MALLA REDDY ENGINEERING COLLEGE

(UGC Autonomous Institution, Approved by AICTE, New Delhi &Affiliated to JNTUH, Hyderabad). Accredited by NAAC with 'A++' Grade (Cycle III), Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad, Telangana State – 500100, www.mrec.ac.in

Department of Mechanical Engineering

CIRCULAR

Date: 12/10/2022

All the students are hereby informed that Value Added Course on **"Basic Computer Skills Course and Effective Internet Use"** on date **19/10/2022 to 23/11/2022**, is being organized by the mechanical engineering department. The resource person for the course is **"Mrs.K.Sushma"**

Students are advised to register their names to the programme coordinator **"Dr.A.Raveendra"**, on or before 17/10/2022 and utilize this opportunity to enhance their skills by attending the programme.

The detailed schedule of the programme will be displayed in the notice board.

Head of the Department
HEAD OF THE DEPARTMENT
MECHANICAL ENGINEERING
MALLA REDDY ENGINEERING COLLEGE
Maisamma Guda-500 100.

Copy to:
1) Circulation in Students classroom
2) All HOD's
3) Notice Boards
4) PA to principal for filing.
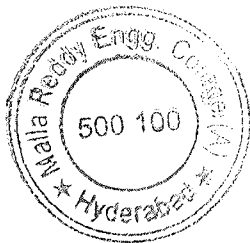
Principal
Malla Reddy Engineering College
Maisammaguda, Dhulapally,
(Post Via Kompally), Sec-bad-500100.

VALUE ADDED COURSE
On
"Basic Computer Skills Course and Effective Internet Use"
19th SEP to 23rd NOV 2022

Organized by
Department of
Mechanical Engineering
MALLA REDDY ENGINEERING COLLEGE
(AUTONOMOUS) MAIN CAMPUS

An UGC Autonomous Institution, Approved by AICTE & Affiliated to JNTUH-Hyderabad Reaccredited by NAAC with'A++'Grade (III Cycle) Maisammaguda(H), Gundlapochampally (V), Medchal (M), Medchal - Malkajgiri District Telangana - 500100, India.

About the Institution

Malla Reddy Engineering College (Autonomous) is one of the reputed engineering colleges in Hyderabad, Telangana. MREC (A) is part of Malla Reddy Group of Institutions (MRGI), founded by Sri. Ch. Malla Reddy. The college is situated in a serene, lush green environment in Maisammaguda ,Gundlapochampally, Medchal, Malkajgri District Telangana – 500100.

The college was established in 2002 and is an autonomous institution approved by UGC and affiliated to JNTUH. The college is re-accredited by NAAC with 'A++' Grade (III Cycle) and was conferred autonomous status by JNTUH in 2011 and by UGC in 2014 for a period of 6 years. Our eligible UG and PG programs received NBA accreditation and some of them received reaccreditation too. The college caters to wide ranging aspirations and goals of student communities It boasts of world-class infrastructure and well-equipped laboratories all departments and is skillfully and smartly guided by Dr.A.Ramaswami Reddy, Principal MREC (A) who have a rich teaching and industrial experience.

Advisory Committee:

Chief Patrons: Sri. Ch. Malla Reddy,
Founder Chairman
Malla Reddy Group of Institutions
Patrons: Sri.Ch. Mahender Reddy
Secretary, MRGI
Dr.Ch.Bhadra Reddy
President, MRGI
Co-Patrons: **Dr. A. Ramaswami Reddy**
Principal, MREC (A)
Convener: **Dr.A.Raveendra**
Professor, HOD
Coordinator: **Dr.A.Raveendra**
Professor., ME

Organizing Committee:

