highly valued by employers across industries. Proficiency in these areas enables employees to perform tasks more efficiently, communicate effectively with colleagues and clients, analyze data to make informed decisions, and create professional-quality documents and presentations.

5. **Remote Work and Collaboration**: With the rise of remote work and virtual collaboration, computer fundamentals and Microsoft Office suite have become even more essential. These tools enable individuals and teams to collaborate effectively from anywhere in the world, leveraging features like cloud storage, real-time editing, and video conferencing to work together seamlessly.

6. **Entrepreneurship and Small Business Management**: For entrepreneurs and small business owners, computer fundamentals and Microsoft Office suite provide the necessary tools to launch, manage, and grow their ventures. From creating business plans and financial reports to managing customer communications and marketing materials, these tools empower individuals to run their businesses efficiently and effectively.

7. **Personal Organization and Creativity**: Beyond the professional sphere, computer fundamentals and Microsoft Office suite contribute to personal organization, creativity, and self-expression. Whether it's organizing personal finances in Excel, creating family newsletters in Word, or designing photo albums in PowerPoint, these tools enable individuals to express themselves and manage their lives digitally.

Benefits Of Computer Fundamentals:

In summary, computer fundamentals and Microsoft Office suite play integral roles in today's society, shaping how we work, communicate, learn, and create. By mastering these tools and concepts, individuals can harness the power of technology to enhance their productivity, efficiency, and creativity in all aspects of life.

Computer fundamentals and proficiency in Microsoft Office offer numerous benefits in various aspects of personal, academic, and professional life:

1. **Enhanced Productivity**: Understanding computer fundamentals enables individuals to use technology more efficiently, leading to increased productivity in tasks such as document creation, data analysis, and communication. Proficiency in Microsoft Office suite applications streamlines workflows, reduces manual effort, and enables users to accomplish tasks more quickly and effectively.

2. **Improved Communication**: Microsoft Office suite applications, particularly Outlook for email management, facilitate clear and efficient communication in both personal and professional settings. Users can compose, send, and organize emails seamlessly, schedule meetings, and collaborate with colleagues and clients, leading to improved communication and coordination.

3. **Versatility and Flexibility**: Computer fundamentals and Microsoft Office suite offer versatile tools that can be adapted to a wide range of tasks and purposes. Whether creating documents, analyzing data, designing presentations, or managing emails, the suite's applications provide flexibility and customization options to meet diverse needs and preferences.

4. **Professionalism and Quality**: Proficiency in Microsoft Office suite enables users to create professional-quality documents, presentations, and reports. Advanced features and templates in applications like Word, Excel, and PowerPoint help users design visually appealing and polished materials, enhancing their professionalism and credibility in academic and professional environments.

5. **Collaboration and Teamwork**: Microsoft Office suite facilitates collaboration and teamwork by allowing multiple users to work on documents, spreadsheets, and presentations

simultaneously. Features like real-time editing, comments, and track changes enable seamless collaboration among team members, leading to increased efficiency and better outcomes for projects and tasks.

6. **Data Analysis and Decision-Making**: Proficiency in Microsoft Excel empowers users to analyze data, generate insights, and make informed decisions. Advanced functions, formulas, and visualization tools in Excel enable users to manipulate and interpret data effectively, leading to better decision-making and problem-solving in academic, professional, and personal contexts.

7. **Career Advancement**: Proficiency in computer fundamentals and Microsoft Office suite is highly valued by employers across industries. Individuals with strong technical skills and expertise in these areas are often sought after for various roles and positions, leading to enhanced career prospects and opportunities for advancement.

8. **Digital Literacy**: Computer fundamentals and Microsoft Office suite contribute to the development of digital literacy skills, which are essential for success in the modern world. By mastering these tools and concepts, individuals gain the knowledge and confidence to navigate technology effectively, stay informed, and adapt to evolving digital environments.

computer fundamentals and proficiency in Microsoft Office suite offer numerous benefits, including enhanced productivity, improved communication, versatility, professionalism, collaboration, data analysis capabilities, career advancement opportunities, and digital literacy skills. By mastering these tools and concepts, individuals can unlock their full potential and thrive in today's technology-driven world.

