

## Introduction to Computers – II

**Name of Teacher:** HS  
**Subject Code:** BB-206  
**Total Lectures:** 46

**Subject Name:** Introduction to Computers – II  
**Total Assignments:** 3  
**Total no of Tests:** 3

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Concept of spreadsheet and its use in business management.

**Excel** as a part of MS-Office, and its structure and capabilities, drawing toolbars.

Selection of cells, entering and editing data and text, entering formulae.

**Operating Excel:** concept of workbook and worksheet, serial fill, formatting text in cells and on the worksheet Entering and pasting formulas, creating a chart.

Use of Excel as a database, data filters and forms.

**Excel Functions:** max, min, Sqrt, sum, sum if, mean, mode, median and using statistical functions, date, count, countif.

**MS-Outlook:** Using MS-Outlook for managing e-mail, calender, appointments, tasks and address book.

**Internet:** A brief history of origin of internet. Various applications of Internet such as e-mail, information gathering, retailing etc.

Various methods of connecting to the net e.g. dial up, ISDN and broadband. Use of Microsoft Internet explorer.

A brief introduction to Internet addressing, Internet protocols (TCP/IP, FTP and HTTP). Use of search engines and e-mail messages. Netiquettes.

### **Reference:**

1. Sanjay Saxena :A First Course in Computers 2000 Ed.
2. Leon & Leon :Internet for Everyone, Leon Tech World.

## COURSE BREAKUP

LECT. NO.	TOPICS TO BE COVERED	ASSIGN.	TEST	ACTUAL DOD
1.	Introduction to MS- Office			
2.	Intro to Excel <ul style="list-style-type: none"> <li>• Structure</li> <li>• Capabilities</li> </ul>			
3.	Toolbars and their icons <ul style="list-style-type: none"> <li>• Standard toolbar</li> </ul>			
4.	Toolbars and their icons <ul style="list-style-type: none"> <li>• Formatting toolbar</li> </ul>			
5.	Toolbars and their icons <ul style="list-style-type: none"> <li>• Drawing toolbar</li> </ul>			
6.	Entering Text in cells Columns Width Series Fill			
7.	Summation Formatting Cells Column Auto fit			
8.	<b>Tutorials</b>			
9.	Formatting Text			
10.	Inserting Rows, Columns Aligning the Data			
11.	Concept of Workbook & worksheet Insert new Worksheet Rename Worksheet Coping text b/w worksheets Deleting cell contents	A1		
12.	Entering Formulas Pasting Formulas			
13.	Creating a Chart			
14.	<b>Tutorials</b>			
15.			T1	
16.	What is a Database? Data Forms			
17.	Data Filters			
18.	Excel Functions <ul style="list-style-type: none"> <li>• Round</li> <li>• Sort</li> <li>• Average</li> </ul>			

	<ul style="list-style-type: none"> <li>• Max</li> <li>• Min</li> <li>• Count</li> <li>• Sum</li> <li>• If</li> <li>• Sum if</li> <li>• Abs</li> <li>• Roman</li> <li>• Upper</li> <li>• Lower</li> <li>• Cell</li> <li>• Today</li> <li>• Now</li> </ul>			
19.	MS Outlook <ul style="list-style-type: none"> <li>• Introduction</li> <li>• What can you do with outlook</li> </ul>			
20.	Managing E-mail using MS Outlook			
21.	Working with Outlook <ul style="list-style-type: none"> <li>• Address Book</li> <li>• Adding contacts</li> <li>• Calendar</li> <li>• Tasks</li> <li>• Receiving</li> </ul>	A2		
22.	<b>Tutorials</b>			
23.			T2	
24.	Internet <ul style="list-style-type: none"> <li>• History</li> <li>• Prerequisites for internet</li> </ul>			
25.	Various applications of internet			
26.	Introduction to E-mail			
27.	Sending E-mail <ul style="list-style-type: none"> <li>• To</li> <li>• Cc</li> <li>• Bcc</li> <li>• Subject</li> <li>• Compose</li> </ul>			
28.	Checking E-mail <ul style="list-style-type: none"> <li>• Inbox</li> <li>• Outbox</li> <li>• Draft</li> </ul>			