Dr.Halesh Koti, Professor, ME.
Dr.Shaik Hussain, Professor., ME
M.V.VaralakshmiAssoc.Prof.,ME.
Dr. S. Udaya Bhaskar Assoc.Prof.,ME
Dr. M. Vijay Kumar Assoc. Prof., ME
Mr. BharadwajaKAssoc. Prof., ME
Dr.Manish Sharma. Assistant Prof., ME
Mr. K.SrinivasaRaoAssoc. Prof., ME.
Mr. D.S Chandramouli. Asst. Prof., ME
Dr. I.S.N.V.R Prasanth, Assoc. Prof., ME.
Dr.T.Venkata Deepthi, Professor, ME.
Mr.P. Balaji Krushna , Asst.Prof., ME
Mr.CH.Ashok Kumar,Asst.Prof.,ME

Registration Form:

Name of the Participant :------------------------

Branch& Year :----------------------------------

Name of Institution:------------------------------

Address for Communication:----------------------

Mobile Number:----------------------------------

E-Mail ID:---------------------------------------

DECLARATION:
The information furnished above is true to the best of my Knowledge.

Place:

Date:

Signature of Applicant

About the Department

The Department of Mechanical Engineering has been established since the inception of the institution in the year 2002. The Department has good infrastructure facilities and is equipped with full-fledged laboratories to fulfil the curriculum needs. The Department has well experienced faculty. Around one-third of the faculty members in the department are Doctorate. The department has good number of sanctioned projects, funded by different agencies/industries. The Department is intended to be allotted a Research Centre by JNTU Hyderabad.

Overview of the Programme:

The primary responsibility of faculty is not only to inspire students towards a higher vision but also create a strong sense of bonding between the institution and the students to nurture a stress-free holistic environment. To enhance the quality of life for the student members enabling them to introspect and learn techniques that imbibe ethics & morals and help prepare students for active and successful participation in a modern society, producing individuals of high character, probity and honor.
This basic computer skills course will provide you with an understanding of the most popular, current technologies used at home and in the workplace. You will become computer literate in this hands-on course while you learn to access, create, save and manage documents, spreadsheets and emails and use the Internet effectively.

We demystify terminology and impart best practice skills for productive and secure use of hardware and software

Objectives of the Programme:
- Learn basic principles of windows operating system
- Learn basic keyboarding and mouse use
- Learn basic word processing skills with Microsoft word
- How they can be used for making our academic work effictively.

Topics to be covered:
- Hardware and Software
- Windows.
- Working with programms
- File Management
- Word Processing, Spread sheets
- Accessing the internet

Certificate:

After successful completion of the course the certificates shall be issued to the participants.

Outcome of the Program:

After completing of the course ,student will be able to navigate the operating system and start applications, perform basic functions of file management, perform basic functions in a word processor and spreadsheet, manage print settings and print documents, receive and send emails ,use a web browser to navigate the Internet.
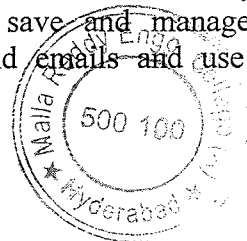
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Basic Computer Skills Course and Effective Internet Use

Course code: VACM001   **Duration of the course: 31 (hrs)**

Objective of the course:

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet, sending mails, using internet banking services.

Syllabus

Unit-1

Total hrs: 6

Hardware and software
- The main components of a computer, including input and output devices
- The function of communication devices such as smartphones and tablets
- The role of Operating Systems, programs and apps

Windows
- Turning on the computer and logging on
- The Windows screen
- Running programs from the Start Menu
- Minimising, maximising, moving, resizing and closing windows
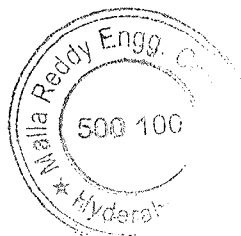- Logging off and shutting down your computer

Unit-2

Total hrs: 7

Working with programs
- Running multiple programs
- Desktop icons and creating a desktop shortcut
- Managing programs from the taskbar
- Closing programs

File management
- Managing Windows Explorer
- Creating, moving, renaming and deleting folders and files
- Understanding file extensions

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- Viewing storage devices and network connections
- Managing USB flash drives

Unit-3
Total hrs: 6

Word processing
- Creating documents in Microsoft Word
- Typing text, numbers and dates into a document
- Easy formatting
- Checking the spelling in your document
- Making and saving changes to your document

