

# Jagannath International Management School

VasantKunj, New Delhi – 110070

(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)

Recognized u/s 2(f) by UGC & Accredited with 'A' Grade by NAAC

Participant of UNGC & UNPRME, New York

ISO 9001:2015 Quality Certified

## Bachelor of Computer Applications (BCA)

Course : BCA

Subject Code: 20173

Semester : I

Subject : IT Lab

S. No.	Question
1.	To explore the System settings - Personalisation, System, Devices, Apps, Network & Internet.
2.	To practice basic DOS commands like cd, md, dir, erase, cls, copy, date etc.
3.	To explore Windows Explorer functionalities like create, rename, move, delete folder and files etc.
4.	To practice the use of basic formatting features - Format Painter, Indentation, Line spacing, background color, find, replace, dictate commands.
5.	To practice the use of Bullets, numbering, multilevel lists and use of Table Feature- Insert table with rows and columns, draw tables, excel spreadsheet and quick tables etc.
6.	To practice the use of Insert Features – add picture, Chart, SmartArt, WordArt, Equation, Symbols, Header and Footer, Page Numbering etc. and the use of Design Features – Watermark, Page color, Page Border, Themes implementation etc.
7.	To practice the use of Layout Features – Margins, Orientation, Size, Columns, Indent, Spacing etc.
8.	To practice the use of Mail Merge Feature to generate Envelops and Labels.
9.	To practice the use of Excel basic formatting features – Wrap Text, Insert and Delete (Cells, Sheet, Row or Column), Format – Cell Height, Cell Width, Hide, Un Hide Cell, Protection, Freeze and Unfreeze panes, Macros etc.
10.	To practice the use of Insert Features- Pivot Table, Pivot Chart, Picture, Chart and its formatting and Design and the use of Page Layout Features- Margins, Orientation, Page Break , Background, Height and Width of Cells.
11.	To practice the use of Formula Features – user defined function, predefined functions – Logical, Date, Time, Maths and the use of Data Manipulation Features – Sort, Filter, Advanced Filters, Whatif analysis.
12.	To practice the creation of Blank presentation and Selecting Themes and the use of the basic design features – Adding New Slides, Reuse slides, Slides layout etc.
13.	To practice the use of Insert Features – add pictures, screenshots, shapes, wordart, audio, video, date-time etc. and use of Design Features- Changing the theme of presentation, format background and design ideas.
14.	To practice the use of Transition features to be applied on Slides content, setting sound, duration etc. and the use of Animation Features to be applied on presentation of Slide, set animation timings and rehearse etc.
15.	To practice the use of Slide Show Features – Custom Slide Show, Rehearse Timing etc.
16.	Create a Folder by your name in your system, store all the work done in this semester inside that folder.

<b>S. No.</b>	<b>Question</b>
17.	Create your Resume using basic formatting features like : table, bullets, wordart etc
18.	Design an Invitation to Birthday Party using mail merge features send the invitation to 10 friends.
19.	Write an Article for Magazine with 3 columns and hyperlink.
20.	Create your own marksheet using basic formatting features.
21.	Create a list of marks of 10 students create charts and pivot table.
22.	Prepare a Sales summary and use features like sort, filter etc. to manipulate the data.
23.	Create a Power Point Presentation on any topic of your choice using animation and transition features.