

Government of the people's Republic of Bangladesh Affiliated

University of International Computer
Administration Foundation Bangladesh

BASIC TRADE COURSE
COMPUTER OPERATOR
(WORD PROCESSING)



Maintenance by

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Name of trades : Computer Applications

Total contact hours : 75×4 = 300 hours.

a. Computer Application Fundamentals

Theory:

1. Basic computer hardware – system unit, monitor, keyboard, disk drives, disks and printer.
2. Computer keyboard and its functions.
3. Computer software and software and software packages.
4. Systematic approaches to start up a computer.
5. DOS and DOS commands

CLS, DATE, TIME, Changing drive, DIR, TYPE, VER, VOL, LEVEL, DELETE, ERASE, COPY, RENAME.

6. General rules of typing.
7. Features of a typing CAL package.

Practical:

8. Identify the different functional units of a computer.
9. Apply systematic approaches to start up a computer.
10. Recognize the different areas of the keyboard.
11. Apply the basic DOS commands
CLS, DATE, TIME, Changing drive, DIR, TYPE, VER, VOL, LEVEL, DELETE, ERASW, COPY, RENAME.
12. Develop keyboard skills by following standard touch typing rules by using a simple Computer Assisted Learning (CAL) KEYBOARD package:

- 12.1 Drill on home keys (a s d f j k l ; spacebar).
- 12.2 Drill on (e i enter-key) cumulatively with above keys.
- 12.3 Drill on (r u) cumulatively with the above keys.
- 12.4 Drill on (g h) cumulatively with the above keys.
- 12.5 Drill on (t y) cumulatively with the above keys.
- 12.6 Drill on (q w o p) cumulatively with the above keys.
- 12.7 Drill on (c v n) cumulatively with the above keys.
- 12.8 Drill on (z x b m) cumulatively with the above keys.
- 12.9 Drill on (4 5 6 7) cumulatively with the above keys.
- 12.10 Drill on (3 8) cumulatively with the above keys.
- 12.11 Drill on (2 9) cumulatively with the above keys.
- 12.12 Drill on (1 0) cumulatively with the above keys.
- 12.13 Drill on special symbols (, . / ' [] - = \ ! # \$ % ^ * () - + { } " : ? < > ?) commutatively with the above keys.
- 12.14 Drill on capital letters only.
- 12.15 Drill on the whole keyboard.
- 12.16 Drill on 3 letter groups.
- 12.17 Drill on 4 letter groups.
- 12.18 Drill on a short paragraphs.
- 12.19 Drill on long paragraphs.
- 12.20 Drill on increase speed upto 15 WPM.

- 12.21 Drill to increase speed upto 45 WPM.
- 12.22 Drill to increase speed upto 60 WPM.
- 12.23 (Software packages are available to learn typing. Students will use a suitable software package to learn the basic rules of typing and enhance their typing skills from beginners to advanced level. Any word processing software package can be used instead. Students need not to be familiar with the package.)

b. Advanced DOS and Word processing :

Theory:

15 hours

- 1. Maintenance of computer hardware and software.
- 2. Advanced DOS commands:
FORMAT, COMP, DISKCOPY, DISKCOMP, XCOPY, MD, CD, RD, TREE, BACKUP, RESTORE.
- 3. Copying files from root directory to subdirectory and vice versa.
- 4. Files and general rules for naming files.
- 5. Word processing and commercially available packages.
- 6. Features of a word processing package like wordstar or wordperfect, etc.

Practical

60 hours

- 7. Clean disk drives, monitor, keyboard, printer and system unit using commercially available cleaning kits.
- 8. Apply the following DOS commands
- 9. Produce a document using a word processing package
 - 9.1 Use a word processing software in a personal computer by systematically following the manufacturers rules for its use.
 - 9.2 Explain the editing screen, keyboard operations, on-screen help and function-key commands.
 - 9.3 Type texts of short lines, blank lines and paragraphs.
 - 9.4 Edit texts using type-over and insert mode.
 - 9.5 Delete and undelete text.
 - 9.6 Move through the document using key and key combinations.
 - 9.7 Explain the computer action of saving and retrieving a document.
 - 9.8 Save a document and retrieve a document.
 - 9.9 Exit from the word processing and return to DOS prompt.
- 10. Print documents.**
 - 10.1 Preview the document in printed format before printing.
 - 10.2 Print a document.
 - 10.3 Print in draft quality and in high quality.
 - 10.4 Print multiple pages of a document.
 - 10.5 Print multiple copies of a document.
 - 10.6 Select a printer other than the default type and print a document.

11. Apply block operations

- 11.1 Mark blocks of text and cancel marking of block.
- 11.2 Copy blocks of text.
- 11.3 Move blocks of text.
- 11.4 Remove blocks of text.
- 11.5 Save blocks of text.
- 11.6 Convert blocks of text to uppercase or lowercase.
- 11.7 Retrieve blocks of text into a document.

