

Business Data Processing And Software-II

January, 2020 → Software Creating, opening and saving, working with slides, adding and formatting text, handouts and outlines etc. Test, Revision, Assignments.

February 2020 → Working with objects, designing, running and controlling electronic slides show. Revision Test.

Desk-top publishing concepts, needs and applications hardware, software requirements for DTP, Page Makers: text formatting and word formatting features, composition and typography. Revision, Test, Assignments.

March'2020 → Graphics and text objects, indices contents and pagination, color management, tables handling, printing & publications: Advantages and limitations of PageMakers over MS word. Revision Test Assignments
Statistical Software: data entry, tabulation, sorting data analysis using software, SPSS. Revision Test.

APRIL'2020 → Mobile applications: concept types, sources of mobile Applications, Advantages and limitations of Mobile applications. Revision Test.

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