

1BCA6 Computer Lab-1

L	T	P	C	Theory	Internal	Practical	Total Marks
Credits/Hours							
-	-	+0/2	+0/2	0	20	80	100

Practical List on PC Package Lab Practical on Word Processing Package

1. Type the following Paragraph as given.
"My Dream career"
My ambition of life is to become a doctor. I have taken up science and hygiene as optional subjects. When I join college, I shall take up medical group. I shall appear in the P.M.T. examination to qualify for joining a Medical College. After passing the P.M.T., I shall join the medical college to become a doctor.
I would like to be a doctor. My country has become free, Government has decided to uproot the diseases from the country and improve the health of the people. Hospitals are being opened for this purpose. There is great demand for doctor. Taking all these things into consideration. I have made up mind to become a doctor.
I do not want to be clerk. This line does not suit me. I do not want to be a teacher. Law is not a paying profession these days so becoming lawyer is not my goal.
A. Correct any spelling errors displayed in the given text.
B. Save the document as <My Dream >_W01. Docx
C. Change the layout of the page as given below.
>Page size: A4 (8.27" x 11.69") >Page orientation: Landscape
D. Change the page margins as follows:
>Top: 1.25">Bottom: 1.25">Right: 1.25">Left: 1.25"
E. Format the entire document as given below. >Line spacing: 1.15" >Font: Times New Roman >Font size: 14 >Align: Justify
F. Select the heading "My Dream Career" and format it as given below. >Font color: blue >Style: Bold and underline >Align: Center
G. Change all the letters to UPPERCASE
H. Make the first letter of the paragraph larger and fall into three lines (Drop cap).
I. Format the heading "My Dream career" with Style: Heading 2.
J. Create a bulleted list for the last paragraph lines of document.
K. Enter "My Class Time Table" text as the heading of the table and format it to get the following output using a Wordart. (Font: Arial Black, Font size: 16, Align: Center)
L. Insert a footer with the following formatting options.
>Caption: <My First Document>>Font: Times New Roman >Font size: 12
2. Prepare your class time table using and Format the entire table as given below.
A. Change the cell size of the table to Auto Fit to Contents. >Align: Center
B. Select the Heading row and format it as given below.
C. Convert all text in to capital letters >Style: Bold >Align: Center
D. Insert a new row just below the last row of the table and enter the following information into the new row: >Saturday: Special Lecture on Cloud computing > Merging all the column

3. Send a Call Letter for All Applicants to Inform Interview Details using Mail Merge Base

Spreadsheet Practical

1. Create a blank Spreadsheet in and save it as "<Your Index no>_E01".

2. Create a table with 7 rows and 8 columns in the cell range A3:H9.

Insert a title "Vivekanand College " and a sub title "Mark sheet for A/L English - Class A", by centering it with the table, making the text bold, and changing the font size 16 for main title and 14 for subtitle.

3. Enter data of 6 students under the columns, "Roll No", "Name", "Physics", "Chemistry", "Biology", and "English".
4. Use the relevant formula to calculate the total marks and average and copy the formula to the relevant cells.
5. Format the "Average" column with two decimal places.
6. Use conditional formatting to change the color of the cells of which the average mark is more than 60, into green.
7. Select the columns, "Roll No", "Physics", "Chemistry", "Biology", and "English" column and draw a column chart.
8. Insert the title, "Vivekanand College ", and the sub title, "Mark sheet for A/L Biology - Class A" to the top of the chart.
9. Set the X axis labels with the index numbers.
10. Label the X axis title as, "Roll No" and Y axis title as, "Marks".
11. Label the legends for 4 subjects, "Physics", "Chemistry", "Biology" and "English".
12. Make sure to get a graph similar to the one given below.

Presentation Practical

1. Create a presentation with four blank slides.
2. Modify the presentation as follows.
3. Insert a suitable design template.
4. Insert a footer to show Your name and your Student ID.
5. Insert Today's date as a fixed date in the date area.
6. Make necessary changes to appear slide numbers in the slide number area.
7. Make necessary changes so that the footer, date and the slide number do not appear on the title slide (first slide).
8. Add content to the title slide (first slide) by following the instruction given below.
9. Type "River" as the slide title and it's format should be Font Type: Arial, Style: Bold, Size:96, Color: Black.
10. Type "Our Life Support" as the sub title and insert an image from the resources directory to a suitable location.
11. Add content to the second slide by following the instruction given below.
12. Type the slide title as, "Rivers of North India" and format it as,
13. Font Type: Arial, Style: Bold, Size: 44, Color: Black
14. Insert the following content as shown below.
The Ganga
Indus
Bamhaputra
15. Type the slide title as, "Tributaries"
16. Insert Rivers and their tributaries of slide 2 in a table.
17. Insert few more important Rivers of India with their regions.
18. Add the following animation effects to your presentation.
19. Apply emphasis animation effect to each main point and sub point in the second slide.
20. Apply sound effect when the second slide appears in the slideshow.
21. Hide the fourth slide from the slide show.
22. Save your presentation with the following file name <Rivers_of _North india>_ P01.

