

Scheme of B.Com. (Computer Application)

Year	Course Code	Subject Name	Theory/ Practical	Total Credit	Total Marks	
					Max	Min
First	BCOMCA-1T	Computer Fundamental and Information Technology	Theory	4	50	17
	BCOMCA -2T	PC Software and Multimedia	Theory	4	50	17
	BCOMCA-1P	LAB 1: PC Software and Multimedia	Practical	2	50	17
Second	BCOMCA-3T	E-Commerce	Theory	4	50	17
	BCOMCA-4T	Computerized Accounting with Tally	Theory	4	50	17
	BCOMCA-2P	LAB 2: Tally	Practical	2	50	17
Third	BCOMCA-5T	Programming in Visual Basic	Theory	4	50	17
	BCOMCA-6T	Relational Database Management System	Theory	4	50	17
	BCOMCA-3P	LAB 3: Visual Basic and RDBMS	Practical	2	50	17
Total				30	450	

Note: There shall be four extra credits in all the years of under graduation for internship/apprenticeship. The certificate of extra credits would be provided by the concern university and is not mandatory.



Part A: Introduction			
Program: Certificate Course		Class: B. Com I Year- CA	Year: 2022 Session: 2022-2023
1	Course Code	BCOMCA-1T	
2	Course Title	Computer Fundamentals and Information Technology	
3	Course Type	Theory	
4	Pre-requisite (if any)	No	
5	Course Learning Outcomes (CLO)	At the end of this course, the students will be able to: <ul style="list-style-type: none"> • Understand the history and types of computers and various input/output devices. • Understand the concept of memory and its types. • Understand the basic components and storage of computer system.. • Understand the concept of software and computer languages. • Understand the concept of information technology. 	
6	Credit Value	Theory: 4	
7	Total Marks	Max. Marks: 50	Min Passing Marks: 17

Part B: Content of the Course		
Total No. of Periods: 60		
Unit	Topics	No. of Periods
I	Fundamental of Computer: History of computer, Generation of computer, Types of Computers, Block diagram of CPU, Digital and Analog computers and its evolution. Major components of digital computers, types of digital computers, Microprocessors, Single chip Microcomputer, Large and small computers, Users interface, hardware, software and firmware, multiprogramming, multiuser system, Dumb smart and intelligent terminals, Number system & Computer Codes: Number systems: Decimal number system. Binary number system. Octal and Hexadecimal number system. 1's and 2's complement. Codes: ASCII, EBCDI codes, gray code and BCD.	12
II	Computer Peripherals: Introduction to Input Devices: Categorizing Input Hardware, Keyboard, Direct Entry- Card Readers Scanning Devices - O.M.R. Character Readers, Thumb Scanner, MICR Smart Cards, Voice Input Devices Pointing Devices - Mouse Light Pen, Touch Screen. Computer Output Devices: Output Fundamentals, Hardcopy Output Devices, Impact Printers, Non-Impact Printers, Plotters, Computer output Microfilm/Microfiche (COM) System, Softcopy Output Devices, Cathode Ray Tube, Flat Screen Technologies, Projectors, Speakers	12
III	Basic Components and Storage: Central Processing Unit: The Microprocessor, control unit, A.L.U., Registers, Buses, Main Memory, Main Memory (RAM) for microcomputers, Read Only Memory (ROM). Storage Devices: Storage Fundamentals, Primary and Secondary Storage, Data Storage and Retrieval Methods – Sequential, Direct & Indexed Sequential, Tape Storage and Retrieval Methods Tape storage Devices, characteristics and limitations, Direct access Storage and Microcomputers - Hard Disks, Disk Cartridges, Direct Access Storage Devices for large Computer systems, Mass storage systems and Optical Disks, CD ROM.	12
IV	Computer Software and languages: System Software: System software Vs. Application Software, Types of System Software, Introduction and Types of Operating Systems, Boot Loader, Diagnostic programs, BIOS, Utility Programs,	12

	Application Software: Microcomputer Software, Interacting with the System, Trends in PC software, Types of Application Software, Difference between Program and Packages. Computer Language: Definition, Generations of Computer languages, Types of Languages, Language Processors: Assembler, Interpreter, Compiler, Linker and Loader, Programming constructs, Algorithm and flowchart.	
V	Information Technology: Concept of IT and information system, Application of IT (In Business, Education Medicine Science Governance and Agriculture) Impact of IT on society and industry, Legal and Ethical aspect of IT, Security and Threats in IT, M-Commerce, Virtual reality, latest trend in IT, future of IT.	12
Keywords: Computer, Input /Output Devices, Memory, Software and Computer Languages, IT.		

