

COMPUTER APPLICATIONS PACKAGE

Unit I Introduction to Computers

Meaning of Computers – Characteristics – Areas of Computer Applications – I-P-O Cycle – Components of a computer – Input and Output Devices – Hardware and Software - Operating System and its functions.

Introduction to Window's 98 – Logging on – Desktop – Icons and Taskbar – Start Menu – Files and Folders – Windows Explorer – Find options – Shortcuts and Brief case.

Unit II Word 2000

Introduction to Word 2000 – Creating Word Documents – Creating Business Letters using Wizards – Formatting documents – Spelling and Grammar Check – Word Count, Thesaurus, Auto correct – Working with tables – Saving, Opening and Closing documents – Mail Merge.

Unit III Microsoft Excel

Introduction to Spread Sheet – Building Worksheet – Entering data in Worksheets – Editing Cells – Auto Fill – Printing the Worksheet – Chart Wizard – Creating and Formatting different types of Charts – Functions in Excel – Grouping and Outlining of Data – Data Validation and Consolidation – Custom Views – Splitting Worksheet – Freezing Panes – Saving, Opening and Closing Workbook.

Unit IV Introduction to Tally

Fundamentals of Computerized Accounting – Computerized Accounting Vs. Manual Accounting – Features of Tally – Tally Screens and Menus – Creation of a New Company – Creating, Editing and Deleting Groups and Ledgers – Vouchers – Types: Payment, Receipt, Sales, Purchase, Contra and Journal Vouchers – Editing and Deleting Vouchers.

Unit V

Basics of Internet – Multimedia – Theory.

Books for Reference:

1. Computer Applications in Business – R.Parameswaran, S.Chand & Co.Ltd.
2. Computer Applications in Business – S.V.Srinivasa Vallabhan, S.Chand & Co. Ltd.
3. Perfect Computer Course – Ramesh Bangia, Cyber Tech Publications.
4. Financial Accounting Using Tally 6.3 – Namrata Agarwal, Dream Tech.
5. A Short course on Tally – Rita Bhangava, Cyber Tech Publications.