Real-time technical skills used to learn computer fundamentals and Microsoft Office include:

1. **Hands-On Practice**: Actively engaging with computer hardware components and software applications is essential for learning computer fundamentals. This includes assembling and disassembling computer hardware, installing operating systems, and configuring software settings. Similarly, practicing tasks such as document creation, spreadsheet analysis, presentation design, and email management in Microsoft Office suite applications enhances proficiency and familiarity with the software.

2. **Virtual Labs and Simulations**: Virtual labs and simulations provide a safe and interactive environment for practicing computer fundamentals and Microsoft Office skills. These tools allow users to experiment with hardware configurations, perform software installations, and simulate real-world scenarios without the risk of damaging physical equipment or data loss.

3. **Online Tutorials and Courses**: There are numerous online tutorials and courses available that cover computer fundamentals and Microsoft Office suite in-depth. These resources often include video lectures, interactive exercises, quizzes, and hands-on projects to reinforce learning. Platforms like Coursera, Udemy, and LinkedIn Learning offer a wide range of courses tailored to different skill levels and learning objectives.

4. **Interactive Learning Platforms**: Interactive learning platforms provide a dynamic and engaging learning experience for mastering computer fundamentals and Microsoft Office skills. Platforms like Codecademy, Khan Academy, and Code.org offer interactive tutorials, coding challenges, and virtual labs to help users develop technical skills and problem-solving abilities in a hands-on manner.

5. **Community Forums and Discussion Groups**: Participating in online forums and discussion groups related to computer fundamentals and Microsoft Office allows learners to connect with peers, ask questions, and share knowledge and experiences. Platforms like Stack Overflow, Reddit, and Microsoft Community provide valuable resources and support for troubleshooting technical issues and seeking guidance from experts.

6. **Project-Based Learning**: Engaging in project-based learning activities is an effective way to apply computer fundamentals and Microsoft Office skills in real-world scenarios. Projects could include creating a business plan in Microsoft Word, analyzing financial data in Excel, designing a presentation in PowerPoint, or setting up a network infrastructure using computer hardware components.

7. **Certifications and Exams**: Pursuing industry-recognized certifications, such as CompTIA A+, Microsoft Office Specialist (MOS), or Microsoft Certified: Modern Desktop Administrator Associate, validates proficiency in computer fundamentals and Microsoft Office suite. These certifications often require passing exams that assess practical skills and knowledge in specific areas of computer technology and software applications.

By leveraging these real-time technical skills and resources, learners can develop a strong foundation in computer fundamentals and proficiency in Microsoft Office suite, empowering them to succeed in various personal, academic, and professional endeavors.

Conclusion

In conclusion, the mastery of both computer fundamentals and the Microsoft Office suite represents a fundamental cornerstone in navigating today's digital landscape. Computer fundamentals serve as the bedrock upon which our understanding of technology is built, providing essential insights into the intricate workings of hardware, software, and networking systems. By grasping concepts such as data representation, operating systems, and digital logic, individuals are equipped with the foundational knowledge necessary to harness the power of computing technology effectively.

Moreover, proficiency in the Microsoft Office suite elevates one's ability to communicate, collaborate, and create in both personal and professional spheres. From crafting polished documents in Word to analyzing complex data sets in Excel, each application offers a suite of powerful tools designed to streamline workflows and enhance productivity. PowerPoint empowers users to design captivating presentations, while Outlook facilitates seamless email management and scheduling, fostering effective communication and organization.

The symbiotic relationship between computer fundamentals and Microsoft Office suite proficiency becomes increasingly evident in today's interconnected world. Whether pursuing academic endeavors, navigating the demands of the workplace, or simply managing daily tasks, these skills serve as invaluable assets. They enable individuals to adapt to evolving technological landscapes, leverage digital tools for innovation and problem-solving, and thrive in an increasingly digitized society.

