

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Business Administration)**

COMPUTER APPLICATION FOR BUSINESS (566)

CHECKLIST

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, out of the above mentioned material, please contact at the address given bellow:

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WARNING

- 1. PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
- 2. SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

Course: Computer Application for Business (566) Semester: Spring, 2014
Level: MBA Total Marks: 100
Pass Marks: 40

Guidelines for Assignment # 1 & 2:

The student should look upon the assignments as a test of knowledge, management skills, and communication skills. When you write an assignment answer, you are indicating your knowledge to the teacher:

- Your level of understanding of the subject;
- How clearly you think;
- How well you can reflect on your knowledge & experience;
- How well you can use your knowledge in solving problems, explaining situations, and describing organizations and management;
- How professional you are, and how much care and attention you give to what you do.

To answer a question effectively, address the question directly, bring important related issues into the discussion, refer to sources, and indicate how principles from the course materials apply. The student must also be able to identify important problems and implications arising from the answer.

For citing references, writing bibliographies, and formatting the assignment, APA format should be followed.

ASSIGNMENT No. 1

(Units: 1–5)

Note: You must answer the questions in your own words, copying from books is not permissible

- Q. 1 a) How system software are different from application software. Explain with the help of examples. **(10)**

You may use transparencies, charts or any other material for effective presentation. You are required to select one of the following topics according to the last digit of your roll number. For example, if your roll number is D-3427185 then you will select topic number 5 (the last digit).

0. Application of Financial and Statistical Function Tables
1. A Relation Database
2. Fun with Windows XP
3. Creating Word Processing Documents
4. Creating Tables, Forms and Reports in Microsoft Access
5. The Commercialization of Cyberspace
6. Basics of Computer and Application Packages
7. Application of Spreadsheet packages on various business related activities
8. Creation of Pie Charts, Column and Bar Charts to Express Business Information
9. Creating a Power Point Presentation

COMPUTER APPLICATIONS FOR BUSINESS **Course Outline (MBA–566)**

Unit – 1: Essential Computing Concepts & Introduction to Windows

- 1.1 Introduction to Computer and its Functions
- 1.2 Introduction to Basic Computer Fundamentals
 - The Microprocessor
 - Memory
 - Auxiliary
 - Storage
 - Input Devices
 - The Monitor
 - The Printer
- 1.3 The Rise of the Personal Computer and Types of Computers
- 1.4 Types of Software
- 1.5 Introduction to Networks
- 1.6 Computer Safety Measures
- 1.7 Introduction to Windows Vista Interface
- 1.8 Working with Files and Folders
- 1.9 Features for Improving Productivity: The Control Panel, Shortcuts, the Search Companion

Unit-2: Getting Started with Word Processing and Gaining Proficiency through Editing and Formatting (*Microsoft Word-I*)

- 2.1 The Basics of Word Processing and Introduction to Microsoft Word
- 2.2 Creating, Saving, Printing and Closing a Word Document
- 2.3 Editing, Selecting, Deleting and Formatting Text
- 2.4 Navigating the Word Window
- 2.5 The Spell and Grammar Checker
- 2.6 Document and Paragraph Layout
- 2.7 Changing and Reorganizing Text
- 2.8 Managing Lists
- 2.9 Inserting Headers and Footers; Frequently Used Text; and References

Unit-3: Enhancing a Document and Advanced Features of Word Processor (*Microsoft Word-II*)

- 3.1 Inserting and Managing Graphics
- 3.2 Setting Tab Stops
- 3.3 Inserting and Managing Text Boxes and Shapes
- 3.4 Creating, Inserting and Formatting a Table
- 3.5 Formatting Columns, Paragraphs and Using Special Characters
- 3.6 Mail Merge
- 3.7 Hyperlinks
- 3.8 Smart Art Graphics

Unit-4: Working with Microsoft Excel (*Microsoft Excel-I*)

