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DCA

Diploma in Computer Application

COURSE CODE : CD-016

COURSE CONTENT & SYLLABUS

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COURSE CONTENTS

Course code – CD-016 **Eligibility : 10TH Class & Above**

Duration : 1 Year

SEMESTER – I

MODULE – 1 **MODULE SUBJECT**

INFORMATION TECHNOLOGY **SUBJECT CODE – NFC**

Computer Fundamentals **Fundamental of computer**

Operating System (WINDOWS XP/W7)

Microsoft office (Word/ Excel/Power point)

Ms Access with Data Base Designing

Internet & E-mail

Hardware & Software Installation

Introduction of Networking

Types of Networking

Uses of Networking

English & Hindi Typing

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MODULE – 2 **MODULE SUBJECT**

FINANCIAL ACCOUNTING WITH 7.2, 9.0, ERP **SUBJECT CODE - NT**

Manual Accounting **Tally**

Accounting In Tally 7.2, 9.0, ERP

Customization of Company

Activation of Accounting Features in Company

Activation of Inventory Features in Company

Activation of Taxation Features in Company

Uses of Value Added Tax (VAT)

Uses of Central Sale Tax (CST)

Uses of Service Tax

Uses of Excise Duty

Uses of Tax Collect At Source (TCS)

Uses of Tax Deducted At Source (TDS)

SEMESTER – II

MODULE – 3 **MODULE SUBJECT**

WEB DESIGNING WITH HTML & FRONTPAGE **SUBJECT CODE - NHD**

Introduction of HTML **Html & Dhtml**

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Designing of Webpage & Website

Designing List in Webpage

Introduction of Image, Link & Frame Tag

Introduction of Table & Form Tag

Introduction of DHTML

Introduction of Microsoft FrontPage

Creation of Webpage & Website

MODULE – 4 | **MODULE SUBJECT**

C LANGUAGE | **SUBJECT CODE - NCL**

FUNDAMENTAL OF C LANGUAGE | **C LANGUAGE**

OPERATORS

DECISION MAKING STATEMENT

LOOPING STATEMENT

THE STATEMENT

AN ARRAY

FUNCTION

CHARACTER STRING

POINTER

STRUCTURES

MODULE – 5 | **MODULE SUBJECT**

VISUAL BASIC | **SUBJECT CODE – NVB**

FUNDAMENTAL OF VISUAL BASIC | **VISUAL BASIC**

ELEMENT OF VISUAL BASIC

PROGRAMMING STATEMENTS

ARRAY N PROCEDURES

CREATION OF PROJECT

ACTIVE X CONTROLS

WORKING WITH FORM

WORKING WITH GRAPHICS

DATABASE PROGRAMMING WITH VISUAL BASIC

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COURSE SYLLABUS

SEMESTER - I

MODULE -1

INTRODUCTION OF COMPUTER

A. FUNDAMENTAL OF COMPUTER

- A-1 HISTORY OF COMPUTER
- A-2 DEVELOPMENT OF COMPUTER
- A-3 TYPES OF COMPUTER
- A-4 INPUT & OUTPUT DEVICE
- A-5 MEMORY
- A-6 PERSONAL COMPUTER

B. OPERATING SYSTEM

- B-1 INTRODUCTION OF WINDOWS XP, 2007, 2008
- B-2 FUNCTION OF OPERATING SYSTEM
- B-3 TYPES OF OPERATING SYSTEM
- B-4 USER INTERFACE (E.G.:-TASKBAR, ICON, START MENU)

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C. DESIGN TOOLS & PROGRAMMING LANGUAGE

- C-1 INTRODUCTION OF DESIGN TOOLS
- C-2 INTRODUCTION OF FLOW CHART
- C-3 INTRODUCTION OF PROGRAMMING LANGUAGE

D. MS WORD 2007

- D-1 INTRODUCTION OF WORD PROCESSING
  - D-1.1 STEPS OF WORD PROCESSING
  - D-1.2 OPENING WORD PROCESSING PACKAGES
  - D-1.3 MENU BAR
  - D-1.4 USING SHORTCUT
  - D-1.5 USING BUTTONS/TOOLS
- D-2 OPENING, CLOSING & PRINTING DOCUMENTS
  - D-2.1 OPENING DOCUMENTS
  - D-2.2 SAVE & SAVE AS
  - D-2.3 PAGE SET-UP
  - D-2.4 PRINTING & PREVIEW
- D-3 DOCUMENT CREATION & MANIPULATION
  - D-3.1 DOCUMENT CREATION