Furthermore, the acquisition of these skills goes beyond mere technical proficiency—it cultivates essential qualities such as critical thinking, adaptability, and digital literacy. By mastering computer fundamentals, individuals develop a deeper understanding of the ethical and societal implications of technology, empowering them to navigate digital challenges with responsibility and mindfulness.

In essence, computer fundamentals and Microsoft Office suite proficiency represent more than just technical prowess; they are catalysts for personal and professional growth in the digital age. As we continue to embrace technological advancements and innovations, these skills will remain indispensable in shaping our digital identities, enhancing our capabilities, and unlocking new opportunities for success and advancement. By investing in the mastery of these foundational skills, individuals lay the groundwork for a future characterized by innovation, efficiency, and empowerment in the digital realm.

Student Self Evaluation of the Long-Term Internship

Student Name: P. Sri Lakshmi   **Registration No: 2129223036022**

Organization Name & Address: THOUGHTWAVE SOFTWARE AND SOLUTIONS,

CHALLAPALLI / HYDERABAD / VISAKHAPATNAM /AUSTIN / SPRINGDALE / AURORA

Term of Internship: **From:**   **To :**

Date of Evaluation:

Please rate your performance in the following areas:

Rating Scale: **Letter grade of CGPA calculation to be provided**

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	**OVERALL PERFORMANCE**	**1**	**2**	**3**	**4**	**5**

Date: **Signature of the Student**

Evaluation by the Supervisor of the Intern Organization

Student Name: P. Sri Lakshmi   **Registration No: 2129223036022**

Term of Internship: **From:**   **To :**

Organization Name & Address: THOUGHTWAVE SOFTWARE AND SOLUTIONS,

CHALLAPALLI / HYDERABAD / VISAKHAPATNAM /AUSTIN / SPRINGDALE / AURORA

Name of the Supervisor: Ambati. Rajendra, 9491729205

Date of Evaluation:

Please rate the student's performance in the following areas:

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	**OVERALL PERFORMANCE**	**1**	**2**	**3**	**4**	**5**

Date: **Signature of the Supervisor**

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: **P. Sri Lakshmi**

Programme of Study: COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE

Year of Study: **2024**

Group: **B.A**

Register No/H.T. No: **2129223036022**

Name of the College: : V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

University: : KRISHNA UNIVERSITY

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date: **Signature of the Faculty Guide**

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: **P. Sri Lakshmi**

Programme of Study: **COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE**

Year of Study: **2024**

Group: **B.A**

Register No/H.T. No: **2129223036022**

Name of the College: V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

University: KRISHNA UNIVERSITY

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		**200**	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

College: VSR Govt Degree P.G College Movva.
Course: B.A. H.E.P
Semester: 6th
Exam Pattern: CBCS

Krishna University

Long Team Internship

Academic Year: 2023-24
Course: III Year
Subject/Paper: 6*01 I-AVS20PE Internship +5