Part C - Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Computer Fundamentals, P.K. Sinha, BPB Publication, Sixth Edition.
2. Fundamentals of Computers, V. Rajaraman, PHI Sixth Edition.
3. Computer Fundamentals Architecture and Organization, B. Ram, New Age International Publishers, Fifth Edition.
4. Fundamentals of Information Technology, Chetan Shrivastava, Kalyan Publishers.
5. Computers Today, Suresh K. Basandra, Galgotia Publications.
6. Fundamentals of Information Technology, Alexis Leon and Mathews Leon, Vikash Publication.

E-Resources:

Introduction to Computer Fundamental:

1. <https://www.w3schools.blog/computer-fundamentals-tutorial>
2. <https://vikaspedia.in/education/digital-literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals>
3. https://www.tutorialspoint.com/computer_fundamentals/index.htm
4. <https://vikaspedia.in/education/digital-literacy/it-literacy- courses-in-associating-with-msup/computer-fundamentals>
5. Concept of IT: https://onlinecourses.swayam2.ac.in/cec20_cs05/preview

Part D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 50

Continuous Comprehensive Evaluation (CCE): As per rule

University Exam(UE): 50 Marks

Internal Assessment:

Continuous Comprehensive Evaluation (CCE)

Class Test/Assignment/Presentation

As per rule

Declaration

The syllabus of this subject is framed as per the TOR provided by the department of higher education, Chhattisgarh.

1. Dr. H.S. Hota

Prof: and Head, Department of Computer Science and Application

- Chairman



- | | | |
|-----|---|------------------------------|
| 2. | Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur
Dr. Sanjay Kumar
Prof. and Head, SoS in Computer Science,
Pt. Ravishankar Shukla University, Raipur | - Member
(Present Online) |
| 3. | Mr. Jitendra Kumar
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| 5. | Dr. Mamta Singh
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(Present Online) |
| 6. | Mr. Sushil Kumar Sahu
Asst. Prof. and Head, Christ College, Jagdalpur Shaheed Mahendra Karma
Vishwavidyalaya, Bastar | - Member
(Present Online) |
| 7. | Mr. Vikrant Gupta
Prof. and Head, Batmul Ashram College, Salheana Shaheed Nand Kumar
Patel University, Raigarh | - Member
13/06/2022 |
| 8. | Mr. L.K. Gavel
Asst. Prof. and Head, Govt. Ghanshyam Singh Gupt, PG College, Balod
Hemchand Yadav Vishwavidyalaya, Durg | - Member
13.06.22 |
| 9. | Dr. Anil Kumar Sharma
Asst. Prof. and Head, A.P.S.G.M.N.S, Govt. PG College, Kawardha
Hemchand Yadav Vishwavidyalaya, Durg | - Member |
| 10. | Mr. Vishwnath Tamrakar
Asst. Prof. and Head, Sant Guru Ghasidas Govt. PG College, Kurud, Pt.
Ravishankar Shukla University, Raipur | - Member |
| 11. | Ms. Anjeeta Kujur
Asst. Prof. and Head, Govt. R.B.R.N.E.S. PG College, Jashpur Sant Gahira
Guru University Sarguja, Ambikapur | - Member
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| 12. | Mr. Suresh Kumar Thakur
Asst. Prof. and Head, Indira Gandhi Govt. PG College, Vaishali Nagar
Hemchand Yadav Vishwavidyalaya, Durg | - Member
(Present Online) |
| 13. | Dr. Ugrasen Suman
Prof. and Head, Dept. of Computer Science
Devi Ahila Vishwavidyalaya, Indore | - Member
(Present Online) |

