

Dr. C. V. RAMAN UNIVERSITY

Open and Distance Education (IODE)

KARGI ROAD-KOTA, BILASPUR (C.G.)

Practical Manual

Programme: DCA 1st Sem.

Computer in Office - II

List of Practical's

1. Creation of new slide and duplicate slide in power point.
2. Steps of presentation and creation of presentation for the seminar in a topic.
3. Use of animation audio and clipart in power point presentation.
4. Changing backgrounds and adding slides in a presentation.
5. Insertion of charts and graphs in a slide.
6. Creation of a data base files in MS Access and adding templates on it.
7. Use of database tools in a record file of students marks and defines a primary key on it.
8. Steps of outlook to crate and send a mail and creating signature in outlook express.
9. Adding newsgroup in outlook.
10. Operation of importing and macro in outlook express.