

**INTERNSHIP PROJECT REPORT ON**  
**Computer fundamentals and the effective utilization of office tools in Spice**  
**Institute, Kanuru, Penamaluru mandal, Vijayawada, Krishna District, Andhra Pradesh.**

**Submitted to**  
**Department of BOTANY**



**SUBMITTED BY**  
**M.AMULYA (20-307) III B.Sc. (BZC)**

**In partial fulfillment for the award of Degree of Bachelor of Science (B. Sc. BZC)**

**Project Guide: Ch. NARAYANA RAO**  
**Supervisor of Spice Skills Institute**

**Mentor: N.RAMANA RAO**  
Lecturer in Botany

**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

**March 20th 2023-5th July 2023**

## CERTIFICATE

This is to certify that the Internship Project work report entitled "Computer fundamentals and the effective utilization of office tools in Spice Institute ,Ka.nuru, Penamaluru mandal, Vijayawada , Krishna Dst. A.P" is a bonafide project report carried out by **M.AMULYA, III B.Sc. BZC with Rollno: 20-307**, submitted to the Department of Botany 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.

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*Jayanthi*  
**Signature of the External Examiner**

## DECLARATION

I hereby declare that the Internship Report entitled “ **Computer fundamentals and the effective utilization of office tools in Spice Institute, Kanuru, Penamaluru mandal, Vijayawada, Krishna Dist. A.P**” is a genuine record of project work done by me under the guidance of Ch.NARAYANA RAO, Spice Skills Institute, Kanuru and the work presented in this report has not been submitted earlier.

*M. Amulya*

**M.AMULYA**

**III B.Sc. BZC**

**20 -307**