VALUED ADDED PROGRAMME
Integrated – IV Semester
COMPUTER APPLICATIONS IN BUSINESS

Hours: 30   Marks: 100

UNIT 1: **Fundamentals of Computer**:Definition- Characteristics of computer –Application – Components: Hardware- input device,Output device,CPU-Memory unit,ALU,Control unit,Software –Application Software –System Software-Introduction to Windows Operating System – Windows Utilities:Recycle Bin,PaintFile Explorer, Network,Notepad,Task Bar.

UNIT 2: **Word Processor**:Introduction –Screen layout – rules Line, Tool Bar,Menu Bar – Editing a Document –Formatting Features –Fonts –Shapes –Insertion of Objects: Clip Art, OrganizationalChart, EquationEditor – Mail Merge –Saving and Printing of Document - Word Art.

UNIT 3: Spreadsheet Package:Introduction – Screen Layout – Cell , Cell Pointer, Cell Addresses -Data Entry: Labels and Numbers – AutomaticRecalculation - Formula – Copying Formula – Relative and Absolute Addressing – Formatting Cell Contents – Data Manipulation – Sorting, Filtering Data – Transformation of Data into Charts – Formatting of Charts – Worksheet Manipulation : Insertion,Deletion,Moving and Copying –Saving and Printing Spreadsheet data.

UNIT 4: **Presentation package**:Slide Creation – Editing of Slides – Slide Sorter: Transition Effects, Applying Design Templates – Animation Effects -Time Setting – Organizing Slides – Slide show – Attaching Music to the Powerpoint.

UNIT 5: Database Package:Introduction – Table creation –Fields – Data Types – Validation Properties –Design Templates – Validation Properties –Design View of Table – Datasheet View of Table – Adding data to Table – Primary Key Setting – Creating Multiple Tables – Relating Tables – One to Many Relationship - Form: Data Entry Screen - Query: Retrieving Data from Multiple Tables – Reports: Creation of Report.

References:

1. MS-Office, S.S. Shrivastava (2015), Laxmi Publications; First edition, ISBN: 978-8131802908
2. Microsoft Office 2016 Word, Excel, One Note Book – Vol. 1: Lalit Mali (2017), Notion Press; 1st edition, ISBN: 978-1947027657

***