

**INTER SHIP PROJECT REPORT ON  
ENHANCING PRODUCTIVITY WITH MICROSOFT OFFICE SUITE**

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

**Submitted to Department of Chemistry**



**SUBMITTED BY**

**AREPALLI NAGA SAI – 2031222**

**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**

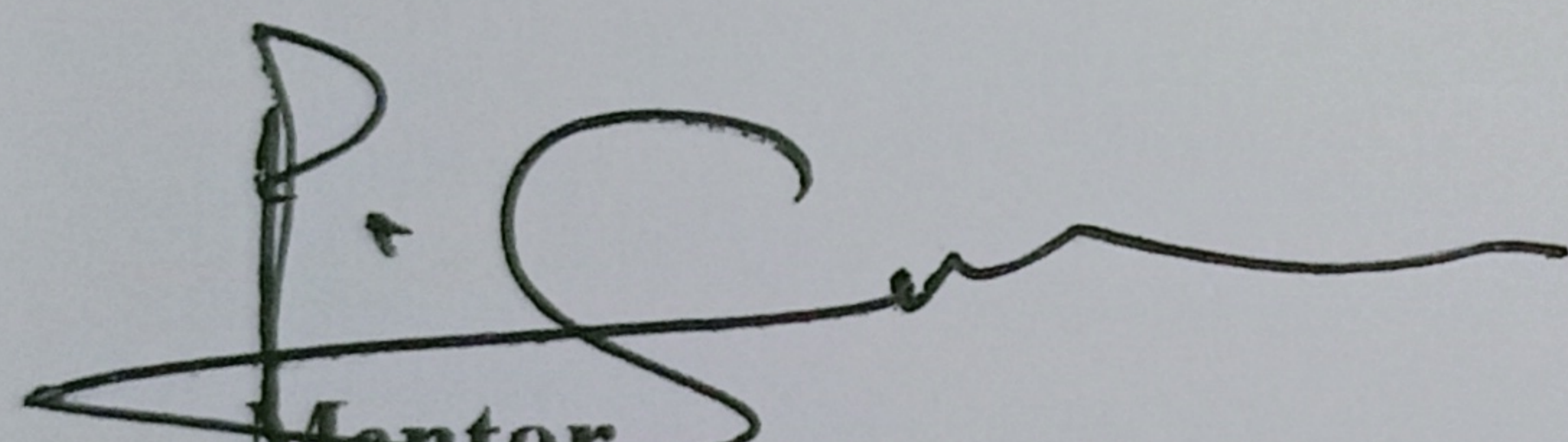
**2022 – 2023**

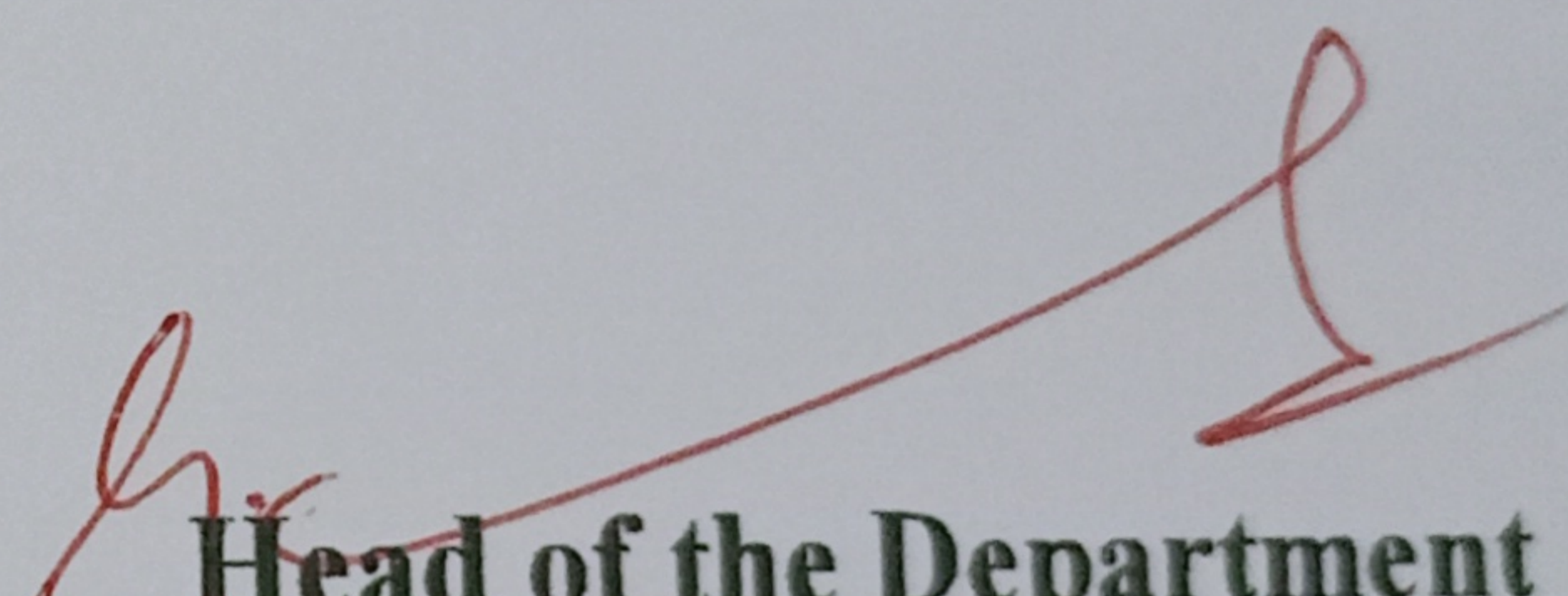
**MARCH 20<sup>th</sup> 2023 to JULY 5<sup>th</sup> 2023**

