

Eklavya University

SESSION 2023-24 P.G.D.C.A I SEMESTER SYLLABUS

OF

Computer Application And Information Technology Department

School of Basic and Applied Sciences

EKLAVYA UNIVERSITY, DAMOH (M.P.)

Scheme of Examination PGDCA I Sem

For batch admitted in Academic Session 2023-24

Subject wise distribution of marks and corresponding credits

				Maximur	n Marks Allotted				Contact Periods			
S.No.	Subject Code	Subject Name		Theory Slot		Practi	ical Slot	Total		Per week	¢	Total Credit
3.NO.		- Subject Name	End Sem.	Mid term Examination	Quiz/ Assignment/ Attendance	End Sem	Lab Work/ sessional	Marks	L	т	Р.	Total Credits
1	PCAPL20S101	Fundamental OF Computer & information Technology	60	30	10		-	100	3	0		3
2	PCAPL20S102	PC Packages (Word , Excel, Powerpoint)	60	30	10		-	100	3	0		3
n a sea a	Ele	ective-I					2					
3	PCAPL20S103	Database Using MS-Access	60	30	10	-	-	100	3			3
4	PCAPL20S104	Database Using MySql	60	30	10	-	-	100	3	0		3
N.	Ele	ective-II			1					X		
5	PCAPL20S105	Fundamental of Multimedia	60	30	10	-		100	3	0		3
6	PCAPL20S106	Programming with VB.Net	60	30	10	r -1-	-	100	3	0		3
7	PCAPL20S107	Computer LAB 1				60	40	100	-	-	6	6
- 7		Total	240	120	40	60	40	500	12	0	6	18

Induction programme of three weeks (MC): Physical activity, Creative Arts, Universal Human Values, Literary, Proficiencey Modules, Lectures by Eminent People, Visits to local Areas, Familiarization to Dept./Branch & Innovations.

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Level 01-6-23



School of Basic and Applied Sciences

Cla	ISS		Post Graduate Diploma In Computer Applicati (PGDCA)	ons			
Se	mester/	Year	SEMESTER - I				
Subject & Subject Code Max. Marks			FUNDAMENTAL OF COMPUTER & INFORMATION TECHNOLOG -PCAPL20S101				
			60 (ETE) + 40 (IA) = 100				
C	redit	Total Credits					
L 3	T P	3					
Co 1.U 2. F 3. I 4.U 5. U 6. U 5. U 5. U 2. F mu 3. U	urse Ou Indersta Perform dentify S Indersta Jndersta Jndersta Jndersta Bridge th dents. Familiari Itimedia Jndersta	and the basic knowle common functional Software and Hardw and Testing, errors and and the usage of Con and windows directo earning Outcomes the fundamental cond ize operating system and internet and binary, hexadeci	operations in windows. are nd debugging mputer ry (SLO): cepts of computers with the present level of knowledg is, programming languages, peripheral devices, netw imal and octal number systems and their arithmetic.	orking,			
6. [s and Boolean algebra forms as the basics of digital of Sequential and combinational logic from basic ga Syllabus				
	NIT - I	disadvantage. Con ALU, Input/Output computers, Config Desktop, Laptop, computers, Super Primary Vs Seco Various Storage D Disks, Zip Drive,	n Concepts, Application area, advantage & mponents of a computer system - Control unit, it, Memory, Mother Board, Generations of gurations of Computer system, Types of PCs- Notebook, Palmtop ,PDA, Special, Purpose, rcomputers, Characteristics and area of Uses, indary Memory, RAM, ROM, EPROM, PROM. evices- Magnetic Disks, Hard Disk Drives, Floppy, Optical Disks, CD, VCD, CD-R, CD-RW, DVD, ay Disc, flash drives SD/MMC Memory cards,	8			
	1.	DVD-RW, Blue R Solid-State Drive (2. 1.			

