

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

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

**Submitted to Department of Physics**



**SUBMITTED BY**

**KOPPARAJU ASWITHA (2031213) 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 : M.SATEESH**

Lecturer in Physics

**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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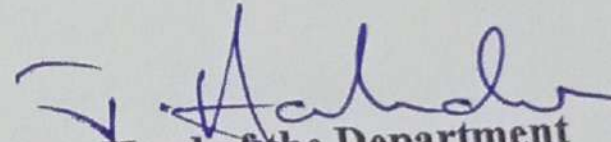
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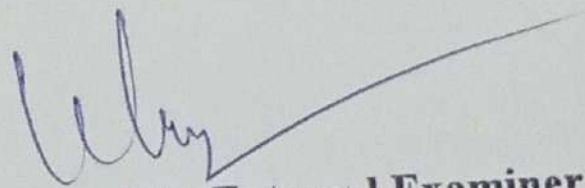


**CERTIFICATE**

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 **KOPPARAJU ASWITHA, III B.Sc. (MPC)** with Roll no: **2031213**, submitted to the Department of Physics 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.

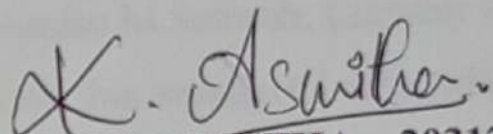
  
Mentor

  
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.

  
KOPPARAJU ASWITHA - 2031213

III B.Sc.(MPC)