

## SEMESTER-I

### 1PGDCA2 - PC PACKAGES (WORD, EXCEL, POWERPOINT)

#### UNIT-I

Operating System (Windows 8.1): Overview of Windows Operating System, Basic Operations-How to start a computer, login, logoff, hibernate, shutdown etc, Personalizing Desktop-Desktop Background, Screen Saver, Themes, Setting date & time, Task bar, Files & Folders, Create, Copy, Rename, Moving & Delete Files & Folders, Create & Using Shortcuts, Recycle Bin.

Accessories-MS Paint, Notepad, WordPad, Windows Media Player, Calculator, Games, Math Input Panel, Language Settings-How to set other languages on computer Using Control Panel to add, remove or configuring new or existing devices and software programmes and fonts, Enhance the performance of computer- using Disk Clean-up, using Disk Defragmenter, Using Windows Update, Protecting your computer against viruses.

Using Internet in Windows: Basic Operations using Internet Browser-Working with browsers, Know about WWW, URL, Search Engines, Searching information on Wikipedia, Subscribing and reading newspapers online, Typing text in the regional language, Using Google Maps, Working with Google Apps, Online Ticket Booking, , Apply for PAN Card/Passport /Aadhar Card online, Pay electricity bill and service tax online, Booking gas refill online, Downloading eBooks.

#### UNIT-II

Modern office activities and their software requirements, Introduction to Office Automation Suit, Elements of office suit & area of use. Word-processing, Spreadsheet, Presentation graphics, Database, Introduction and comparison of various office suites like Apache OpenOffice, Libre Office, Calligra Suite, WPS office, KOffice, Google Docs & Microsoft office.

MS Word Basics: Introduction to MS Office (2013), Introduction to MS Word, Features & area of use. Various versions of MS Office and their requirements, Working with MS Word, Menus & Commands, Ribbon, Toolbars & Buttons, Shortcut Menus, Wizards & Templates, Creating a New Document, Different Page Views and layouts, Applying various Text Enhancements- Fonts, Styles, Text Attributes, Formatting Your Text and Documents: Auto format, Paragraph and Page Formatting, Line spacing, Margins, Borders and Shading, Tabs and Indents, Text Editing using various features, Bullets, Numbering, Working with Styles, Printing & various print options, Spell Check Working with Headers and Footers.

Tables: Creating a simple table, Creating a table using the table menu, Entering and editing text in a table, selecting in table, adding rows, changing row heights, Deleting rows, Inserting columns, Deleting columns, changing column width, conversion to and from text.

#### UNIT-III

Advanced Features of MSWord-Spell Check, Thesaurus, Find & Replace, Files, Auto texts, Symbols etc., Working with Columns, Tabs & Indents, Margins & Space management in Document, Page, Column & Section Breaks, Adding References, Using

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JMS

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footnote and endnote in documents, creating automatic Table of Contents, Using Themes, Watermarks, Inserting Equations & Symbols.

Graphics: Importing graphics, Clipart, Insert picture, Using Clip Art, Shapes and SmartArt in documents, using drawing features, drawing objects, text in drawing. Taking and inserting Screenshots in Documents, Using WordArt and Drop Cap features in documents. Templates: Template types, using templates, exploring templates, modifying templates.

Mail Merge in MS Word, Mail Merge concept, Envelops & Mailing Labels, Importing and exporting to and from various formats, Macros in MS Word: Macro introduction and their use, recording macros, editing macros, running a macro.

#### **UNIT-IV**

MS Excel Spreadsheet Basics & features, concepts of Workbook & Worksheets, Getting started, Creating a new worksheet, Using Wizards, Various Data Types, Selecting cells, Entering and editing text, Entering and editing Numbers, Removing & Resizing of Columns & Rows, entering and editing Formulas, Referencing cells, moving cells, copying cells, sorting cell data, inserting rows, inserting columns, Inserting cells, Deleting parts of a worksheet, clearing parts of a worksheet, Different Views of Worksheets.

Formatting: Page setup, Cell Formatting, changing column widths and Row heights, auto format, changing font sizes and Attributes, centering text across columns, using border buttons and Commands, changing colors and shading, hiding rows and columns, Working with Data & Ranges, Column Freezing, Labels, Hiding, Splitting, merging etc.

Charts: Chart parts and terminology, chart wizard, different types of charts, printing charts, deleting charts, linking in spreadsheet, Printing of Workbook & Worksheets with various options.

#### **UNIT-V**

MS PowerPoint: Introduction & area of use, Working with MS PowerPoint, Creating a New Presentation, Working with Presentation, Using Wizards; Slides & its different views, Inserting, Deleting and Copying of Slides; Working with Notes, Handouts, Columns & Lists, Adding Graphics, shapes, screenshots, Smart Art and charts in presentation, Sounds and Movies to a Slide; Working with PowerPoint Objects, Designing & Presentation of a Slide Show, change Slide backgrounds, Change Slide Size, Using Animation and Transitions in presentation, Advanced Slide options- Manual & Automatic, Printing Presentations, Notes, Handouts with print option, Slide Master, Handout Master and Notes Master.

Outlook Express: Features and uses, Configuration and using Outlook Express for accessing emails in office, Add e-mail accounts to Outlook, Create emails, send and receive emails in outlook.

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#### **Reference Books:**

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- Introducing Windows 8.1 for IT Professionals Technical Overview, ED BOTT, Microsoft Press e-book download from [https://blogs.msdn.microsoft.com/microsoft\\_press/2013/10/14/free-ebook-introducing-windows-8-1-for-it-professionals/](https://blogs.msdn.microsoft.com/microsoft_press/2013/10/14/free-ebook-introducing-windows-8-1-for-it-professionals/)