

**INTERNSHIP PROJECT REPORT ON**  
**COMPUTER FUNDAMENTALS & THE EFFECTIVE**  
**UTILIZATION OF THE OFFICE TOOLS**

**Kanuru, Penamaluru Mandal, Krishna District, Andhra Pradesh.**

**Submitted to Department of Chemistry**



**SUBMITTED BY**

**VAKA VENKATA SAMBA SIVA RAO – 2031219**

**III B.Sc. (MPC)**

**In partial fulfillment for the award of Degree of Bachelor of Science**

**Project Guide : CH.NARAYANA RAO**

**Spice Skills India LLP, Kanuru.**

**Mentor : P.SURESH**

**Lecturer in Chemistry**

**A.G & S.G SIDDHARTHA DEGREE COLLEGE OF ARTS & SCIENCE, VUYYURU**

**(An Autonomous college in the jurisdiction of Krishna University)**

**Accredited by NAAC with "A" Grade**

**2022 – 2023**

**MARCH 20<sup>th</sup> 2023 to JULY 5<sup>th</sup> 2023**



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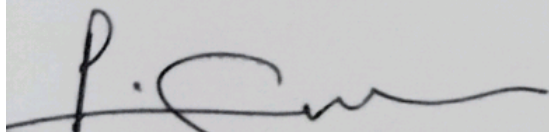
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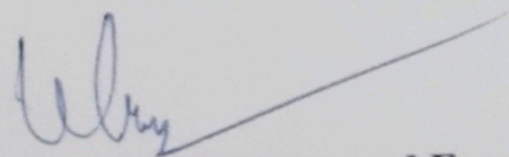


**CERTIFICATE**

This is to certify that the Internship Project work report entitled “**Computer Fundamentals & The Effective Utilization Of The Office Tools**” Kanuru, Penamaluru Mandal, Krishna District, Andhra Pradesh” is a bonafide project report carried out by **VAKA VENKATA SAMBA SIVA RAO, III B.Sc.(MPC) with Roll no: 2031219**, submitted to the Department of Chemistry of AG & SG SIDDHARTHA DEGREE COLLEGE OF ARTS & SCIENCE, VUYYURU for the partial fulfillment of Degree of Bachelor of Science during the year 2022 – 2023.

  
Mentor

  
Head of the Department

  
Signature of the External Examiner



## DECLARATION

I hereby declare that the Internship Report entitled “**Computer Fundamentals & The Effective Utilization Of The Office Tools**”, Kanuru, Penamaluru Mandal, Krishna District, Andhra Pradesh.” is a genuine record of project work done by me under the guidance of CH.NARAYANA RAO, Spice Skills India LLP. Kanuru, and the work presented in this report has not been submitted earlier.

V.V.S. Siva Rao

**VAKA VENKATA SAMBA SIVA RAO – 2031219**

**III B.Sc. (MPC)**



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- I would like to acknowledge with much appreciation and gratitude, the crucial role of G.GIRI PRASAD, HOD of Chemistry Department, for his valuable guidance in successfully completing the internship project work.
- Last but not the least, my heartiest thanks to P.SURESH, Lecturer in Chemistry & G.GIRI PRASAD, HOD of Chemistry Department.