Unit-4
Total hrs: 6

Spreadsheets
- Understanding spreadsheet functionality
- Creating spreadsheets in Microsoft Excel
- Typing text numbers and dates into a worksheet
- Easy formulas
- Easy formatting
- Making and saving changes to your workbook
- Printing a worksheet

Unit-5
Total hrs: 6

Accessing the internet
- Going to a specific website and bookmarking
- Understanding how to search/Google effectively
- Copy and paste Internet content into your documents and emails
- Stopping and refreshing pages
- Demystifying the Cloud
- Computer security best practices

Outcome of the course:
Demonstrate a basic understanding of computer hardware and software.
Demonstrate problem-solving skills.Apply logical skills to programming in a variety of languages.Utilize web technologies.
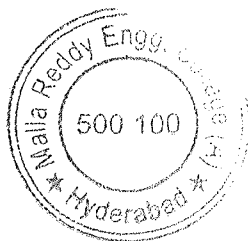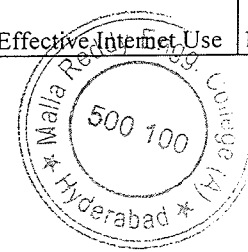
MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)

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DEPARTMENT OF MECHANICAL ENGINEERING

| S.No	Roll No	Name of the students	Details of value added courses	Duration From	To
1	21J41A0301	AZMEERA CHANTI	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
2	21J41A0302	BANDARI VENKAT ROHIT REDDY	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
3	21J41A0303	BHUKYA MADHU	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
4	21J41A0304	HALGI ABHISHEK	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
5	21J41A0305	KASHETTY VIDYA CHARAN	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
6	21J41A0306	KOLANI RUTHVIK REDDY	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
7	21J41A0307	KONTHAM ABHINAY REDDY	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
8	21J41A0308	KUNJA VENKATESH	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
9	21J41A0309	MALLEPELLI YESHWANTH	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
10	21J41A0310	MYLIPILLI RAMESH	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
11	21J41A0311	NAMEWAR SOMESHWAR SAILOO	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
12	21J41A0312	NUKALA PRANEETH	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
13	21J41A0313	PAMARTHI SAI LAKSHMAN RAJA	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
14	21J41A0314	PANDAV SATYANARAYAN	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
15	21J41A0315	RACHABANTI SAI RAM	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
16	21J41A0316	SHAIK KAREEM	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
17	21J41A0317	SHAIK SHAZABALI	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
18	21J41A0318	VADITHYA RAKESH	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
19	21J41A0319	VARRE RAKESH REDDY	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
20	22J45A0301	NARAPOGU BHUMIKA	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
21	22J45A0303	THANDRA LOKESH SAI	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
22	22J45A0304	BHUKYA CHANDRASHEKAR	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
23	22J45A0305	MULA BHANU PRASAD	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
24	22J45A0306	MOHAMMED HASEEB UDDIN	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
25	22J45A0307	GONGALLA MADHUKAR	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
26	22J45A0308	CHEETIRALA VINAY	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
27	22J45A0309	APPALA MURALI	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
28	22J45A0310	KONDA RAHUL	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
29	22J45A0311	MUTTIREDDY AJAY NICHOLAS RAPHA	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022

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30	22J45A0312	VOLLALA AKASH	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
31	22J45A0313	SATHAMGARI MADHU KIRAN	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
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35	22J45A0317	VATTIKUTI ROHITH	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
36	22J45A0318	POLU BHARATH KUMAR REDDY	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022
37	22J45A0319	JONNAKUTI VISHAL	Basic Computer Skills Course and Effective Internet Use	19/10/2022	23/11/2022

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HEAD OF THE DEPARTMENT
MECHANICAL ENGINEERING
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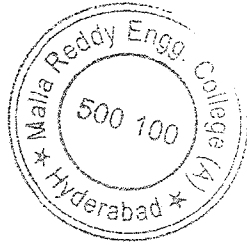
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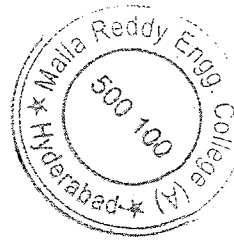### DEPARTMENT OF MECHANICAL ENGINEERING

