

Subject Code: 1MS1010205	Subject Title: Computer Application in Management
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1. Course Objectives:

This objective of this subject is to make the students understand the functioning of office application software. It will help the student to have hands on experience on various application software used for office automation like Document editor, Spreadsheet, Presentation and Internet for day-to-day problem solving, in particular for creating business documents, data analysis, graphical representation, web communication.

2. Teaching Scheme (Hours per week)

Lecture (Hrs.)	Tutorial	Practical	Credit	Evaluation Scheme (Marks)				Total
				Theory		Practical		
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
2	-	4	4	70	30	30	20	150

3. Syllabus:

Module No.	Contents	Total Hours	Weight
1	Advanced Document Editor Working with Tables and Graphics: Create Table, Inserting the Data, Selecting Row and Column; Add/Delete Row, Column, Cells; Merging and Splitting the Cells; Changing Table Position; Formatting Tables, Adding Border and Shading, Use Sort Feature, Insert Diagram; Mail Merge and Labels, Autocorrecting, Auto text, Inserting Footnotes/Endnotes, Count Words, Saving Documents With Passwords, Macros; Checking Spelling and Grammar, Looking at A Document in Different Views.	8	25%
2	Advanced Spreadsheet Formatting and Printing A Worksheet: Renaming, Copying, Inserting, Moving, Deleting, Viewing Multiple Worksheet, Auto format, Formatting Cells, Conditional Formatting, Filtering Data, Sorting Data, Freezing Pane, Charts in Spreadsheet, Pivot Tables	8	25%
3	Introduction of Presentation Creating, Saving, Viewing, Closing, Opening Existing Presentation, Design Template, Slide Layouts, Inserting New Slide, Slide Show View, Deleting, Hiding Slide, Custom	5	25%

	Animations, Apply Sound To Animation, Inserting Photo/Movie In Slide		
4	Computer Communication and Internet: Basic of Computer Networks : 1. LAN, 2. WAN, 3. MAN Internet: Concept, Application, Web Browsing Software, Surfing, URL Address, Search Engine, Down Loading, Chatting on Internet. Email: Meaning, Email Addressing, Mailbox: Inbox and Outbox, Using, Viewing, Sending, Saving Mails, Sending Same Mail to Various Users, Sending Soft Copy as Attachment, Enclosures to Email, Spam Mail. Computer Related Terms: Anti-Virus, Bit, Boot, Bite, Cache, Compatible, Bug, Dos, DVD, End-Users, GUI, Hypertext, Html, IBM, LAN, WAN, MAN, Motherboard, Multimedia, Nibble, PDF, Peripheral, Processor, PDA, Protocol, USB, Extension, IP Address, Troubleshoot, Ups, Web Browser	6	25%

Lists of Practical	
1. Basics of Operating System	
1.1	Create file and folder.
1.2	Use windows explorer, Recycle Bin and restore file.
1.3	Sort the file and folders according to size in descending order.
1.4	Use control panel, reset time and list installed Hardware and Software in notepad.
2. Document Editor	
2.1	Prepare your introduction, type word 'Introduction' in word art., use various functions like save document, use Spelling and grammar check tool, Use synonyms and Thesaurus to correct spelling, change font style, size, color, make underline and blink effect, increase the character spacing, use print preview, Use various formatting tools like Setup the page margins, use different align, apply the borders around the page, apply shading, apply page break after two paragraphs. Use header footer feature.
2.2	View the document of (practical no. 2.1) in 1. Outline view, 2. Reading layout view, 3. Web layout, 4. Print layout, 5. Thumbnail.
2.3	Insert a table in the document with four columns and five rows, 1st row should contain heading like Photo, Name, E-mail ID, and Address, Insert at least four records. All the content should be center aligned, Make use of auto text of your name, count the word function, Save document using password.
2.4	You want to wish Diwali greetings to friends and customers residing in your city, Use mail merge to prepare letter to all your clients.
2.5	Create a macro that generates a letterhead for your company.
3. Spreadsheet	
3.1	Create workbook and enter your employees data, use various function like fill series, warp

	text, freeze pan.
3.2	Create attendance report in spreadsheet with using various logical functions.
3.3	Create workload calculation using charts in spreadsheet
3.4	Prepare Salary statement with using various function of spreadsheet.
3.5	Prepare Billing statement and Stock statement in Spreadsheet.
3.6	Create Mark sheet of students and use filtering and sorting and conditional formatting function.
4.	Presentation
4.1	Create presentation slide of overview of your organization and use various function like different lay outs, design template, hide and delete slide, apply password and other formatting.
4.2	Prepare presentation of product profile and give sound and animation effects.
5.	Internet
5.1	Write email for post of Marketing executive and send your resume to with attached file.
5.2	Find the computer terminology with the help of search engine and prepare detail note.

4. Suggested Readings

Books:

1. Dr. A.M.Patel , Pankaj Pandya, Kiran Desai: Fundamentals of Computer & Its Application Part-I, Jalararm Publication, Ahmedabad.
2. Taxali R.K.: IT Tools & Applications, TMH, New Delhi.