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	Input Devices : Keyboard, Mouse, Trackball, Joystick, Scanners, Digitizing tablet, Digital Camera, MICR, OCR, OMR, Light pen, Barcode & Barcode Reader, Quick Response Code (QR Code), Voice,Recognition,Touch,Screen.	
UNIT - II	Output Devices : Monitors- Characteristics and types of monitor, Size, Digital, Analog, Resolution, Refresh Rate, Interlaced/Non- Interlaced, Dot Pitch, Video Standard- VGA, SVGA, XGA etc. Printers and its Types Impact and Non-Impact printer, Dot Matrix, Inkjet, Laser, Plotter, 3D Printers, Sound Card and Speakers.	· · · · · · · · · · · · · · · · · · ·
UNIT - III	Software and Its Need, Types of Software- System Software, Application Software, System Software- Operating System- definition & function, Device Drivers & Utility Programs, Introduction & Features of DOS, Windows. Programming Languages- Machine, Assembly, High Level, 4GL, their Merits and Demerits. Uses of Assemblers, Compilers and Interpreter. Application Software and its Types- Word Processing, Spreadsheet, Presentation Graphics, Data Base Management, Desktop Publishing, communication, Educational, Graphics & Multimedia, Business Accounting, MIS, Gaming and ERP Software etc. Computer coding system-ASCII, ISCII and Unicode, Number system of compute Binary, Octal, Decimal, Hexadecimal their conversion.	8
UNIT - IV	Use of communication and IT, Communication Process, Component, of communication- sender, receiver ,transmission ,medium, & protocol. Communication types- Simplex, Half Duplex, Full Duplex. Communication ,Channels-Twisted, Coaxial, Fiber Optic, Modem- Working and characteristics. Types of network- client/ server and peer-to-peer networks, Types of connections- Dialup, Leased Lines, ISDN, DSL, RF, Broad band uses, advantages & disadvantages. Types of Network- LAN, WAN, MAN, Internet, VPN etc., Topologies of LAN- Ring, Bus, Star, Mesh and Tree topologies- structure, uses, advantages & disadvantages. Components of LAN- Media, NIC, NOS, Network devices - Bridges, HUB, Routers, Repeater, Gateways uses, advantages & disadvantages.	8
UNIT - V	Disk Operating System (DOS): Introduction, DOS Basics - Drive Name, FAT, File and Directory Structure and Naming Rules, Booting Process, DOS System Files. DOS Commands: Internal - DIR, MD, CD, RD, COPY, COPY CON, DEL, REN, External Commands -TREE, FORMAT, SORT, FDISK, MODE, ATTIRIBE, HELP, SYS etc. Concepts of Free/Open Source and proprietary software, applications and use of computer in various fields. LINUX: History & Features, Hardware Requirements of Linux, Various flavors of Linux, Linux Standard Directories, Functions of Profile and Login Files in Linux, Linux Kernel, Login and Logout from Linux System, Linux commands- bc, cal, cat, cd, clear, cmp, cp, my, date, find, Is, pwd, mkdir, more, rm, rmdir, chgrp, chmod, who, whois.	8
0110	6123. My John John Melle	3 OF IM

Text Books : -

- 1 G.Renugadevi (2010); Keyboard Shortcuts for computer Graphic Designing , Balaji
- 2 G. Renugadevi (2011);Computer Keyboard Shortcuts, Balaji
- 3 J.Veranathan (2012); Basic of Computers, Balaji

References Books:

1 Fundamentals of Computers, Paperback by Reema Thareja, Oxford University Press.

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- 2 Computer Fundamentals 6th Edition by Pradeep K. Sinha, Priti Sinha, BPB Publications.
- 3 Computers Today, A. Ravichandran, Khanna Book Publishing.