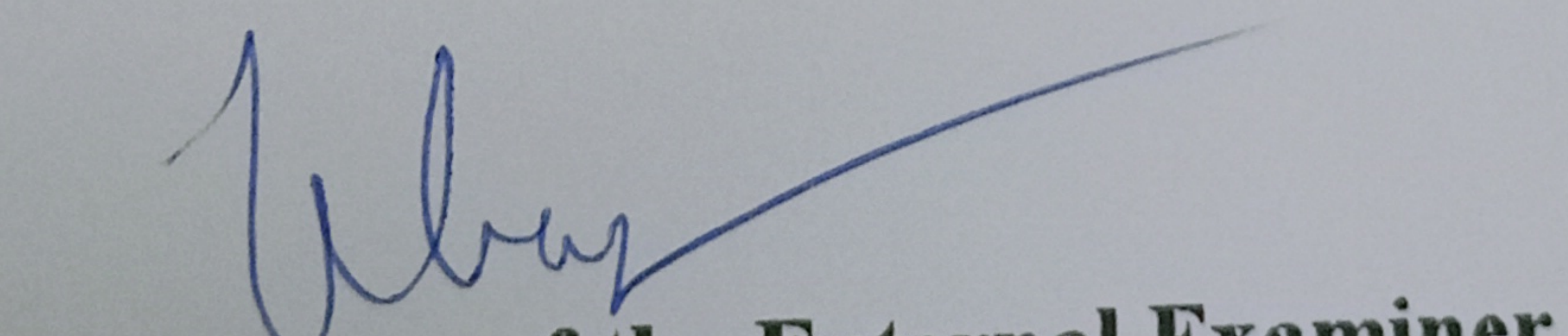


## CERTIFICATE

This is to certify that the Internship Project work report entitled “**Enhancing Productivity With Microsoft Office Suite**” Kanuru, Penamaluru Mandal, Krishna District, Andhra Pradesh” is a bonafide project report carried out by **AREPALLI NAGA SAI, III B.Sc. (MPC) with Roll no: 2031222**, 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 “**Enhancing Productivity With Microsoft Office Suite**”, 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.

*A. Naga Sai.*

**AREPALLI NAGA SAI – 2031222**

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



## ACKNOWLEDGEMENT

- Primarily I would like to thank CH.Narayana Rao, The Head of the Spice Skills Institute, Kanuru, for giving me the opportunity to complete three months (90 days) internship program within his organization.
- I would like to express my special gratitude and appreciation to NAZAR, Kanuru, Krishna District, who gave us permission to do internship work in their institute, Kanuru, Krishna district, Vijayawada.
- I would like to express my special thanks of gratitude to our College Principal Sri. Dr.V.Sree Ram for encouraging and motivating me to complete the internship.
- I would like to express my special thanks to my mentor P.SURESH, Lecturer in Chemistry who gave me the golden opportunity to do this wonderful internship program and submit the project on the topic of “**Enhancing Productivity With Microsoft Office Suite**” in the Spice Institute, Kanuru, Penamaluru Mandal, Vijayawada, Krishna Dist, Andhra Pradesh.
- 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.