

Bangladesh Open University
School of Science and Technology
Diploma in Computer Science and Application (DCSA)
1st Semester
List of the Practical

| |
|-----------------|
| Lab work: 10 |
| Record book: 5 |
| Viva-voce: 5 |
| Total marks: 20 |

Course: Computer Basics (DCSA 1201)

- Lab 1:**
- a) To Identifying external ports and interfacing of PC.
 - b) To make comparative study of motherboards.
 - c) Installing devices.
 - d) To study various cards used in a system viz. display card, LAN card etc.
 - e) To remove, study and replace hard disk.
 - f) To remove, study and replace CD-ROM drive.
- Lab 2:**
- a) Windows Operating System study
 - b) Use of tools in Windows
 - c) Handling tools of control panel

Bangladesh Open University
School of Science and Technology
Diploma in Computer Science and Application (DCSA)
1st Semester
List of the Practical

| |
|-----------------|
| Lab work: 10 |
| Record book: 5 |
| Viva-voce: 5 |
| Total marks: 20 |

Course: Office Automation and MS Office (DCSA 1302)

- Lab 1:**
- a) Creating, opening, closing, saving and editing a word Document.
 - b) Insert header and footer in the document.
 - c) Create a link between two files using Hyperlink.
 - d) Create a mail - merge and add data of 5 recipients.
 - e) Protect a document.
 - f) Implement macro.
- Lab 2:**
- a) Create duplicate slides in PowerPoint. Give an example.
 - b) Make a master slide.
 - c) Design a chart of population.
 - d) Insert Animation.
 - e) Insert a background in PowerPoint.
- Lab 3:**
- a) Creating new Spreadsheet.
 - b) Entering Data in Spreadsheet.
 - c) Creating of formula for different operations.
 - d) Creating different types of chart.
 - e) How you can filter your data.
 - f) Sort data in ascending and descending order.
 - g) To show the use of goal seeks.
- Lab 4:**
- a) To show the use of scenarios.
 - b) Perform any 5 Date and Time functions.
 - c) Perform any 5 Math & Trig functions.
- Lab 5:**
- a) With the help of Wizard create table having 5 elements.
 - b) Create a query in design view.
- Lab 6:**
- a) Make an admission form using design view in MS-Access.
 - b) Create a relationship b/w two tables.
 - c) Create report.

Bangladesh Open University
School of Science and Technology
Diploma in Computer Science and Application (DCSA)
1st Semester
List of the Practical

| |
|-----------------|
| Lab work: 10 |
| Record book: 5 |
| Viva-voce: 5 |
| Total marks: 20 |

Course: Computer Programming (DCSA 1303)

- Lab 1:** a) Write a C program to find area of a rectangle.
b) Write a C program to find area and circumference of a circle by defining the value of PI.
- Lab 2:** a) Write a C program to find area of a rectangle.
b) Write a C program to find area and circumference of a circle by defining the value of PI.
- Lab 3:** a) Write a C program to swap 2 variables without using temporary variable.
b) Write a C program to find simple interest.
c) Write a C program to find area of a triangle, given its sides.
- Lab 4:** a) Write a C program to find check whether the number is positive or negative.
b) Write a C program to find check whether the number is odd or even.
c) Write a C program to check whether the triangle is isosceles, equilateral or scalene using if-else.
d) Write a C program to check whether a given year is a leap year.
- Lab 5:** a) Write a C program to find the biggest of three numbers.
b) Write a C program to add n numbers.
c) Write a C program to find sum of digits of a given number.
- Lab 6:** a) Write a C program to print first 'N' fibonacci numbers.
b) Write a C program to add two matrices.
c) Write a C program to find the factorial of a number.

Bangladesh Open University
School of Science and Technology
Diploma in Computer Science and Application (DCSA)
1st Semester
List of the Practical

| |
|-----------------|
| Lab work: 10 |
| Record book: 5 |
| Viva-voce: 5 |
| Total marks: 20 |

Course: Visual Programming (DCSA 1304)

- Lab 1:** Creating, saving and running a simple visual basic project.
- Lab 2:** Customizing forms and use of basic controls (Textbox, Label, Command Button, Checkbox, Radio Button, Listbox)
- Lab 3:** Use of tree view control, Trackbar, Timer, Image, Msg Box, Input Box, Mathematical Operation, Creating Menu.
- Lab 4:** a) String manipulation.
b) Creating and Undating Database.
- Lab 5:** Use of Loop.
- Lab 6:** Creating Report.