

F.Y.B.B.A. Semester-II

Effective from November 2011

Computer Application-II

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| 1. Introduction to MS Excel and Function | 30% |
| a. Counting function | |
| b. Mathematical function | |
| c. Date & Time function | |
| d. Text function | |
| e. Logical Function | |
| f. Lookup and reference function | |
| g. Statistical function | |
| h. Financial function | |
| i. Total & Subtotal function | |
| j. D function | |
| 2. Analysis of Data | 20% |
| a. Data consolidation | |
| b. Goal seek | |
| c. Solver | |
| 3. Data analysis using Excel | 30% |
| a. Use of Built in data form in excel | |
| b. Sorting, Filtering in excel | |
| c. Correlation –Regression and using add-ins | |
| d. Macros | |
| 4. Database in Excel and Access (DBMS) | 20% |
| a. Introduction to database (database, field, table, record, primary | |
| b. Basic of internal data | |
| c. Limitation & Importance | |
| d. Creating , editing , sorting database in access | |
| e. Creating relationship between tables in Access | |
| f. Creating form, Query and Report with wizard in Access | |

Reference: Mastering Excel By Mindy & Martin

Mastering Access By Alan Simpson , Cleste Robinson B.P.B. Publications