Date: 13.6.22

Part A: Introduction			
Program: Certificate Course		Class: B. Com-I Year- CA	Year: 2022
		Session:2022-2023	
1	Course Code	BCOMCA-2T	
2	Course Title	PC Software and Multimedia	
3	Course Type	Theory	
4	Pre-requisite (if any)	No	
5	Course Learning Outcomes (CLO)	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> • Understand the MS Word with page setup, formatting text, print documents and mail merge • Understand the MS Excel with creating sheets, calculation in cell and prepare charts. • Understand the sorting & filter in MS Excel. • Understand the MS Power point with design templates, slide transaction and animation effects. • Understand the MS Access and graphics. 	
6	Credit Value	Theory: 4	
7	Total Marks	Max. Marks: 50	Min Passing Marks: 17

Part B: Content of the Course		
Total No. of Periods: 60		
Unit	Topics	No. of Periods
I	PC PACKAGE: Introduction to PC and Types of PC, Introduction to word processing software and its features, creating new document, saving documents, Opening and printing documents. Home Tab: Setting fonts, Paragraph settings, various styles (Normal, no spacing, Heading1, Heading2, Title Strong), Find & replace, Format Printer, Copy paste and pasts special. Insert Tab: Pages, Tables, pictures, clipart, shapes, header & footer, word art, equation and symbols. Page Layout Tab: Page setup, page Background, Paragraph (indent and spacing). Mailing Tab: Create envelopes and Labels, Mail merge. Review Tab: Spelling and grammar check, new comment, Protect document. View Tab: Document views, zoom, Window (New window, Split, Switch window).	12
II	WORKING WITH MS-EXCEL: Introducing Excel, Use of Excel sheet, creating new sheet, Saving, Opening & Printing workbook. Home Tab: Font, Alignment, Number, Styles and cells and editing, Conditional Formatting. Insert Tab: Table, Charts (Column Chart, Pie chart, Bar chart, Line chart) and Texts (heading & Footer, word art, signature line). Page Layout Tab: Page setup options, Scale to fit (width, height, scale) Formulas Tab: Auto sum (sum, average, min, max). Logical (IF, and, or, not, true, false), Math & trig (sin, cos, tan, ceiling, floor, fact, mod, log), watch window. Data Tab: Get external data from MS Access, Sort and filter options, Data validation, Group and ungroup. Review Tab: Protect sheet, protect workbook and Share workbook. View Tab: Page break, Page layout, freezing panes, Split and hide.	12
III	WORKING WITH MS-POWERPOINT: Introducing power point, Use of power point presentation, creating new slides saving, Opening and printing. Home Tab: New slide, Layout, Reset, Delete, setting text direction, align text, convert to smart art, drawing options. Insert Tab: Table picture, clipart, photo album, smart art, shapes and chart, movie and sound, hyperlink and action, text box, word art,	12

	object, Design Tab: Page setup option, slide orientation, applying various themes, selecting background style and formatting it. Animation Tab: Custom animation for entrance, exit and emphasis, applying slide transition, setting transition speed and sound, animation on rehears timing. Slide show & View Tab: Start slide show options, setup option. View Tab: Presentation views, colors and window option.	
IV	WORKING WITH MS-ACCESS: Front end and back end of application, Introduction to DMBS, features of DBMS, creating blank databases, Saving it in accdb format. Defining data type in MS Access. Home Tab: Datasheet view, design view, pivot chart view, pivot table view, sort and filter prions. Create Tab: Creating tables, creating reports, query wizard. External Data Tab: Importing data from access and excel sheet, exporting data to excel and MS word. Datasheet Tab: Relationships, fields and columns options, Data type and formatting options.	12
V	ANIMATION AND GRAPHICS: Basic concept of 2D/3D Animation, Principle of animation, application of Multimedia, hardware and Software resources requirement for animation, introduction of various file formats (. mpeg, gif, jpeg, mp4, .tif, .flv) Creating a new movie in flash: Get set Up, Input Text, Animate Text, Drawing and painting with tools, brush, create basic shapes like oval, Rectangle & Polystar Tools, Tools working with object & filing the object. Transformation, object properties, dialog box, creating layers, motion tweening, shape tweening, Mask layers, basic action scripts, importing sound through Flash	12
Keywords: MS Word, MS Excel, MS Power Point, MS Access, Graphics		

