

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

**COMPUTER APPLICATIONS FOR BUSINESS (9505)**

**CHECKLIST**

**SEMESTER: AUTUMN 2013**

This packet comprises the 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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**Adnan Riaz**  
Course Coordinator



in the workshop in the presence of your resource persons and classmates, which will be held at the end of the semester prior to final examination.

- i. Introduction to the topic
- ii. Important sub-topics
- iii. Practical study of the organization with respect to the topic
- iv. Review of theoretical and practical situations
- v. Merits, demerits, deficiencies or strengths of the organization with respect to topic under study
- vi. Conclusions and recommendations
- vii. Annex, if any

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).

1. Key benefits of Microsoft Office
2. Application of spreadsheet packages for Business Environment
3. MS-Word for Official Assignments
4. Significance of Antivirus Software
5. Application of financial and statistical functions using MS-Excel
6. Internet & World Wide Web (WWW)
7. Steps to develop PowerPoint Presentation
8. Methods and uses of inserting Hyperlink in PowerPoint
9. Uses of MS-Office for Training and Development
10. Uses of MS-Excel for Performance Appraisal

## **COMPUTER APPLICATIONS FOR BUSINESS (9505)** **Course Outline (PGD-HRM)**

### **Unit – 1: Essential Computing Concepts & Introduction to Windows**

- 1.1 Introduction to Computer and its Functions
- 1.2 Introduction to Basic Computer Fundamentals
  - o The Microprocessor
  - o Memory
  - o Auxiliary
  - o Storage
  - o Input Devices
  - o The Monitor
  - o 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 & 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 and Saving a Document as a Web Page
- 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 & Tables (*Microsoft Excel- II*)**

- 5.1 Doing What-If Analysis through a Worksheet; and Comparing Data with a Line Chart
- 5.2 Using Statistical Functions; Using Date, COUNTIF, 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 & 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 2002**

- 7.1 Creating, Saving, Viewing and Printing a PowerPoint 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 & Shapes; Format Slide Elements; Using Slide Transitions and SmartArt 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 2002**

- 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**

- 0.1 Export Access Data to Excel
- 0.2 Copying Access Data to Word Document
- 0.3 Copying Excel Data to Word Document
- 0.4 Inserting Excel Chart into a PowerPoint Presentation
- 0.5 Creating Table in Word from Excel Data
- 0.6 Creating Excel Worksheet from a Word Table
- 0.7 Inserting and Linking an Excel Object in Word; Revising and Updating a Linked Object
- 0.8 Inserting Word Outline in PowerPoint
- 0.9 Importing Excel Data into a PowerPoint Chart
- 0.10 Inserting a Hyperlink in PowerPoint

***Recommended Book:***

Go! With Microsoft Office 2007 by: *Gaskin, Ferrett, Vargas, McLellan, Coyle, Ferrett, Townsend and Fry.*

