

VEER NARMAD SOUTH GUJARAT UNIVERSITY – SURAT
Bachelor of Computer Application (B.C.A) 1st Year
Syllabus (As Per CBCS)

F. Y. B. C. A. Semester 1
Effective From: June-2012

Paper No.: 105

Paper Title: PC SOFTWARE - I

1. Introduction

- 1.1. Concept of Windows, Icon, Menu
- 1.2. Desktop
- 1.3. Creating Folders and Shortcuts
- 1.4. Finding Files & Folders
- 1.5. Creating, Copying, Moving and Deleting files
- 1.6. Windows Explorer
- 1.7. Basic DOS Commands

2. Word Processing Package

- 2.1. Typing, Editing, Proofing & reviewing
- 2.2. Formatting text & Paragraph
- 2.3. Automatics Formatting and Styles
- 2.4. Working with Tables
- 2.5. Graphics and Frames
- 2.6. Mail Merge
- 2.7. Automating Your Work & printing documents

3. Spreadsheet package

- 3.1. Concept of worksheet
- 3.2. Working & Editing in Workbooks
- 3.3. Creating Formats & Links
- 3.4. Protecting and Hiding data
- 3.5. Built in Functions
- 3.6. Formatting a Worksheet & Creating graphics objects
- 3.7. Creating Charts (Graphics), Formatting and analyzing data
- 3.8. Organizing Data in a List (Data Management)
- 3.9. Sharing & Importing Data
- 3.10. Printing
- 3.11. Macros

4. Presentation Package

- 4.1. Creating and Editing Slides
- 4.2. Creating and Editing objects in the slide
- 4.3. Animation and Running Slide Show
- 4.4. Creating and Running Slide Show
- 4.5. Templates
- 4.6. Interface with other packages

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5. Internet

- 5.1. Concepts
- 5.2. Working
- 5.3. Mailing & surfing tools

Reference Books:

1. WORD 6 for Windows Quick & easy Reference - Mansield - BPB
2. Mastering Word 6 for Windows - Mansfield - I3PB
3. Mastering EXCEL 4 for Windows - Townsend - IWB
4. Mastering EXCEL 4 for Windows - Chester - BPB
5. EXCEL 5 for Windows Quick & Eas4 -Jones TECH
6. Mastering Windows 95 Cowat-BPB
7. Mastering Microsoft Office 97 L. Mosely , D.Boody -BPB
8. Internet : An introduction Cisiems – Tata Mac , D. Boody –BPB
9. Internet 6 in 1 – Joe Krayuak & Harbraken , PHI
10. Internet access essential – Tittle & M. Robbins , AP professional
11. P C Software for Windows 98 Made Simple, R K Taxali, TMH