Part C - Learning Resources

Text Books, Reference Books, Other Resources

Suggested Readings:

1. Microsoft Office 2007 Fundamentals, L. Story, D. Walls.
2. MS Office, S.S. Shrivastava, Firewall Media.
3. Office 2000 made easy, Alan Neibauer, Tata McGraw Hill.
4. FLASHMX Bible, Robert Reinhart.
5. Sams Teach Yourself Macromedia Flash 8 in 24 Hours, Phillip Kerman
6. How to do everything with Macromedia, Bonnic Blake, Doug Sahlin
7. Multimedia Making it works, Tay Vaughan Tata McGraw Hill

E-learning Resources:

1. Introduction to MS-Word:
<https://www.w3schools.blog/ms-word-tutorial>
2. Introduction to MS-Excel:
https://www.w3schools.com/excel/excel_introduction.php
3. Introduction to MS-Power Point:
<https://www.w3schools.blog/powerpoint-tutorial>
4. Introduction to MS-Access:
https://www.w3schools.com/sql/sql_ref_msaccess.asp
5. Concept of Animations:
https://onlinecourses.swayam2.ac.in/ugc19_cs09/preview

Part D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 50

Continuous Comprehensive Evaluation (CCE): As per rule

University Exam(UE): 50 Marks

Internal Assessment:

Continuous Comprehensive
Evaluation (CCE)

Class Test/Assignment/Presentation

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Declaration

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(Present Online)

Date: 13.6.2022

Part A: Introduction			
Program: Certificate Course		Class: B. Com-I Year- CA	Year: 2022 Session:2022-2023
1	Course Code	BCOMCA-IP	
2	Course Title	LAB1: PC Software and Multimedia	
3	Course Type	Practical	
4	Pre-requisite (if any)	No	
5	Course Learning Outcomes (CLO)	<p>At the end of course, Students will be able to:</p> <ul style="list-style-type: none"> • Learn Modern office activities and their software requirements. • Create a new Word document and formatting a document using MS-WORD. • Create an electronic spreadsheet using MS-Excel, familiarize oneself with Excel's basic and advance features. • Create a slide show presentation and explore the Microsoft Office PowerPoint environment. • Create table, form, query, report using MS-Access • Know about Animation, First movement of animation with shadow and light. • know about the history how the early people think or to add motion in animation 	
6	Credit Value	2	
7	Total Marks	Max. Marks: 50	Min Passing Marks: 17

Part B: Content of the Course	
Total Periods: 30	
Tentative Practical List	<p>Note: This is tentative list; the teachers concern can add more program as per requirement.</p> <p style="text-align: center;">MS Word</p> <ol style="list-style-type: none"> 1. Prepare a grocery list having four columns (Serial number, the name of the product, quantity and price) for the month of April, 06. <ul style="list-style-type: none"> • Font specifications for Title (Grocery List): 14-point Arial font in bold and italics. • The headings of the columns should be in 12-point and bold. • The rest of the document should be in 10-point Times New Roman. • Leave a gap of 12-points after the title. 2. Create a telephone directory. <ul style="list-style-type: none"> • The heading should be 16-point Arial Font in bold. • The rest of the document should use 10-point font size. • Other headings should use 10-point Courier New Font. • The footer should show the page number as well as the date last updated. 3. Design a time-table form for your college. <ul style="list-style-type: none"> • The first line should mention the name of the college in 16-point Arial Font and should be bold. • The second line should give the course name/teacher's name and the department in 14-point Arial.