4 Handbook of Computer Fundamentals by Nasib Singh Gill, Khanna Publishers



Clas	S	& Ime, Task bir	Post Graduate Diploma In Computer Applications (PGDCA)	
Sem	ester/	'ear	SEMESTER - I	
Subj	ject & S	Subject Code	PC PACKAGES (WORD, EXCEL, POWERPOINT) - PCAPL20S102	
Max.	. Marks		60 (ETE) + 40 (IA) = 100	
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	Operating System (Windows 10): Overview of Windows Operating System, Basic Operations-How to start a computer, login, logoff, hibernate, shutdown etc. Personalizing Desktop- Desktop
UNIT - I	Background, Screen Saver, Themes, Setting date & time, Task bar, Files & Folders, Create, Copy, Rename, Moving & Delete Files & Folders, Create & Using Shortcuts, Recycle Bin. Accessories-MS Paint, Notepad, WordPad, Windows Media Player, Calculator, Games, Math Input Panel. Language Settings- How to set other languages on computer Using Control Panel to add, remove or configuring new or existing devices and software programmers and fonts. Enhance the performance of computer- using Disk Clean-up, using Disk Defragmenter, Using Windows Update, Protecting your computer against viruses. Using Internet in Windows : Basic Operations using Internet Browser-Working with browsers, Know about WWW, URL, Search Engines, Searching information on Wikipedia, Subscribing and reading newspapers online, Typing text in the regional language, Using Google Maps, Working with Google Apps, Online Ticket Booking. Apply for PAN Card/Passport /Aadhar Card online, Pay electricity bill and service tax online, Booking gas refill online, Downloading eBooks.
UNIT - II	Modern office activities and their software requirements. Introduction to Office Automation Suit, Elements of office suit & area of use. Word-processing, Spreadsheet, Presentation graphics, Database, Introduction and comparison of various office suites like Apache OpenOffice, Libre Office, Calligra Suite, WPS office, KOffice, Google Docs Microsoft office. MS Word Basics: Introduction to MS Office (2015), Introduction to MS Word, Features & area of use. Various versions of MS Office and their requirements, Working with MS Word, Menus & Commands, Ribbon, Toolbars & Buttons, Shortcut Menus, Wizards & Templates, Creating a New Document, Different Page Views and layouts, Applying various Text Enhancements- Fonts, Styles, Text Attributes, Formatting Your Text and Documents: Auto format, Paragraph and Page Formatting, Line spacing, Margins, Borders and Shading, Tabs and Indents, Text Editing using various features, Bullets, Numbering, Working with Styles, Printing & various print options, Spell Check Working with Headers and Footers. Tables: Creating a simple table, Creating a table using the table menu, Entering and editing text in a table, selecting in table, adding rows, changing row heights, Deleting rows, Inserting columns, Deleting columns, changing column width, conversion to tableto text and text to table.
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		Advanced Features of MSWord -Spell Check, Thesaurus, Find & Replace, Files, Auto texts, Symbols etc. Working with Columns,	
10.04	in to all the states and the	Tabs & Indents, Margins & Space. management in Document,	NAMES OF THE OWNER OF THE OWNER
		Page, Column & Section Breaks, Adding References, Using	(P
		footnote and endnote in documents, creating automatic Table of Contents, Using Themes, Watermarks, Inserting Equations &	5
		Symbols. Graphics: Import graphics, Clipart, Insert picture, Using Clip Art, Shapes and SmartArt in documents, using drawing features,	
	UNIT - III	drawing objects, text in drawing. Taking and inserting Screenshots	8
		in Documents, Using WordArt and Drop Cap features in documents.	S .
		Templates :Template types, using templates, exploring templates, modifying Templates.	
		Mail Merge in MS Word, Mail Merge concept, Envelops & Mailing Labels, Importing and exporting to and from various formats, Macros in MS Word: Macro introduction and their use, recording	
		macros, editing macros, running a macro.	
		MS Excel Spreadsheet Basics & features, concepts of Workbook &	
		Worksheets, Getting started, Creating a new worksheet, Using	
		Wizards, Various Data Types, Selecting cells, Entering and editing	
		text, Entering and editing Numbers, Removing & Resizing of Columns & Rows, entering and editing Formulas, Referencing cells,	
		moving cells, copying cells, sorting cell data, inserting rows,	-
		inserting columns, Inserting cells, Deleting parts of a worksheet,	
		clearing parts of a worksheet, Different Views of Worksheets.	
	UNIT - IV	Formatting: Page setup, Cell Formatting, changing column widths and Row heights, auto format, changing font sizes and Attributes,	8
		centering text across columns, using border buttons and	
		Commands, changing colors and shading, hiding rows and	
		columns, Working with Data & Ranges, Column Freezing, Labels,	
		Hiding, Splitting, merging etc. Charts: Chart parts and terminology, chart wizard, different types of charts, printing charts, deleting	
		charts, linking in spreadsheet, Printing of Workbook & Worksheets	
		with various options.	
		MS PowerPoint: Introduction & area of use, Working with MS	
		PowerPoint, Creating a New Presentation, Working with Presentation, Using Wizards; Slides & its different views, Inserting,	
		Deleting and Copying of Slides; Working with Notes, Handouts,	*
		Columns & Lists, Adding Graphics, shapes, screenshots, Smart Art	
		and charts in presentation, Sounds and Movies to a Slide;	
	UNIT - V	Working with PowerPoint Objects, Designing & Presentation of a Slide Show, change Slide backgrounds, Change Slide Size, Using	0
	UNIT - V	Animation and Transitions in presentation, Advanced.	8
		Slide options- Manual & Automatic, Printing Presentations, Notes,	
		Handouts with print option Slide Master, Handout Master and Notes Master.	
		Outlook Express: Features and uses, Configuration and using	
		Outlook Express for accessing emails in office, Add e-mail accounts	
		to Outlook, Create emails, send and receive emails in outlook.	19
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seme	ester/Y	ear	SEMESTER - I	-
Subj	ect & S	ubject Code	(ELECTIVE-I-A) DATABASE USING MS A	CCESS - PCAPL20S103
Max.	Marks	ine and the second	60 (ETE) + 40 (IA) = 100	Loll
Cre	dit	Total Credits	and and the most more services the services	de f
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used bette stude secon unde Cour 1. Un 2. De 3. Cro 4. Mo 5. Ad 6. Ad 7. Wo	to mar r solution ants thr rstandi rstandi rse Out aderstant eaign a eate a odify the ld recor- ld trans ork with	aging data in spread on. The course covolugh the process of of the course, studing of how to write of the course, studing of the course, studing of the course, studing of the course, studing of the course, studing of the course, studing of the course, studing of the course	using Access tisting table a lookup database atabase table	a database will provide a latabases and takes lata population. In the anguage and gain a full
	eate sir	nple and effective of	queries.	Taxt Books
Stud 1. Ex 2. De 3. Bu 4. Ma 5.Que 6.Des 7.Ger	eate sir ent Lea amine esign a iild a ne anage t ery a da sign a f nerate port and	anple and effective of arning Outcomes database concepts simple database. w database with re he data in a table. atabase using diffe	queries. (SLO): and explore the Microsoft Office Access enviro elated tables.	onment. Periods

