

Subject Code: 2CM1010323	Subject Title: Computer Application-3
	COURSE TYPE : SUBJECT ELECTIVE

Course Objective: To give introductory knowledge about MS EXCEL 2013 and MS Access 2013

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)			
Lecture	Tutorial	Practical	Credit	University Assessment		Institutional Assessment	Total
				Theory	Practical		
2	-	2	3	50	30	20	100

Subject Contents			
Sr. No	Topic	Total Hours	Weight (%)
1	1) INTRODUCTION TO EXCEL – 2013: - What is Excel?, starting Excel 2013, The Excel Screen, What is a worksheet or spreadsheet, Usage of a worksheet - Some basic concepts-worksheet, Column, Row, Cell, Active Cell, Cell Address, Range, Workbook - What is an Electronic worksheet? Advantages of using an Electronic Worksheet - Active cell movement keys - Entering information in a worksheet, entering numbers(Value), Entering Formula - Advantages of Using formula Saving a worksheet, opening an existing worksheet file - Moving and Copying Data, Undoing the Last Action - Inserting cell, Rows and Columns, Erasing a part of the Worksheet, - Deleting Rows and Columns - Insert sheet, delete sheet, rename sheet, moving or copying sheet, protect sheet - creating a Series Resaving a worksheet file - closing a worksheet file, creating a New worksheet File 2) NAMING RANGES: - Naming a cell, range or formula - Moving to a named range Pasting names in formulas - Deleting a named range, Paste a list of named ranges 3) FUNCTIONS: - If statements, Text functions, Date and time, - Financial functions, Mathematical functions - Statistical Functions, Database Function, Look up Functions	9	25%
2	ADVANCED EXCEL – I 1) FORMATTING A WORKSHEET: - Aligning Data in Cells, Editing Data in Cells, Changing Column Width for a Column, chaining column width for a Range of Column, Chaining Height for a Row, Hiding Columns and Rows - Changing Text Alignment and Orientation - Centering a cell across columns, Changing cell foreground color - Formatting a Worksheet- Applying the Bold Style, Applying Italic style, changing the Character (FONT) size, using the Format Cells Dialog Box to FORMAT CELLS dialog box.	9	25%

	• Formatting Numbers- accounting number format, comma style, percent style, increase decimal, decrease decimal • Auto fit Row height, auto fit column width • Drawing a Border around cells • Format Painter • Clear formatting 2) PRINTING THE WORKSHEET: • Printing the worksheet, Using print Preview • Setting up Page and Margins, Defining Header and Footer • Scaling the worksheet • Controlling Gridlines Inserting page break and printing Tile Rows and Columns 3) DATA VALIDATION: • What is Data Validation? • Types of Data Validation, Setting data validation • Checking for invalid data 4) INTRODUCTION TO CHART: • How to insert chart in Excel, three methods to create chart • Changing Chart type Column, Line, Pie, Bar, Area, Scatter charts • data layout, resizing and Moving chart, Printing charts		
3	ADVANCED EXCEL – II 1) MACROS • What is Macro? Overview of macros/vba, Recording a macro, • Running macros, Add macros to quick access toolbar, Simple editing of macro 2) USING EXCEL TO MANAGE LISTS • What is a Database? Field, Fieldname and Record, Database in a worksheet, Creating a database, Sorting a database, • Querying the Database - AutoFilter, Advanced filter, Subtotals 3) PIVOT TABLES • To Create A PivotChart Report From An Existing Pivot Table Report • Create A Static Chart From The Data In A Pivot Table Report, • Delete A PivotTable Or Pivot Chart Report, Create Layout For Pivot Tables, Modifying A PivotTable	9	25%
4	INTRODUCTION TO MS ACCESS • What is Database? How to insert Table in Access Database. • Exploring Access, Creating Tables, Working with Tables, Editing Tables, Creating Relationships, Using Simple Queries	9	25%

Reference Books:

- 1) Microsoft Office Home and Student 2013 Step by Step by Beth Melton , Mark Dodge
- 2) Excel 2013 Bible by John Walkenbach
- 3) <http://bookboon.com/en/microsoft-office-excel-ebook>
- 4) Microsoft Access 2013 Step by Step by Joan Lambert and Joyce Cox