- Leave a gap of 12-points.
 - The rest of the document should use 10-point Times New Roman font.
 - The footer should contain your specifications as the designer and date of creation.
4. XYZ Publications plans to release a new book designed as per your syllabus. Design the **First page of the book** as per the given specifications.
- The title of the book should appear in bold using 20-point Arial font.
 - The name of the author and his qualifications should be in the center of the page in 16-point Arial font.
 - At the bottom of the document should be the name of the publisher and address in 16-point Times New Roman.
 - The details of the offices of the publisher (only location) should appear in the footer.
5. Create the following one page documents.
- Compose a note inviting friends to a get-together at your house, including a list of things to bring with them.
 - Design a certificate in landscape orientation with a border around the document.
 - Design a Garage Sale sign.
 - Make a sign outlining your rules for your bedroom at home, using a numbered list.
6. Create the following documents:
- A newsletter with a headline and 2 columns in portrait orientation, including at least one image surrounded by text.
 - Use a newsletter format to promote upcoming projects or events in your classroom or college.
7. Convert following text to a table, using comma as delimiter Type the following as shown (do not bold).
- Color, Style, Item**
 Blue, A980, Van
 Red, X023, Car
 Green, YL724, Truck
Name, Age, Sex
 Bob, 23, M
 Linda, 46, F
 Tom, 29, M
8. Enter the following data into a table given on the next page.

Salesperson	Dolls	Trucks	Puzzles
Kennedy, Sally	1327	1423	1193
White, Pete	1421	3863	2934
Pillar, James	5214	3247	5467
York, George	2190	1278	1928
Banks, Jennifer	1201	2528	1203
Atwater, Kelly	4098	3079	2067



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York, George	2190	1278	1928
Banks, Jennifer	1201	2528	1203
Atwater, Kelly	4098	3079	2067

Add a column **Region** (values: S, N, N, S, S, S) between the **Salesperson** and **Dolls** columns to the given table. Sort your table data by **Region** and within **Region** by **Salesperson** in ascending order. In this exercise, you will add a new row to your table, place the word **Total** at the bottom of the **Salesperson** column, and sum the **Dolls**, **Trucks**, and **Puzzles** columns.

9. Wrapping of text around the image.

MS Excel

1. Enter the Following data in Excel Sheet

REGIONAL SALES PROJECTION						
State	Qtr1	Qtr2	Qtr3	Qtr4	Qtr Total	Rate Amount
Delhi	2020	2400	2100	3000	15	
Punjab	1100	1300	1500	1400	20	
U.P.	3000	3200	2600	2800	17	
Haryana	1800	2000	2200	2700	15	
Rajasthan	2100	2000	1800	2200	20	
TOTAL						
AVERAGE						

(a) Apply Formatting as follow:

- i. Title in TIMES NEW ROMAN
- ii. Font Size - 14
- iii. Remaining text - ARIAL, Font Size -10
- iv. State names and Qtr. Heading Bold, Italic with Gray Fill Color.
- v. Numbers in two decimal places.
- vi. Qtr. Heading in center Alignment.
- vii. Apply Border to whole data.

(b) Calculate State and Qtr. Total

(c) Calculate Average for each quarter

(d) Calculate Amount = Rate * Total.

2. Given the following worksheet

	A	B	C	D
1	Roll No.	Name	Marks	Grade
2	1001	Sachin	99	
3	1002	Sehwag	65	
4	1003	Rahul	41	
5	1004	Sourav	89	
6	1005	HarBhajan	56	

Calculate the grade of these students on the basis of following

guidelines:

If	Marks	Then Grade
	≥ 80	A+
	≥ 60 and < 80	A
	≥ 50 and < 60	B
	< 50	F

3. Given the following worksheet

	A	B	C	D	E	F	G
1	Salesman	Sales in (Rs.)					
2	No.	Qtr1	Qtr2	Qtr3	Qtr4	Total	Commission
3	S001	5000	8500	12000	9000		
4	S002	7000	4000	7500	11000		
5	S003	4000	9000	6500	8200		
6	S004	5500	6900	4500	10500		
7	S005	7400	8500	9200	8300		
8	S006	5300	7600	9800	6100		

Calculate the commission earned by the salesmen on the basis of following Candidates:

If	Total Sales	Then Commission
	< 20000	0% of sales
	> 20000 and < 25000	4% of sales
	> 25000 and < 30000	5.5% of sales
	> 30000 and < 35000	8% of sales
	≥ 35000	11% of sales

The total sales are sum of sales of all the four quarters.

