

**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 Date Editing – Saving and Printing Some Formula – Drawing Graphics- Sharing Spreadsheet- Using Chart – Using Functions Eg.Sum, Avenge, 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

**Tally ERP 9****DCA03**

VAT with composite VAT- Value Added Tax- TDS Tax Deducted/ Collected at Source- Service Tax Dealer Excise POS Point of Sale – FBT – Fringe Benefit Tax – Payroll, Job Costing Multi Lingual, MIS Reports – Interest Calculations, Cost Centres – Multiple Price Level- Budgets and Scenarios.

**Page Maker****DCA04****Web Designing****DCA05**

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

**Internet**

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

**Practical: DCAP06 Ms-Office, DCAP07 Tally ERP9, DCAP08, Web Designing**