UNIT - I	Introduction to database -What is a Database, Why use a Relational Database, Overview of Database Design- Data Normalization (Determining tables, Determining Fields, Determining Relationships) Integrity Rules, (Primary/Foreign Key, One-to-Many, Many-to-Many, One-to-One) Introduction to MS Access (Objects, Navigation).		8
UNIT - II	Tables in Database, Create a Table in MS Access- Data Types, Field Properties, Fields names, types. properties- default values, format, caption, validation rules Data Entry, Add record delete record and edit text, Sort, find/replace, filter/ select, rearrange columns, freeze columns. Edit a Tables- copy, delete, import, modify table structure, find, replace.	ines Net	8
UNIT - III	Working with Query, Setting up Relationships- Define relationships, add a relationship, set a rule for Referential Integrity, change the join type, delete a relationship, save relationship Queries & Filter - difference between queries and filter, filter using multiple fields AND, OR, advance filter Queries, create Query with one table, find record with select query, find duplicate record with query, find unmatched record with query, run query, save and change query.		8
UNIT - IV	Working with Forms, Introduction to Forms Types of Basic Forms: Columnar, Tabular, Datasheet, Main/Sub forms, add headers and footers, add fields to form, add text to form use label option button, check box, combo box, list box Forms Wizard, Create Template.	da de Sociel	8
UNIT - V	Working with Reports, Introduction to Reports, Types of Basic Reports: Single Column Tabular Report Groups/Total, single table report, multi table report preview repot,. print report, Creating Reports and Labels, Wizard.		8

Text Books : -

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- 1 MS Access and relational database design.
- 2 MS Access 2010

References Books:-

- 1 MS Office XP complete BPB publication ISBN 8 1-7656-564-4.
- 2 MS Access fast 86 easy by Faithe Wempen, PHI



CI	ass			Post Graduate Diploma In Computer Applications (PGDCA)		
Semester/Year			ear	SEMESTER - I		
Su	Subject & Subject Code		ubject Code	(ELECTIVE-I-B) DATABASE USING MYSQL- PCAPL20S104		
Ma	Max. Marks			60 (ETE) + 40 (IA) = 100		
(Cred	it	Total Credits			
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Course Objectives:

This course is an introduction to databases through Microsoft Access. It is designed for people who are used to managing data in spreadsheets but wish to understand why and how a database will provide a better solution. The course covers the difference between spreadsheets and databases and takes students through the process of creating a database, from design through to data population. In the second part of the course, students learn the fundamentals of the SQL query language and gain a full understanding of how to write queries in Access for retrieving and updating data.

