

Basic of OS and PC Software
BCA-03

UNIT 1: Introduction to OS

Definition and functions of an Operating System, Types of OS (Single User, Multi user, Single tasking, Multitasking, Real time, Network OS, Distributed OS)

UNIT 2: MS DOS Operating System

Introduction to DOS, System files of DOS, concept of Booting, Files and Directory Structure, Concept of Paths, Internal and External commands, Batch File.

UNIT 3: MS Windows Operating System

Introduction to Windows, Components of Windows, Customizing the Desktop, Files and Folders

UNIT 4: LINUX Operating System

Introduction to LINUX, login into LINUX, Structure of File System, Concepts of Path

UNIT 5: LINUX Commands

Directory handling Commands (**mkdir, cd, rmdir, ls, pwd**), File handling commands (**cat, cp, rm, mv, more, lp**), Utility commands (**date, cal, echo, time, who, passwd**), file permissions

Text editor **vi**, three modes of vi editor, adding and replacing text, saving text and quitting.

UNITS 5: Microsoft Word

Starting Word, different Bars, Document View, Text Area, Exiting Word.

Creating new Document, Editing text, Saving a Document, Closing a Document, Opening an Existing Document.

Working with Paragraph, Copy & Paste and Cut & Paste methods, Spell Check, Find & Replace.

Bullets and Numbering, Undo and Redo, Header & Footer, Page-Setup.

Creating Table, Modifying a Table, Merging of Cells, Split Cells.

UNITS 6-8: Microsoft Excel

Starting MS-Excel, different Bars. Row, Column and Cel. Exiting MS-Excel.

Creating a New Workbook, Working with Cells. Working with Fonts. Merging of Cells. Inserting a Row and Column, Deleting a Row and Column. Saving a Workbook, Closing a Workbook.

Different Operators used in Excel, Working with Calculation and Functions. 5 Working with Chart.

UNITS 9-10: Microsoft PowerPoint

Starting MS-PowerPoint, different Bars, Different Types of Views and Exiting MS-PowerPoint
Creating a New Presentation, Working with Slides, Applying Design emplates, Applying Custom Animations, Applying Slide Transitions. Saving a Presentation, Running a Presentation, Closing a Presentation and Opening an Existing Presentation.

Suggested Readings:

1. Anderw S Tanenbaum, Albert S. Woodhull, ” Operating System Design and Impletation”, prentice-Hall India Publication.
2. Word 2002 from A to Z-by Stephen L. Nelson, FireWall Media
3. Microsoft XP Plain & Simple-by Brown & resources Online