4. Company XYZ Ltd. pays a monthly salary to its employees who consist of basic salary, allowances & deductions. The details of allowances and deductions are as follows:

- **HRA Dependent on Basic**
30% of Basic if Basic ≤ 1000
25% of Basic if Basic > 1000 & Basic ≤ 3000
20% of Basic if Basic > 3000
- **DA Fixed for all employees, 30% of Basic**
- **Conveyance Allowance (CA)**
Rs. 50/- if Basic is ≤ 1000
Rs. 75/- if Basic > 1000 & Basic ≤ 2000
Rs. 100 if Basic > 2000
- **Entertainment Allowance (EA)**
NIL if Basic is ≤ 1000
Rs. 100/- if Basic > 1000

Deductions

- **Provident Fund**
6% of Basic
- **Group Insurance Premium**
Rs. 40/- if Basic is ≤ 1500
Rs. 60/- if Basic > 1500 & Basic ≤ 3000
Rs. 80/- if Basic > 3000

Calculate the following:

Gross Salary = Basic + HRA + DA + CA + EA
 Total Deduction = Provident Fund + Group Insurance Premium
 Net Salary = Gross Salary - Total Deduction

5. Create Payment Table for a fixed Principal amount, variable rate of interests and time in the format below:

No. of Installments	5%	6%	7%	8%	9%
3	XXXX	XX	XXXX		
4	XXXX	XX	XXXX		
5	XXXX	XX	XXXX		
6	XXXX	XX	XXXX		

6. Use an array formula to calculate Simple Interest for given principal amounts given the rate of Interest and time

Rate of Interest	8%
Time	5 Years
Principal	Simple Interest
1000	?
18000	?
5200	?

7. The following table gives year wise sale figure of five salesmen in Rs.

Salesman	2019	2020	2021	2022
S1	10000	12000	20000	50000
S2	15000	18000	50000	60000
S3	20000	22000	70000	70000
S4	30000	30000	100000	80000
S5	40000	45000	125000	90000

- Calculate total sale year wise.
- Calculate the net sale made by each salesman
- Calculate the maximum sale made by the salesman
- Calculate the commission for each salesman under the condition.
 - If total sales > 4,00,000 give 5% commission on total sale made by the salesman.
 - Otherwise give 2% commission.
- Draw a bar graph representing the sale made by each salesman.
- Draw a pie graph representing the sale made by salesman in 2000.

8. Enter the following data in Excel Sheet

PERSONAL BUDGET FOR FIRST QUARTER

Monthly Income (Net): 1,475

EXPENSES	JAN	FEB	MARCH QUARTER TOTAL	QUARTER AVERAGE
Rent	600.00	600.00	600.00	
Telephone	48.25	43.50	60.00	
Utilities	67.27	110.00	70.00	

Credit Card	200.00	110.00	70.00	
Oil	100.00	150.00	90.00	
AV to Insurance	150.00			
Cable TV	40.75	40.75	40.75	
Monthly Total				

Calculate Quarter total and Quarter average.

- Calculate Monthly total.
- Surplus = Monthly income - Monthly total.
- What would be total surplus if monthly income is 1500.
- How much does telephone expense for March differ from quarter average.
- Create a 3D column graph for telephone and utilities.
- Create a pie chart for monthly expenses.

9. Enter the following data in Excel Sheet

TOTAL REVENUE EARNED FOR SAM'S BOOKSTALL

Publisher Name	1997	1998	1999	2000	Total
A	Rs. 1,000.00	Rs. 1100.00	Rs. 1,300.00	Rs. 800.00	
B	Rs. 1,500.00	Rs. 700.00	Rs. 1,000.00	Rs. 2,000.00	
C	Rs. 700.00	Rs. 900.00	Rs. 1,500.00	Rs. 600.00	
D	Rs. 1,200.00	Rs. 500.00	Rs. 200.00	Rs. 1,100.00	

- Compute the total revenue earned.
- Plot the line chart to compare the revenue of all publishers for 4 years.
- Chart Title should be Total Revenue of Sam's Bookstall (1997-2000)
- Give appropriate categories and value axis title.

