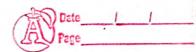
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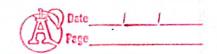
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Interoduction to PC Application Package Nord Processing: Nord processing slw is used to manufulated text document. Such as reports or We enter text by typing and the S/w provides tools for copying, deleting and various type of formating. Some functions of word processing s/w includes functions: -! printing i) Creating, editing, soving and printing document. ii) Copying, pasting, moving & deleting text with in document iii) formatting text such as font type, font face (B, I, v etc) iv) Creating and editing tables. v) Currecting spelling & grammer. Example: - micro soft word mory bertect - coul

open office - Apache

• DBMS (Data Base Management system):-DBMS Stands for data base management System. 9t is a s/w which manage or organize data base. 9+ is logically related Collection of data. A data base always represent data in rowh Columns. Some example of data base are MS Access, oracle, sybase, DB2, Mysal etc. · Accounting : -Accounting is an art of recording or Storing daily transaction. In accounting we analys the data, calculating taxes and managing over all transactions of bysiness. some accounting package are tally, ERP (Enterprize resorce planing) etc. Spread sheat: -A spreadsheat is a highly interactive computer program. that consist of Collection of rows & columns that are displayed on screen in scrollable windows. The intersection of row & Column are Called Cell. A cell can hold number, text, formula etc. A spread sheat is also called work



Sheat. Spreadsheat program are develope to automate takk such as technical Calculations, analogoing data, statical Calculation etc. 9t also contains powerful program for graphical representation of numerical data. A spread sheat is commanly use in production planning, personal management, marketing, pay roll etc.

Some example of spreadsheat are micro-soft excel, unumeric, openotic etc.

Presentation: -

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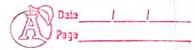
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Presentation is useful to provide a look for our document It provide effect, theme and enhanced formetting options that we can use to create great looking, dynamic presentation in short period of a time. Some example of presentation are microsoft powerpoint; lotus freeliance graphic, (orel presentation etc.

CAD CAM:-

cap: - Cap Stands for computer added design. designer use computer added design package to design machine or machine part. which are manufactured in large number. for example. Autocap, free CAD, & CAD, w CAD.



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