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D-3.2 EDITING TEXT
D-3.3 TEXT SELECTION
D-3.4 CUT, COPY, PASTE
D-3.5 TEXT AND PARAGRAPH DELETION

D-4 TEXTS FORMATTING

D-4.1 TEXT FONT & SIZE CHANGE
D-4.2 ALIGNMENT OF TEXT
D-4.3 CASES CHANGING
D-4.4 ALIGNMENT OF PARAGRAPH
D-4.5 SPACING & COLORING OF PARAGRAPH
D-4.6 BULLETS & INDENTATION

D-5 UPADATION OF PAGE LAYOUT

D-5.1 CHANGE OF ORIENTATION OF PAGE
D-5.2 CHANGE OF SIZE OF PAGE
D-5.3 CREATIONS OF COLUMNS
D-5.4 IMPLEMENT WATERMARKS, PAGE COLOR AND BORDERS

D-6 VIEW & REVIEW DOCUMENT

D-6.1 CHANGE IN LAYOUT
D-6.2 SHOW/HIDE RULERS & GRIDS
D-6.3 IMPLEMENT ZOOM VIEW
D-6.4 REVIEW OF DOCUMENT SUCH AS CHECKING SPELLING & GRAMMAR
D-6.5 IMPLEMENT THE ASURUES, COMMENT

D-7 MAILING DOCUMENT

D-7.1 MAIL MERGE PROCESS
D-7.2 PRINTING & SENDING OF MAILS
D-7.3 CREATION OF ENVELOPS, LETTERS & LABELS

D-8 TABLE MANIPULATION

D-8.1 DRAW TABLE
D-8.2 CHANGING CELL WIDTH & HEIGHT
D-8.3 ALIGNMENT OF TEXT IN CELL
D-8.4 DELETION/INSERTION OF ROW & COLUMN
D-8.5 BORDER & SHADING

E. MS POWERPOINT 2007

E-1 INTRODUCTION OF PRESENTATION

E-1.1 OPENING PRESENTATION
E-1.2 SAVING PRESENTATION
E-1.3 PRINTING PRESENTATION

E-2 CREATION OF PRESENTATION

E-2.1 CREATING A PRESENTATION USING A TEMPLATE
E-2.2 CREATING A BLANK PRESENTATION
E-2.3 ENTERING & EDITING TEXT
E-2.4 INSERTING & DELETING SLIDES IN A PRESENTATION

E-3 PREPARATIONS OF SLIDES

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E-3.1 ADDING PICTURE, CLIPART, SHAPES
E-3.2 INSERT TABLE, CHART, SMART ART, WORD ART
E-3.3 INSERTING OTHER OBJECTS

E-4 FORMATION OF PRESENTATION

E-4.1 WORKING WITH COLOR & TEXTURES
E-4.2 CHANGE FONT & SIZE OF TEXT
E-4.3 CHANGE ALIGNMENT
E-4.4 IMPLEMENT BULLETS, NUMBERING & INDENTATION
E-4.5 SPACING & CASE CHANGE

E-5 VIEW & REVIEW OF PRESENTATION

E-5.1 IMPLEMENTATION OF LAYOUT
E-5.2 SHOW & HIDE RULERS & GRIDLINES
E-5.3 REVIEW OF PRESENTATION SUCH AS SPELLING CHECK & GRAMMAR
E-5.4 IMPLEMENT THESAURUSES AND COMMENT

E-6 DESIGNING & ANIMATION OF PRESENTATION

E-6.1 IMPLEMENTATION OF ORIENTATION
E-6.2 IMPLEMENTATION OF THEMES & BACKGROUND
E-6.3 IMPLEMENTATION OF ANIMATION & SLIDE TRANSITION
E-6.4 IMPLEMENTATION OF MOVIE & SOUND

E-7 SLIDE SHOWS

E-7.1 RUNNING A SLIDE SHOW
E-7.2 TRANSITION & SLIDE TIMING
E-7.3 AUTOMATING A SLIDE SHOW

F. MS EXCEL 2007

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F-1 INTRODUCTION OF MS EXCEL

