**Tribhuvan University**

**Patan Multiple Campus**

**Patandhoka, Lalitpur**

**Bachelor in Computer Applications (BCA)**

Lab Report of Computer Fundamentals

And Applications (CACS-101)

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Abstract:

It is our pleasure to work that we are presenting the lab report of Computer Fundamental and Application. It is the syllabus of Bachelor in Computer Application (BCA) first semester program affiliated by Tribhuvan University. The main goal of this lab report is to make students understandable about particular knowledge and concept of MS-DOS, MS-word, MS-Excel, MS-PowerPoint and Adobe Photoshop how to do works in lab or offices by using the computer software’s. The main point view of this report is to make understand students how to do presentations photo editing keep record using software and save time and to make students capable of using different application packages in their personal as well as professional life.

**Acknowledgement**

I would like to express my special thanks of gratitude to my teacher Sapana Pokharel mam as well as college management who gave me the golden opportunity to do this lab reports on computer fundamental and application, which help me convert theoretical concept into practical skills through the use of different application packages including word processor, spreadsheet package, presentation package and photo editing graphical package. It make me capable of using these application packages in my personal as well as professional life. I am really thankful to them.

At last, I would like to remember and thank every individual who has helped me to complete my lab report successfully within the limited time frame.