

# **VIVEKANANDA INSTITUTE OF PROFESSIONAL STUDIES**

## **VIVEKANANDA SCHOOL OF INFORMATION TECHNOLOGY**



### **BACHELOR OF COMPUTER APPLICATION**

#### **Fundamental of Information Technology Lab File**

**Paper Code: BCA 103**



#### **SUBMITTED TO:**

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S. No	Name of the Program	Date	Signature
1	Cover Page-Using MS-Word		
2	Content Index- Using MS-Word		
3	Resume- Using MS-Word		
4	Create an article/ newsletter with a headline and 3 columns in portrait orientation, including at least one image surrounded by text. Use of drop case letter and hyperlink too.		
5	Design a certificate with watermarking feature.		
6	Using Mail Merge feature, create a list of 10 best friends and a birthday invitation letter that will send to all the 10 friends.		
7	Consider the following <b>student</b> worksheet with each subject of 100 marks:		
8	Create a worksheet in MS EXCEL to store the following records:		
9	The following table gives a year wise sale figure of five salesmen in Rs.		
10	Create chart/graph and pivot table using the table given in Q. no 1		
11	Create a Power Point presentation with minimum 5 slides based on the features of Ms-		
12	Create a Power Point presentation on upcoming IT technologies like Cloud Computing, Machine Learning, IoT, Data Analytics and AI.		
13	1. Explore System settings: Hardware and Software  2. Ms-DOS commands		
14	3. Internal Commands:		
15	External Commands:		