**BCAB1105L : SOFTWARE LAB-1**

**(GUI Based Operating System and Office Automation)**

Total Marks: 100 Maximum Time: 3 Hrs

University Examination: 70 Minimum Pass Marks: 35%

Internal Assessment: 30 Practical Sessions:45-55Hrs

This laboratory course will comprise the following list of practical based on any GUI Based Operating System (Unix/Windows/Mac) and concepts of Office Automation

**Operating System**

**Activity 1:**Operating System Installation and Software & Drivers installation

**Activity 2:**Basic components of GUI-Desktop, Icons, Taskbar, Statusbar, Wallpapers, Screen Saver

**Activity 3:** Start Menu: Accessories-Notepad, Calculator, Clock, Date and Time, Disk Defragmentation, Working with Control Panel/Settings

**Activity 4:** Taskbar properties- Maximize Minimize, Restore, and Close

**Activity 5:** Creating Files, Folders, Shortcuts, Moving Folders(right click options)

**Excel**

**Activity 1:**

1. Create, open, save and close workbook?
2. Create a new worksheet, renaming and moving sheet
3. Entering, copying, moving, and deleting data in cells and worksheets
4. Insert and delete cells, columns and rows in Excel

**Activity 2:**

1. Formatting of data in cells
2. Text formatting (font size, font style, font color, Cell border etc.)
3. Text Alignment
4. Text Orientation, Text Direction, Text Control

**Activity 3:**

1. Find and replace data in a sheet
2. Perform data sorting and data filtering in Excel
3. Protect your Worksheet and Workbook?
4. Enter and perform some basic formulas in excel

**Activity 4:**

1. Perform some basic Functions in Excel
2. Create a chart in Excel
3. Create Different types of charts in excel
4. Set a size, margin, orientation of page in Excel
5. The print properties of a worksheet in Excel

**Word**

**Activity 1:**

1. Create, open, save and close a document.
2. Typing, copying, moving and deleting data in word document.
3. Perform Save and Save as, Cut and Copy, Paste and Paste Special.

**Activity 2:**

Formatting of data in word Document: -

1. Text formatting (font size, font style, font color, subscript, superscript, upper/lower case etc.)
2. Text Alignment and character spacing
3. Indention and line spacing
4. Border and shading
5. Bullets and Numbering

**Activity 3:**

1. Find and replace and data sorting in a document.
2. Protect your document.
3. Add chart in word document. Create different types of Charts in word.
4. Set a size, margin, orientation of page, Hyphenation, Columns and Line Numbers in Word.

**Activity 4:**

1. Set Page Color, Page Border, Themes, and Watermarks in Word
2. Adding Tables, header/footers, pictures, page numbers and special symbols, Text Box in your word document.
3. Showing Ruler, Gridlines, Document Map, Thumbnails, Inserting Word Art, Drop Cap, Hyperlink, Equation etc. in word document

**Activity 5:**

1. Arranging, splitting windows in word
2. Perform Mail-merge in word
3. Create and run Macros in Word
4. Set the print properties of a word document

**PowerPoint**

**Activity 1:**

* 1. Create, open, save and close a Presentation
  2. Typing, copying, moving and deleting data in presentation.
  3. New Slide, understanding Slide Layout, adding and deleting slides.

**Activity 2:**

Formatting of data in slides:-

Text formatting (font size, font style, font color, subscript, superscript, upper/lower case etc.)

Text Alignment and character spacing

Indention and line spacing

Border and shading

Bullets and Numbering

**Activity 3:**

* 1. Set a size, margin, orientation of slides in PowerPoint.
  2. Adding Tables, header/footers, pictures, page numbers and special symbols, Text Box etc. in your presentation

**Activity 4:**

1. Adding Animation and Transition Effects in Slides, Understanding Slide Show
2. Presentation Views, Understanding Formatting commands in PowerPoint

**Activity 5:**

1. Create and run Macros in PowerPoint
2. Arranging, splitting windows in PowerPoint.

**The breakup of marks for the practical will be as under**

| **i.** | **Internal Assessment** | **30 Marks** |  |
| --- | --- | --- | --- |
| **ii.** | **Viva Voce (External Evaluation)** | **30 Marks** |  |
| **iii.** | **Lab Record, Program Development and Execution(External Evaluation)** | **40 Marks** |  |

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