

**SARDAR PATEL UNIVERSITY**  
**Programme: B.Com.**  
**Semester: II**  
**Syllabus with Effect From: November/December-2018**

<b>Paper Code: UB02DCOM33</b>	<b>Total Credit: 3</b>
<b>Title Of Paper: Computer Application - III</b>	

**Objectives:**

- To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.
- Use spreadsheet in Business Application – Like Accounting application, transaction and generate financial statements.

Unit	Description of Detail	Weighting(%)
<b>I</b>	<p><b>Spreadsheet and its Business Application</b>  <b>Introduction of Excel:</b>            Introduction of Excel, Use of Excel in Office, Advantage of Excel.  <b>Introduction to Worksheet:</b> Getting started with Spreadsheet, Screen of Excel, Rows, Columns, Cells, and Work Book. Creating, Saving, Deleting, and Protecting, Open, Close Worksheet/Workbook,  <b>Working with Excel:</b> Entering Text, Home Tab (Font, Alignment and Numbers), Relative and Absolute Referencing, Editing, Deleting, Copying, moving a data and formula, Search and Replace Data, Re-arrange Cell Contents.  <b>Cell:</b> Insert (Cell, Row, Column and Sheet), Delete (Cell, Row, Column and Sheet).</p>	<b>25%</b>
<b>II</b>	<p><b>Creating Business Spreadsheet</b>  <b>Formatting Worksheet:</b> Objectives, Column Width and Row Height using Menu Commands, Using Mouse, Formatting Worksheet, AutoCorrect, and AutoSum.  <b>Calculations in Worksheet:</b> Basic Properties of a Formula, Order of Precedence of Operators. Entering, Editing a Formula. Difference Between Functions and Formula. Creating Charts, Chart Types, Modifying Charts types and Its Properties.  <b>Working with Data:</b> Data analysis with Conditional Formatting. Data Sorting, Subtotal, Filtering Data.</p>	<b>25%</b>
<b>III</b>	<p><b>Generally used spreadsheet functions</b>  <b>Calculations in Worksheet:</b> Objectives, Basic Properties of a Formula, Order of Precedence of Operators. Entering, Editing a Formula.  <b>Functions:</b>  <b>Statistical Functions:</b> AVG(), MIN(), MAX(), COUNT()  <b>Mathematical / Trig Functions:</b> ROUND(), ABS(), FACT(), INT(), SQRT(), EXP(), CEILING(), EVEN(), ODD(), MOD(), POWER(), SUM()  <b>Logical Function:</b> IF() &amp; NESTED IF(), AND(), OR(), NOT().  <b>Financial Function :</b> DDB(), FV(), PMT()</p>	<b>25%</b>
<b>IV</b>	<p><b>Functions:</b>  <b>Date Function:</b> DATE(), DAY(), DATEVALUE(), MONTH(), NOW(),</p>	<b>25%</b>

<p>YEAR(), WEEKDAY().</p> <p><b>String / Text Functions:</b>LEFT(), CONCATENATE(), RIGHT(), LOWER(), UPPER(), EXACT(), FIND(),SUBSTITUTE().</p> <p><b>Introduction toData AnalysisTools:</b> Pivot Table, Goal Seek, Scenarios.</p> <p><b>Printing Features:</b> Print Preview, Page setup, Page, Margin, Header / Footer.</p>	
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**Practicals:**Practicals are based on above Units. (Weightage 50%) – Two Practical periods per week per batch

### **Basic Text & Reference Books:-**

- Computer course windows 7 and office 2010 by R,K. Taxali Publisher Tata McGrawHill.
- Computer fundamentals By Anita Goel Pearson Publication New Delhi.
- Sinha, P.K.(2004), “Computer Fundamentals”, 4th Ed.,BPP Publications
- Rajaraman,V, “Fundamentals of Computers”, PHI
- Leon Alex & Leon Mathews(1999), “Fundamentals of Information Technology”, Leon Techworld
- Norton , Peter (2001), “Introduction to Computers”, 4th Ed., TMH.
- Walters, E. Garrison Walters(2001), “The Essential Guide to Computing: The Story of Information Technology”, PHI
- Dream Tech Publication – Simple Steps Excel 2010
- Bpb Publication – Computer Course – Windows 7 with Office 2010
- Bpb Publication – MS office 2010 by Satish Jain
- Wiley Publication –Window 7 With Office 2010