

INTRODUCTION TO COMPUTER & WINDOWS – XP**HDCA01**

Computer Fundamentals – Introduction to GUI Wordpad Notepad – Paintbrush– Windows Explorer – ControlPanel.

MS-OFFICE**HDCA02**

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, AVERAGE, Count, Max, Min.

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

Access- Table, Data, Query, Report

DTP – Pagemaker, Photoshop, Corel Draw

HDCA03**C& C++****HDCA04**

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

Tally – 9**HDCA05**

Introduction to Tally
Advanced inventory
Reports
Multi Language
TDS & TCS
Fringe Benefit Tax
Payroll

Advanced Accounting
Tally Vouchers
System Administration and other Utilities
Value Added Tax (Vat)
Service Tax
Excise for Dealer
Point of Sale

Web Designing**HDCA06**

Tag Links – Anchor – Adding Pictures – Lists – Tables Frames Forms – Menu Controls. Internet – Creating E-Mail ID – Receiving & Sending E-mail Chatting Locating Information.

Windows Troubleshooting & How to Purchase a Computer?
(OS & Hardware Insulation).

Practical: HDCAP07 Ms-Office, HDCAP08 C& C++, HDCAP09 HTML, HDCAP10 Tally.