

Syllabus

COMPUTING SOFTWARE (PAPER CODE: BCA-04)

SECTION-A

- 1. Computer Appreciation:** Introduction, characteristics of computer; History of computers; classification of computers on size, architecture and chronology; Applications of computers; commonly used terms—Hardware, Software, Firmware. Types of software: System and Application software; Computer Architecture and organization; Input, Process and Output; Representation of information: BIT, BYTE, Memory, Memory size; Units of measurement of storage; Input/Output devices; Secondary storage devices; Programming Languages: Generation of Languages; Translators - Interpreters, Compilers, Assemblers and their comparison.

DOS: Versions of DOS; Booting sequence; Warm and Cold reboot; Concept of File and directory, Redirecting command input and output pipes, Wildcard characters, Types of DOS commands: Internal and External; Internal Commands: DIR, MD, CD, CLS, COPY, DATE, DEL, PATH, PROMPT, REN, RD, TIME, TYPE, VER, VOL External Commands: XCOPY, ATTRIB, BACKUP, RESTORE, FIND, SYS, FORMAT, CHKDSK, DISKCOPY, LABEL, MOVE, TREE, DELTREE, DEFRAG, SCANDISK, UNDELETE. Batch Files: Introduction to simple batch files; Introduction to CONFIG.SYS and AUTOEXEC.BAT files.

SECTION-B

- 2. Graphical User Interface:** Fundamentals of Windows, types of windows, Anatomy of windows, Icons, Recycle bin, Operations on Folders, Control panel.

Word Processing Package: Basics of Word Processing; Opening and Closing of documents; Text creation and Manipulation; Finding and replacing text, Printing of document, Formatting of text; Margin setting, Adding Borders and shading, Adding Headers and Footers, Setting up Multiple columns, Working with tables, Spell check, Grammar facility, Autotext, language setting and thesaurus; Mail merging.

Installation of Word Processing software.

SECTION-C

- 3. Spreadsheet Package:** Worksheet Basics, Data Entry in Cells: Entry of numbers, text and formulae, Moving data in a worksheet, Moving around in a worksheet, Selecting Data Range, Using the interface (Toolbars, Menus), Editing Basics, Working with workbooks. Cell referencing; Formatting and Calculations: using Autofill, Working with Formulae, Efficient Data Display with Data formatting (number formatting, date formatting etc.), Working with Ranges, Worksheet Printing; Working with Graphs and Charts: Adding/Formatting Text Data with Autoformat, Creating Embedded Chart using chart wizard, sizing and moving parts, updating charts, Changing chart types, Chart wizard, Adding Titles, Legends and Gridlines, Printing Charts; Database Management: Finding records with Data form, Adding/Deleting Records, Filtering Records in a worksheet; Functions and Macros: Worksheet Creating Macros, Recording Macros, Running Macros, Assigning Macros to Buttons, Defining Macros from Scratch. Multiple worksheets.

Installation of Spreadsheet software.

Presentation Packages: Basics, General Features, Creating a presentation, Incorporation of Animation.

Installation of Presentation software.

SECTION-D

- 4. Internet and WWW:** Evolution of Internet, services provided on Internet, Access Methods, Future of Internet, Fundamentals of WWW.

HTML: Introduction to HTML, Building blocks of HTML, lists, links, images, tables, frames, layers, HTML editor: Frontpage, Dreamweaver.