SNO	Hall Ticket Number	Name of the Student	Exam Attendance	Practical Log Marks (10)	Presentation Marks (10)	Internship Evaluation Internal Marks (30)	Total	Internship Evaluation (80)	Offline (20)	Viva (50)	Total (150)	Grand Total EG-50M Prtl (200)
1	212922036002	A Sandeep	Prest	08	09	25	42	60	12	35	107	42+107=149
2	36004	A Chandu Babu	present	08	07	210	35	45	10	30	85	35+85=120
3	36005	B. Manikanta	present	08	07	210	35	60	13	35	108	35+108=143
4	36006	ch Deelip	present	05	05	20	30	60	13	35	108	30+108=138
5	36010	G Jyothi chagan	presit	05	05	20	30	45	10	30	85	30+85=115
6	36011	J. SaiRam	presil	05	05	20	30	60	12	33	105	30+105=135
7	36012	J prasanna Kuma)	preset	07	08	20	35	50	10	30	90	35+90=125
8	36013	J Swathi	present	07	08	20	35	55	10	30	95	35+95=140
9	36015	K Bharath Kuma)	present	08	07	25	40	60	10	30	100	40+100=140
10	36016	K Rajesh	presuf	08	07	25	40	60	12	35	107	40+107=147
11	36018	K Meghanath	present	07	07	20	34	55	10	30	95	34+95=129
12	36019	K Tanvish Mohan	present	04	04	18	26	—	Absent	—	—	—
13	36021	N Naga Venkata Swami	preset	08	09	25	42	50	12	30	92	42+92=132
14	360221	P Sri Lakshmi	present	09	08	25	42	60	15	37	112	42+112=154
15	360223	P Kiran	present	08	07	25	40	55	12	35	102	40+102=142
16	360225	S Veera Venkata Abhiram	present	05	05	20	30	57	12	30	99	30+99=129
17	360226	S Uday Kiran	present	05	05	25	35	62	13	34	109	35+109=144
18	360227	S Anjaneyulu	presit	04	03	18	25	50	10	25	85	25+85=110
19	360228	U. Pavani	presil	08	07	25	40	65	14	32	111	40+111=151
20	36029	V Jayanth Kuma)	presat	08	08	20	36	55	10	27	92	36+92=128
21	36030	V. Supriya	present	08	07	28†	36	60	12	30	102	36+102=138

Mohan

Lecturer in Political Science

V.S.R. Government Degree & P.G. College
Movva, Krishna DT. 521135
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(Affiliated to Krishna University)
www.gdcmovva.com Email:gdcjkc.movva@gmail.com

Activity at a Glance

LONG TERM INTERNSHIP

Date	18-02-2024 to 15-05-2024
Topic	Long-Term Internship - Store Associate at DMart, Vijayawada
Programme	VI Semester Students
No. of Students Attended	11
Guide	Dr. A.V.V.V.Malleswaramma, Lecture in English, V.S.R.G..D.C., Movva
Objectives	To provide practical, hands-on training for students to gain knowledge on real-world situations, industry insights, develop essential skills, and build professional contacts.
Outcome	❖ Develop technical skills through valuable experience and ❖ guidance from seasoned professionals. ❖ Strengthen foundational soft skills like teamwork, time management, adaptability, and problem-solving. ❖ Every learning opportunity that comes the way of the students during the internship for professional growth.
Brief Report	❖ Includes research experience. ❖ Provides work experience. ❖ Offers mentorship opportunities. ❖ Provides access to a variety of tasks and departments. ❖ Creates a professional network. ❖ Offers career guidance. ❖ Creates a strong resume. ❖ Builds confidence.

Long Term Internship 2023-24

S.No	Name	Reg. No.	Topic		From	To	E-mail	Signature
1	R Devi Priya	21292830 6043	Stock Allocies	150	18-3-2024			R Devi Priya
2	S Sneha Devi	6044	and	100		15-3-2024		S Naga Kumar
3	S Naga Kumar	6045	Demand	120				
4	S Vijay Kumar	6046		110				
5	S Likhitha	6047		115			S Likhitha
6	S Akhil Prem	6048		120			S A P Siddarth
7	T Baby Sai	6050		120			T Baby Sai
8	T Aparna Sai	6051		90			T Aparna Sai
9	T Teja	6052		100			T Teja
10	N Aparna	6054		110			
11	V Naga Malli	6054		110			
12	V Bhargav	6056		100			V Bhargav

Mentor

PRINCIPAL
V.S.R. Govt. Degree & P.G. College
MOVVA-521135, Krishna Dt., A.P.