F-1.1 CREATION OF WORKBOOK
F-1.2 OPENING OF SPREADSHEET
F-1.3 SAVING OF SPREADSHEET
F-1.4 PRINTING OF SPREADSHEET

F-2 MANIPULATIONS OF CELLS

F-2.1 ENTERING TEXTS & DATES
F-2.2 EDITING WORKSHEET DATA
F-2.3 INSERTING & DELETING ROW, COLUMN & SHEETS
F-2.4 CHANGING CELL HEIGHT & WIDTH
F-2.5 FORMATTING OF ROW, COLUMN & SHEETS
F-2.6 IMPLEMENTING SORTING & FILTERING

F-3 FUNCTION & CHARTS

F-3.1 USING FORMULAE'S
F-3.2 USING FUNCTION
F-3.3 USING CHART

F-4 VIEW & REVIEW OF WORKSHEET

F-4.1 APPLYING DIFFERENT LAYOUTS OF WORKSHEET
F-4.2 SHOW/HIDE RULER, GRIDLINES, HEADING

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F-4.3 VERIFY SPELLING & GRAMMAR

F-4.4 IMPLEMENT THESAURUS & COMMENTS

G. MS ACCESS 2007

G-1 INTRODUCTION OF MS ACCESS

G-1.1 INTRODUCTION OF DATABASE

G-1.2 INTRODUCTION PRIMARY KEY

G-1.3 INTRODUCTION OF RELATIONSHIP

G-1.4 CREATION OF DATABASE

G-1.5 OPENING & SAVING OF DATABASE

G-1.6 SAVING & PRINTING OF DATABASE

G-2 INTRODUCTION OF TABLE

G-2.1 INTRODUCTION OF TABLE

G-2.2 INTRODUCTIONS OF DATA TYPES

G-2.3 INTRODUCTION OF TYPES OF DATA TYPES

G-2.4 CREATION OF TABLE

G-2.5 OPENING & SAVING OF TABLE

G-2.6 SAVING & PRINTING OF TABLE

G-3 INTRODUCTION OF QUERY

G-3.1 INTRODUCTION OF QUERY

G-3.2 CREATION OF QUERY

G-3.3 OPENING & SAVING OF QUERY

G-3.4 SAVING & PRINTING OF QUERY

G-3.5 FORMATTING OF QUERY

G-4 INTRODUCTION OF FORM

G-4.1 INTRODUCTION OF FORM

G-4.2 CREATION OF FORM

G-4.3 OPENING & SAVING OF FORM

G-4.4 SAVING & PRINTING OF FORM

G-4.5 FORMATTING OF FORM

G-5 INTRODUCTION OF REPORT

G-5.1 INTRODUCTION OF REPORT

G-5.2 CREATION OF REPORT

G-5.3 OPENING & SAVING OF REPORT

G-5.4 SAVING & PRINTING OF REPORT

G-5.5 FORMATTING OF REPORT

H. COMMUNICATION

H-1 INTRODUCTION OF COMMUNICATION

H-1.1 TYPES OF COMMUNICATION

H-1.2 PROCESS OF COMMUNICATION

H-1.3 ONLINE & OFFLINE OF COMMUNICATION

H-2 INTRODUCTION OF E-MAIL

H-2.1 USING OF E-MAIL

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H-2.2 PROCESS OF SENDING & RECEIVING OF E-MAIL
H-2.3 PROCESS OF ATTACHMENT OF DOCUMENT WITH E-MAIL
H-2.4 CREATION & LOGIN PROCESS OF E-MAIL ACCOUNT
H-2.5 DIFFERENT TRANSMISSION MEDIUM

I. NETWORK & INTERNET

I-1 INTRODUCTION OF NETWORK

I-1.1 TYPES OF NETWORK
I-1.2 TYPES OF NETWORK TOPOLOGY

I-2 INTRODUCTION OF INTERNET

I-2.1 BASIC STRUCTURE OF INTERNET ARCHITECTURE
I-2.2 INTRODUCTION OF INTERNET SERVICE PROVIDER
I-2.3 INTRODUCTIONS OF INTERNET PROTOCOLS

I-3 SERVICE ON INTERNET

I-3.1 World Wide Web & Websites
I-3.2 Internet Services
I-3.3 Communications on Internet

I-4 PREPARING COMPUTER FOR INTERNET ACCESS

I-4.1 ISP's such as Dial-up/Broadband/Wi-Fi
I-4.2 Access Techniques

I-5 WEB BROWSERS

I-5.1 Introduction of Web Browser
I-5.2 Introduction of popular Web browsing Software
I-5.3 Configuring Web Browser