Course Outcome:

- 1. Understand how Access is used and how to navigate around it
- 2. Design a database with lookup tables
- 3. Create a database structure using Mysgl
- 4. Modify the structure of an existing table
- 5. Add records to a new table
- 6. Add transactional records to a lookup database
- 7. Work with the records in a database table
- 8. Sort and filter records in a table
- 9. Create simple and effective queries.

Student Learning Outcomes (SLO):

- 1. Design a simple database.
- 2. Build a new database with related tables.
- 3. Manage the data in a table.
- 4. Query a database using different methods.
- 5.Design a form.
- 6.Generate a report.
- 7.Import and export data.

Unit	Syllabus	Periods
UNIT - I	Introduction to database concept, Need of database, Flat Database, Database Management System, Characteristics of DBMS, Relational Database, Entity and Referential Integrity, Database Concept of primary key, Database Application Example, Banking, Railways, School, Retail Store. Database Elements - Tables, Query, Form, Report, Introduction to Client Server paradigm.	8
UNIT - II	My SQL Database, Its Features, Installation on Windows, Making it works on Command Line, Using the Built in Database, Running and Shutting down MySql Server, Setting up MySql user account. CREATE and DROP database, Important Administrative. Mysql database commands— SHOW DATABASE, USE DATABASE, SHOW TABLES, SHOW COLUMN, and SHOW INDEX.	8
UNIT - III	Database Query Commands DDL, DML, DCL, Creating Tables Using SQL Commands, Using various Data Types, Applying constraints on Tables, Updating, Deleting MySQL Tables, Inserting Data, Updating and Deleting Data - Retrieving Data From a MySQL Database- Sorting Data Retrieved from a MySQL Database- Using WHERE to Filter data. SQL Functions and Operators Control flow function, String Function, Numerical Function.	8
UNIT - IV	Data- Advanced MySQL Data Filtering- AND, OR, NOT and IN- MySQL Wildcard Filtering using LIKE- MySQL Regular Expression Searches - Joining Tables in MySQL, Applying Grouping of data by Group By, MySQL Data Aggregation Functions- MySQL Users and Security- Administering and Monitoring MySQL using the MySQL Commands.	8
UNIT - V	Example Applications for My Sql database- Workbench and PhpMyAdmin, Graphical user Interface of PhP MyAdmin, PhPMyAdmin Features, Installation, Use of different section of PhpMyAdmin, Managing database with PhP MyAdmin, Browse, structure Search, Insert, Empty, Drop, Create new tables and add data, Execute MySql quary with sql tab.	8

References Books:-

- A Guide to MySql Philip J Pratt 1
- Learning MySql Seyed MM Tahaghaghi O'Reillay Publications 2

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Se	Semester/Year		ear	SEMESTER - I
Su	Subject & Subject Code		ubject Code	(ELECTIVE-II-A) FUNDAMENTAL OF MULTIMEDIA - PCAPL20S105
Ma	Max. Marks			60 (ETE) + 40 (IA) = 100
C	Cred	it	Total Credits	and it Atlibuter -tone, intensity, frequency, was
L T P		Р	and File Formate	Unit 1 Minus V/3 States Sound, Sound Channels, Unit 1 Angled Vie Orgital Sound, Overview of Various So
3	0	0	3 6 6 6	 en PC TRAV MP3. Consept of MDL Software Re- mond. 30 exund.

Course Objectives:

1. To identify a range of concepts, techniques and tools for creating and editing the interactive multimedia applications.

2. To identify the current and future issues related to multimedia technology.

3. To identify both theoretical and practical aspects in designing multimedia systems surrounding the emergence of multimedia technologies using contemporary hardware and software technologies.

Course Outcome:

Define what is multimedia.

1. Discuss the effects of multimedia in your daily life.

2. Identify five multimedia components.

- 3. Explain why multimedia is so powerful to encrease human-computer interaction.
- Examine multimedia applications in several areas.

Student Learning Outcomes (SLO):

1. Describe the types of media and define multimedia system.

2.Describe the process of digitizing (quantization) of different analog signals (text, graphics, sound and video).

3.Use and apply tools for image processing, video, sound and animation.