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19	21J41A0319	VARRE RAKESH REDDY	Basic Computer Skills Course and Effective Internet Use	No
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37	22J45A0319	JONNAKUTI VISHAL	Basic Computer Skills Course and Effective Internet Use	Yes

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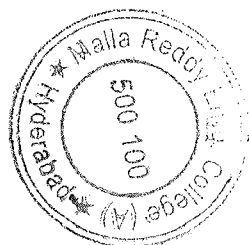Maisammaguda, Dhulapally,
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Department of Mechanical Engineering

Value Added Course	Basic Computer Skills
Course Code	VACM001
Academic Year	2022-2023

Multiple Choice Questions

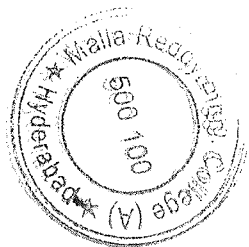| S.NO	QUESTIONS	ANS
1.	Who is the father of Computers? a) James Gosling b) Charles Babbage c) Dennis Ritchie d) Bjarne Stroustrup	[ ]
2.	Which of the following is the correct abbreviation of COMPUTER? a) Commonly Occupied Machines Used in Technical and Educational Research b) Commonly Operated Machines Used in Technical and Environmental Research c) Commonly Oriented Machines Used in Technical and Educational Research d) Commonly Operated Machines Used in Technical and Educational Research	[ ]
3.	Which of the following is the correct definition of Computer? a) Computer is a machine or device that can be programmed to perform arithmetical or logic operation sequences automatically b) Computer understands only binary language which is written in the form of 0s & 1s c) Computer is a programmable electronic device that stores, retrieves, and processes the data d) All of the mentioned	[ ]
4.	What is the full form of CPU? a) Computer Processing Unit b) Computer Principle Unit c) Central Processing Unit d) Control Processing Unit	[ ]
5.	Which of the following language does the computer understand? a) Computer understands only C Language b) Computer understands only Assembly Language c) Computer understands only Binary Language d) Computer understands only BASIC	[ ]
6.	Which of the following computer language is written in binary codes only? a)pascal b)machinelanguage c)C d) C#	[ ]
7.	Which of the following is the brain of the computer? a) Central Processing Unit b) Memory c) Arithmetic and Logic unit d) Control unit	[ ]
8.	Which of the following is not a characteristic of a computer? a)Versatility b)Accuracy c) Diligence d) I.Q.	