I-6 SEARCH ENGINE

I-6.1 Introduction of Search Engine
I-6.2 Surfing/ searching of contents
I-6.3 Downloading/Uploading
I-6.4 PRINTING THE WEBPAGE

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Module - 2

FINANCIAL ACCOUNTING WITH TALLY 7.2, 9.0 ERP

A. MANUAL ACCOUNTING

A-1 INTRODUCTION OF ACCOUNTING
A-2 BASIC CONCEPT OF ACCOUNTING
A-3 RULES OF ACCOUNTS
A-4 TYPES OF RULES
A-5 SIMPLE & COMPOUND ENTRIES OF ACCOUNTS
A-6 Introduction of journals
A-7 INTRODUCTION OF FINAL ACCOUNTS
A-8 PREPARATION OF TRIAL BALANCE, TRADING ACCOUNTS, PROFIT & LOSS ACCOUNT & BALANCE SHEET
A-9 PREPARATION OF CLOSING ENTRIES
A-10 RECTIFICATION OF ERRORS

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B. ACCOUNTING IN TALLY 7.2, 9.0ERP

- B-1 CREATION OF COMPANY
- B-2 CREATION OF LEDGER IN COMPANY
- B-3 POSTING ENTRIES IN DIFFERENT VOUCHERS
- B-4 SELECTION, SHUTTING, ALTERATION & DELETION OF COMPANY
- B-5 ALTERATION & DELETION OF LEDGER & VOUCHER IN TALLY

C. CUSTOMIZATION OF COMPANY

- C-1 ACTIVATION OF GENERAL FEATURES OF ACCOUNTS
- C-2 ACTIVATION OF INVOICING FEATURES SUCH AS PURCHASE & SALES ORDERS, DEBIT & CREDIT FEATURES
- C-3 ACTIVATION OF COST CATEGORY & CENTERS
- C-4 ACTIVATION OF INTEREST CALCULATION OF COMPANY
- C-5 ACTIVATION OF BUDGET & CONTROL
- C-6 ACTIVATION OF STOCK CATEGORIES CREATION
- C-7 ACTIVATION OF DISCOUNT COLUMN ON INVOICE
- C-8 ACTIVATION OF GODOWN
- C-9 ACTIVATION OF PRICELIST

D. ACCOUNT WITH INVENTORY IN TALLY 7.2, 9.0ERP

- D-1 INTRODUCTION OF INVENTORY
- D-2 ACTIVATION OF INVENTORY FEATURE IN COMPANY
- D-3 CREATION OF STOCK GROUP, STOCK ITEM & UNIT OF MEASURES
- D-4 POSTING ENTRIES IN INVOICE MODE
- D-5 CREATION OF INVOICE
- D-6 ALTERATION & DELETION OF INVOICE
- D-7 PRINTING OF INVOICE

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E. VALUE ADDED TAX (VAT)

- E-1 INTRODUCTION OF VAT
- E-2 TYPES OF VAT
- E-3 TYPES OF RATES
- E-4 ACTIVATION OF VAT IN COMPANY
- E-5 ACTIVATION OF FEATURES RELATED TO VAT IN COMPANY
- E-6 ACTIVATION OF INPUT & OUTPUT VAT ON INVOICE
- E-7 ACCESSING OF VAT REFUNDABLE OR VAT PAYABLE
- E-8 ACCESSING OF VAT REPORT
- E-9 PRINTING OF VAT REPORT

F. CENTRAL SALE TAX (CST)

- F-1 INTRODUCTION OF CST
- F-2 INTRODUCTION OF TYPES OF CST
- F-3 INTRODUCTION OF RATES OF CST

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F-4 INTRODUCTION OF DIFFERENT FORMS OF CST
F-5 POSTING OF CST ENTRIES IN TALLY
F-6 REVIEW OF CST REPORT IN TALLY
F-7 PRINTING CST REPORT

G. SERVICE TAX

G-1 INTRODUCTION OF SERVICE TAX
G-2 ACTIVATION OF SERVICE TAX FEATURE IN TALLY
G-3 BASIC DETAILS OF SERVICE TAX
G-4 INTRODUCTION OF EDUCATION CESS & SECONDARY EDU CESS
G-5 POSTING OF ENTRIES OF SERVICE TAX IN TALLY
G-6 ACCESSING & REVIE OF SERVICE TAX REPORT IN TALLY
G-7 PRINTING REPORT OF SERVICE TAX

