

BBA I Semester
Subject – IT for Managers
Paper: Elective

Max Marks-60

UNIT-I :Introduction to Computers: Evolution, Capabilities, Limitations, Classification of Computer, Block Diagram of Computer, Generations of Computer, Input and Output Devices, Memory Organization: Primary & Secondary Memory and its types, Introduction to software: types of software, system software and application software. Operating system: features, functions and its types. **Computer Number System:** decimal, binary, octal, hexadecimal, conversions from one base to another base. Codes: ASCII code, EBCDIC code, Gray code. Binary addition and subtraction.

UNIT-II : Word documents: Creating word documents ; the word window , applying fonts and font styles in word, Aligning and formatting; finding and replacing texts, getting print using print preview, changing page orientation and paper size, aligning text vertically, setting margins , printing options .Cross reference, Bookmarks, Macro and Hyperlink, Index creation. creating headers and footers , creating and modifying page numbers ,working with columns working with newspaper columns , creating tables, modifying table structure, formatting table, use of mail merge in Microsoft word.

UNIT-III :Spreadsheet Processor Creating Excel Worksheets: Workbook and Worksheets, Entering Text and Numbers, Creating Formulae, Changing Worksheet Layout : Adjusting Column Width and Row Height, Inserting and Deleting Rows and Columns, Naming Worksheet , Selecting Worksheets, Inserting and Deleting Worksheets, Aligning Text , Border and Color. Printing in Excel **Advanced Techniques in Excel:** Functions, Entering Functions Relative and Absolute Cell References. Create Named Ranges, Creating Charts Editing and Formatting Charts Adding a Data Series, Deleting a Data Series , Modifying and Formatting Charts. Creation of Pivot table, analyzes worksheet data.

UNIT-IV : Creating Power-point Presentation: Introduction of MS PowerPoint, Creating a Basic Presentation using templates, themes. Building Presentations, Modifying Visual Elements, Formatting and Checking Text, Adding Objects, Applying Transitions, Inserting Audio & video in slide, Animation Effects and Linking, Preparing handouts, custom slide show.

Suggested Books:

Window based computer courses , Gurvinder Singh and Rachpal Singh

Microsoft Office 2000 for everyone, Saxena Sanjay,S Schnd, Microsoft Office 2000 for everyone