



LEX DIGITAL COMPUTER CENTER

Purab Muhalla, Sukahara Dehari, Nasriganj, Rohtas (Bihar) - 821310

Email – support@lexdigital.in. Mob. +91-8969752154 / 8678014338

Diploma in Computer Application (DCA)

Instructor

Lex Digital Computer Center

Course Overview

The growth of our institute is courtesy, to one of the best computer education curriculum that we have in our courses. We provide one of the best quality computer training and computer education.

Phone

+91-8969752154
+91-8678014338

After completing this courses, the student will be equipped with the knowledge of latest software packages and be able to face the real life situations. For more Information Visit here: www.LexDigital.in

Email

info@lexdigital.in

Institute Address

Purab Muhalla, Sukahara Dehari, Nasariganj, Rohtas (BR) – 821310
(Nearby Mobile Tower)

DCA Syllabus

| Week | Topic Name | Description |
|------------|--|--|
| Week 1 | Computer Fundamentals | Introduction of Computer, Hardware / Software, Input / Output, Self-Introduction, Classification of Computer. |
| Week 2 | Notepad And Paint | Introduction of Notepad & Paint Features of Notepad & Paint Some practice in Notepad & Paint |
| Week 3 | Microsoft Word 2013 | Introduction of MS Word, Menu Bar, Tool Bar, Page Setup, Cut, Copy & paste, Table Manipulation, Font Formation (Alignment, color, styling, bullets & Numbering, Tab and Tab Setting), WordPad |
| Week 4 & 5 | Advance in MS Word 2013 & Multimedia tools | Document Styling, Manual Fonts, Hyperlink, Macro and Some Real Word Projects Practice, video, audio, images |

| Week | Topic Name | Description |
|--------------------|--------------------------------|--|
| Week 6,7 & 8 | Microsoft Excel 2013 | Introduction in Excel, Menu Bar, tool Bar, Cells, Row and Column, Mathematical Calculations, shorting, Worksheet, Editing, Merging cells, Projects |
| Week 9 & 10 | Microsoft PowerPoint | Introduction of MS PowerPoint, Image format, Slides, Presentations, Projects |
| Week 11 & 12 | Internet | Introduction Of Internet, Online shopping, How to fill online form, Some Important Websites and more. |
| Week 13 & 14 | Windows Settings | Display Personalization, Antivirus Setup, Windows Defender, User Accounts, Windows Security, Software Installation, Phone linking with Computer |
| Week 15,16,17 & 18 | Revision & Practice | Viva Test and Previous Revision |
| Week 18,19 & 20 | Additional Benefits BCC Course | Online Videos Training and Certifications (Registration Fee : 200/-) |

Exam Schedule

| Examination | Topic Name |
|--------------------|---|
| Exam – I | Computer Fundamental, Notepad, Paint, WordPad |
| Exam – II | Microsoft Word |
| Exam – III | Microsoft Excel |
| Exam – IV | Microsoft PowerPoint |
| Exam – V | BCC Online Exam |
| Exam – VI | Final Exam |
| | Including surprise test |