

PGDCA PC PACKAGE IMPORTANT TOPIC

UNIT-1

- 1) Working with Windows
- 2) My Computer & Recycle bin
- 3) Working with Files & Folders
- 4) Shortcuts & Auto starts,
- 5) Control Panel – Network, Printers, Start Button

UNIT-2

- 1) Office Packages, Office Suites, Lotus Office
- 2) Introduction to MS Word – Toolbar & Buttons, Shortcut Menus
- 3) Working With – Styles, Text Attributes, Text Editing Using
- 4) Bullets, Numbering, Auto Formatting, Printing

UNIT-3

- 1) MS Word – Spell Check, Thesaurus, Find & Replace, Headers & Footers
- 2) Creating & Working, Margins & Space
- 3) Mail Merge, Envelops & Mailing Labels

UNIT-4

- 1) Working With MS Excel
- 2) Workbook & Worksheet
- 3) Working With Column & Rows, Inserting Removing
- 4) Different Views Of Text
- 5) Borders & Shading, Printing Of Workbook & Worksheet

UNIT-5

- 1) Creating a New Presentation
- 2) Inserting, Deleting And Copying Of Slide
- 3) Working With Notes, Adding Graphics, Sound And Presentation
- 4) Outlook Express , Accessing email in Office.