12. Apply print enhancement commands

- 12.1 Change line spacing (1, 1.5, 2, 3, etc. line spacing) of a document.
- 12.2 Insert page break in a document.
- 12.3 Boldface a text or blocks of text.
- 12.4 Centre a text or blocks of text.
- 12.5 Underline a text or blocks of text.
- 12.6 Type in different size of font (20 cpi, 10 cpi, 5 cpi etc.)
- 12.7 Type in different type of fonts.(eg. roman, sansserif, helvetica, presetige, courier etc.)
- 12.8 Type in subscripts, superscripts and italics.
- 12.9 Type special symbols (hollow bullet, solid bullet etc.), math symbols (alpha, beta, theta etc.)
- 12.10 Reveal, hide or remove different print enhancement codes or other codes embedded in the text.

13. Manage files in a wordprocessing software

- 13.1 See the directory listing of a directory other than the default directory.
- 13.2 See the directory listing of a directory other than the default directory.
- 13.3 Change directory.
- 13.4 Copy, move, rename and delete files.
- 13.5 Run DOS commands in the word processing software.
- 13.6 Protect files and remove protection.

14. APPLY THE USE OF FORMATTING COMMANDS

- 14.1 Explain the utility of tabs.
- 14.2 Clear tabs and set tabs (left tab, right tab, centre tab and decimal tab).
- 14.3 Explain indenting a paragraph and aligning text.
- 14.4 Indent paragraph from left margin and from both left & right margine.
- 14.5 Justify text to the left with right ragged, to the right with left reagged and fully justified to both left and right.
- 14.6 Align text to the right margin.
- 14.7 Set left margin, right margin, top margin and bottom margin.
- 14.8 Assign page numbers, headers, footers, footnotes, change page length and paper size. Math columns and tables.
- 14.9 Type in newspaper columns, parallel columns, math columns and tables.

15. Apply spelling checks and language facilities

- 15.1 Use spell checker for correcting misspelled words in a document.
- 15.2 Save common names or special word in the dictionary.
- 15.3 Use a dictionary of special words for checking special spelling in a document.
- 15.4 Use a thesaurus to find synonyms.

16. Apply merge operations

- 16.1 Explain the basic concept of merge operations.
- 16.2 Explain the terms fields and records.
- 16.3 Type information in the fields of each record to create a data file.
- 16.4 Type information and include fields in a master file.
- 16.5 Merge the data file & the master file and print the merged file.

17. Create macros

- 17.1 Explain how macros can save typing time.
- 17.2 Type new macros and save them.
- 17.3 Use macros while typing.

18. Apply search operations

- 18.1 Search forward for the desired word/words/code in a document.
- 18.2 Search backward for the desired word/words/code in a document.
- 18.3 Search forward for the desired word/words/code and replace them with another word/words/code in a document.
- 18.4 Search backward for the desired word/words/code and replace it/them with another word/words/code in a document.

19. Advanced DOS and Spreadsheet:

- 19.1 Prepare an index and a table of contents of a document.
- 19.2 Draw lines (single, double, thick or other type).
- 19.3 Type math equations using the special features to perform this (if available in the word processing software)
- 19.4 Explain the commands for installing and customizing wordprocessing software packages.

c. Advanced DOS and Spreadsheet:

Theory:

15 hours

1. Batch files, AUTOEXEC.BAT and CONFIG. SYS files.
2. Advanced DOS commands:
3. Batch subcommands:
@, ECHO, REM, CALL, GOTO, FOR-IN-DO, IF, PAUSE.
4. Spreadsheet and commercially available packages.
5. Features of a spreadsheet package.
6. Macros and macro command languages.

Practical:

60 hours

7. Apply the following DOS commands:
KEYB, PATH, SET, MODE, COUNTRY, FUFFERS, FILES, DEVICE.
8. Apply the following batch subcommands:
@, ECHO, REM, CALL, GOTO, FOR-IN-DO, IF, PAUSE.
9. Use different commands of a popular spreadsheet package like As Easy As, Lotus 1-2-3, Super calc, Visi calc, etc. to produce different type of spreadsheet, databases, graphics and macros.
10. Apply the basic skills of a spreadsheet software package
 - 10.1 Use a spreadsheet software package in a personal computer by systematically following the manufacturer rules for its use.
 - 10.2 Run a spreadsheet software package from a hard disk or a floppy diskette.
 - 10.3 Be aware of and use different areas (working area, boarder area, control panel, mode indicator, status indicator, date & time indicator) of the worksheet screen.
 - 10.4 Explain the function of different keys (typing key, computer key, text key, cursor key and function key) of the keyboard.

- 10.5 Move around the worksheet using keys and combination of keys.
- 10.6 Be aware of and use the on-screen help facility.
- 10.7 Be aware of and use the types of data-numbers, labels and formulas.

