P.G.D.C.A. Semester – I

DCA - 106: PC Packages - Office automation Tools

Teaching Scheme (per week)		Teaching Scheme (per semester)		Examination Scheme					
				Internal		External		Total	
Th. (Hours)	Pr. (Hours)	Total (Hours)	Credit	Th. (Marks)	Pr. (Marks)	Th. (Marks)	Pr. (Marks)	Th. (Marks)	Pr. (Marks)
----	4	40	4	----	30	----	70	----	100

Introduction of Operating Systems and Working with Files

Introduction of Operating System: DOS and Windows, Applications of OS, Difference between DOS & Windows.

DOS: Internal & External commands, file name Rules, Creating/Editing file, batch file

Windows and its different Terminologies: Desktop, Icon, Wallpaper, Taskbar, My computer, My document, Recycle bin, Control, Find, Shutdown, Logoff

Note: The Practical list provided beneath is for reference only. The subject teacher may change/formulate it as per his/her methodology and requirement.

Word Processing: (E.g. Writer)
Practical may be given for

- Creating the documents with Special effects like underline, bold, different size, different font, and different color etc.
- Find and Replace operations like cut, paste, copy clipboard, spell-check creating auto text
- Inserting Date & Time, Pictures, and Bullets & Numbering etc.
- Paragraphs, bullets, indentation etc. Formatting features.
- Printing the documents, it includes paper-size, margins, header and footer, page no.
- Creating a table, drawing table.
- Macro creation and mail merge application feature

Spreadsheet Application: (E.g. Calc)
Practical may be given for

- Creating spreadsheet.
- Printing, Inserting, Deleting, Copying, Moving spreadsheet.
- Formulas, Built-in functions.
- Graph-Plotting facilities.
- Formatting cells, spreadsheet etc.
- Sorting, filtering, conditional formatting spreadsheet.
- Protection facility , Goal seek
- Pivot tables
- Macro facility
- Create Employee Salary Slip in spreadsheet

- Create Student Mark sheet in spreadsheet

Multimedia Presentation: (E.g. Impress)
   Practical may be given for

- Creating a presentation
- Inserting/Deleting slides
- Different slide views
- Editing slides.
- Slide transition & Add animation
- Inserting sound, picture, chart, organization chart.

GUI based Database Tool:
   Practical may be given for

- Design a simple database.
- Create table like Student, Employee using design view and wizard.
- Query a database using different methods.
- Create a form using design view and wizard.
- Generate various report using design view and wizard.
- Create project on following system
  - ✓ Student Information System
    - ➢ To prepare student marksheet.
  - ✓ Employee Information System
    - ➢ To generate employee salary slip.
  - ✓ To prepare electricity bill.
- Create Macros to Automate Tasks.

Practical Exam Scheme:

Word Processor / Presentation Practical	Spreadsheet Application Practical	GUI based Database Tool Practical	(Viva on) DOS Commands and Pc-Packages Software	Journal	Total
15 Marks	15 Marks	10 Marks	20 Marks	10 Marks	70 Marks

Reference Books:

1. PC Software's for Windows By TAXALI [TMH]
2. Microsoft Office 2007: Introductory Concepts and Techniques By Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat
3. Taming Apache OpenOffice: Getting Started By Jean Hollis Weber
4. Open Office Basic: An Introduction By James Steinberg
5. Getting Started with LibreOffice By LibreOffice community