

# MAHATAMA GANDHI TRAINING INSTITUTE

(A Complete way to Success)

AFF. TO: MINISTRY OF YOUTH AFFAIR & SPORTS, GOVT. OF INDIA, B-71/12, Ground Floor, Behind Mehra Petrol Pump, Badarpur, Ext. New Delhi – 44.

**Advance Diploma In Computer Application (ADCA)**

**M: 9625418087**

## First Year Course Contents

### FUNDAMENTAL OF COMPUTER

- Introduction Of Computer
- Evolution Of Computer
- Types Of Computer
- Generation Of Computer
- Function Of Computer
- Input Output Device

### MS – DOS

- Introduction
- Dos Basic
- The Command (Internal /External)
- Directory
- Drives

### WINDOW

- Operating Systems
  - Window XP
  - Window 7
- Paint (A Small Text Package)
- Notepad (A Small Text Package)
- Basic Mouse Skills
- Basic Of Internet
  - Computer Network Defined
  - Types Of Network

### MS – OFFICE (MICROSOFT WORD 2010)

- Ms – Word (A Complete Writing Package)
- Starting Word 2010
- Customize Word 2010
- Keyboard Shortcut
- Create
- Copy , Past E
- Save
- Insert
- Find & Replace
- Grammar Check
- Use Of Word Art

## 1 & 2 Year Diploma Program

**1<sup>st</sup> Year Fee: 1000/M**

**Reg. Fee: 350/**

- Formatting Paragraph
- Formatting Table
- Pivot Table
- Goal Seek
- Mail Merge
- Macros
- Webpage And Hyperlinks
- Advanced Formatting With MS-Word
  - General Issues In Formatting Document
    - Creating bullets
    - Sections
    - Header/Footers and Page number
    - Footnotes

### MS-OFFICE (ADV. MS-EXCEL 2010)

- Introduction
- Entering data in a worksheet
- Selection techniques
- Editing cell, copying, moving, Deleting, & inserting data etc.
- Using excel database
- Creating a list
- Sorting
- To perform a simple sort
- To sort by multiple columns
- Data forms
- Adding data using the data form
- Finding records using criteria
- Formulas
- Functions

- Mathematical function
- Statistical function
- Date & time function
- Text function
- Text function
- Filtering data
- Auto filter
- Filters
- Data validation
- PMT, IPMT, PPMT Function
- H Lookup
- Salary statement
- Conditional formatting
- Logical formulae
- Chart (column, pie, Bar chart....)
- Macro (all industrial practices)
- Goal seek
- V Lookup
- Cell formatting
- Sum if, sumifs.....
- Auto format
- Dashboard
- Pivot table
- School statement
- Scenario
- Totals and subtotal total
- Row
- Managing windows
- Multiple windows
- Splitting windows
- Freezing panes
- Linking data
- Analysis by pivot tables

## MS-OFFICE (MS-ACCESS 2010)

- Introduction
- Terminology used in MS-Access
- Creating a database
- Understanding database
- Creating a table
- Managing a table
  - Opening a table
  - Closing a table
  - Rename a table
  - Deleting a table
- Adding records in a tables
- Deleting records
- Searching data using query

- Creating a form
  - Using form wizard
  - Creating a customized form
  - Designing reports in access 2010
  - Exporting data to excel 2010

## MS-OFFICE (MS-POWERPOINT)

- The PowerPoint interface
- Getting started
- Terminology and overview
- Time setting
- Layout animation
- Templates and slide master
- Principle of slide design

### Section 2: basic slide editing

- Smart art
- Drawing shapes and lines
- Text boxes
- Aligning objects
- Tips and shortcuts

### Section 3: Administration and Efficiency

- Editing and Working
- Collaboratively
- Printing and other output
- Customizing PowerPoint

## Corel- Draw

- Complete tool box
- Transformation
- Artistic media
  - Blend
  - Contour
  - Bevel
  - Envelope
  - Lens
  - Bitmap color mask
- Graphics & text styles
- All kind of effects
- Align & distribute
- Character formatting & paragraph Formatting
- Creative logos
- Different type of design for Advertising
- Flex designs

