3.7. COMPUTER APPLICATIONS - II

Lecture per Week: 4 hours Exam Duration: 3 Hours Max Marks: 80 (End Sem.) + 20 (IA) = 100

OBJECTIVES: To train the students in working with spreadsheet and well versed with Databases.

I Introduction to MS EXCEL: Features of MS Excel - Spreadsheet / I Introduction to MS EXCEL: Features of MS Excel - Spreadsheet / worksheet , workbook , cell, cell pointer, cell address etc - Parts of 10 MS Excel window – Saving , Opening and Closing Workbook – Insertion and deletion of worksheet – Entering and Editing data in worksheet - cell range – Formatting - Auto Fill – Formulas and its advantages – References : Relative , absolute and mixed. 10 II Working with MS EXCEL: Functions: Meaning and Advantages of functions, different types of functions available in Excel – 10 Templates – Charts – Graphs – Macros: Meaning and Advantages of macros , creation , editing and deletion of macros – Data Sorting , Filtering , Validation , Consolidation , Grouping, Pivot Table and Pivot Chart Reports. 10 III DBMS: Database Systems – Evolution – File Oriented Systems – Database Systems in the Organization - Data Sharing Strategic Database Planning – Database and Management Control – Risks and Costs, Database development. Database Design – Principles of Conceptual Database Design – Conceptual Database Implementation. 10 IV MS ACCESS: Data , Information, Database, File , Record , Fields – features, advantages and limitations of MS Access – Application of MS Access – pats of MS Access window – Tables , Forms , Queries and Reports - Data validity checks. 10 V Management Information System: Concept of MIS, DATA, Source of DATA , Data Processing, Information Requirements of different levels of organization	Unit	Topics	No of periods
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Note: Journal preparation mandatory & Case study question from MS-Access.			

SUGGESTED BOOKS / WEBSITES:

- 1. Microsoft Office 2007 Professional
- 2. Microsoft Office Sanjay Saxena