

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

Kanuru, Penamaluru Mandal, Krishna District, Andhra Pradesh.

Submitted to Department of Chemistry



SUBMITTED BY

MANDAPAKA VENKATA SIVA NAGA SAI – 2031226

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)

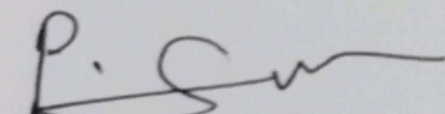
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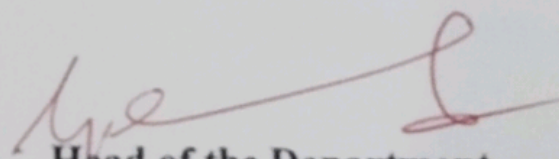
2022 – 2023


MARCH 20th 2023 to JULY 5th 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 **MANDAPAKA VENKATA SIVA NAGA SAI, III B.Sc. (MPC) with Roll no: 2031226**, 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

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.

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.

M. V. S. Nagasai

MANDAPAKA VENKATA SIVA NAGA SAI – 2031226

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