

## 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 – I

[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 – II

[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 – III

[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.

### UNIT – IV

[25%]

**MS PowerPoint:** Introduction & area of use; Working with MS PowerPoint; Creating a New Presentation; Working with Presentation; Using Wizards; Slides & it's 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.

## (Practical List)

### MICROSOFT WORD PRACTICAL

1. Create A New Document & Set The Page Properly. Set The Margins Of Page Change The View Of The Page, Copy The First Paragraph And Paste It In Between The Paragraph. Move Middle Three Lines At The Bottom Of The Paragraph.
2. Create A Document and Highlight the Main Points, Bullets, Set the Paragraph Properly, Set The Line Space At Two, Set The Line Space At Two, Set The Proper Border To The Page also use Header/Footer options.
3. Create A Document And Type Your Time Table using Table.
4. Write A Letter Using Mail-Merge Utility.  
(Enter At least 10 Records)  
Also use Spelling check and auto text facility to correct spellings.
5. Create A Document And Write Some Text Then Do Formatting On That Text Using Macro Utility.

### MICROSOFT EXCEL

- (1) PREPARE A WORKSHEET AS SHOWN BELOW.

NORTH GUJARAT TRAVELS & CO.  
APRIL-MAY-2000.

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NO	NAME	DESIGNATION	BIRTH	AGE	STA_DATE	RETU_DATE	AMOUNT	TAX
1	G.D.THAKAR	PRINCIPAL	11-OCT-56	....	26-JUL-22	31-JUL-22	8000.00	
2	N.P.PATEL	PROFESSOR	30-DEC-44	....	09-DEC-29	19-DEC-29	6400.00	
3	S.M.PATEL	PROFESSOR	22-MAY-65	....	13-SEP-21	18-SEP-21	6102.00	
4	Y.S.RAVAL	CLERK	14-MAR-70	....	06-NOV-14	07-NOV-14	3230.00	
5	J.L.OZA	SECRETARY	29-AUG-63	....	23-OCT-23	30-OCT-23	0000.00	
6	J.M.PATEL	DIRECTOR	22-APR-58	....	21-SEP-25	27-SEP-25	5050.00	
7	M.M.PATEL	PRINCIPAL	25-SEP-52	....	28-APR-26	03-MAY-26	9020.00	
8	K.P.RAVAT	CLERK	01-NOV-60	....	17-NOV-10	21-NOV-10	3600.00	
9	M.C.SHUKLA	MANAGER	23-OCT-61	....	20-AUG-09	30-AUG-09	1000.00	
10	R.K.DAVE	MANAGER	03-JUL-66	....	06-MAR-01	16-MAR-01	9000.00	

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- 1. CHANGE COLUMN & ROW'S HEIGHT, WIDTH, COLOUR USING TOOL BAR AND ARROWKEY.
- 2. USE CUT, COPY, AND PASTE OPTION.
- 3. INSERT ROW AND COLUMN
- 4. DELETE ROW AND COLUMN.
- 5. SORT ABOVE DATABASE IN DESCENDING ORDER ON FIELD NAME
- 6. DRAW A BAR GRAPH IN 2D FORM FOR NAME CORRESPONDING TO AGE.  
TITLE THE GRAPH AS  
"NORTH GUJARAT UNIVERSITY, PATAN" &  
"MASTER OF SCIENCE (CA & IT)"
- 7. CHANGE COLOUR IN ABOVE GRAPH.
- 8. PUT DATA IN ABOVE GRAPH.

- (2) CREATE A WORKSHEET HAVING FOLLOWING INFORMATION.  
ITEM INFORMATION
-

ITEM NO OPENING STOCK PURCHASE SALES STOCK ON HAND

```
=====
1234 5000      1200    2000  4200
2345  -         -         -     -
-
```

- FILL THE DATA IN THE SPREADSHEET.
- SET THE WIDTH OF COLUMN B TO 15.
- ENTER 10 DATA IN FIRST 4 COLUMN.
- RIGHT JUSTIFY ALL THE LABEL.
- COMPUTE STOCK ON HAND USING FORMULA AND COPY COMMAND
- SAVE THIS WORKSHEET WITH THE FILE NAME STOCK.
- ERASE THE CURRENT WORKSHEET.
- MOVE ITEM NO COL TO COL G
- INSERT A BLANK ROW AT ROW 5 AND ADD ONE NEW ITEM.
- DELETE ROW NO 6
- INSERT A NEW COL PRICE BETWEEN ITEM AND OPENING STOCK
- ENTER PRICE IN NEW COL.
- CREATE NEW COL VALUE AFTER STOCK ON HAND.
- COMPUTE VALUE OF ALL ITEM USING NAMING RANGE WITH FOLLOWING FORMAT.  
VALUE = STOCK ON HAND \* PRICE.
- CREATE A LINE GRAPH USING APPROPRIATE TITLE CORRESPONDING TO STOCK ON HAND.

