

CC VI 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 -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, embracing 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.

THEORY - 60 MARKS, PRACTICAL – 40 MARKS

PRACTICAL

UNIT I

1. Creating Official letter
2. Creating Business letter
3. Preparation of Bio-data.
4. Use of Mail Merge.
5. Insertion of Charts, Tables and Diagrams.

UNIT 2

1. Entering information in the worksheet
2. Sum function, entering formula.
3. Moving, Copying, Inserting and Deleting rows and columns.
4. Creating a worksheet like Mark sheet, Pay slip.
5. Creating charts

UNIT 3

1. Creating slides.
2. Creating a Presentation and Views on slides.
3. Changing slide layouts
4. Inserting Clip Art
5. Adding tables.

References

- 1) Lawza Acklen etc., EEE QUE E&T, *Microsoft office 2000 Professional Essentials*, Prentice Hall of India 2002.
- 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.
- 4) MICE, *Computer Applications*, Manipal Institute of Computer Education, Manipal, 2003.