7802

Course : DCA
Sub Code : 1DCA2

Semester : I
Subject Name- PC Packages (Windows, MS Word, MS Excel, MS Powerpoint)

Unit	Lectures	Practical's	Workshops	Demo.	Field Visits	Total Hours	Remarks
UNIT–I **MS Windows:** Introduction to MS Windows; Features of Windows; Various versions of Windows & its use; Working with Windows; My Computer & Recycle bin ; Desktop, Icons and Windows Explorer; 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.	8	6				14	
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, Introduction to MS Word, Features & area of use. Working with MS Word, Menus & Commands, Toolbars & Buttons, Shortcut Menus, Wizards & Templates, Creating a New Document, Different Page Views and layouts, Applying various Text Enhancements, Working with -Styles, Text Attributes, Paragraph and Page Formatting, Text Editing using various features ; Bullets, Numbering, Auto formatting, Printing & various print options	8	6				14	
UNIT–III **Advanced Features of MS-Word:** Spell Check, Thesaurus, Find & Replace; Headers & Footers, Inserting - Page Numbers, Pictures, Files, Autotexts, 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, Envelops & Mailing Labels. Importing and exporting to and from various formats.	8	6				14	
UNIT–IV **MS Excel:** Introduction and area of use, Working with MS Excel, concepts of Workbook & Worksheets, 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 etc., Using different features with Data and Text; Use of Formulas, Calculations & Functions, Cell Formatting including Borders & Shading, Working with Different Chart Types; Printing of Workbook & Worksheets with various options.	8	6				14	
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, Sounds and Movies to a Slide; Working with PowerPoint Objects, Designing & Presentation of a Slide Show, Printing Presentations, Notes, Handouts with print options. **Outlook Express:** Features and uses, Configuration and using Outlook Express for accessing e-mails in office.	8	6				14	
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*							