9.	Which of the following is the smallest unit of data in a computer? a)Bit b)KB c)Nibble d) Byte	[ ]
10.	which of the following unit is responsible for converting the data received from the user into a computer understandable format? a) Output Unit b) Input Unit c) Memory Unit d) Arithmetic & Logic Unit	[ ]
11.	Which of the following monitor looks like a television and are normally used with non-portable computer systems? a) LED b) LCD c) CRT d) Flat Panel Monitors	
12.	Which of the following is not a type of computer code? a) EDIC b) ASCII c) BCD d) EBCDIC	
13.	Which of the following part of a processor contains the hardware necessary to perform all the operations required by a computer? a) Controller b) Registers c) Cache d) Data path	
14.	Which of the following is designed to control the operations of a computer? a) User b) Application Software c) System Software d) Utility Software	
15.	Which of the following device use positional notation to represent a decimal number? a) Pascaline b) Abacus c) Computer d) Calculator	
16.	Which of the following is used in EBCDIC? a) Super Computers b) Mainframes c) Machine Codes d) Programming	
17.	Which of the following are physical devices of a computer? a) Hardware b) Software c) System Software d) Package	
18.	Which of the following defines the assigned ordering among the characters used by the computer? a) Accumulation b) Sorting c) Collating Sequence d) Unicode	
19.	Which of the following storage is a system where a robotic arm will connect or disconnect off-line mass storage media according to the computer operating system demands? a) Magnetic b) Secondary c) Virtual d) Tertiary	
20.	Which of the following is known as the interval between the instant a computer makes a request for the transfer of data from a disk system to the primary storage and the instance the operation is completed? a) Disk utilization time b) Drive utilization time c) Disk access time d) Disk arrival time	
21.	Which of the following devices provides the communication between a computer and the outer world? a) Compact b) I/O c) Drivers d) Storage	
22.	Which of the following are the input devices that enable direct data entry into a computer system from source documents? a) System Access devices b) Data acquiring devices c) Data retrieving devices d) Data Scanning devices	
23.	Which of the following is the device used for converting maps, pictures, and drawings into digital form for storage in computers? a) Image Scanner b) Digitizer c) MICR d) Scanner	
24.	Which of the following can access the server? a) Web Client b) User c) Web Browser d) Web Server	
25.	Which of the following is known as the language made up of binary-coded instructions? a) High level b) BASIC c) C d) Machine	
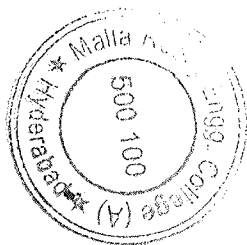
26.	Which of the following package allows individuals to use personal computers for storing and retrieving their personal information? a) Personal assistance package b) Graphics package c) Spreadsheet package d) Animation package
27.	Which of the following is created when a user opens an account in the computer system? a) SFD b) MFD c) Subdirectory d) RFD
28.	Which of the following is a technique that marked the beginning of computer communications? a) User Environment b) Batch Environment c) Time Sharing d) Message passing
29.	Which of the following is a type of technique in which dumb terminals are connected to a central computer system? a) Time Sharing b) Message passing c) Batch environment d) User environment
30.	Which of the following service allows a user to log in to another computer somewhere on the Internet? a) e-mail b) UseNet c) Telnet d) FTP
31.	Which of the following is not a type of computer on the basis of operation? a) Digital b) Analog c) Hybrid d) Remote
32.	Which of the following type of computer is mostly used for automatic operations? a) analog b) digital c) hybrid d) remote
33.	Which of the following invention gave birth to the much cheaper microcomputers? a) PDAs b) Microprocessors c) Microcomputers d) Mainframes
34.	Which of the following computers are lower than mainframe computers in terms of speed and storage capacity? a) Mainframes b) Hybrid c) Mini d) Super
35.	Which of the following is the first neural network computer? a) AN b) AM c) RFD d) SNARC
36.	A computer derives its basic strength from (A) Accuracy (B) Memory (C) Speed (D) All of these
37.	A computer possesses information (A) At once (B) As directed by the operator (C) Automatically (D) Gradually and eventually
38.	Which kind of storage device can be carried around? (A) Hard disk drive (B) System cabinet (C) Hard disk (D) Floppy disk
39.	For the purpose of defining data needs, a responsibility area is (A) Administration (B) Personal (C) Marketing (D) All of these
40.	Most of the errors blamed on computers are actually due to (A) Data entry errors (B) Defects in floppy disks (C) Hardware fatigue (D) Programming errors

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DEPARTMENT OF MECHANICAL ENGINEERING
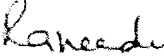
ACADEMIC YEAR: 2022-23

SUMMARY REPORT

Value added course name: **"Basic Computer Skills Course and Effective Internet Use"**

Value added course Instructor: **Mrs.K.Sushma**

By now students know what is a Computer and where all it can be used; what is the role of the Operating System and how it establishes coordination between Hardware and Software. Similarly, we have gained good knowledge of Word Processor, Spread Sheet and Presentation software which are important parts of Microsoft Office. In this series, we also studied topics like Internet and e-mail that are components of our daily work routine.

Students have already learnt about what a computer is and where all it is used, the role of operating system in a computer and how it manages to co-ordinate between software and hardware. Similarly, we have learnt about Word Processer, Spreadsheet and Power Point, which are important tools of Microsoft Office. In this series we also learnt about internet, E-mail etc. which are important parts of our daily life.