H. EXCISE DUTY

H-1 INTRODUCTION OF EXCISE DUTY
H-2 INTRODUCTION OF TYPES OF EXCISE DUTY
H-3 ACTIVATION OF FEATURE RELATED TO EXCISE DUTY
H-4 CREATION OF LEDGER, STOCK RELATED TO EXCISEDUTY
H-5 POSTING ENTRIES IN VOUCHER & INVOICE
H-6 PREPARE & ACCESSING OF EXCISE REPORT IN TALLY
H-7 PRINTING OF EXCISE REPORT

I. TAX COLLECT AT SOURCE (TCS)

I-1 INTRODUCTION OF TCS
I-2 ACTIVATION OF FEATURES RELATED TO TCS
I-3 CREATION OF LEDGER & STOCK RELATED TO TCS
I-4 POSTING ENTRIES IN VOUCHER & INVOICE
I-5 PREPARE & ACCESSING OF TCS REPORT IN TALLY
I-6 PRINTING OF EXCISE REPORT

J. TAX DEDUCTED AT SOURCE (TDS)

J-1 INTRODUCTION OF TDS
J-2 ACTIVATION OF FEATURES RELATED TO TDS
J-3 CREATION OF LEDGER & STOCK RELATED TO TDS
J-4 POSTING ENTRIES IN VOUCHER & INVOICE
J-5 PREPARE & ACCESSING OF TDS REPORT IN TALLY
J-6 PRINTING OF TDS REPORT

SEMESTER - II

MODULE - 3

WEB DESIGNING WITH HTML & FRONTPAGE

A. INTRODUCTION OF HTML

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A-1 CONCEPT OF HTML
A-2 CONCEPT OF WEB BROWSER
A-3 CONCEPT OF CLIENT & SERVER ARCHITURERE
A-4 CONCEPT OF URL
A-5 STRUCTURE OF WEBPAGE
A-6 CONCEPT OF TAGS & ATTRIBUTES

B. DESIGNING OF WEBPAGE & WEBSITE

B-1 INTRODUCTION OF WEBPAGE & WEBSITE
B-2 TYPES OF TAGS & ATTRIBUTES
B-3 CREATION OF WEBPAGE
B-4 INTRODUCTION OF BASIC TAGS
B-5 INTRODUCTION OF HEADING TAG
B-6 INTRODUCTION OF FORMATTING TAG
B-7 INTRODUCTION OF PARAGRAPH & FONT TAG

C. DESIGNING LIST IN WEBPAGE

C-1 INTRODUCTION OF LISTS
C-2 INTRODUCTION OF ORDERED LIST
C-3 CREATION OF WEBPAGE BY ORDERED LIST
C-4 INTRODUCTION OF UNORDERED LIST
C-5 CREATION OF WEBPAGE BY UNORDERED LIST
C-6 INTRODUCTION OF DEFINITION LIST
C-7 CREATION OF WEBPAGE BY DEFINITION LIST
C-8 INTRODUCTION OF HORIZONTAL ROW
C-9 CREATION OF WEBPAGE BY HORIZONTAL ROW
C-10 INTRODUCTION OF ADDRESS TAG
C-11 CREATION OF WEBPAGE BY ADDRESS TAG

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D. IMAGE TAG

D-1 INTRODUCTION OF IMAGE TAG
D-2 INTRODUCTION OF DIFFERENT ATTRIBUTES OF IMAGE TAG
D-3 CREATION OF WEBPAGE USING IMAGE TAG
D-4 INTRODUCTION OF IMAGE MAP
D-5 INTRODUCTION OF DIFFERENT ATTRIBUTES OF IMAGE MAP
D-6 CREATION OF WEBPAGE USING IMAGE MAP

E. LINK TAG

E-1 INTRODUCTION OF LINK
E-2 INTRODUCTION OF TYPES OF LINK
E-3 INTRODUCTION OF INTERNAL & EXTERNAL LINK
E-4 CREATION OF WEBPAGE THROUGH LINK
E-5 CONCEPT OF HYPERLINK
E-6 INTRODUCTION OF LINK OF DIFFERENT WEBPAGES

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E-7 INTRODUCTION OF IMAGE LINK

