KSKV Kachchh University
Program: PGDCA
Semester: I

Paper Code: CCCS103	**Total Credit :** 6
Title of Paper: Practical Based on CCCS101	**Total Marks :** 70
	Time : 3 Hrs

Unit	Description	Weighting
	Sample Practical Exercises:	--
	[A] 1. Microsoft Word	
	Creating the documents with Special effects like underline, bold, different	
	size, different font, different color. Etc.	
	Find and Replace operations like cut, paste, copy, and clipboard.	
	Inserting Date & Time, Pictures, Bullets & Numbering etc.	
	Paragraphs, bullets, indentation etc. Formatting features.	
	Printing the documents, it includes paper-size, margins, header and footer,	
	page no. etc.	
	Creating a table.	
	Mail merge, spell-check, drawing table. Template.	
	2. Microsoft PowerPoint	
	Creating a presentation	
	Inserting/Deleting slides	
	Different slide views	
	Editing slides	
	Formatting slides	
	Slide transition & additing special effects	
	Inserting sound, picture, chart, organization chart	
	3. Microsoft Excel	
	Creating Worksheets	
	Printing, Inserting, Deleting, Copying, Moving worksheets.	
	Formulas, built-in functions	
	Graph-Plotting facilities	
	Database Management System	
	Using extenternally created data files.	
	What – if analysis	
	Formatting cells, Worksheets etc.	
	Custom Controls	
	Protection facility	
	Pivot tables	
	Macro facility	

Paper Code: CCCS103	Total Credit : 4
Title of Paper: Practical Based on CCCS101	Total Marks : 70
	Time : 3 Hrs

Unit	Description		Total Marks
Unit I to V	Q.1(A) Viva Voce	20	70
	Q.1 (B) Practical	50	