4. Apply methodology to develop a multimedia system.

5. Apply acquired knowledge in the field of multimedia in practice and independently continue to expand knowledge in this field.

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Unit	Syllabus	Periods
UNIT - I	Introduction to Multimedia, Multimedia Definition and concept, Need of Multimedia, Areas of use, Development platforms for multimedia, Identifying Multimedia elements Text, Images, Sound, Animation and Video, Multimedia Hardware and Software requirement. Making simple Multimedia with Power Point Text as a component of Multimedia, Concepts of plain 86 formatted text, RTF 86 HTML texts, Object Linking and Embedding concept, Fonts- need 86 types	8
UNIT - II	Sound in Multimedia, Importance of sound in Multimedia, Sound and it Attributes -tone, intensity, frequency, wavelength, pitch etc. Mono V/S Stereo Sound, Sound Channels, Effects in Sound, Analog V/S Digital Sound, Overview of Various Sound File Formats on PC WAV, MP3, Concept of MIDI, Software for sound editing and mixing, 3D sound	8
UNIT - III	Graphics in Multimedia, Importance of Graphics in Multimedia, Vector and Raster Graphics, Image Capturing Methods Scanner, Digital Camera Etc. Various Attributes of Images- Size, Color, Bit Depth, Resolution etc, Various Image File Format BMP, DIB, EPS, PIC, and TIF Format Their Features and limitations	8
UNIT - IV	Video and Animation in Multimedia, Impact of Video in Multimedia, Basics of Video Analog and Digital Video, How to use video on PC, Brief note on various video standards PAL, NTSC, Different file formats and their use in Multimedia, MPEG, AVI, MJPG, Name of video editing software, Basics of Animation, Types of Animation and use of Animation, Software for Creating Animations,	8
UNIT - V	Application of Multimedia and its Future, Application of multimedia in different industries- Education, Entertainment, Journalism etc., Future of Multimedia, Career in Multimedia Production, Virtual Reality as new technology in multimedia Applications of VR, Introduction to HMD, Boom cave, Introduction to various types of Authoring Tools.	8

References Books:-

- 1 Multimedia In Action James E Shuman Vikas Publishing House
- 2 Multimedia Basics Volume / Technology, Andreas

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3 Hoi Zinger, Firewall Media (Laxmi Publications Pvt. Lid) New Delhi.

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4 Multimedia on the PC by IANR Sinclair, BPB Puliflisher

Class Semester/Year Subject & Subject Code				POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA) SEMESTER — I Computer Lab 1 – PCAPL20S107									
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							Credit		it	Total Credits	3. Whet is the short out for copying date to the plict		
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Practical Questions:

Q. Load Microsoft Word & type the following text and do the following tasks: Television

How does television affect our lives? It can be very helpful to people who carefully choose the shows that they watch. Television can increase our knowledge of the outside world, there are high quality programmers that helps us to understand many fields of study, science, medicine, the arts and so on. Moreover, television benefits very old people, who can't often leave the house as well as patients in hospitals. It also offers non native speakers the advantage of daily informal language practice. They can increase their vocabulary and practice listening.

On the other hand, there are several serious disadvantages of television. Of course, it provides us with a pleasant way to relax and spend our free time, but in some countries, people watch the 'blood tube' for an average of six hours or more a day. Many children stare at a television screen for more hours each day than they do anything else including studying & sleeping. Its clear that the tube has a powerful influence on their lives and that its influence if often negative.

- 1. Save your work as "Television" on Desktop.
- 2. Set the heading : Font Times New Roman Size 18, align centre & Bold,
- 3. Set the remaining text with font Calibri & size 12
- Underline the heading & change all letters to uppercase
- 5. Run the spell checker.

Right click on them

- Apply indentation to the first line of the second paragraph
- Change the line spacing of the paragraphs to 1.5.
- 8. Replace the word "screen" with monitor.
- Apply a 6pt width page border to the document
- 10. Change the Page orientation to Landscape

Q. Type the given text in similar format using list in the word:

Select the first, then hold CTRL whilst selecting the rest.



- > Double click on them > Use the TAB button
- 2. How do you get capital letters using just one finger?

Use the SHIFT LOCK key Use the TAB key Use the ESCAPE key Use the CTRL key

- 3. What is the short cut for copying data to the clipboard?
 - CTRL + C
 - CTRL + X
 - CTRL + Z
 - CTRL + V
 - Q. Create a table as shown below.