10. Generate 25 random numbers between 0 & 100 and find their sum, average and count. Howmany no. are in range 50-60.

MS Power Point

1. Do the following task:

- Start a new blank presentation
- Your first Slide is going to be a Title Slide
- Write the Text as in the preview below:
Lighthouse Co Ltd
- Make the Font of "Lighthouse" Arial Black and size 88
- Insert a second slide this should be with a layout of Bulleted List
- Write the Text as in preview below
 - [Title]: Lighthouse Co Ltd
 - [Body]:
 - Mission Statement
 - Company Objectives
 - Management Team
 - Employees
 - Sales

- vii. Make the Font Colour of the Points to Green
- viii. Insert a third slide this should be an Organization Chart. Include the following people in the chart:
 - a. David Brent, General Manager
 - b. Tim Canterbury, Head of Sales
 - c. Gareth Keenan, Assistant to the General Manager
 - d. Dawn Tinsley, Human Resources Manager
- ix. Add a fourth slide this should be a Table Chart. The chart should look like the following:

New Products	Discontinued Products
Digital Cameras	8mm Cameras
Ultra Slim Video Camera	8x Zoom Video Camera
25" Plasma TVs 21"	Black and White TVs
DVD Recorders	Video Players
7.1 Dolby Surround Systems	2 channel stereo systems

- x. Make the titles New Products and Discontinued Products with a shadow effect and centred in the cell. Widen columns to fit Text as above.
- xi. The Fifth slide should be a Chart slide. The chart should be a bar chart, and include the following data must be used to form the chart:

	January	February	March	April
TVs	20	27	90	75
DVDs	30	38	34	31
Wifi equipment	45	46	45	43
Video Recorders	25	29	15	40

- xii. Change the colours of the chart so that the series of bars are red, yellow, pink, and green.
- xiii. Add a light coloured background to all slides in the presentation.
- xiv. Add also Transition effects between each slides and also different effects for all text and pictures it the presentation.
- xv. Reverse the order of the second and third slides
- xvi. Save the presentation as Light House Ltd.

2. Do the following:

- i. Load your Presentation Application and start a new presentation
- ii. The first slide is a Title Slide. Select the appropriate layout and enter the title: **Annual Food Fair**
- iii. Add the sub title: **A Celebration of Eating**
- iv. Insert a small, red circle at the bottom right of the title slide.
- v. Change the font colour for the whole title and sub title to blue, and apply a text shadow effect just to the words **Food** and **Fair**
- vi. Insert a second slide to the presentation, selecting a layout appropriate for a series of bullet points, and using the title: **The Menu**. Enter the following text:
 - i. Chocolate Desserts
 - ii. Cakes and Puddings
 - iii. Roast Meals
 - iv. Using Pasta Creatively
- vii. Change the line spacing for these bullet points to 1.5 lines.

- viii. Increase the font size for the words **The Menu** in the title.
 - ix. Add a footer with your name and the text: **Food Fair** so they both appear on every slide, and number all the slides. (Make sure the number is not obscured by the red circle on the title slide)
 - x. Insert a third slide, which is to be an organisation chart. Use the title **Meet The Team**. Enter: **Maggie Peet, Manager** at the top of the chart, and show the following three as reporting to Maggie Peet: **Brian Webb, Bookings; Janine Newton, Publicity; Gregg Brown, Accounts**
 - xi. Embolden the text in the title of the third slide, and change the font to Arial.
 - xii. Apply a light coloured background to all the slides in the presentation
 - xiii. On the third slide, insert an image suitable for the topic of food from an image library. Reduce the size of the image and place it where it will not interfere with text.
 - xiv. Save the presentation as **foodfair**.
 - xv. Print the presentation with three slides per page, and close the presentation.
3. Do the followings:
- i. Load your Presentation Application and start a new presentation
 - ii. The first slide is a Title Only Slide. Select the appropriate layout and enter the title: **Cook Family Cruises**.
 - iii. Add a small blue rectangle at the top left of this slide.
 - iv. Change the font colour for the whole title to red, and apply a text shadow effect just to the word **Cruises**.
 - v. Insert a second slide to the presentation, selecting a layout appropriate for a series of bullet points, and using the title: **Our Itinerary**. Enter the following text:
 - a. Canary Islands
 - b. Mediterranean
 - c. Greek Islands
 - vi. Change the line spacing for these bullet points to 2 lines. Increase the font size of the word **Itinerary** in the title. Add a footer with your name and the text: **Cruise Information** so they both appear on every slide, and number all the slides.
 - vii. Insert a third slide, which is to be a graph. Use the title **Our Market Share**. Use the following data to produce a pie chart: Cook 54%; Jackson 28%; Wilson 12%; Bennett 5%
 - viii. Embolden the text in the title of the third slide, and change the font to Arial.
 - ix. Apply a different background to each slide in the presentation.
 - x. On the third slide, insert an image suitable for the topic of holidays from an image library. Reduce the size of the image and place it where it will not interfere with text.
 - xi. Add a 4th slide containing nothing but the text: **Travel with us for less!!**
 - xii. Save the presentation as holidays.