Practical List on Programming with C and C++

1. Write a Program in C to calculate Simple Interest when the values of Principal, Rate and Time are given.

2. Write a Program in C++ to calculate Temperature in Centigrade when temperature is in Fahrenheit.
3. Write a Program in C to determine whether an input Year is Leap Year or not.
4. Write a Program in C++ to display the Table of a number input from keyboard in the following format:
 $n \times 1 = n$
eg: $5 \times 1 = 5$
 $5 \times 2 = 10$
5. Write a program to calculate the Factorial of a number input from Keyboard using Recursive method.
6. Write a Program in C++ to show how to pass an Array to a user defined function.
7. Write a Program in C to swap two numbers using Call by Value and Call by Address.
8. Write a Program in C to read Name, Roll No, and Percentage of five Students and display them using Array of Structures.
9. WAP to calculate total marks, percentage and grade of a student. Marks obtained in each of the five subjects are to be input by the user. Assign grades according to the following criteria :
Grade A: Percentage ≥ 80
Grade B: Percentage ≥ 70 and < 80
Grade C: Percentage ≥ 60 and < 70
Grade D: Percentage ≥ 40 and < 60
Grade E: Percentage < 40
10. Write a Program in C++ to display the first n terms of Fibonacci series.
11. Write a Program in C to calculate the sum of two compatible matrices.
12. Write a Program in C++ to calculate the product of two compatible matrices.
13. Write a C program to pass an entire array to a user-defined function and multiply each element by 3 inside the function and print the elements of the array in main()
14. Write a C program to show usage of pointer to structure using arrow operators
15. Write a C program to show usage of pointer to function
16. Raising a number n to a power p is the same as multiplying n by itself p times. Write a function called power () that takes a double value for n and an int value for p, and returns the result as double value. Use a default argument of 2 for p, so that if this argument is omitted, the number will be squared. Write a main () function that gets values from the user to test this function.
17. Create a class Employee with basic information of Employees as data members and member function to get these information and display employee information.
18. Overload + operator to add two rational number.
Overload >> operator to enable input through cin.
Overload << operator to enable output through cout.
Write a main () to test all the functions in the class.
19. Consider the following class definition

```
class father {
protected : int age;
public;
father (int x) {age = x;}
virtual void iam()
{ cout<< I AM THE FATHER, my age is : << age<< endl;}
};
```

Derive the two classes son and daughter from the above class and for each, define iam() to write our similar but appropriate messages. You should also define suitable constructors for these classes.
Now, write a main () that creates objects of the three classes and then calls iam () for them. Declare pointer to father. Successively, assign addresses of objects of the two

derived classes to this pointer and in each case, call iam() through the pointer to demonstrate polymorphism in action.

20. Make a class Employee with a name and salary. Make a class Manager inherits from Employee. Add an instance variable, named department, of type string. Supply a method to string that prints the manager s name, department and salary. Make a class Executive inherits from Manager. Supply a method to String that prints the string Executive followed by the information stored in the Manager super class object. Supply a test program that tests these classes and methods.

1B.Sc. (MM) 5
OE-1: Word Processing and Presentation for Multimedia

Theory	00	Practical	40	Internal	10	Credits	3
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COURSE OBJECTIVES

1. To learn about Word Processing.
2. To learn about different features of Word Processing Software.
3. To learn about different features of Excel.
4. To learn about Presentation Software.
5. To learn about different features of Presentation Software.

COURSE OUTCOMES (CO)

1. Students would have knowledge of different Word Processing Software available.
2. Student can create and validate document using MS Word.
3. Student can prepare worksheet in excel using different features like function and chart.
4. Students would have knowledge of different Presentation Software available.
5. Student can create impressive presentation using different multimedia elements.