	<ul style="list-style-type: none"> <li>• Trash</li> </ul>			
29.	E-mail Attachments <ul style="list-style-type: none"> <li>• Sending Attachments</li> <li>• Opening Attachments</li> </ul>			
30.	Internet Protocols			
31.	Internet Addressing <ul style="list-style-type: none"> <li>• IP Address</li> <li>• classes</li> </ul>			
32.	Domain Naming System			
33.	Communication Protocol			
34.	Internet Protocols <ul style="list-style-type: none"> <li>• TCP/IP</li> </ul>			
35.	<ul style="list-style-type: none"> <li>• FTP</li> <li>• HTTP</li> <li>• SMTP</li> </ul>			
36.	Configuring the Modem			
37.	Configuring a TCP/IP Connection			
38.	<b>Tutorials</b>			
39.			T3	
40.	Various methods of connecting to the net. <ul style="list-style-type: none"> <li>• Dial up</li> <li>• ISDN</li> <li>• Broadband</li> </ul>			
41.	Use of MS Internet Explorer.	A3		
42.	Toolbar (Internet Explorer)			
43.	Toolbars (Netscape)			
44.	Search Engines <ul style="list-style-type: none"> <li>• Uses</li> </ul>			
45.	Netiquettes			
46.	<b>Tutorials</b>			

## **Assignment No: 1**

- 1) **What is the difference between Paste & Paste special?**
- 2) **Explain all the icons in following toolbars:-**
  - **Standard toolbar**
  - **Formatting toolbar**
  - **Drawing toolbar**
- 3) **Explain different types of alignments in MS-EXCEL?**
- 4) **Difference between Spreadsheet & Workbook?**
- 5) **How many no. of Rows, Columns & Worksheets in MS-EXCEL?**
- 6) **Write all the steps to insert a new Column & Row?**

## Assignment No: 2

1) Write down the steps for creating Chart in MS-EXCEL?

2) What is Data Filter & Data Sort?

3) Explain the following formulas with Syntax :

- Sqrt
- Median
- Mode
- Mean
- Date
- Fv

4) Differentiate the following Functions :

- sum & sum if
- count & count if
- max & min

5) Create a following Table for at least 10 students in MS-EXCEL & answer the questions:

Name	Subject 1	Subject 2	Subject 3	Subject 4	Total of all subjects	% of Total

- Sort (In Descending order) the above data according to %age wise.
- Maximum & Minimum Marks from Total.
- Average marks of each subject.

### **Assignment No: 3**

- 1) **What is Protocol? Explain TCP/IP, FTP, and HTTP?**
- 2) **Explain the following features of Ms-Outlook :**
  - **Calendar**
  - **Tasks**
  - **Appointments**
  - **Address Book**
- 3) **How to Compose, Reply & Forward a message in Ms-Outlook?**
- 4) **Discuss in detail the various methods of connecting to the Net like (ISDN, Dial up, Broadband)?**
- 5) **How are following things done in Excel :**
  - **Formatting of cells**
  - **Entering & editing data**
  - **How series is filled in a column**

### Presentation Topics:

1.	Robotics
2.	Input Devices
3.	Output Devices
4.	Storage Devices
5.	E-banking
6.	E-commerce
7.	E-Learning
8.	Why Laptop is considered as Notebook
9.	Top IT Industries
10.	Top B-Schools
11.	Top MGMT. Industries
12.	Top MGMT. Personalities
13.	Different Charts in MS-Excel
14.	Relationship b/w IT & Mgmt
15.	Applications of Internet
16.	Search Engines (Google, Alta vista etc.)
17.	Protocols (TCP/IP, FTP, HTTP)
18.	Internet connections (Dial-up, ISDN )
19.	Web Browsers (Text based, graphical based)
20.	Functions in MS-Excel.