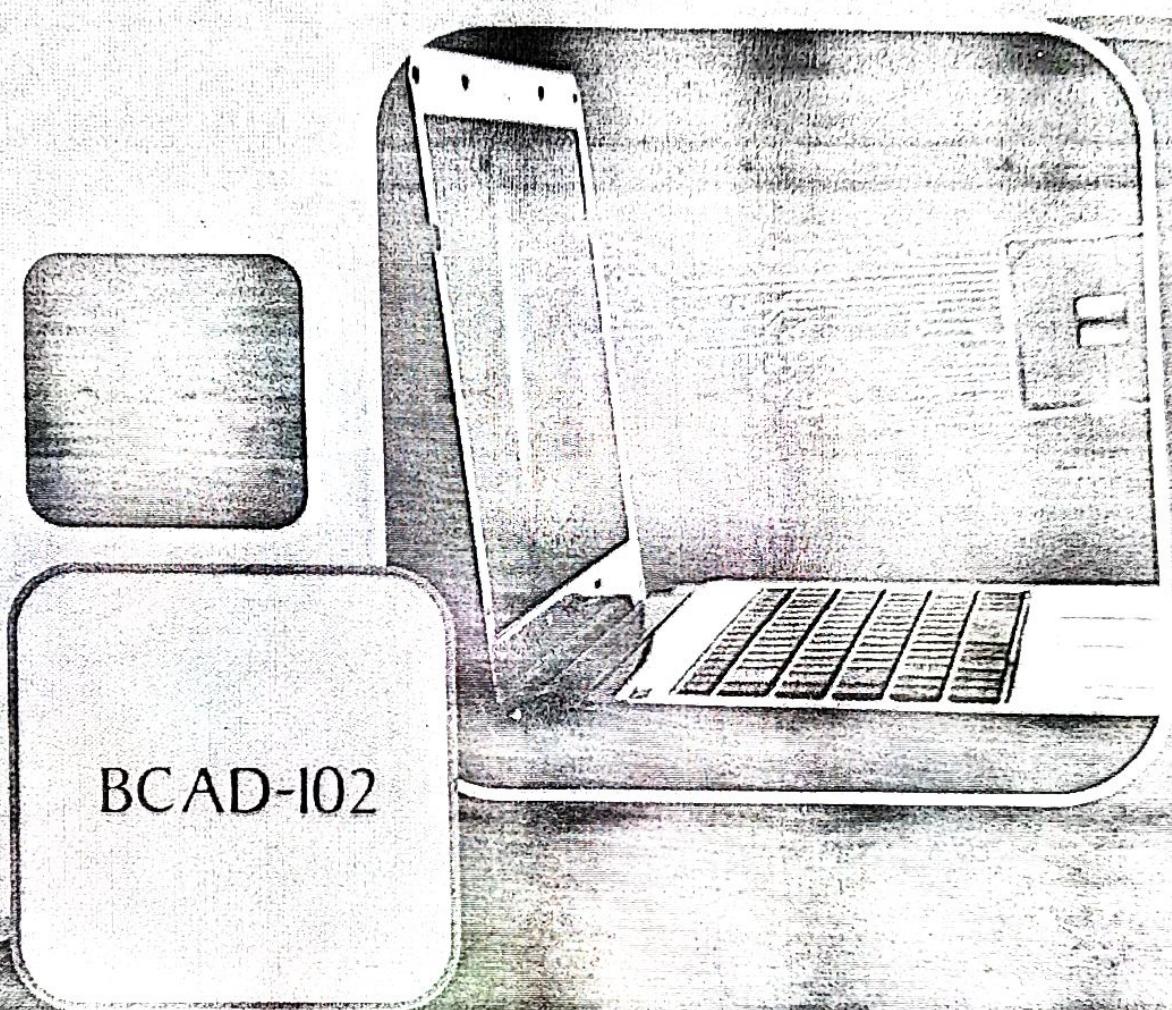


Bachelor of Computer Application



PC Software

JAMIA HAMDARD
(Deemed University)

Contents

Unit 1	Introduction	1
	Personal Computer System	
	PC Firmware	
	PC Operating System	
	PC Application Software	
Unit 2	Microsoft Word	43
	MS-Word	
	MS-Word document	
	MS-Word menu	
	MS-Word operations	
Unit 3	Microsoft Excel	123
	MS-Excel	
	MS-Excel document	
	MS-Excel menu	
	MS-Excel operations	
Unit 4	Microsoft Powerpoint	181
	MS-PowerPoint	
	PowerPoint slides	
	PowerPoint menu	
	PowerPoint operations	
Unit 5	Microsoft Access	217
	MS-Access	
	MS-Access tables	
	MS-Access queries	
	MS-Access forms	
	MS-Access reports	
	MS-Access menu	
	MS-Access operations	
Unit 6	Microsoft Outlook Express	251
	Outlook Express	
	Managing mails	
	Writing and reading mails	