11. Create a worksheet and use simple commands

- 11.1 Type entries in a worksheet.
- 11.2 Use edit key (F2) to correct or to modify entries.
- 11.3 Activate the command menus and select commands.
- 11.4 Save the worksheet.
- 11.5 Exit from spreadsheet and return to DOS.
- 11.6 Retrieve a previously saved worksheet.
- 11.7 Save a modified worksheet.
- 11.8 Print the worksheet.

12. Apply formula and functions

- 12.1 Explain the necessity of formulas and functions in a worksheet.
- 12.2 Explain the operators used in formulas.
- 12.3 Type arithmetic formulas, text formulas and logical formulas in a worksheet.
- 12.4 Explain the difference between functions and formulas.
- 12.5 Explain the syntax of available functions for business applications.

13. Apply cell addresses in cell ranges

- 13.1 Use GOTO to move the cell pointer to a particular cell.
- 13.2 Distinguish between relative, absolute and mixed cell addresses.
- 13.3 Use the ABSOLUTE KEY to change cell addresses from one form to another in formulas or in functions.
- 13.4 Enter range in formulas or in functions by typing directly or by using cell pointer.
- 13.5 Create a named range.
- 13.6 Use named range in formulas or functions.
- 13.7 Copy cell ranges (one to one, one to many and many to many) with special attention to copying formulas and functions.
- 13.8 Move cell ranges.
- 13.9 Erase cell ranges.

14. Format a worksheet

- 14.1 Change width of a column or a range of column or change column-width globally.
- 14.2 Insert blank columns or blank rows in a worksheet.
- 14.3 Delete columns or rows from a worksheet.
- 14.4 Format the display of data of a worksheet globally or by referring a range of cells (eg-currency format, exponential format, comma format, etc.)
- 14.5 Format the display of date and time of a worksheet globally or referring a range of cells.
- 14.6 Protect worksheet functions, formulas or important text and unprotect a range for entering entries.
- 14.7 Work with window for viewing a worksheet in different ways and freeze rows or columns to use them as titles.

15. Print Reports

- 15.1 Print a worksheet using default print settings.
- 15.2 Change margins.
- 15.3 Create headers, footers and page numbers.
- 15.4 Print using different size of available fonts of the printer.
- 15.5 Print in different size of papers depending upon the capability of the printer.

16. Work with database managements

- 16.1 Explain what is a database.
- 16.2 Explain fields and records of a database.
- 16.3 Create a database program.
- 16.4 Sort a database in different ways.
- 16.5 Search a record from the database using a search criteria.
- 16.6 Extract records from the database that match a given criteria.
- 16.7 Delete unwanted duplicate records from the database using available database commands.

17. Create and print graphs

- 17.1 Create bar, line, X-Y and pie graphs.
- 17.2 Add colour, titles, legend, grid and data levels to the graph.
- 17.3 Save the graphs and assign names to different graphs of a single worksheet.
- 17.4 Print graphs (low or high quality graphs).
- 17.5 Plot graphs using a plotter using different colours.
- 17.6 Change graph size and print & plot them.

18. Create macros

- 18.1 Explain what is meant by a macro.
- 18.2 Explain how to create and how to invoke a macro.
- 18.3 Create simple macros (eg. to change the width of a cell, to format a cell display, to erase a range of cells, etc.) using keystroke commands.
- 18.4 Create simple macros (eg. to convert value into label, label into value, etc.) using built-in macro command languages.

d. Database management and programming:

Theory:

1. Features of database management

- 1.1 Explain the meaning of the term database and give typical examples.
- 1.2 Describe a range of applications where microcomputers can be used for keeping and managing databases.
- 1.3 Explain the advantages of computerized databases and compare with traditional methods.
- 1.4 List the names of some commonly used database software packages.
- 1.5 Describe the limitation of database software packages.

2. Different commands of database management package like dBASE III, dBASE IV, etc.

3. Different commands of a database management programming language.

Practical:

4. Use a database software package

Identify fields and records that constitute a database.

Classify the fields of a database.

Explain how to plan a database using paper and pencil.

Use a database software package in a personal computer by systematically following the manufacturer's rules for its use.

Be aware of and use the on-screen help facility.

Create a simple database and select and use a wide range of commands from the command from the command menus.

List the database structure on the screen and by a printer.

Enter new information in the database.

Use key combination for editing functions.

Use a condition and multiple conditions to view the database and search for information.

Use the available options to edit fields.

Delete and unwanted record.

Modify the structure of the database (increase or decrease the number of fields).

5. Use the entry form for data display and data entry

Use the menu option for creating a data-entry form.

Move the fields to suitable locations on the screen to make the entry-form logical and easy to use.

Change field width, add fields or delete fields if necessary.

Use picture function, picture template and range to format the data display.

Draw lines and boxes on the data entry form.

6. Sort and index:

Explain the principle of sorting and indexing.

Sort the database on a field or on multiple fields.

Use different commands for indexing on a field or on multiple fields for managing the database.

7. Create reports

Print the database on the screen or on paper.

Use the report generator options to create custom reports.

Create and print mailing labels.