E-8 CREATION OF WEBPAGE USING IMAGE LINK

F. FRAME TAG

F-1 INTRODUCTION OF FRAME TAG

F-2 INTRODUCTION OF DIFFERENT ATTRIBUTES OF FRAME TAG

F-3 CREATION OF WEBPAGE USING FRAME TAG AS ROW & COLUMN WISE

F-4 INTRODUCTION OF DIFFERENT TYPES OF FRAME

G. TABLE TAG

G-1 INTRODUCTION OF TABLE TAG

G-2 INTRODUCTION OF ATTRIBUTES OF TABLE TAG

G-3 Introduction of alignment, background of table

G-4 Introduction of cell padding, cell spacing of table

G-5 Introduction of heading & caption of table

G-6 Introduction of empty cell of table

G-7 Introduction of nesting of table

G-8 Introduction of frame of table

G-9 CREATION OF WEBPAGE USING TABLE TAG

H. FORM TAG

H-1 Introduction of form tag

H-2 Introduction of different attribute of form tag

H-3 CREATION OF FORM USING FORM TAG

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I. DHTML

I-1 Introduction of dhtml

I-2 Introduction of cascading style sheets

I-3 Introduction of attributes of style

I-4 CREATION OF WEBPAGE USING DIFFERENT ATTRIBUTES OF STYLE

Module - 4

C LANGUAGE

A. FUNDAMENTAL OF C LANGUAGE

A-1 History of c language

A-2 FEATURES OF C LANGUAGE

A-3 BASIC STRUCTURE OF C LANGUAGE

A-4 PROGRAM DEVELOPMENT OF C LANGUAGE

A-5 COMPONENTS OF C LANGUAGE

A-6 C TOKENS

A-7 TYPES OF DATA TYPES

A-8 INTRODUCTION OF ESCAPE SEQUENCES

A-9 INTRODUCTION OF FORMAT SPECIFIERS

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A-10 INTRODUCTION OF STANDARD INPUT & OUTPUT FUNCTION
A-11 EXAMPLES OF C PROGRAM

B. OPERATORS

B-1 INTRODUCTION OF OPERATORS
B-2 TYPES OF OPERATORS
B-3 WORKING WITH ASSIGNMENT OPERATOR
B-4 WORKING WITH ARITHMATIC OPERATOR
B-5 WORKING WITH ADDRESS OPERATOR
B-6 WORKING WITH RELATIONAL OPERATOR
B-7 WORKING WITH LOGICAL OPERATOR
B-8 WORKING WITH SIZE OF OPERATOR
B-9 WORKING WITH CONDITIONAL OPERATOR
B-10 WORKING WITH INCREMENT/DECREMENT OPERATOR
B-11 WORKING WITH UNARY MINUS OPERATOR

C. DECISION MAKING STATEMENT

C-1 INTRODUCTION OF STATEMENT
C-2 TYPES OF STATEMENT
C-3 DECISION STATEMENT
- C-3.I DECISION STATEMENT WITH IF STATEMENT
- C-3.II STRUCTURE & SYNTAX OF IF STATEMENT
- C-3.III CREATION OF PROGRAM WITH IF STATEMENT

C-4
- C-4.I DECISION STATEMENT WITH IF ELSE STATEMENT
- C-4.II STRUCTURE & SYNTAX OF IF ELSE STATEMENT
- C-4.III CREATION OF PROGRAM WITH IF ELSE STATEMENT

C-5
- C-5.I DECISION STATEMENT WITH NESTED IF ELSE STATEMENT
- C-5.II STRUCTURE & SYNTAX OF NESTED IF ELSE STATEMENT
- C-5.III CREATION OF PROGRAM WITH NESTED IF ELSESTATEMENT

C-6
- C-6.I DECISION STATEMENT WITH ELSE IF LADDER STATEMENT
- C-6.II STRUCTURE & SYNTAX OF ELSE IF LADDER STATEMENT
- C-6.III CREATION OF PROGRAM WITH ELSE IF LADDERSTATEMENT

C-7
C-7.I DECISION STATEMENT WITH SWITCH STATEMENT
C-7.II STRUCTURE & SYNTAX OF SWITCH STATEMENT
C-7.III CREATION OF PROGRAM WITH SWITCH STATEMENT

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D-1 INTRODUCTION OF LOOPING STATEMENT
D-2 TYPES OF LOOPING STATEMENT
D-3 WHILE LOOP
- D-3.I INTRODUCTION OF WHILE LOOP STATEMENT
- D-3.II STRUCTURE & SYNTAX OF WHILE LOOP STATEMENT
- D-3.III CREATION OF PROGRAM WITH WHILE LOOP STATEMENT

