BCA-S102: PC Software Packages

(This paper must be taught in the Lab using PC software)

UNIT-I

DOS: Introduction, history & versions of DOS, DOS basics- Physical structure of disk, drive name, FAT, file & directory structure and naming rules, booting process, DOS system files, DOS commands- internal & external,

UNIT-II

Windows Operating System : Windows concepts, Features, Windows Structure, Desktop, Taskbar, Start Menu, My Computer, Recycle Bin, Windows Accessories- Calculator, Notepad, Paint, Wordpad, Character Map, Windows Explorer, Entertainment, Managing Hardware & Software- Installation of Hardware & Software, Using Scanner, System Tools, Communication, Sharing Information between programs.

UNIT-III

Word Processing; MS-Word: Features, Creating, Saving and Opening Documents in Word, Interface, Toolbars, Ruler, Menus, Keyboard Shortcut, Editing, Previewing, Printing,& Formatting a Document, Advanced Features of MS Word, Find & Replace, Using Thesaurus, Using Auto- Multiple Functions, Mail Merge, Handling Graphics, Tables & Charts, Converting a word document into varipus formats like- Text, Rich Text format, Word perfect, HTML etc.

UNIT-IV

Worksheet- MS-Excel: Worksheet basics, creating worksheet, entering into worksheet, heading information, data, text, dates, alphanumeric values, saving & quitting worksheet, Opening and moving around in an existing worksheet, Toolbars and Menus, Keyboard shortcuts, Working with single and multiple workbook, working with formulae & cell referencing, Auto sum, Coping formulae, Absolute & relative addressing, Worksheet with ranges, formatting of worksheet, Previewing & Printing worksheet, Graphs and charts, Database, Creating and Using macros, Multiple worksheets- concepts, creating and using.

UNIT-V

Introduction to Power Point: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.

Other packages: DTP software: Brief survey of MS Publisher, Pagemaker, Coreldraw. Adobe Photoshop

Recommended Books:

1. PC Software for Windows – R.K. Taxali
2. Unix Concepts and Applications – Sumitabha Das