

<b>PCP 201 PC Package</b>	
<b>Teaching Scheme</b> Lectures: 3 hrs/Week Tutorials: 1 hr/Week  Credits: 4	<b>Examination Scheme</b> Class Test -12Marks Teachers Assessment - 6Marks Attendance – 12 Marks End Semester Exam – 70 marks

**Prerequisite:** - BCA103 Computer Fundamentals and C Programming Concepts.

**Course Objectives:**

1. To describe various application software available with Microsoft Office Package with their applications.
2. To understand the importance of Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access and HTML.
3. To know about various menus and tool box available with software of Microsoft Office Package and their usage to design well formatted documents, worksheets and presentations.
4. To implement and develop static web pages
5. To identify the best office tool available for any particular task and to distinguish the usage of Microsoft Excel and Access.
6. To design well formatted reports, spreadsheets, presentations, database and web pages.

**Detailed Syllabus**

<b>UNIT-I Introduction</b> Introduction of Ms-Office, Applications of Ms-Word, PowerPoint, Excel and Access, Title Bar, Control Menu, Quick Access Toolbar, Ribbon, Backstage, Status Bar. Creating, Opening and Saving Files, Viewing Files in Different Ways, Header and Footer.
<b>UNIT- II Microsoft Word</b> Formatting Text, Find and Replace, Working with Paragraphs, Inserting Tables, Performing Calculations in Tables, Formatting Tables, Inserting Pictures, Document's Background, Page Layout, Printing Documents, Mail Merge, Watermark, Page border.
<b>UNIT- III Microsoft Excel</b> Creating Workbooks, Moving Data within a Workbook, Finding and Replacing Data, Perform Basic Calculations on Data, Creating Basic Formulas, Finding and Correcting Errors in Calculations, Filters, PivotTables, Creating Charts and Graphics, Printing Parts of Worksheets, Creating and Modifying Macros, Protecting Workbooks and Worksheets.
<b>UNIT- IV Microsoft PowerPoint</b> Creating a Presentation, Changing the Slide Size & Orientation, Adding, Deleting, and Rearranging Slides, Views, Text Formatting, Adding Tables, SmartArt, Charts, and Hyperlinks to Slides, Adding Movies and Sounds to a Presentation, Slide Transitions and Animations, Inserting Charts, Drawing Shapes.
<b>UNIT- V Microsoft Access</b> Working in Access, Database Concepts, Exploring Tables, Forms, Queries, Reports, Creating Databases from Templates, Creating Databases and Tables Manually, Manipulating Table Columns and Rows, Refining Table Structure, Creating Forms, Sorting Information in Tables, Filtering Information in Tables, Filtering Information by Using Forms.

**UNIT- VI Internet**

Introduction to HTML5 and Web Design, Create a Simple Web Page, Format Your Text, Adding Web Links and Images, Creating Tables, Forms, Borders, Backgrounds, Adding Videos and Graphics.

**Text and Reference Books**

1. Office 2007 All-in-One Desk Reference For Dummies, Wiley, 2007.
2. Microsoft Office Home and Student 2010, Microsoft Press, 2010.
3. Office 2016 For Seniors For Dummies, John Wiley & Sons, 2016.

**Course Outcomes:**

After completing the course, students will be able to:

1. Design well formatted reports and documents by using Microsoft Word.
2. Apply formulae to design workbook by Microsoft Excel.
3. Create good presentations by using Microsoft Power Point.
4. Create database by using Microsoft Access and applying query to fetch desired results.
5. Create well-formed web-pages.