(3) SHRI GANESH COMPANY HAS EMPLOYED SOME SALESMAN FOR SELLING ITS PRODUCTS. THE COMPANY MAINTAINS A WORKSHEET IN FOLLOWING FORMAT. UP TO 12 MONTH.

SHRI GANESH AND DHRUVKUMAR COMPANY  
SALES ANALYSIS

```
=====
SALESMAN NAME      JAN    FEB    MARCH ....
=====
SHRI. HARI          50,000 12000  30000 ....
SHRI. VISHNU        70,000 16000  35000 ....
SHRI. JALARAM       80,000 17000  16000 ....
SHRI. JALARAM       90,000 12000  24000 ....
SHRI. HARISH        56,800 14000  28000 ....
=====
```

USING THE ABOVE WORKSHEET COMPUTE THE FOLLOWING INFORMATION.

- 1. TOTAL NO OF SALESMEN
- 2. TOTAL VALUES OF SALESMAN MADE BY EACH SALES MAN USING SUM FUNCTION
- 3. TOTAL SALES MONTHWISE USING SUM TOOLBAR.
- 4. HIGHEST SALES IN EACH MONTH USING MAX FUNCTION.
- 5. LOWER SALES IN EACH MONTH USING MIN FUNCTION.
- 6. ENTER 15 MORE DATA USING FORM.
- 7. DRAW THE COLUMN BAR GRAPHS USING SUITABLE TITLES NAME CORRESPONDING TOTAL SALES VALUE.
- 8. ADD DATA LABELS IN ABOVE GRAPH.
- 9. CHANGE FONT STYLE & COLOUR IN ABOVE SHEET USING MACRO.

(4) PREPARE A WORKSHEET AS SHOWN BELOW.

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-----
EMPNO EMPNAME    BASIC JOIN_DATE HRA DA DEDU TOTAL NET_SALARY
-----
22 N.R.DAVE     4000 01-05-97
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27 C.D.TRIVADI 3500 16-10-96  
 28 M.B.PRAJAPATI 3000 25-12-60  
 22 A.R.PATEL 2500 08-02-65  
 11 H.P.PANDYA 2440 11-11-72  
 12 S.VAGHELA 2500 11-04-97

NET\_SALARY = TOTAL - DEDU

- 1. ENTER 15 DATA IN ABOVE WORKSHEET
- 1. CALCULATE DA IF BASIC <= 2500 DA =1000 ELSE DA =1200
- 2. CALCULATE HRA IF BASIC <= 1000 HRA =500 ELSE HRA =600
- 3. CALCULATE TOTAL = BASIC + DA + HRA
- 4. CALCULATE THE DEDU = TOTAL \* .03
- 5. CALCULATE THE NET\_SALARY = TOTAL - DEDU
- 6. DRAW A GRAPH FOR NAME CORRESPONDING NET\_SALARY.
- 7. SORT ABOVE DATABASE ON PRIMARY FIELD AS A EMP-NAME AND SECONDARY FIELD AS A BASIC IN ASCENDING ORDER.
- 8. EVERY CONDITIONS IN DIFFERENT COLOUR AND FONT STYLE.

(5) PREPARE A WORKSHEET AS SHOWN BELOW.

EMP NO	EMPNAME	JAN	FEB	MAR	APRIL	TOTAL	AVG
A0001	MANISH	10000	12000	10000	13000	45,000.00	11250
B0001	RAMAN	20000	12600	32000	42000	106,600.00	26650
C0001	DHIREN	12000	30000	12500	16500	71,000.00	17750
A0001	DIPESH	20000	10200	18200	15600	64,000.00	16000
A0002	VIPUL	15000	40000	35000	25000	115,000.00	28750
B0002	JATIN	15500	25500	35000	12000	88,000.00	22000
C0003	BHAVIN	35000	15500	15500	13000	79,000.00	19750

- (1) CALCULATE THE TOTAL SALES MADE BY EACH SALESMAN.
- (2) FIND OUT MAXIMUM SALE IN EACH MONTH.
- (3) FIND OUT MINIMUM SALE IN EACH MONTH.
- (4) FIND OUT THE AVERAGE SALES OF EACH SALESMAN.
- (5) FIND OUT MODE OF SALES MADE BY EACH SALESMAN.
- (6) FIND OUT MEDIAN OF SALES MADE BY EACH SALESMAN.
- (7) DRAW A BAR GRAPH/PIE FOR AMOUNT CORRESPONDING TO SALESMAN.  
 TITLE THE GRAPH AS  
 "NORTH GUJARAT UNIVERSITY , PATAN " &  
 " MASTER OF SCIENCE (CA & IT) ."
- (8) COLUMN'S LABELS ARE APPEAR AFTER EVERY FIVE RECORDS.
- (9) SORT ABOVE DATABASE ON EMP-NAME IN ASCENDING ORDER.
- (10) SORT ABOVE DATABASE ON PRIMARY FILED AS A EMP-NO AND SECONDARY FILED AS A EMP-NAME IN DESCENDING ORDER.

