

a book for

ADCA

ADVANCED DIPLOMA IN COMPUTER APPLICATIONS

DCA

DIPLOMA IN COMPUTER APPLICATIONS

First Edition

Author

Rakesh Sangwan

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17-A, Jems Bagichi, Vidhyadhar Nagar, Jaipur (Rajasthan)

ADCA DCA

ADVANCED DIPLOMA IN COMPUTER APPLICATIONS

DIPLOMA IN COMPUTER APPLICATIONS

English
Edition



Contents

- Computer Fundamentals
- Microsoft Windows 11
- Microsoft Word 2019
- Microsoft Excel 2019
- Microsoft PowerPoint 2019
- Internet and World Wide Web
- eGovernance Services
- Security and AI
- TallyPrime
- Goods and Service Tax (GST)
- Tax Deducted at Source (TDS)
- Web Designing and Publishing
- HTML
- CSS
- JavaScript
- CorelDRAW
- Photoshop
- Canva



BASIC
COMPUTER

TALLY
PRIME

WEB
DESIGNING

DESKTOP
PUBLISHING



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हिन्दी माध्यम



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Preface

The Modern era is the digital era of information technology. Today's most of the work is done with the help of computers, internet, mobile apps and digital services. For this, you should have the basic knowledge of computer, internet, digital services, digital payments etc.

DCA or ADCA (Advanced Diploma in Computer Applications) is a diploma-level course that provides the comprehensive knowledge and practical skills in computer applications and IT. It is suitable for those students who have completed the 10+2 education and want to make a career in the IT sector. It covers topics like computer fundamentals, MS Office, accounting, web design and desktop publishing.

This course is a multi-application program including **Microsoft Windows 11**, **Microsoft Office 2019**, **TallyPrime 6.0**, **HTML**, **CSS**, **JavaScript**, **CorelDraw**, **Photoshop** and **Canva**. This course focuses on imparting job-oriented skills as data entry operator, accountant, software developer, graphical designer, etc.

This book is divided into four parts. Its first part describes the Basic Computer Course, the second part describes the Financial Accounting with TallyPrime, the third part describes the Web Designing and the fourth part describes the Desktop Publishing. This book is divided into 30 chapters and each chapter describes a different topic. This book is mainly written in English language.

Dear readers, I hope you will like this book and the topics given in it will develop your knowledge. Apart from this, I also request the readers to read this book and give their suggestions.

Author

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