HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN							
P.G.D.C.A. SEMESTER – I **DCA-104 : Office Automation Tools**							
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)
4	--	30	--	70	--	100	--

[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 [17 Marks]

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 [18 Marks]

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 [18 Marks]

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 [17 Marks]

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**.**

Question Paper Scheme:
    Q.1 - Unit-I   (17 Marks)
        A. Objective/ Short Questions.
        B. Descriptive/ Long questions.
    Q.2 - Unit-II   (18 Marks)
        A. Objective/ Short Questions.
        B. Descriptive/ Long questions.
    Q.3 - Unit-III   (18 Marks)
        A. Objective/ Short Questions.
        B. Descriptive/ Long questions.
    Q.4 - Unit-IV   (17 Marks)
        A. Objective/ Short Questions.
        B. Descriptive/ Long questions.

Note: Options should be given in all questions

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