(6) LOAN PAYMENT CALCULATOR AMOUNT BORROWED

LOAN LIFE (YEARS)	\$5,000.00	\$10,000.00	\$15,000.00	\$20,000.00	\$25,000.00
1					
2					
3					
4					
5					

1  
2  
3  
4  
5

=====

ENTER AN INTEREST RATE: - 12%

- 1. CALCULATE PAYMENT OF LOAN USING FUNCTION.
- 2. CALCULATE FUTURE VALUE OF LOAN USING FUNCTION.
- 3. ENTER INTEREST RATE 15% AND CALCULATE PAYMENT AND FUTURE VALUE.
- 4. DRAW BAR GRAPH FOR PAYMENTS CORRESPONDING TO YEAR.
- 5. CREATE A PIVOT TABLE.

Microsoft Access

1. Create a Student Database which contain a table named studinfo, The structure of table is as following and give answers of questions.

Field Name	Field Type	Length	Description.
ss_name	Text	20	Surname of Student.
sn_name	Text	20	Name of Student.
sl_name	Text	20	Father name of Student.
sadd_1	Text	20	Address-1 of Student.
sadd_2	Text	20	Address-2 of Student.
scity	Text	15	City Name of Student.
spin	Text	6	Pincode.
sdi	Text	10	District Name of student.
sb_date	date		Birth Date of Stuednt.
sf_info	memo		Family Information of Student.
s_category	text	4	ST/SC/BAXI/OBC/GEN/HP.

- (1) Enter 20 Records in table in DataSheet view.
  - (2) Save & Close Table and Database and exit from Access.
  - (3) Load Access & Retrieve your saved table.
  - (4) Add New Records at the Bottom of your table.
  - (5) Put Record pointer on 10th record and select that record.  
(Use Navigation Button)
  - (6) Modify scity, spin & sdi fields of selected Record.
  - (7) Delete 7th Record form table.
  - (8) Save your Table and exit form Access.
2. Open table studinfo in DataSheet view and give answers of following questions.
- (1) Sort table on ss\_name, sn\_name and sl\_name(Multiple Sorting) in Ascending order and close table.
  - (2) Open this table in Design View. Add a new field srollno at first position and Autonumber as field type.
  - (3) Add New five Records in your table this five Records have City name "CHANASMA", pincode "384220" and Dist. "PATAN". So set this value as Default value in the Structure of those fields.
  - (4) Add Roll no (s\_rollno) field into table.
  - (5) Display only those records which have district name = "PATAN".
  - (6) Search those record which contain "KUMAR" string in any part of sn\_name field.
3. Create a Form named Studinfo and enter new Records using columnar Autoform view.  
-> Print single Record from your form.
4. Open table studinfo and set different field properties for following fields.

Fields	Property	Setting Value
sdi	Default value	"PATAN"
	Field Size	20
	Caption	Name of District

sb\_date          Validation -    Date must be Between  
                          Rule            1/1/1975 to 31/12/1990  
 s\_rollno          Indexed            Yes (Noduplicates)  
 -> Set appropriate Caption (Property) for each field for Report.

5. Create two Table.

Customer	Data Type	Supplier	Data Type
C_no	Counter	S_no	Counter
C_name	Text	S_name	Text
C_add	Text	I_code	Text
C_city	Text	I_desc	Text
C_phone	Text	Price	Number
S_no	Counter	Tax	Number
Qty	Number	S_ctiy	Text

- Create the primary key on s\_no to s\_no.
- Relationship between two tables on s\_no to s\_no
- Create form for two table using design view queries.
- Calculate the total value using the design view queries.  
 Value = price \* qty - tax (Tax is 10%).
- Create two reports for all the customer and supplier with proper Heading formatting.

6. Use Two Table of Practical No-5 and solve the following query.

- Display all Customer No and Customer Name whose Customer city Is "Patan".
- Display all Supplier No and Supplier Name whose Customer city Is "Ahmedabad".
- Display all Customer No, Customer Name, Customer City, Customer Phone No whose Supplier goods price is greater than 5,000.
- Display all Customer No, Customer Name, Item Code, Item Name whose Supplier goods value is greater than 10,000.
- Display all Customer No, Customer Name, Supplier Name whose Item description is "Bucket".
- Display all Customer No, Customer Name, Supplier Name, Supplier City whose Supplier City is "Palanpur".

### Power Point

- Create the training slide using the wizard.
  - Change the two file Back ground color.
  - Change the all contains in the Slide.
  - Insert the new Slide.
  - All the Slide show in the Slide sorter view.
  - Show all the Slides.
- Create the Information Slide of any topic using the template (At least 5 Slide.)
  - Change the font style and Add the appropriate clipart.
  - In second Slide using the table.
  - Apply the animation to every Slide.
  - For every Slide fill the content using outline view.
  - Add mouse interaction for changing slides.
- Create the Sales data company slide (at least five)
  - Insert the new Slide and Create the chart annual Sales.
  - Set animation Button Every Slides. Such as next previous.
  - Set slide transition and set slide show automatic.