

**INTER SHIP 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

GORIPARTHI RAVI TEJA (2031221) 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

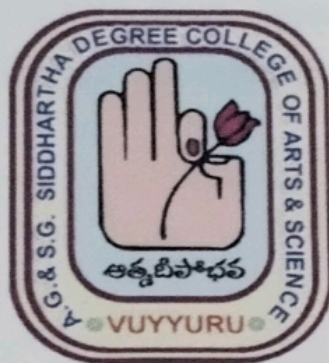
2022 – 2023

MARCH 20th 2023 to JULY 5th 2023

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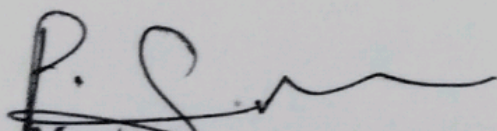
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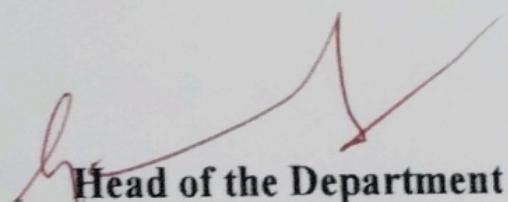
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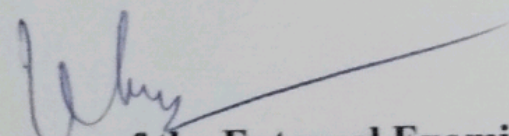


CERTIFICATE

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 **GORIPARTHI RAVI TEJA, III B.Sc.(MPC) with Roll no: 2031221**, 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.

G. Ravi Teja
GORIPARTHI RAVI TEJA – 2031221

III B.Sc. (MPC)

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