

SREENIVASA INSTITUTE of TECHNOLOGY and MANAGEMENT STUDIES

I MCA - I Semester

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16MCA116

INFORMATION TECHNOLOGY LAB

Course Objectives:

To train the student on:

- Identification of Functional parts of PC
- Practicing basic operation of operating system commands
- To apply knowledge and skills of IT to create word documents, excel spread sheets, power point presentations, database using Ms-access and maintenance of PC.

Syllabus:

- 1. Identifying of various hardware parts and usage of System**
- 2. Implementing DOS Commands**
- 3. Implementing Windows basic operations**
- 4. Implementing 6 exercise using following options in MS Word**

Introduction to MSWord, Menus, Shortcuts, Document types, Opening Files - New & Existing, Saving Files, Formatting page and Setting Margins, Converting files to different formats- Importing, Exporting, Sending files to others, Editing text documents , Inserting,. Deleting,. Cut, Copy, paste, Undo, Redo, Find, Search, Replace, Using Tool bars - Ruler , Using Icons

Setting Font Styles - Font selection , style, size, color etc., Type face - Bold Italic, underline, Case settings, Highlighting, Special symbols, Setting Paragraph style – Alignments, Indents, . Line space, Margins, Bullets and Numbering, Setting Page Style – Formatting , Border& Shading, Columns, Header & footer, Setting Footnotes, Inserting manual Page break, Column break and line break, Creating sections and frames, Inserting Clip arts, pictures, and other files, Anchoring & Wrapping, Setting Document Styles - Table of Contents , Index, Page Numbering, data &Time, Author etc.

Table settings, Borders, Alignments, Insertion, deletion, Merging ,Splitting, Sorting, Inserting Pictures/Files etc., Drawing Pictures, Formatting &Editing pictures, Grouping and ordering, Rotating. Spell Checks, Mail merge, Security

5. Implementing 6 exercise using following options in MS Excel

Spreadsheet & its Applications, Opening spreadsheet, Menus & Toolbars & icons, Shortcuts, Shortcuts

Opening a File, Saving Files, Setting Margins, Converting files to different formats , Importing, Exporting and Sending files to others, Spreadsheet addressing- Rows, Columns & Cells, Referring cells and Selecting cells., Entering and Editing Data - Entering Data, Cut, Copy, paste, Undo, Redo, Find, Search & Replace, Filling continuous rows, columns, Inserting - Data, cells, column, rows & sheets, Manual breaks., Computing data - Setting Formula, Finding total in a column or row, Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation), Using other Formulas

Formatting - Cell, row, column & Sheet ,Alignment, Font, Border & shading , Highlighting values , Hiding/Locking Cells., Worksheet - Sheet Name , Row & Column Headers , Row Height, Column Width , Visibility - Row, Column, Sheet , Security, Formatting worksheet - Sheet Formatting & style - background, color , Borders & shading, Anchoring objects, Formatting layout for Graphics, Clipart etc.,

Sorting ,Filtering ,Validation ,Consolidation ,Subtotal , Selecting charts -Formatting charts, label, scaling etc.,

6. Implementing 2 exercise using following options in MS power point

Opening new Presentation , Different presentation templates , Setting backgrounds , Selecting presentation layouts, Setting presentation style , Adding Text to the presentation ,Adding style, Color, gradient fills ,Arranging objects ,Adding Header & Footer ,Slide Background , Slide layout , Inserting pictures, movies, tables, etc into the presentation ,Drawing Pictures using Draw ,Setting Animation & transition effect , Adding audio and video

7. Implementing 2 exercise using following options in MS Access

Database concepts ,Tables ,Queries, Creating Tables , Table Design ,Indexing ,Entering data , Importing data

8. Usage of MS Outlook

Course Outcomes:

- Able to Identify of Functional parts of PC
- Learn Operating Systems commands
- Able to Design documents, excel spread sheets, power point presentations , database through access effectively.
- Able to Update knowledge and skills in PC maintenance and usage of Operating Systems and MS-Office.