- xiii. Print the presentation with 4 slides per page, and close the presentation.
- 4. Create an animation looks like the leaf is falling in a tree.
- 5. Create an animation looks like demolish a world trade center in America.

MS Access

- 1. Create a database named "college" and perform the following tasks:
 - a. Create a table named "student" having following fields
 - b. Class, Roll no and Name with these Information i.e., Field Name, Data type and Description Fill at least 5 records.
 - c. Prepare a query to display all records and Name should be in ascending order.
- 2. Create the employee table in MS-Access with the referential integrity-foreign key.

Multimedia Animation and Photoshop

- 1. Create a Flash movie to draw the symbol of an animal and apply motion between.
- 2. Create a Flash movie to create a minimum of five layers (Water, fish, bubbles, plants etc.) of an aquarium and apply motion between.
- 3. Create a Flash movie to create mask.
- 4. Create a Flash movie to create Fade In/Fade Out in four pictures.
- 5. Create a Flash movie to create the symbol of a wheel and scale and rotate it.
- 6. Import an image in Photoshop and change its background using marquee and lasso tools.
- 7. Import an image in Photoshop and copy it using heal brush tool.

Keywords: MS Word, MS Excel, MS Power Point, MS-Access, Animations and Graphics.

Part C - Learning Resource

Text Books, Reference Books, Other Resources

Suggested Readings:

- 1. Microsoft Office 2007 Fundamentals, L. Story, D. Walls.
- 2. MS Office, S.S. Shrivastava, Firewall Media.
- 3. Office 2000 made easy, Alan Neibauer, Tata McGraw Hill.
- 4. FLASHMX Bible, Robert Reinhart.
- 5. Sams Teach Yourself Macromedia Flash 8 in 24 Hours, Phillip Kerman
- 6. How to do everything with Macromedia, Bonnie Blake, Doug Sahlin
- 7. Multimedia Making it works, Tay Vaughan Tata McGraw Hill

E-Resources

- 1. Introduction to MS-Word:
<https://www.w3schools.blog/ms-word-tutorial>
- 2. Introduction to MS-Excel:
https://www.w3schools.com/excel/excel_introduction.php
- 3. Introduction to MS-Power Point: <https://www.w3schools.blog/powerpoint-tutorial>



Part D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 50

Continuous Comprehensive Evaluation (CCE): As per rule

University Exam(UE): 50 Marks

Internal Assessment:

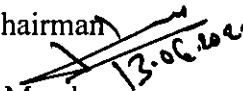
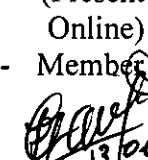
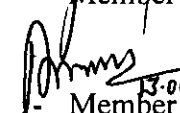
Continuous Comprehensive Evaluation (CCE)

Class Test/Assignment/Presentation

As per rule

Declaration

The syllabus of this subject is framed as per the TOR provided by the department of higher education, Chhattisgarh.

- | | | |
|-----|--|---|
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Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur | Chairman

13.06.22 |
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(Present Online) |
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Date: 13.06.2022