D-4 DO WHILE STATEMENT
- D-4.I INTRODUCTION OF DO WHILE LOOP STATEMENT
- D-4.II STRUCTURE & SYNTAX OF DO WHILE LOOP STATEMENT

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D-4.III CREATION OF PROGRAM WITH DO WHILE LOOPSTATEMENT

D-5 FOR LOOP STATEMENT

D-5.I INTRODUCTION OF FOR LOOP STATEMENT

D-5.II STRUCTURE & SYNTAX OF FOR LOOP STATEMENT

D-5.III CREATION OF PROGRAM WITH FOR LOOP STATEMENT

D-6 NESTED FOR LOOP STATEMENT

D-6.I INTRODUCTION OF NESTED FOR LOOP STATEMENT

D-6.II STRUCTURE & SYNTAX OF NESTED FOR LOOP STATEMENT

D-6.IIICREATION OF PROGRAM WITH NESTED FOR LOOP STATEMENT

E. THE STATEMENT

E-1 INTRODUCTION OF STATEMENT

E-2 INTRODUCTION OF JUMP STATEMENT

E-3 INTRODUCTION OF BREAK STATEMENT

E-4 STRUCTURE & SYNTAX OF BREAK STATEMENT

E-5 PROGRAM CREATION USING BREAK STATEMENT

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F. AN ARRAY

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F-2 TYPES OF ARRAY

F-3 ONE DIMENSIONAL ARRAY

F-3.I INTRODUCTION OF ONE DIMENSIONAL ARRAY

F-3.II DECLARATION OF ONE DIMENSIONAL ARRAY

F-3.III INTIALISATION OF ONE DIMENSIONAL ARRAY

F-3.IV PROGRAM CREATION USING ONE DIMENSIONAL ARRAY

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F-4.II DECLARATION OF TWO DIMENSIONAL ARRAY

F-4.III INTIALISATION OF TWO DIMENSIONAL ARRAY

F-4.IV PROGRAM CREATION USING TWO DIMENSIONAL ARRAY

G. FUNCTION

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G-2 TYPES OF FUNCTION

G-3 ADVANTAGES OF FUNCTION

G-4 IMPLEMENTATION OF FUNCTION

G-5 DECLARATION OF FUNCTION

G-6 CALLING A FUNCTION

G-7 DEFINING OF USER DEFINED FUNCTION

G-8 INTRODUCTION OF ACTUAL PARAMETER

G-9 INTRODUCTION OF FORMAL PARAMETER

G-10 INTRODUCTION OF CALLING FUNCTION

G-11 INTRODUCTION OF CALLED FUNCTION

G-12 PROGRAM CREATION USING FUNCTION

G-13 CALLING A FUNCTION

G-13.I INTRODUCTION OF CALLING A FUNCTION

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- G-13.II INTRODUCTION OF CALL BY VALUE
- G-13.III PROGRAM CREATION USING CALL BY VALUE
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- G-13.VI FUNCTION WITH NO ARGUMENTS AND NO RETURN VALUE
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G-14 ARRAY & FUNCTION

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- J-2 DEFINING A STRUCTURE
- J-3 DECLARING STRUCTURE VARIABLE
- J-4 ACCESSING STRUCTURE MEMBERS
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- J-10 STRUCTURE & ARRAY
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MODULE - 5

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- A-2 GETTING START WITH VISUAL BASIC
- A-3 LOADING PROCESS OF VISUAL BASIC
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- A-5 FEATURES OF VISUAL BASIC
- A-6 ELEMENTS OF VISUAL BASIC
- A-7 INTRODUCTION OF TOOL BAR
- A-8 INTRODUCTION OF DIFFERENT WINDOWS OF VISUAL BASIC
- A-9 THE APPLICATION WIZARD

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- B-2 INTRODUCTION OF TYPE STATEMENTS
- B-3 INTRODUCTION N DECLARATION OF VARIABLE
- B-4 INTRODUCTION OF SCOPE N LIFE TIME OF A VARIABLE
- B-5 INTRODUCTION OF CONSTANTS

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F-8 INTRODUCTION OF GROUPING CONTROLS
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I-2 DESIGNING A DATABASE
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I-11 USING BOUND CONTROL TO DISPLAY DATA
I-12 INTRODUCTION OF DATA ACCESS OBJECT
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I-19 ADDING ADO WITH PROJECT
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