UNIT-1	Basics of Word Processing	L	T	P
1.1	Introduction of Word Processing (Discussion)	-	1	-
1.2	History of Word Processing (Discussion)	-	1	-
1.3	Standard Features of Word Processors (Discussion)	-	2	-
1.4	Word Processors vs. Text Editors vs. Desktop Publishing Systems (Discussion, Demonstration, Practice)	-	1	2
1.5	Introduction to various Word Processing Software (Discussion, Demonstration, Practice)	-	1	4

UNIT-2	Features of Word Processing	L	T	P
2.1	Editing Feature: Insert, Delete, Cut, Copy, Paste, Bold, Italic, Underline Spelling Feature: Spell Check, Grammar, Thesaurus (Discussion, Demonstration, Practice)	-	-	4
2.2	Formatting Feature: Header & Footer, Footnote, Endnote Searching Feature: Find, Find & Replace (Discussion, Demonstration, Practice)	-	-	4

2.3	Layout Feature: Paragraph, Paragraph Indent, Margins. Insert Features: Image, Clipart, Shape, Symbol, Chart (Discussion, Demonstration, Practice)	-	-	4
2.4	Other Features: Mail Merge, Table, Macro (Discussion, Demonstration, Practice)	-	-	4
2.5	File Management: Create, Copy, Move, Delete Printing Feature: Printing File, Print Preview (Discussion, Demonstration, Practice)	-	-	2

UNIT-3	Features of Excel	L	T	P
3.1	Introduction to Microsoft Excel, Understand Row, Column, Cell Address, Worksheet (Discussion, Demonstration, Practice)	-	-	2
3.2	Perform Basic operations like Add, Subtract, Multiply, Divide in Excel Introduction to formulas and functions in Excel (Discussion, Demonstration, Practice)	-	-	4
3.3	Create different types of charts in Excel (Discussion, Demonstration, Practice)	-	-	4
3.4	Advance features of Chart like Add Chart Element, Change Colors, Chart Styles, Format Chart Title, Format Chart Area, Format Plot Area (Discussion, Demonstration, Practice)	-	-	4
3.5	Creating New Worksheet, Copy Worksheet, Hiding Worksheet, Delete Worksheet, Save and Close Workbook (Discussion, Demonstration, Practice)	-	-	4

UNIT-4	Basics of Presentation Software	L	T	P
4.1	Importance and Need of Presentation (Discussion)	-	1	-
4.2	Use of presentation Software (Discussion)	-	1	-
4.3	Advantages of Presentation Software (Discussion)	-	1	-
4.4	Basic parts of presentation: Introduction, Body, Conclusion (Discussion, Demonstration, Practice)	-	1	4

4.5	Various Presentation Software (Discussion, Demonstration, Practice)	-	1	4
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UNIT-5	Features of Presentation Software	L	T	P
5.1	Understand the Basic Task: Adding, Deleting, Moving, Modifying Slides (Discussion, Demonstration, Practice)	-	-	2
5.2	Templates: Applying Templates, Creating Templates (Discussion, Demonstration, Practice)	-	-	4
5.3	Graphics: Insert Images, Adding Clipart, Transition, Animation (Discussion, Demonstration, Practice)	-	-	4
5.4	Miscellaneous Tasks: Spell Check, Slideshow, Save As A Web Page, Printing (Discussion, Demonstration, Practice)	-	-	4
5.5	Multimedia Object: Video, Audio, Hyperlink (Discussion, Demonstration, Practice)	-	-	4

Practical / Projects/Assignments:

1. Design E-book cover pages / Magazine front/ books front/back page using MS Word.
2. Use smart art and create organization charts and Insert Image into the shape.
3. Create different types of chart with your choice of colours and title.
4. Prepare a PowerPoint presentation using multimedia.
5. Create an Auto Run presentation with Animation Effect and Transition Effects.

Suggested Readings:

1. Joyce Cox and Joan Preppernau, 2009, Microsoft Office Word 2007 Step by Step, PHI
2. Vishnu PriyaSinh, 2014, Microsoft Office 2007, Asian
3. John Pierce, 2007, 2007 Microsoft Office System Inside Out, PHI
4. Kogent Solutions Inc., 2009, PowerPoint 2007 in Simple Steps, deramtech press
5. Kogent Solutions Inc., 2012, Office 2007 in Simple Steps, deramtech press

E-Resources:

1. MS Word Tutorial accessed at https://www.tutorialspoint.com/word/word_getting_started.htm#:~:text=Assuming%20you%20have%20Microsoft%20Office%202010%20installed%20in,Microsoft%20Word%202010from%20the%20submenu%20and%20click%20it.
2. MS Excel Tutorial accessed at <https://www.tutorialspoint.com/excel/index.htm>