6WH7+FQW, Movva, Andhra Pradesh 521135, India
Movva
Andhra Pradesh
India
2024-05-10(Fri) 11:47(AM)
36°C
97°F

6WH7+FQW, Movva, Andhra Pradesh 521135, India
Movva
Andhra Pradesh
India
2024-05-10(Fri) 11:49(AM)
36°C
97°F

SHORT TERM INTERNSHIP

Date	14-05-2024 to 30-06-2024
Topic	Long-Term Internship on Python with Data Analysis & Digital Marketing and Management & Rekonnect Skill
Programme	IV Semester Students II Bcom CA
No. of Students Alloted	O4
Guide	Dr. A.V.V.V.Malleswaramma, Lecture in English, V.S.R.G..D.C., Movva

Date	14-05-2024 to 30-06-2024
Topic	Long-Term Internship – Digital Marketing and Management
Programme	IV Semester Students II Bcom CA
No. of Students Alloted	O4
Guide	Smt. Y. Suneetha, Lecture in English, V.S.R.G..D.C., Movva

AN INTERNSHIP REPORT ON

COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE

Submitted in accordance with the requirement for the degree of B.A

Under the Faculty Guidance of

Sri. G. Suresh Babu

V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

Submitted by:

B. Manikanta

Reg No: 2129223036005

VSR. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

KRISHNA UNIVERSITY

PROGRAME BOOK FOR LONGTERM INTERNSHIP

LOCAL PHYSICAL

Name of the Student : B. Manikanta

Name of the College : V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

Registration No : 2129223036005

Period of Internship From   15th February 2024 to 15th May 2024

Name & Address of the Intern Organization: THOUGHTWAVE SOFTWARE AND SOLUTIONS,

CHALLAPALLI / HYDERABAD / VISAKHAPATNAM

/AUSTIN / SPRINGDALE / AURORA

KRISHNA UNIVERSITY

2023-2024

AN INTERNSHIP REPORT ON

COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE

Submitted in accordance with the requirement for the degree of B.A

Under the Faculty Guidance of

Sri. G. Suresh Babu

HEAD OF THE DEPARTMENT

VSR. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

Submitted by:

B. Manikanta

Reg No: 2129223036005

V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

VSR. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

CERTIFICATE

This is to certify that is the bona-fide record of the project work carried out by B. Manikanta, Reg. No: 2129223036005 partial fulfillment of the requirement for the award of the degree B.A.

Lecturer

Head of the Department

VSR. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

DECLARATION

I B. Manikanta Reg No: 2129223036005 hereby declare that the project report title COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE under the guidance of Sri. G. Suresh Babu is submitted in partial fulfillment of the requirements be the award of the BA. This is a record of bona-fide work carried out by me and the results embodied I this project report not been reproduced or copied from any source. The results embodied in this project report have not been submitted to any other university or institute for the award of any other degree.

B·Manikanta
Signature of the Student

THOUGHTWAVE
INFO SYSTEMS INDIA PVT.,LTD.,

CERTIFICATE
OF INTERNSHIP

This is to Certify that .... **B. Manikanta** ....

....

has under gone training under Internship / Skill Development

Programme conducted By Thoughtwave Info Systems

India Pvt. Ltd. From 15th February 2024 to 15th May 2024 ....

in the Course of Computer Fundamentals and Microsoft Office

Rajendra Ambati

Operational Manager

Acknowledgement

I wish to express my derp sense of gratitude to our Honorable Commissioner of Collegiate Education, Govt. of AP, for giving me this opportunity and this encouragement to do this project. I would like to place my graceful thanks to UGC, APSCHE and KRISHNA UNIVERSITY for placing Long Term Project in our UG Curriculum. I am very thankful to, **Dr.S MADHAVI**, M.sc, Ph.D Principal, **V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA** to take up this project.

I would like to express my deep sense of gratitude to my Project Mentor **Sri. G. Suresh Babu** Lecturer in ARTS for his/her guidance and support given to me throughout the project work. I am very thankful for his/her constant encouragement, accessibility and valuable suggestions. I wish to express my thanks to other Staff Member in the department of ARTS for providing valuable suggestions regarding this work.