Student Name Marks 1 Marks2	First Name	Last Name
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1. Enter the detail in the table

2: Insert one row after Marks 2 and name its heading as Total

3. Calculate total of Marks 1 & Marks2 and enter in Total Column

4. Bold the Student Name, Marksl, Marks2, & Total

Q. Send a letter to your classmates using mail merge.

Q. Write about introduction of computer and insert pictures related to it.

Q. Open Microsoft Excel and perform the following

· Input experimental data into Microsoft Excel worksheet.

· Properly format and organize data inserted.

• Perform calculations in Microsoft Excel using formulas and various built-in functions.

• Generate simple and effective tables and graphs to describe experimental data in Microsoft Excel.

 Integrate both graphs and tables created in Microsoft Excel into Microsoft Word document.

Q. Present Power Point Slides to explain various input devices

Q. Present Power Point Slides to explain various output devices

Q. Present Power Point Slides to show various tourist places of Madhya Pradesh.

Q. Apply text and slide transitions

Q. Insert image & sound file in Presentation

Q. Create New Database name "student" (with relevant data type) and add following records:



Roll No	Name	CITY COURSE	CITY	FEE DEPOSITED
100	Amit	MCA	Damoh	1000.00
101	Kavita	BCA	Damoh	500.00
102	Ananya	DCA	Bhopal	1500.00
103	Anil	PGDCA	Indore	800.00
104	Rahul	PGDCA	Nagpur	1200.00
105	Pramod	PGDCA	Jabalpur	1000.00
106	Mohan	DCA	Bhopal	500.00
107	Radha	DCA	Bhopal	700.00 .
108	Aarti	BCA	Sagar	800.00
109	sonam	BCA	Damoh	900.00

Perform the following operation on above database:

- · To display all records in the database
- To display records based on some conditions
- To display the structure of the database
- · To display FNAME and city whose course name is DCA
- To delete current record
- To delete records based on some condition
- To delete all the records in current database
- To replace all BOMBAY with MUMBAI

 To give details of FNAME & SNAME having fees deposited between 1400 and 3000.

- · Modify the table and add one more field "INSTITUTE_NAME" and fill the data
- Sort/Index with City
- Sort/Index with FNAME & SNAME
- · To count the number of records in the database
- · To calculate the total fees deposited
- · To input records and add them in the database
- · Find the name of the student who deposited minimum fees
- To Display the sum of fees deposited by all DCA students
- To Display the sum of fees deposited in each course

Add one more column "FINE" in table and insert 50 Rs in each record.

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 Add one more column "TOTAL" in table and update the table as TOTAL= FEE_DEPOSITED + FINE

- Delete the column "TOTAL"
- · Create two tables with attribute of your choice and perform the Join operation
- · Create form to Input data using various controls

Practical list for VB .NET Programming:

- Design the digital watch using Timer Control.
- · Write a program for Book Issue module of Library Management System.
- Write a program to input marks of 3 subject ENGLISH, HINDI, and MATHS

as input on console. Display total marks, percentage and find the subject in which lowest marks is obtained.

Design the following form. So that when riser selects and clicks the arrow

button it performs the required result.

- Write a program for performing the functions of a Simple & Scientific
 - Calculator.
- Write a VB.NET program to accept any character from keyboard and display whether it is vowel or not.
- Write a Program to Add, Subtract, MultiPly and Divide any two numbers by using Input and Message box.
- Design the following form. So that when user clicks on Radio Button then

select appropriate check box.

- Write a program to find smallest number using array.
- Write a Program using a list box and combo box.
- Create one Text Box and one Button. When you click Button, Text Box will show "HELLO WORLD".
- Design the following Tic-tac-toe game:
- Write an application to swap any two elements of array. Take index numbers of both as input.
- Design the following Login Form and make it functional.
- Write a program for creating a new Word Editor.
- Write a Program to Add, Subtract, Multiply and Divide any two numbers by using Input and Message box.
- Write a Program to print any number table with standard format.
- Write a program to display first 10 even numbers and add them using five formats of looping.
- Create a program for launch of a rocket on the screen.
- Design a Calculator Window Application that wilktake two numbers and will perform add, subtract, multiply and division operation