Students have learnt about spreadsheet at the last level. We had read that we can interpret numbers with the help of charts. Usually human beings have the ability to understand easily through pictures in place of reading the text. After writing our monthly income on a spread sheet, with the help of a chart we can easily find out in which month we have gained the most and in which month we got less. In this chapter, we will study about charts in detail. At the last level, we learnt the use of formulas. For calculating the sum of large numbers, writing formula becomes difficult. For this we use function. At in this level we will know about function in data
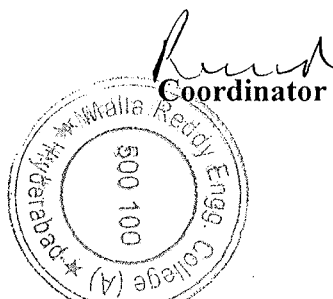
Coordinator

Principal
Malla Reddy Engineering College
Maisammaguda, Dhulapally,
(Post Via Kompally), Sec-bad-500100.

HOD-ME
HEAD OF THE DEPARTMENT
MECHANICAL ENGINEERING
MALLA REDDY ENGINEERING COLLEGE
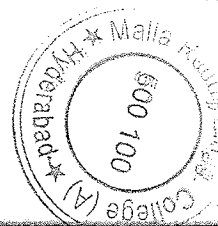Maisammaguda-500 100.

Certificate of Completion

This is to certify that Mr./Ms. **BHUKYA MADHU** bearing Roll No. **21J41A0303** has successfully completed Value Added Course in **Basic Computer Skill Course and Effective internet Use** conducted by the Department of Mechanical Engineering from **19-10-2022** to **23-11-2022**

COORDINATOR

HOD

PRINCIPAL

Principal
Malla Reddy Engineering College

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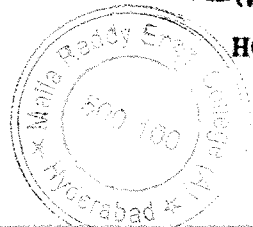
Certificate of Completion

This is to certify that Mr./Ms. **THANDRA LOKESH SAI** bearing Roll

No. **22J44A0303** has successfully completed Value Added Course in

Basic Computer Skill Course and Effective internet Use conducted by the Department

of Mechanical Engineering from **19-10-2022** to **23-11-2022**

COORDINATOR

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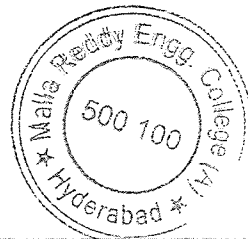Maisammaguda, Dhulapally (post via Kompally), Secunderabad - 500100

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Certificate of Completion
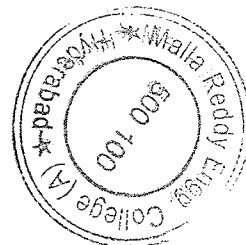
This is to certify that Mr./Ms. **VOLLALA AKASH** bearing Roll No. **22J45A0312** has successfully completed Value Added Course in **Basic Computer Skill Course and Effective internet Use** conducted by the Department of Mechanical Engineering from **19-10-2022** to **23-11-2022**

COORDINATOR   HOD   PRINCIPAL

Principal
Malla Reddy Engineering College

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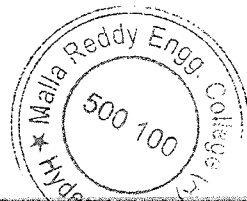
Certificate of Completion

This is to certify that Mr./Ms. **MYLIPILLI RAMESH** bearing Roll No. **21J41A0310** has successfully completed Value Added Course in **Basic Computer Skill Course and Effective internet Use** conducted by the Department of Mechanical Engineering from **19-10-2022** to **23-11-2022**

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Certificate of Completion

This is to certify that Mr./Ms. **NARAPOGU BHUMIKA** bearing Roll

No. **22J45A0301** has successfully completed Value Added Course in

Basic Computer Skill Course and Effective internet Use conducted by the Department

of Mechanical Engineering from **19-10-2022** to **23-11-2022**

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