I am extending my heart full thanks to my village people and respondents of my project questionnaires for filling the questionnaires with a lot of patience. Without their cooperation support, it would have been impossible for me to complete this project work. I would like to take this opportunity to express my deepest appreciation and gratitude to my parents, friends and other people who have contributed to the completion of this work.

B. Manikanta

REG.NO: 2129223036005

Contents

Abstract

Computer fundamentals encompass the foundational principles and components of computing systems. This includes understanding the hardware components such as the central processing unit (CPU), memory (RAM), storage devices (hard drives, solid-state drives), input/output devices (keyboard, mouse, monitor), and networking components (routers, modems). Additionally, software concepts such as operating systems (Windows, macOS, Linux), programming languages, and application software are essential aspects of computer fundamentals.

Operating systems serve as the intermediary between users and computer hardware, facilitating interaction and resource management. Understanding the functionalities and features of different operating systems is crucial for navigating computing environments effectively. Moreover, familiarity with programming languages enables users to develop software applications, automate tasks, and manipulate data.

Microsoft Office suite comprises a collection of productivity software applications developed by Microsoft Corporation. The suite typically includes Word for word processing, Excel for spreadsheet analysis and data manipulation, PowerPoint for creating presentations, and Outlook for email management and communication. These applications are widely used in personal, academic, and professional settings for tasks such as document creation, data analysis, presentation design, and email communication.

Proficiency in Microsoft Office suite applications is highly valued in various industries and occupations due to their versatility and widespread adoption. Advanced features and functionalities within each application allow users to create professional-looking documents, analyze complex datasets, design engaging presentations, and manage communication effectively. Moreover, integration between Microsoft Office applications facilitates seamless workflow and collaboration among users.

In summary, computer fundamentals provide the groundwork for understanding the core principles and components of computing systems, while proficiency in Microsoft Office suite applications equips users with essential tools for productivity and communication in today's digital age. By mastering both computer fundamentals and Microsoft Office suite, individuals can enhance their skills, productivity, and competitiveness in the evolving landscape of technology and information.

ORGANIZATION PROFILE

About Us

Thoughtwave Software and Solutions Inc. which is headquartered in Aurora, Illinois. Being In business since 2003 and steady year over year growth. We have branches in USA (Aurora, Springdale, Austin) and India (Hyderabad and Visakhapatnam)

We as a company have a group of people who are experienced, intelligent, self-motivated and willing to go to any lengths to satisfy the clients not only with delivering quality services on time but in most cases even less than the budget. The advantage of buying a consulting service from us may include a single person or group of people to make that engagement a success. We give individual attention to every client but not based on the size of the contract/size of the organization we are dealing with.

Our Motto

Our company's motto is based on a simple principle of providing our clients with better Customer satisfaction through our superior services and quality. We will find you the right technical talent at the right time and that's the main challenge faced by IT administrators today. Thoughtwave was founded by a group of managers and executives from leading international corporations, we have partners and people who are consulting for the past 15 to 20 years and worked on different cycles of software development cycle. Thoughtwave is an IT Staffing, & Web Solutions Provider [CRM, CMS, Ecommerce, Email Marketing, Search Solution, Collaboration Systems] that offers a wide array of solutions for a range of key verticals like Retail, Wholesale, Healthcare, Legal & Accounting Firms with less than 50 million Revenue. Starting from the strategy consulting right through to implementing IT solutions for clients. Our focus is Small & Medium size companies. Based on years of experience implementing High end solutions to fortune 500 companies, we have developed a strategy based on Open source solutions that will fulfill 90% or more functionality of high end solutions for a fraction of the cost especially in Content Management Systems (Internal & extra-net web sites), Customer Relationship Management Applications, Ecommerce Applications, Email Marketing Applications, Search Solutions, Collaboration Systems.

Our Working Model

At Thoughtwave, freedom inspires ideas and the working environment nurtures excellence. The knowledge of one becomes the knowledge of all, shared on a common platform. By providing unlimited access to the latest in technology, Thoughtwave helps its people stay at the leading edge of software engineering skills. Since our employees are the primary contact point between our company and customers, we realize that employee satisfaction is the key to deliver customer satisfaction.

