ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD
(Department of Business Administration)

COMPUTER APPLICATIONS FOR BUSINESS (184)

CHECK LIST

SEMESTER: SPRING 2014

This packet comprises following material; -

1. Text book
2. Course outline
3. Assignment No. 1, 2
4. Assignment forms (two sets)
5. Schedule for submitting the assignments and tutorial meetings.

If you find anything missing, in this packet, from the above mentioned material, please contact at the address given below;

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ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD
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Course: Computer Applications for Business (184)   **Semester: Spring 2014**
Level: BBA   **Total Marks: 100**
                                                        Pass Marks: 40

ASSIGNMENT No. 1

Note: All questions carry equal marks.

Q. 1 Discuss basic functions of computers. Also highlight its various types. **(20)**

Q. 2 Discuss various types of business packages. How these packages help business managers in official working? **(20)**

Q. 3 How word processing documents are created? Explain the process of text enhancements through fonts and fonts styles. **(20)**

Q. 4 Elaborate the process of creating and saving word processing packages documents as html (Hyper Text Markup Language) for publication on the web. How you can add hyperlinks to documents or web pages? **(20)**

Q. 5 How many types of graphs can be added through MS Excel? Explain briefly. **(20)**

ASSIGNMENT No. 2

Total Marks: 100
Pass Marks: 40

Note: All questions carry equal marks.

Q. 1 Discuss the significance of financial and statistical functions/tables commonly used in business environment. Explain with the help of examples. **(20)**

Q. 2 How business presentations can be developed using MS PowerPoint? How various themes, background pictures and animations can be applied? **(20)**

Q. 3 How various types of graphs and clip arts can be added to MS PowerPoint? **(20)**

Q. 4 Discuss the nature and functions of basic desktop information manager application package. **(20)**

Q. 5 Write short notes on the following:
  (a) Electronic Mails **(7)**
  (b) IT and Society **(7)**
  (c) Computer Equipments **(6)**

COMPUTER APPLICATIONS FOR BUSINESS
Course Outline (BBA-184)

Unit - 1: **Fundamentals of Computers Concepts and Introduction to 'Windows Vista**
- Basics of computers and computing functions
- The rise of the computer and its types
- Computer equipment, hardware, software's and its safety measures
- Common type of business packages
- Introduction to Windows Vista
- Using start menu and managing windows
- Resizing, moving, and scrolling windows
- Common features in computer application packages
- Managing folders
- Working with files and folders

Unit - 2: **Computer Application Package for Word Processing in Business Development of Complex Business Reports- I**
- Creating word processing documents
- Applying editing techniques on the document text
- Applying text enhancements through fonts and fonts styles and highlighting text to give a distance look
- Applying special formatting and aligning business text documents
- Automatically numbering or bulleting lists, giving date and time
- Using the spelling and grammar checker
- Printing documents after print preview, inserting page break, changing page orientation and paper size, aligning text vertically and setting margins
- Formatting pages and setting text flow options
- Changing text and paragraph layout

Unit - 3: **Computer Application Package for Word Processing in Business and Development of Complex Business Reports - II**
- Constructing high quality tables in the business documents and reports, creating and revising tables, modifying table structure and formatting tables
- Using styles templates and shortcut
- Creating and modifying and outlines with or without help of templates
- Managing data in word processing computer application packages
- Creating and manipulating data sources and the concept of mail merger
- Managing data in word processing documents
- Creating customized merge document, previewing merge document and specifying records to merge
- Creating catalogues, lists, envelopes and labels
- Building on-line documents, publishing and designing on-line fonts
- Adding field control and protecting and using the on-line fonts
- Working references and authority
- Editing in work groups and protecting/routing documents Application of Word Processing Packages on various business related activities.

- Creating and saving word processing packages documents as html (Hyper text mark up language) for publication on the web.
- Adding hyperlinks to documents or web pages
- Development of Macros in word processing packages for repetitive business tasks involving same series of steps, creation of macros, recording a simple macro, storing a macro, formatting options in macros, opening a file with macros, updating macros from previous versions, running macros, examining, editing, and deleting macros

Unit - 4: **Computer Applications in Business Transactions using Worksheets/ Workbooks –I**
- Entering data in the spreadsheet/worksheet packages, workbooks and worksheets, moving the cell pointer, entering, revising and working with text and numbers
- Creating formula and formatting numbers
- Changing worksheet layout by adjusting column width and row height, inserting and deleting rows, columns and cells
- Moving and copying cell contents, naming a worksheet, selecting, copying, moving, inserting and deleting worksheets
- Changing worksheet layout and other formatting such as aligning text, border and colors etc.
- Printing and previewing business worksheets with the option to change page setup, checking worksheet spelling
- Using function and references, entering functions, relative and absolute cell references
- Working with ranges, naming ranges and using names
- Creating, editing, formatting, moving, sizing, and modifying charts to express business information graphically. The charts will include Pie charts, CD charts, and Bar charts etc.

