BC(Voc)-206
BUSINESS DATA PROCESSING AND PC SOFTWARE-II

Max. Marks: 80
Internal Marks: 20
Time: 3 Hours

Note: **Paper setter will set nine questions in all. Question No. 1 comprising of five short types questions carrying four (4) marks each is compulsory. It covers the entire syllabus. Answer to each question should not be more than one page. Candidate is required to attempt four questions from the remaining eight questions carrying 15 marks each.**

Presentation software: creating, opening and saving presentations; working in different views; working with slides; adding and formatting text; spelling checks; preparing overhead transparencies speakers notes, handouts and outlines etc.; printing presentations; working with objects; designing, running and controlling electronic slide shows.

Desktop publishing: concept, need and applications; hardware, software requirements for DTP, an overview of DTP packages- MS word, open office, etc.; comparison of DTP software, PageMaker: text formatting and word-formatting features, composition and typography, graphics and text objects, indexes contents and pagination, color management, tables handling, printing & publications; advantages and limitations of PageMaker over MS word.

Statistical software: date entry, tabulation, sorting, data analysis using software; data analysis in excel, SPSS.

Mobile applications: concept, types, sources of mobile applications, advantages and limitations of mobile applications.

Practical: The student should be able to make presentations including graphics and animation, create documents using Page Maker, perform statistical analysis of data using Excel and SPSS.

REFERENCES

- Business Data Processing by Bhadka Harshad and Sharma Priyank, Lambert Academic Publication
- PC Software Made Simple by Jain SC BPB Publication
- Computer Basics and PC Software by Nidhi Singh, Dotcom Publication
- MS Office by S S Shrivastava, Laxmi Publication
- The Big Basics Book of MS Office-97 by Jennifer Fulton et aI. (PHI).   .