

BCA-112 Windows and PC Software

Maximum Marks: 100
Minimum Pass Marks: 35
Time: 3 hours

External: 80
Internal: 20

Note: Examiner will be required to set Nine Questions in all. First Question will be compulsory, consisting of objective type/short-answer type questions covering the entire syllabus. In addition to that eight more questions will be set, two questions from each Unit. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT-I

WINDOWS : Introduction to Windows and its Features, Hardware Requirements of Windows. Windows Concepts, Windows Structure, Desktop, Taskbar, Start Menu, My Pictures, My Music, My Documents, Recycle Bin. Managing Files, Folders and Disk . My Computer, Windows Explorer and its Facilities, Using CD, DVD, Pen Drive, Burning CD. Windows Accessories. Entertainment- Media Players, Sound Recorder, Volume Control.

UNIT-II

ADVANCED FEATURES OF WINDOWS:

Managing Hardware & Software - Installation of Hardware & Software, Using Scanner, Web Camera, Printers. System Tools - Backup, Character Map, Clipboard Viewer, Disk Defragmenter, Drive Space, Scandisk, System Information, System Monitor, Disk Cleanup, Using Windows Update. Browsing the Web with Internet Explorer, Multiple User Features of Windows, Creating and Deleting User, Changing User Password, etc. Accessibility Features of Windows - Sharing Folders and Drives, Browsing the Entire Network, Using Shared Printers. Control Panel & its components

UNIT-III

WORKING WITH SPREAD SHEET:

Introduction and area of use, Working with Excel, Toolbars, Menus and Keyboard Shortcuts, concepts of Workbook & Worksheets, Using Wizards, Various Data Types, 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, Cell Formatting including Borders & Shading.

UNIT-IV

ADVANCED FEATURES OF EXCEL:

Multiple Worksheets: Concept, Creating and Using Multiple Worksheets; Use of Formulas, Calculations & Functions, Various types of Functions, Cell Referencing, Absolute and Relative Addressing, Working with Different Chart Types, Chart Wizard, Printing of Workbook & Worksheets with various options, Database: Creation, Sorting, Query and Filtering a Database; Creating and Using Macros; Pivot table & Pivot chart

TEXT BOOKS

1. Microsoft Office – Complete Reference – BPB Publication

2. Learn Microsoft Office – Russell A. Stultz – BPB Publication

REFERENCES BOOKS

1. Courter, G Marquis . Microsoft Office 2000: Professional Edition. BPB.
2. Koers, D . Microsoft Office XP Fast and Easy. PHI.
3. Nelson, S L and Kelly, J Office XP: The Complete Reference. Tata McGraw-Hill.