HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN
FIRST YEAR B.C.A.
BCA 107 : Office Automation Tools with MS-Access

Teaching Scheme (per week)		Examination Scheme					
		INT		EXT		TOTAL	
Th. (hours)	Pr. (hours)	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)	Th. (marks)	Pr. (marks)
--	3	--	30	--	70	--	100

University Examination Duration: 3 Hours (per batch).

[A]   OFFICE AUTOMATION TOOLS   50%

MS-DOS AND WINDOWS

I. DOS COMMANDS FOR FILES MANAGEMENT AND PROCESSING FILE
   File Name & definition Extension
   Internal Commands and   External Commands
   Autoexec.bat   & Config.sys
   Batch file   IF, GOTO , ECHO, REM, PAUSE, LABEL etc..

II. WINDOWS OPERATING SYSTEM
   * Use of start
   * Use of Popup windows & Menu bar
         Options :- FILE , OPTIONS, WINDOWS , HELP
   * Popup-windows and Setting for Printing in PAINTBRUSH , WORDPAD
   * Popup-windows and Setting for CONTROL PANEL
   * Popup-windows and view of FILE MANAGER / EXPLORER
   * other preliminary characteristics of WINDOWS

MS-OFFICE

I.   MS-WORD.

Word Essentials, The Word Workplace, Typing and Editing, Typing and Revising, Finding and Replacing, AutoCorrect and AutoText: Reusing Text & graphics, Editing and Proofing Tools, Formatting Text, Formatting Text Characters, Formatting Paragraphs, Formatting and Sorting Lists, Automatic Formatting and Styles, Document Templates, Page Design and Layout, page Setup, Margins, Page Numbers, and Other Items, Newspaper-Style Columns, working with Tables, Working with Long Documents, Outlining and Organizing a document, File Management, Opening, Saving, and Protecting Documents, locating and Managing Documents, Printing, Assembling Documents with Mail Merge, Mail Merge- Step by Step, Mail Merge-Advanced Techniques, Automating Your Work.

Practicals may be given for

- Creating the documents with Special effects like underline, bold, different size,
- different font, different color. Etc.
- Find and Replace operations like cut, paste, copy clipboard.
- Inserting Date & Time, Pictures, Bullets & Numbering ets.
- Paragraphs, bullets, indentation etc. Formatting features.
- Printing the documents, it includes paper-size, margins, header and footer, page no.
- Creating a table.
- Mailmerge, spellcheck, drawing table.
- Template
- open a new document and type your bio-data with use bold , italic , underline tools and save that document set the alignment left , right &center.
- check out the different layout into create word document.
- give the break , header footer into your bio-data.
- create a new document and uses the superscripts and subscripts option (write the different formula) and use bullets also.
- create a mail- merge for all types.
- Create a macro for write an address.
- Create a table into word document with two merge cell.
- Sort the table data.

1I.   **MS-EXCEL.**

Essential Skills, Starting Microsoft Excel, Managing Workbook Files, Working in Workbooks, Selecting Cells and Choosing Commands, entering Data, Using Formulas to Calculate Values, Editing a Worksheet, formatting a Worksheet , Printing, Consolidating Data, Creating Charts (graphs), Chart Types, Auto formats, Changing Data in a Chart, Formatting a Chart, Organizing and Analyzing Data in a List Using a List to Organize, data sorting and filtering Data in a List Summarizing Data in a List, Presenting, Reviewing, and Sharing Workbooks, Creating Graphic Objects on Worksheets and Charts, Auditing and Adding Comments to Documents, Protecting a Workbook, Exchanging Data with Other Applications, Sharing Data and Graphics with Other Applications, Importing and Exporting Documents, Switching from Other Applications.

Practicals may be given for
- Creating Worksheets.
- Printing, Inserting, Deleting, Copying, Moving worksheets.
- Formulas, Built-in functions.
- Graph-Plotting facilities.
- Database Management System.
- Using extensionally created data files.
- What-if analysis.
- Formatting cells, Worksheets etc.
- Custom Controls
- Protection facility
- Pivot tables
- Macro facility
- set the print area into excel sheet and do print
- Use find, replace and go to option from your edit menu.
- Create a your mark sheet and give the pass-fail result and grade
- Using if condition does the total of marks using sum function.

- Create a two or more sheet into one excel document in one sheet draw the chart but data will take from the other sheet
- Create a macro for employee information heading
- Protect only one sheet through your own password.

III   MS- PowerPoint.

Practices may be given for
- Creating a presentation
- Inserting/Deleting slides
- Different slide views
- Editing slides.
- Slide transition & editing special effects
- Inserting sound, picture, chart, organization chart.
- create a simple two slide presentation
- create a presentation other your subject (minimums 4 slide)
- put the different word art text and different shapes into create   subject document and give different animation.
- put the different link into index page as your slide heading (means when you click on the index topic direct open that slide which describe that topic)
- put the next and previous button into your slides
- put your front page as a background into all slides and give the time between all the animations
- put the no into all slide through use of header-footer option show in slide

[B]   MS- ACCESS   50%

As per unit –III and unit-VI of BCA- 102.

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