Paper Code:UB06CCOM**10**   **Total Credit:** 3

Title of Paper: Computer in Business – VI

Weightage of Marks: Theory (50%) + Practical (50%)

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 in Detail	Weightage (%)
I	**Spreadsheet and its Business Application** **Introduction of Excel:** Introduction of Excel, Use of Excel in Office, Advantage of Excel. **Introduction to Worksheet:**Getting started with Spreadsheet, Screen of Excel, Rows, Columns, Cells, and Work Book. Creating, Saving, Deleting, and Protecting, Open, Close Worksheet/Workbook, **Working with Excel:**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. Cell: Insert (Cell, Row, Column and Sheet), Delete (Cell, Row, Column and Sheet).	25%
II	**Creating Business Spreadsheet** **Formatting Worksheet:**Objectives, Column Width and Row Height using Menu Commands, Using Mouse, Formatting Worksheet, AutoCorrect, and AutoSum. Calculations in Worksheet: 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. **Working with Data:**Data analysis with Conditional Formatting. Data Sorting, Subtotal, Filtering Data.	25%

III	**Generally used spreadsheet functions** **Calculations in Worksheet:**Objectives, Basic Properties of a Formula, Order of Precedence of Operators. Entering, Editing a Formula. **Functions:** **Statistical Functions:**AVG(), MIN(), MAX(), COUNT() **Mathematical / Trig Functions**: ROUND(), ABS(), FACT(), INT(),SQRT(), EXP(), CEILING(), EVEN(), ODD(), MOD(), POWER(), SUM() **Logical Function**: IF() & NESTED IF(), AND(),OR(),NOT(). **Financial Function :** DDB(), FV(), PMT()	25%
IV	**Functions:** **Date Function**: DATE(), DAY(),DATEVALUE(), MONTH(), NOW(), YEAR(), WEEKDAY(). **String / Text Functions:**LEFT(), CONCATENATE(), RIGHT(), LOWER(), UPPER(), EXACT(), FIND(),SUBSTITUTE(). **Introduction to Data Analysis Tools**: Pivot Table, Goal Seek, Scenarios. **Printing Features:**Print Preview, Page setup, Page, Margin, Header / Footer.	25%

Practicals : Practicalsare based on above Units. (Weightage 50%) – Two Practical periods per week per batch

Reference Books/Suggested Readings:
- Computer course windows 7 and office 2010 by R,K. Taxali Publisher Tata McGrawHill.
- Computer fundamentls By Anita Goel Pearson Publication New Delhi.
- Sinha, P.K.(2004), "Computer Fundamentals", 4th Ed.,BPB 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