Unit - 5: **Computer Application in Business Transactions using Worksheets/ Workbooks – II**
- Using customs and special formats, using auto format, working with styles, using conditional formatting, using formatting code, creating a custom format
- Application of financial and statistical function/tables
- Tracking data with worksheet application packages on sorting and filtering a database, creating a sub-set and sub-totals
- Analysis of data with worksheet business application packages, using a data form, creating a pivot table, data mapping etc.
- Auditing worksheets, checking for errors in worksheets, resolving logical errors, minimizing data entry errors
- Using and creating templates in worksheet application packages with existing and new once, linking workbooks and referencing, formulas that span worksheet
- Sharing workbooks, viewing the change history of workbooks and merging workbook changes

- Saving web pages in the word processing packages
- The usage of worksheets in processing business transactions such as payroll, invoicing, accounts receivable, cash receipts, purchasing and receiving transactions, inventory control, vendor evaluation, development of general ledger, and financial statements

Unit -6-7 Data Base Management Packages
- Planning and creating tables by using any data base application package, designing a data base determining need or purpose deciding what should be included in data base and determining table fields, deciding how tables or related and design review, populating the data base and creating forms and reports from the data base
- Creating a data base and a table, entering modifying and saving a table in the existing or any previous version of the package, comparing the data
- Creating and using fonts, auto fonts, entering, editing and printing forms, sorting records and searching for records
- Modifying tables, modifying field properties, adding objects to records and working with name auto correct
- Modifying tables and field properties, adding objects
- Working the external data, importing data verses linking to a spreadsheet or data base
- Creating the relational data base, setting lookup fields, working with relationships, setting referential integrity, creating relationships, drilling down into tables
- Enhancing and creating fonts for multiple tables, modifying form design, relative sizing and alignment, re-arranging the tab order, formatting data in form view, adding control to forms and changing properties of forms and control
- Designing reports and report snap shots, creating a report, generating auto reports, using of report wizard, modifying the report, specifying dates and page number codes in the reports, changing sort order and grouping levels, adding and deleting report control, application of report snap shots
- Viewing pages saved in the database management packages, understanding database pages, creating auto pages, application of page wizard entering and editing data in database application software packages
- Creating from an existing web page
- Modifying data page design
- Creating and viewing database management pages on the web
- Retrieval of customize sets of data from the table using queries, creating queries and crossed tab queries

Unit - 8:   Creating Desktop Publishing of Business Documents
- Creating business presentations using MS PowerPoint: opening, viewing and saving a presentation
- Editing and formatting a PowerPoint presentation
- Printing and using headers and footers

- Slide Sorter view, inserting and formatting pictures, shapes and clip arts
- Application themes and background styles, formatting background with a picture, changing font themes and applying animations
- Creating and formatting tables and charts

Unit - 9: **Business Application Packages on Time Management, Office Management and Controlling Electronic Mails**
- Application packages to monitor and manage office appointments, contacts, needing e-mail messages, tasks to perform projects on hand, and notes
- Understanding the basic desktop information manger application package
- Navigating the package
- Entering and organizing data of office manger/executives
- Tracking contacts, adding contacts, adding another contact from the same organization, viewing contacts and communicating contacts
- Viewing the days information, customizing the day's view
- Using the package as electronic mail client, creating receiving and keeping track of electronic mail
- Creating tracking and managing tasks of the particular day/week/ month/year
- Viewing, navigating and keeping calendar in the application package, scheduling appointment
- Creating shortcuts and new shortcut groups
- Using journal and notes, the procedure of automatically recording journal events, the procedure of manually recording journal events, locating events and creating notes
- Managing data and files in the package and integrating the modules of the package, creating custom view

Recommended Books:
Exploring Microsoft Office 2007
                    by: Gaskin, Ferret, Vargas, Mclellan, Fry, Townsend, and Coyle

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