

**INTERN SHIP 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**  
**N.ALEKYA (20-306) 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 2023-4th July 2023**

**INTERN SHIP PROJECT REPORT ON**  
**Computer fundamentals and the effective utilization of office tools in Spice Institute,**

## 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 **N.ALEKYA, III B.Sc. BZCwith Rollno: 20-306**,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.

*N. Ramana Rao,*

**Mentor**

DEPARTMENT OF BOTANY  
A.G. & S.G. Siddhartha Arts & Science  
Degree College, VUYYURU-521 155

*C. B. Ranjani*

**Head of the Department**

Head of the Department of Botany  
A.G. & S.G. Siddhartha Arts & Science  
Degree College, VUYYURU-521 155

*[Signature]*  
**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.

*N. Alekya*

**N.ALEYKYA**

**III B.Sc. BZC**

**20 -306**