We engineer meaningful technology solutions to help businesses and societies flourish. Some believe in the power of numbers. Some believe in the power of technology. We believe in the power of people. And the impact people can have on technology. Our roots grew from this

belief that people with diverse points of view could come together to build a different kind of technology company. One that puts people who work with us, first. And this belief drives our vision for tomorrow to build technology experts who are focused on one goal: helping our clients succeed.

Today, a wealth of information is opening up a world of possibilities. Realizing those possibilities takes more than numbers. It takes more than technology. It takes people. People who can turn the potential of information into meaningful solutions. Solutions that simplify businesses. Improve governments. Propel societies forward.

Careers

At Thoughtwave, we treat our employees like family. After all, our business is built upon, and our reputation is spread by, our people – so it's important to us to keep them satisfied.

Thoughtwave has been built by managers and consultants that sought to make a difference. We offer challenging projects that meet your qualifications and interests, and career opportunities including promotions within the organization. We provide an open door policy and a nondiscriminatory work environment. We offer a competitive remuneration and benefits package to provide the stability required while performing assignments. Thoughtwave also provides ongoing training and support and even legal assistance.

If you are a talented professional and are convinced that working smart is as important as working hard, call us at Thoughtwave. You will find intellectuals that will be delighted to talk to you.

Employee Benefits Thoughtwave offers competitive pay both to its hourly consultants and to Staff Consultants (salaried employees with full benefits). Our benefits program is comprehensive and includes health care, dental care. Our benefits package also includes dependent insurance coverage. Other benefits include paid holidays, and vacation.

Employee Benefits

P.P.O. Health Plan – Includes medical, dental, prescription drug and vision care with single nominal employee contribution. Plus, there is virtually no waiting – you can enroll after just 30 days of employment.

Company Paid Life and Disability Insurance

Generous Paid Time Off – Includes ample vacation, personal/sick time and paid holidays.

Training & Education – New Employee training programs along with continual education based on job role is provided as part of a comprehensive organizational development program.

"Thoughtwave Software and Solutions Inc is an Equal Opportunity Employer"

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: **B. Manikanta**

Programme of Study: COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE

Year of Study: **2024**

Group: **B.A**

Register No/H.T. No: **2129223036005**

Name of the College: : **V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA**

University: : **KRISHNA UNIVERSITY**

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	8
2.	Internship Evaluation	30	20
3.	Oral Presentation	10	7
	GRAND TOTAL	50	35

Date: 10/5/2024

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: B. Manikanta

Programme of Study: COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE

Year of Study: 2024

Group: B.A

Register No./H.T. No: 2129223036005

Name of the College: V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

University: KRISHNA UNIVERSITY

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	60
2.	For the grading giving by the Supervisor of the Intern Organization	20	13
3.	Viva-Voce	50	35
	TOTAL	150	108
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	35+108 = 143

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

PRINCIPAL
VSR GOVT. DEGREE & PG COLLEGE
MOVVA

10/5/24

Commissionerate of Collegiate Education, A.P.,

Proforma for Departmental Activity Register:2022-2023 & 2023-2024

Name of the Department:Economics

V.S.R GOVERNAMENT DEGREE &PG COLLEGE, MOVVA

S.No	Date	Conducted through Economics(DRC/JKC etc.,	Nature of Activity	Title of the Activity	Name(s) of the lecturer(s) Involved	Details of Resource Persons (Name, Designation etc.,)	No. of students participated	Signature of the dept. in charge	Remarks
	24/7/23	ECONOMICS			1. G.Sureshbabu	Lec in ECONOMICS	21	G.S	

VI sem Internship Viva

C. S

Signature of the Lecturer

PRINCIPAL
V.S.R. Govt. Degree & P.G. College
MOVVA-521135, Krishna Dist.?

signature of the principal