

North Maharashtra University, Jalgaon

SYBA(Computer) W. e. f. 2003

Computer Knowledge & Applications-II

The Basics

Navigating a Workbook
Selecting Individual Cells
Entering Text and Numbers into Cells
Fixing Simple Typing Errors
Summing a Column of Numbers
Saving a Workbook, Printing and Closing a Worksheet
Getting Help Using the Office Assistant and Exiting Excel

Formatting the Worksheet

Opening an Existing Workbook
Selecting a Group of Cells
Formatting Large Numbers, Currency, Decimal Places and Dates
Adjusting Columns and Cells for Long Text or Numbers
Aligning Text in the Cell
Changing the Font, Size and Emphasis of Text
Adding Lines, Borders, Colors and Shading

Editing Cell Contents

Changing Numbers and Editing Text
Inserting and Deleting Rows, Columns and Sheets
Removing Cell Contents
Undoing and Redoing Previous Steps
Automatically Correcting Common Typing Errors
Automatically Finishing Commonly Used Words and Phrases
Checking your Spelling

Filling, Copying and Printing

Creating Sequential Labels
Creating a Series of Numbers
Freezing Panes and Changing Zoom
Copying Cell Contents
Selecting a Range of Cells to Print and Previewing the Printout
Improving the Printed Spreadsheet
Printing Row or Column Labels

Mathematics with Excel

Adding, Subtracting, Multiplying and Dividing Using Cell References and Numbers
Using Formulas with More than One Cell Reference
Combining Operations and Filling Cells with Formulas
Applying Basic Formulas to a Loan Repayment
Using Built-in Financial Formulas
Using Counting and Conditional Formulas
Using Excel to Explore Different Possibilities

Charts

Creating an Chart to Show a Trend
Creating a Chart to Show Contributions to a Whole
Creating a Chart to Make Comparisons
Changing Chart Types
Printing a Chart

Sorting, Grouping and Filtering Data

Sorting Rows, Grouping and Subtotaling ,Displaying Totals and Subtotals, Filtering Information to Show Specified Rows, Logical IF Function, Removing Filters, Totals and Outliners

Creating Connections to Build Summaries

Inserting and Moving a New Sheet
Designing a Summary Sheet for Convenient Charting
Linking the Results of Several Sheets to a Summary Sheet

PowerPoint

Introduction to PowerPoint

Opening a Presentation
Exploring the PowerPoint Window
Exploring Different PowerPoint Views

Beginning a Presentation

Creating Title and Bullet Slides
Creating Slides in Outline View
Modifying Slide Text

Checking Spelling

Drawing Tools

Working with Drawing Tools
Working with Text and Drawn Objects
Enhancing Drawn Objects

Clip Art and WordArt

Using Clip Art
Inserting a Table
Using WordArt

Organization Charts and Microsoft Graph

Creating an Organization Chart
Organization Chart Options
Orientation to Microsoft Graph
Editing a Column Chart

Templates and the Slide Master

Selecting a Template
Changing Text and Bullets in the Slide Master
Removing Slide Master Objects and Adding a Footer

Slide Shows, Output, and Presentation Options

Slide Show Options

- Adding Transitions and Animation to a Slide Show
- Running a Manual and an Automatic Slide Show
- Working with Notes
- Printing a Presentation

Preparing Presentations for the Web

- Using the AutoContent Wizard
- Saving Presentations for Internet Delivery and Viewing

References:

MS Excel:

- **Mastering EXCEL 2000 - Premium Edn. (W/CD), Martin, 81-7656-088-X, BPB Publishers**
- **MS EXCEL 2000 - No Experience Required, Gene, 81-7656-099-5, BPB Publishers**
- **EXCEL 2000 Developer Handbook (W/CD), Cokttingham, 81-7656-122-3, BPB Publishers**
- **Essential EXCEL 2000 Book, Wempen, 81-7656-125-8, BPB Publishers**

MS PowerPoint:

- **MS Power Point 2000 Training Guide, Brady, 81-7656-113-4, BPB Publishers**
- **Mastering power point 2000, Murray, 81-7656-430-0, BPB Publishers**
- **Ms Power point 2000 - An Introduction, Lotia, M, 81-7656-430-3, BPB Publishers**
- **Teach Yourself MS Power Point 97 in 24 Hours, Haddad, 81-7635-004-4, Techmedia Publisher**

List of Practical

MS Excel:

- 1) Display Sales-Revenue report of a sample product in all zones using MS Excel.
- 2) Format different numbers, currency, dates, and decimal places.
- 3) Display the marksheet of a S. Y. B. A. student. Use proper formatting features.
- 4) Create sequential labels and series of numbers. Also print row and column labels.
- 5) Demonstrate use of user defined formulas and built in formulas.
- 6) Demonstrate different types of charts using MS Excel.
- 7) Demonstrate sorting, filtering and grouping data using MS Excel.
- 8) Design summary sheets and link results of several summary sheets.

MS PowerPoint:

- 1) Create a presentation of at least 10 slides and watch in different views.
- 2) Create a presentation that will demonstrate
 - a) Picture drawn with Drawing Tools
 - b) Labels and pictures using Text and Drawn Objects
- 3) Create a Table of Contents in first slide and following slides will contain contents according to given TOC.
- 4) Create a presentation that will demonstrate clip art and word art.
- 5) Create organizational chart. Also use organizational chart option.
- 6) Demonstrate graphs. Create column graph and edit it.
- 7) Demonstrate use of templates.
- 8) Add footer to each slide in presentation and demonstrate adding & removing slide master object into presentation.
- 9) Add Transitions and Animation to a Slide Show .Run a Manual and an Automatic Slide Show.
- 10) Demonstrate Notes in a presentation.
- 11) Demonstrate how to prepare presentation for the web.

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