

SECOND AC III COMPUTER APPLICATION IN OFFICE MANAGEMENT.

Unit 1.

Introduction to computers-Classification of Digital Computer systems-Anatomy of a digital computer-memory unit- Ancillary storage device- Input devices-Output devices. Software-Hardware-Operating System.

Unit 2.

Introduction to word 2000-Creating, saving files-formatting pages, paragraphs-creating list and numbering, headings- style, font, sizes - Editing text-Tables-Finding and replacing text- Inserting page, Breaks, Page numbers, book marks-Header and footers, Footnotes, end notes and annotations- working with charts and graphs-working with tools-Mail Merge.

Unit 3.

Introduction to Excel-Creating and selecting worksheet-Using auto fill-Adding and removing rows and columns-Copying and moving information-Creating and copying formulas -Naming ranges-Using functions-Improving the appearance of worksheets-Changing column width - Formatting text and numbers-using auto format - creating, embraising and Printing a chart.

Unit 4.

Introduction to power point-Power point views - Creating first presentation - working with text, working with colors and transactions - Adding headers and footers-Automating presentation-Modifying and integrating presentation.

Unit 5.

Introduction to 'E' – commerce - Networking and commercial transactions - Internet - Electronic transactions-Internet environment – World Wide Web and other Internet sales venues-Online commerce.

REFERENCES:

1. Lawza Acklen etc., EEE QUE E&T, Microsoft office 2000 Professional Essentials, Prentice Hall of India 2002.
1. Sheelay O' Hara Denise B.Vega and Julia kelley, Discover Office XP, complex Computer Publishing.
2. Loshin, Pete and Musphy, Paul," Electronic Commerce", Jaico Publishing house, Mumbai, 1990.
3. C.S.V. Murthy, E-Commerce-concepts, Models, strategies, Himalaya Publishing House Mumbai, 2002.
5. MICE, Computer Applications, Manipl Institute of computer Education, Manipl, 2003.