- 4.1 Introduction to Spreadsheets & Microsoft Excel
- 4.2 Starting and Navigating Excel Workbook
- 4.3 Entering and Managing Data in a Worksheet
- 4.4 Formatting Data, Cells, and Worksheets
- 4.5 Using Page Setup Command, Page Layout View and Printing a Worksheet
- 4.6 Formatting Columns and Rows; Cell Range
- 4.7 Chart Data; Using Different Types of Charts
- 4.8 Working with Formulas: Mathematical Operations and Statistical Operations
- 4.9 Edit and Format Multiple Worksheets at the Same Time
- 4.10 Working with Different Features: Entering Dates; Move, Copy and Paste Commands; Creating a Summary Sheet

Unit-5: Worksheets in Decision Making; and Using Functions and Tables (*Microsoft Excel-II*)

- 5.1 Doing Work-If Analysis through a Worksheet; and Comparing Data with a Line Chart
- 5.2 Using Statistical Functions; Using Date, COUNTIIF, and IF Functions; applying conditional Formatting
- 5.3 Freezing Panes and Creating an Excel Table
- 5.4 Working with Large Worksheets
- 5.5 Using Financial Functions, Goal Seek, and Creating a Data Table

Unit-6: Working with Microsoft Access

- 6.1 Introduction to Microsoft Access Interface:
 - o The Database Window
 - o Tables
 - o Forms
 - o Queries
 - o Reports
- 6.2 Creating and Saving a New Database; Setting Data types and Field Names of a Table; Adding Records in Tables; Modifying Design of a Table; and Printing a Table
- 6.3 Creating and Using a Query, a Form, and a Report
- 6.4 Using Template to Develop and Manage a Database and its Tables
- 6.5 Creating Table Relationships
- 6.6 Creating and Using a Query for Various Purposes
- 6.7 Creating a Form by Using Form Wizard; Modifying a Form in Design view and Layout View
- 6.8 Creating a Report Using the Blank Report Tool and the Report Wizard
- 6.9 Modifying the Design of a Report and Printing a Report
- 6.10 Filters and Sorting

Unit-7: Working with Microsoft Power Point

- 7.1 Creating, Saving, Viewing and Printing a Power Point Presentation
- 7.2 Editing a Presentation
- 7.3 Formatting a Presentation
- 7.4 Creating Headers and Footers; Inserting Slides from an Existing Presentation; Using Slide Sorter View; Adding Pictures and Shapes; Format Slide Elements; Using Slide Transitions and Smart Art Graphic
- 7.5 Applying Slide Backgrounds, Themes and Animations
- 7.6 Creating and Modifying Tables and Charts

Unit-8: Getting Started with the Internet and Microsoft Outlook

- 8.1 Starting with Internet Explorer; Navigating the Internet, Managing Favorites
- 8.2 Search the Internet; Search Engines; and Web Pages
- 8.3 Starting with Outlook; Navigating the Outlook; and Outlook Functions
- 8.4 Using Email Features of Outlook
- 8.5 The Outlook Calendar, managing Tasks, and Managing Contact Information in Outlook

Unit-9: Integration of MS Office Applications

- 9.1 Export Access Data to Excel
- 9.2 Copying Access Data to Word Document
- 9.3 Copying Excel Data to Word Document
- 9.4 Inserting Excel chart into a PowerPoint Presentation
- 9.5 Creating Table in Word from Excel Data
- 9.6 Creating Excel Worksheet from a Word Table
- 9.7 Inserting and Linking an Excel Object in Word; Revising and Updating a Linked Object
- 9.8 Inserting Word Outline in PowerPoint
- 9.9 Importing Excel Data into a PowerPoint Chart
- 9.10 Inserting a Hyperlink in PowerPoint

Recommended Book:

Go! With Microsoft Office

By: Gaskin, Ferrett, Vargas and McLellan, Coyle, Ferrett, Townsend and Fry
