

P.G.D.C.A. SEMESTER – I

DCA-108 : PC-Packages and Computerized Accounting System

University Examination Duration : 3 Hours (Per Batch)

I PC-Packages: (20 Marks)

[A] MS-DOS AND WINDOWS (not for examination)

[B] MS-OFFICE

1. MS-WORD.

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 etc.
- 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.

2. MS-EXCEL.

Practicals may be given for

- Creating Worksheets.
- Printing, Inserting, Deleting, Copying, Moving worksheets.
- Formulas, Built-in functions.
- Graph-Plotting facilities.
- Database Management System.
- Using extexternally created data files.
- What-if analysis.
- Formatting cells, Worksheets etc.
- Custom Controls
- Protection facility
- Pivot tables
- Macro facility

3. MS- PowerPoint.

Practicals 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.

II Study of any one of the Accounting Software like Tally, TATA – EX: (10 Marks)

1. Basic principles of double entry accounting system.
2. Creating

- a. New company
 - b. Security Controls
 - c. Gropus
 - d. Ledger
 - e. Voucher Type
3. Modifying
 - a. New company
 - b. Security Controls
 - c. Gropus
 - d. Ledger
 - e. Voucher Type
 4. Voucher Entry
 5. Generating Profit & Loss Account, Trial Balance and Balance Sheet
 6. Backup & Restore.