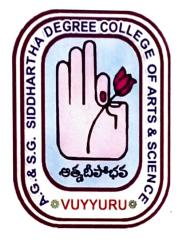
## **INTERN SHIP PROJECT REPORT ON**

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 B.KRANTHI (20-309) 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 **B.KRANTHI, III B.Sc. BZC with Roll no: 20-309,** 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. Ramona Poo,

Mentor LUF CL DUFANY A.G. & S.G. Sidcharthe Arts & Science Degree Colloge, VUXURU-521 1/5

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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.

> B.KRANTHI B.KRANTHI III B.Sc. BZC 20 -309