

INTRODUCTION TO COMPUTER & WINDOWS XP**DCA01**

Computer Fundamentals – Introduction to GUI – WordPad Notepad – Paintbrush – Windows Explorer – Control Panel.

MS-OFFICE**DCA02**

Word Creating Text and Documents – Using Different fonts Word Art Special Fonts – Embedding Picture – Table Manipulation – Using Header and Footer – Mail Merge.

Excel- Creating a Spreadsheet – Entering Data Editing – Saving and Printing Some Formula – Drawing Graphics – Sharing Spreadsheet – Using Chart – Using Functions Eg.Sum, Average, Count, Max, Min.

Power Point- Creating a PowerPoint Using a different view of Presentation – Entering and Editing Text – Using Clip Art.

Access- Table, Data, Query, Report

C Language

Date Types- Operators- Expression – Conditional Compilation – Looping & Branching – Arrays- Functions Storage Classes – Structures and Unions.

C++ Language**DCA03**

Classes – Object- I/O Streams -Prototypes – Function & Operator Overloading- Constructor & Destructor- Inheritance.

Web Designing**DCA04**

Tag Links – Anchor – Adding Pictures- Lists- Tables Frames Forms- Menu Controls.

Internet

Creating E-mail ID – Receiving & Sending E-mail Chatting-Locating Information.

Practical : DCAP05 Ms-Office, DCA06 PC Language, DCAP07 HTML