## PHOTOSHOP

- Groups and layers

- An introduction
- Tools
- Using commands
- File menu
- Using edit menu
- Using image menu
- Layer menu
- Filter menu
- View menu
- Window menu
- Shortcuts & short commands
- Many types of animation
  - Moon effect
  - Eye effect
  - Rain effect
  - Snow effect
  - Rotation effect
  - Glass effect etc.
- Many types photo editing
  - Passport size photo editing
  - Marriage
  - Portfolio etc.
- Color combination

## PAGEMAKER & INDESIGN

- **PageMaker Environment:**
  - The window and Navigation interface
  - Palettes and tools
  - Creating a new document And page setup
  - Rulers and guides
  - Opening and saving
- **Working with text**
  - Getting text on the page
  - Importing text
  - Editing and formatting
  - Word processing features
  - Long document features

## Working with objects:

- Importing picture and graphics
- Manipulating pictures and graphics
- Drawing tools
- Transforming – mirror, scale, rotate, Skew

- **Color :**
  - Basic color theory
  - Choosing the appropriate Color modal
  - Applying color to text and objects
- **Working with other software:**
  - How PageMaker interfaces with other
  - Adobe products
  - Other file type
  - Method of exporting & forwarding data Documents

## ADOBE INDESIGN

- Introduction to the workspace
- Getting to know in design
- Setting up a document and Working with pages
- Working with objects
- Flowing text
- Editing text
- Working with typography
- Working with color
- Working and modifying graphics
- Creating tables
- Working with transparency
- Printing and exporting
- Creating Adobe PDF document With form fields
- Exporting for E- Readers
- Working with long document

## TALLY ERP 9. WITH GST

- Introduction
- Versions of Tally
- Basic accounts
- Basic of final accounts
- Company creation
- Select company
- Company alteration
- Charts of accounts
- Ledgers & group creation

- Day book summaries
- Capital account
- Basic inventory
- Bank reconciliation
- Cost center
- Prince list
- Export to excel
- Reporting & printing
- Purchase order & sale order
- Debit notes & credit notes
- Delivery & receipts notes
- Purchase
- Sales
- Payment
- Taxation:-
  - **GST**
  - **CST**
  - **TCS**
  - **SERVICE TAX**
  - **TDS**
  - **FBT**
  - **BASIC OF PAYROLL**
  - **INTRODUCTION OF GST**
  - **CST, SGST, & IGS**
- Inventory Management
- Journal Voucher Entry
- Inward & Outward
- Sales & Purchase Orders
- Sales & Purchase Return
- Tax Deduction at source – TDS
- E – TDS Return

## PROGRAMMING WITH “C”

- Introduction “C”
- Getting started with C (Downloading CIDE & first program)
- Variables, data types & operation in C
- Control Statements:- if – else and Switch statements
- Control statements:- For loop, While lop, do while loop
- Functions (with and without Parameters)

- Recursion
- Pointers
- Arrays in C
- Pre-processors in C (MACROS & FILE INCLUSION)
- String in C
- Structures
- File handling in C with Example
- File handling in C (contd.)

## C++ PROGRAMMING USING OOPS

- Introduction C++
- Getting started with C++ (DEV C+ Software and Hello World Program)
- Variables and data types in C++
- Control statements :- for loop, While loop, do while loop
- Arrays in C++
- Structure in C++
- Pointers in C++
- Functions
- Function Overloading
- Recursion (function)
- Classes and Objects
- Classes and Objects
- Classes and objects cont. (defining Member function outside the Class)
- Contractors in C++
- Inheritance

## VISUAL BASIC

- Introduction
- Interface
- Form operations, events, Properties
- Text box, label
- Programming, variables, integer
- String variable
- Result calculator
- Decision making, conditional Statement
- Nested IF
- Operators, AND Operator
- OR Operator
- Input box, Msg. box
- Picture, Image, shape

