

3rd SEMESTER
SKILL ENHANCEMENT COURSE (SEC)

COM318S1: ELEMENTARY COMPUTER APPLICATIONS

Credits: 4 (Theory: 2; Practical: 2)
Marks: 60 (Theory: 30; Practical: 30)

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.

Part I: Theory: 30 Marks

Unit-1

Word Processing : Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents.

Unit-2

Spreadsheet and its Business: Managing worksheets; Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs. **Generally used Spreadsheet functions:** Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions.

Part II: Practical/Tutorials: 30 Marks

1. Creation of word document.
2. Usage of different templates.
3. Using of mail merge option.
4. Formula usage in MS Excel.
5. Preparation of charts; bar charts, pie charts; line charts.

Suggested Readings:

1. PK Sinha, Computer Fundamentals, BPB Publications, Delhi.
2. Lallit Mali, Micro soft Office- 2016, Notion Press, Delhi.
3. Bittu Kumar, Mastering Ms Office, BPB Publications, Delhi.
4. G. Manjunath, Computer Basics, Vasas Publications, Chennai.
5. Ritu Arora, Advance Excel 2016, Training Guide, BPB Publications, Delhi.