

## 2.7. COMPUTER APPLICATIONS IN BUSINESS-I

Lecture per Week: 4 hours

Max Marks: 80 (End Sem.) + 20 (IA) = 100

Exam Duration: 3 Hours

### Objectives:

1. To impart basic knowledge about computer
2. To teach application of various packages to Business and Commerce

Unit	Topics	No of Periods
I	<b>Introduction to computers:</b> Definition, Characteristics and limitations of computers – Elements of Computers – Hardware – CPU – Primary and Secondary memory - Input and Output devices. Software and types of software, Applications of Computers in IT enabled services – BPO, KPO, Call Centers.	10
II	<b>Modern Communications (Concepts only) :</b> Communications - FAX, Voice mail and Information services, e-mail, Creation of e-mail ID, Group communication, Tele-conferencing, Video conferencing , File exchange ,Bandwidth , Modem , Basics of Networking , Network types LAN, MAN, WAN and network topology , Dial up access.	10
III	<b>Operating System and Windows XP:</b> Operating Systems: Meaning, Definition, Functions and Types of Operating Systems - Batch Processing, Multi Programming, Time Sharing, On-Line and Real Time Operating Systems. Booting Process, Disk Operating System, Computer Virus, Cryptography, and Windows Operating System - Desktop, Start menu, Control panel, and Windows accessories.	10
IV	<b>MS WORD :</b> Meaning and features of Word processing, Advantages and applications of word processing , Elements of MS Word application window, Toolbars, Creating , Saving and closing a document, Opening and editing a document , Moving and copying text, Text and Paragraph formatting, Format Painter, applying Bullets and Numbering , Find and Replace , Insertion of Objects, Date and Time, Headers , Footers and	10

	Page Breaks, Auto Correct, Spelling and Grammar checking, Graphics , Templates and Wizards, Mail Merge: Meaning, purpose and advantages , creating merged letters, mailing labels, envelopes, Working with Tables.	
V	<b>MS POWERPOINT:</b> Features, Advantages and application of MS PowerPoint - parts of MS PowerPoint window-menus and tool bars-creating presentations through auto content wizard, Design templates and Blank presentation, slide show-saving opening and closing a presentation-inserting editing and deleting slides-types of slides- slide layouts, Slide views-formatting-Inserting of objects and charts in slides-Custom animation and Transition.	10
	<b>LAB WORK</b> PRACTICALS: Window based Practical's MS WORD – Creating Applications commerce oriented. MS – POWERPOINT - Practical applications - creation of presentations (commerce oriented). <b>Note: Journal preparation mandatory. Case study question from MS-Word</b>	

**Suggested books / Websites:**

1. Microsoft Office by Sanjay Saxena
2. [www.microsoft.com/](http://www.microsoft.com/)
3. Fundamentals of Computers, 4/E : Rajaram, PHI
4. [en.wikipedia.org/wiki/word processor](http://en.wikipedia.org/wiki/word_processor)
5. [office.microsoft.com](http://office.microsoft.com)