

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

COMPUTER APPLICATIONS FOR BUSINESS (566)

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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Course Coordinator

ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD
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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".**

ASSIGNMENT No. 1

Course: Computer Applications for Business (566)

Semester: Autumn 2013

Level: MBA

Total Marks: 100

Pass Marks: 40

- Q. 1 Differentiate between system software and application software. Also describe the major applications of Microsoft Office. Write in detail. (20)
- Q. 2 Define Word-Processor. What are the different objectives and limitations of the grammar check in MS-Word, also explain the process to customize the grammar check for business or casual writing. (20)
- Q. 3 Distinguish between:
- i. Insert & Overtyping Modes
 - ii. Auto Correct & Auto Text Feature
 - iii. Soft Page Breakup & Hard Page Breakup
 - iv. Workbook & Worksheet
 - v. IF Function & VLOOKUP Function
- (20)
- Q. 4 Explain the uses of Wizards and Templates for creating a document. Enlist various wizards prescribed by Microsoft Word. (20)
- Q. 5 How would you create pie charts, column charts and bar charts using MS-Word? Highlight the key advantages and disadvantages of different charts available in MS-Word with example. (20)

Guidelines for Assignment # 1

You 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. You 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.

Prepare your assignment as per guidelines and it may be re-evaluated by the Quality Assurance Cell, Department of Business Administration at any time.

ASSIGNMENT No. 2

Total Marks: 100

This assignment is a research-oriented activity. You are required to obtain information from a business/commercial organization and prepare a report of about 1000 words on the topic allotted to you to be submitted to your teacher for evaluation.

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 P-3427180 then you will select issue # 0 (the last digit): -

0. Relational Database Management System
1. Application of Spreadsheet Packages for Daily Business Activities
2. Using Microsoft Access for Managing Business Databases
3. Application of Microsoft PowerPoint in an Educational Institutes
4. Security and Control Issues of E-commerce Applications and their Solutions
5. Use of ICT in Banking Sector
6. Using MS Outlook in a Small-Medium Enterprise (SME)
7. MS Excel in Financial Decision Making
8. Conventional Files System Vs. Database Management System
9. Safe Computing Practices in a Telecom Organization

The report should follow the following format:

1. Title page
2. Acknowledgements
3. An abstract (one page summary of the paper)
4. Table of contents
5. Introduction to the topic
6. Practical study of the organization with respect to the topic
7. Data collection methods
8. Merits, demerits, deficiencies or strengths of the organization with respect to topic under study
9. Conclusion (one page brief covering important aspects of your report)
10. Recommendations (specific recommendations relevant to issue assigned)
11. References (as per APA format)
12. Annexes (if any)

Guidelines for Assignment # 2:

- 1.5 line spacing
- Use headers and subheads throughout all sections
- Organization of ideas
- Writing skills (spelling, grammar, punctuation)
- Professionalism (readability and general appearance)
- Do more than repeat the text
- Express a point of view and defend it.

Workshops

The workshop presentations provide students an opportunity to express their communication skills, knowledge & understanding of concepts learned during practical study assigned in assignment # 2.

You should use transparencies and any other material for effective presentation. The transparencies are not the presentation, but only a tool; the presentation is the combination of the transparencies and your speech. Workshop presentation transparencies should only be in typed format.

The transparencies should follow the following format:

1. Title page
2. An abstract (one page summary of the paper)
3. Introduction to the topic
4. Practical study of the organization with respect to the topic
5. Data collection methods
6. Merits, demerits, deficiencies or strengths of the organization with respect to topic under study
7. Conclusion (one page brief covering important aspects of your report)
8. Recommendations (specific recommendations relevant to issue assigned)

Guidelines for workshop presentation:

- Make eye contact and react to the audience. Don't read from the transparencies or from report, and don't look too much at the transparencies (occasional glances are acceptable to help in recalling the topic to cover).
- A 15-minute presentation can be practiced several times in advance, so do that until you are confident enough. Some people also use a mirror when rehearsing as a substitute for an audience.

Weightage of theory & practical aspects in assignment # 2 & workshop presentations

Assignment # 2 & workshop presentations are evaluated on the basis of theory & its applicability. The weightage of each aspect would be:

Theory:	60%
Applicability (practical study of the organization):	40%

Prepare your assignment as per guidelines and it may be re-evaluated by the Quality Assurance Cell, Department of Business Administration at any time.

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 & 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 SmartArt 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 Work-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

- 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 2007 By: *Gaskin, Ferrett, Vargas, McLellan, Coyle, Ferrett, Townsend and Fry.*

