

ANURAG GROUP OF INSTITUTIONS
Venkatapur (V), Ghatkesar (M), R.R. Dist

School of Business Management (2016-18)
TEACHING PLAN

Subject: Computer Applications in Business (A91201)

Name of the Faculty: Dr. G. Sabitha
Mrs. C. Supriya

S. No.	Topic	No. of Classes	Reference
	Unit-I: MS Word and MS Power Point Presentation		Practice on System
1	Introduction		
2	Uses of Word Document		
3	New Functions and Features of word 2007	2	
	Getting started with Word:		
4	Opening a Blank or New Page		
5	General Organisation	2	
	Highlights and Main Functions:		
6	Home, Insert		
7	Page Layout, References		
8	Mailing, Review, View, Developer		
9	Using the Word Help function	3	
	MS Power Point Presentation:		
10	Introduction, Home, Insert		
11	Animation, Slideshow	3	
12	Review, View and Developer	2	
	Total	12	
	Unit-II: MS Excel		Practice on System
13	Introduction, Uses of Excel		
14	New Functions and Features of Excel 2007	2	
	Getting started with Word:		
15	Opening a Blank or New Page		
16	General Organisation	2	
	Highlights and Main Functions:		
17	Home, Insert		
18	Page Layout, Formulas		
19	Data, Review, View, Add-inns		
20	Using the Excel Help function	2	
	Total	6	
	Unit III: General EXCEL Lessons:		Pract ice on Syste m
21	Customise the Quick Access Toolbar		
22	Creating and using templates		

	Working with Data:		
23	Entering, Editing, Copy, Cut, paste, Paste Special		
24	Formatting Data and Using the Right Mouse Click		
25	Saving, Page Setup, and Printing		
26	Using Headers and Footer, Manipulating Data, Using data names and Ranges	3	
27	Filters and Sort and Validation Lists		
28	Data from External Sources		
29	Using and Formatting Tables		
30	Basic Formulas and Use of Functions, Data Analysis Using Charts and Graphs		
31	Managing , Inserting and Copying Worksheets, Securing the Excel Document	3	
	Total	6	
	Unit IV: Advanced EXCEL Lessons:		
32	Advanced Formulas and Functions		Practice on System
33	Advanced Worksheet features		
34	Advanced Data Analysis using Pivot Tables and Pivot Charts	3	
	Total	6	
	Unit V: Statistical Tools for Execution Using EXCEL		
	Tabulation, Bar Diagram, Multiple Bar Diagram		Practice on System
	Measure of Central Tendency: Mean, Median, Mode		
	Measure of Dispersion: Variance, SD, Coef. of Variation, Correlation, Regression Lines	3	
	t-Test, F-test, ANOVA one way, Chi Square Test, Independence of Attributes	3	
	Time Series: Forecasting method of Least Squares, Moving Average Method, Inference and Discussion of Results	3	
	Total	9	
	Total Classes Required	39	
	Total Lab sessions (Each of 3)	13	

Questions:

UNIT-I:

1. What are the new functions and features of word document?
2. What are the uses of Word document?
3. How to Open a Blank or New word document?
4. Highlights and Main Functions of Word Document.

5. How to prepare a Power Point Presentation?

UNIT-II:

1. What are the functions and features of Excel 2007?
2. How to open an excel sheet?
3. What the highlights and main functions are of excel?

UNIT-III:

1. How to customize the quick access toolbar?
2. Working with data in excels.
3. How to use formulas in excel?
4. Using graphs.

UNIT-IV:

1. Advanced formulas and functions
2. Advanced Worksheet features
3. Advanced data analysis using Pivot tables and Pivot charts

UNIT-V:

1. Tabulation and Diagrams
2. Measures of Central tendency using excel
3. Measures of Dispersion using Excel
4. Parametric and Non Parametric test
5. Time series Analysis