

**Course: DCA Semester: I**

**Sub Code: 1DCA2 Subject Name: PC Packages (Windows, MS Word, MS Excel, Ms Power Point)**

## **UNIT-I**

**MS Windows:** Introduction to MS Windows: Features of Windows; Various versions of Windows & its use; Working with Windows;

My Computer Use: Opening, Content, Short Cut to Open, Recycle bin : Use, Moving and restoring files to and from Recycle bin. Delete File directly without sending to Recycle Bin. Empty Recycle Bin. Short cut key uses for Recycle bin.

Desktop : Definition, Purpose, Component, Changing Desktop theme, Default Icons, Windows Explorer : Purpose and Using Mechanism.

Screen description & working styles of Windows; Dialog Boxes & Toolbars; Working with Files &

Folders; simple operations like copy, delete, moving of files and folders from one drive to another,

Shortcuts & Autostarts; Accessories and Windows Settings

using Control Panel- setting common devices using control panel, modem, printers, audio, network, fonts, creating users, internet settings,

Start button & Program lists; Installing and Uninstalling new Hardware & Software program on your computer.

## **UNIT-II**

**Office Packages:** Office activates and their software requirements, Word-processing, Spreadsheet,

Presentation graphics, Database, introduction and comparison of various office suites like MS-Office,

Lotus-Office, Star-Office, Open-Office etc.

**MS Word Basics:** Introduction to MS Office, Office Button, Introduction to MS Word, Features & area of use. Working with MS Word, Quick Access toolbar, Ribbon, Ruler, Tab, Group, Document Window, Windows Control, Status bar, Scroll Bar, Title Bar, Help Button, Zoom Slide, Menus & Commands, Toolbars & Buttons, Shortcut Menus, and Wizards & Templates.

Creating a New Document, Styles, Different Page Views and layouts, Applying various Text , Finding and Replacing Text, Enhancements, Working with -Styles, Text Attributes Font, Size Color, Highlight.

Paragraph and Page Formatting, Margins, Page Number, Header Footer

Text Editing using various features; Bullets, Numbering, Auto formatting, Printing & various print options.

### **UNIT-III**

**Advanced Features of MS-Word:** Spell Check, Thesaurus, Find & Replace; Headers & Footers, Inserting - Page Numbers, Pictures, Files, Auto texts, Symbols etc., Working with Columns, Tabs & Indents, Creation & Working with Tables including conversion to and from text, Margins & Space management in Document, Adding References and Graphics, Mail Merge Select Document Type, Various methods of selecting Recipients, Creating Document, Merging, Creating Envelops & Mailing Labels. Importing and exporting to and from various formats.

### **UNIT-IV**

**MS Excel:** Introduction and area of use, Working with MS Excel, concepts of Workbook & Worksheets, Row, Column and Cell, Menus and Dialog box, Sheets,

Using Wizards, Various Data Types, Using different features with Data, Cell and Texts, Inserting,

Removing & Resizing of Columns & Rows, Working with Data & Ranges, Different Views of

Worksheets, Column Freezing, Labels, Hiding, Splitting,

Using different features with Data and Text, Use of Formulas,

Calculations & Functions: Logical, Database, Date and Time, Information, Mathematical and statistical Functions.

Cell Formatting : Format cell Dialogue Box , Borders & Shading , Decimal Places, Date and Time Formats, Fractions, Currency vs Accounting , Text to Numbers, Numbers to Text, Custom Number Format, Format Painter, Cell Styles, Themes

Working with Different Chart Types: Create chart , Change Chart Type, Switch Row/Column ,Chart Title , Legend Position , Data Labels.

Printing of Workbook & Worksheets with various options.

### **UNIT-V**

**MS PowerPoint:** Introduction & area of use, Working with MS PowerPoint, The Main Screen Component, Creating a New Presentation, Working with Presentation Color, Transition, Drawing tool, Using Wizards; Slides & its different views, Inserting, Deleting and Copying of Slides; Working with Notes, Handouts, Columns & Lists, Adding Graphics, Sounds and Movies to a Slide; Working with PowerPoint Objects, Designing & Presentation of a Slide Show, Custom Animation with Timing , Chart effect, Action

button and Action Settings, Determining What to Animate, Automate Presentation. Printing Presentations, Notes, and Handouts with print options.

**Outlook Express:** Features and uses, Configuration and using Outlook Express for accessing e-mails in office.

***TEXT & REFERENCE BOOKS:***

*WINDOWS XP COMPLETE REFERENCE. BPB PUBLICATIONS*

*MS OFFICE XP COMPLETE BPB PUBLICATION*

*MS WINDOWS XP HOME EDITION COMPLETE, BPB PUBLICATION.*

*JOE HABRAKEN, MICROSOFT OFFICE 2000, 8 IN 1, BY, PRENTICE HALL OF INDIA*

*I.T .TOOLS AND APPLICATIONS, BY A. MANSOOR, PRAGYA PUBLICATIONS, MATURA*