

H. N. G. University, Patan
M.C.A. (5 Years Integrated) SEMESTER - I
104 : Introduction to PC Package & Operating System

[**NOTE:-** Theory and Practical of this course is based on at least Windows XP and MS Office 2000 Version, newer versions can also be used for performing practical in Lab.]

Unit : 1

[25%]

DOS:

Internal & External commands; Wildcard Character; file name; Creating/Editing file batch file.

MS Windows: Windows Basic:

Introduction to Windows; Using start menu; Using Run to start a program; Move or size a window; computer hardware; Viewing Files: Using My Computer; Using Windows Explorer.

Working with Files:

Select, open, move, copy rename, delete, restore deleted files; create a new file and folder, search for files; create a shortcut; Printing: print files, pictures; Introduction to Accessories and Control Panel

Install Software:

Add windows Component; Install and remove program

Unit : 2

[25%]

MS Word Basics:

Introduction to MS Office; Introduction to MSWord; 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.

Advanced Features of MS-Word:

Using bookmarks; Spell Check and Thesaurus; Find & Replace; Headers & Footers ; Inserting – Page Numbers, Pictures, Files, Auto texts, Symbols ; Working with Columns, Tabs & Indents; Creation & Working with Tables ; Margins & Space management in Document; Mail Merge.

Unit : 3

[25%]

MS Excel:

Introduction and area of use; Working with MS Excel.; concepts of Workbook & Worksheets; 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.

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.

MS Access:

DBMS Concept; Creating database, table, fields & its properties; Data types; Adding primary key into table; Relationship; Adding/Editing data; sorting; indexing; designing queries; using forms; Report generation.

Text Books:

1. Master Visually Windows XP complete visual reference, Hungry Minds
2. Straight to the Point – MS Office 2003 By Dinesh Maidasani Publisher: firewall
3. Master Visually Microsoft Office 2003 By Michael S. Toot Publisher: visual
4. Online Help.

Reference Books:

1. Windows Xp simplified, Wiley publishing Inc.
2. Ms-Office 2000 – No Experience required – Gini Courter and Annette Marquis.