

MARIS STELLA COLLEGE, VIJAYAWADA-8
(An autonomous college affiliated to Krishna University)

DEPARTMENT OF COMPUTERS

B.Com (Computer Applications)

Academic Year 2019 - 2020

Title : Office Automation Tools

Semester : IV

Paper Code: COMPC065

Course outcomes: Upon Successful completion of the course, a student will be able to:

CO1: Indicate the names and functions of the Excel interface components.

CO2: Enumerate and edit data.

CO3: construct formulas, including the use of built-in functions, and

CO4: Create graphs and charts.

CO5: Develop formulas to simplify calculations.

Unit-I

-10 Hrs

Using Excel Worksheets and Workbooks: What is Excel good for? Understanding Workbooks and Worksheets, Moving around a Worksheet, Introducing Excel's Ribbon Tabs, Creating your first Excel Worksheet.

Entering and editing Worksheet Data: Exploring the types of Data you can use, Entering text and values into your Worksheets, Entering Dates and Times into your Worksheets, Modifying Cell contents, Applying Number Formatting.

Essential Worksheet and Cell Range Options: Learning the fundamentals of Excel Worksheets, Controlling the Worksheet View, Working with rows and columns, Understanding Cells and ranges, Copying or Moving Ranges, Using Names to work with Ranges, Adding Comments to cells.

Unit-II

-10 Hrs

Introducing Formulas and Functions: Understanding Formula Basics, Entering formulas into your worksheets, Editing Formulas, Using Cell References in Formulas, Using Formulas in Tables , Correcting Common Formula Errors.

Working with Dates and Times: How Excel handles Dates and Times date related Worksheet Functions, Time related Functions.

Unit-III

-10Hrs

Getting Started Making Charts: What is a Chart? Understanding how Excel handles Charts, Creating a Chart, Hands on: Creating and Customizing a Chart, Working with Charts, understanding Chart types.

Communicating Data Visually: Conditional Formatting, Specifying Conditional Formatting, Conditional Formats that use Graphics, Creating Formula – Based Rules, Working with Conditional Formats, Introducing Sparklines.

Unit-IV

-10 Hrs

An Introduction to Database Development: The Database Terminology of Access, Relational Databases, Access Database Objects and Views, A five-step Design Method.

Creating Access Tables: Creating a Database, The Access 2010 Environment, Creating a New Table, creating a table, Setting a Primary Key, Indexing Access Tables, Printing a Table Design, Saving the Completed Table, Manipulating Tables, Adding Records to a Database Table, Navigating Records in a Datasheet, Changing values in a Datasheet.

Creating and Entering Data with Basis Access Forms: Adding a Form, Working with Controls, Selecting and Deselecting Controls, Manipulating Controls, Understanding Properties, Entering Records in form view, changing values in a form.

Unit-V

-10 Hrs

Selecting Data with Queries: Understanding Queries, Creating a Query, Adding Fields, Displaying a Record Set, Working with Fields, Changing the Sort Order, Displaying Only Selected Records, Printing a Query's record set, saving a Query, Adding more than one table to a query, Working with, the table pane.

Presenting Data with Access Reports: Introducing Reports, Creating a Report, Form beginning to end.

Prescribed Books:

Microsoft Office 2010- Bible, John Walken, Herb Tyson, Michael R. Groh, Faithe Wempen, Lisa A. Bucki.

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BLUE PRINT OF MODEL PAPER

- ❖ The paper consists of three sections.
- ❖ All questions are compulsory from all parts.

SECTION – A

- ❖ Consists of **SIX** very short answer type questions from five units, out of which **FOUR** are to be answered.
- ❖ Each question carries **3 Marks**.

SECTION – B

- ❖ Consists of **THREE** short answer type questions from five units, out of which **TWO** are to be answered.
- ❖ Each question carries **6 Marks**.

SECTION – C

- ❖ Consists of **FIVE** essay answer type questions from five units, out of which **THREE** are to be answered.
- ❖ Each question carries **12 Marks**.

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Model Question Paper

Title : Office Automation Tools

Time: 3 Hrs

Paper Code : COMPC065

Max. Marks: 60

Semester : IV

SECTION-A

Answer any FOUR of the following.

4*3=12M

1. Write a short note on 'Cell Referencing' in MS – Excel?
2. How to Count Text cells and Non-Text Cells in MS – Excel?
3. What is a function? List any 4 Time Functions In MS - Excel?
4. Write about Sparklines in MS - Excel.
5. Write a short note on 'Creating a Table' in MS – Access.
6. Write a brief note on 'Creating a Query' MS – Access.

SECTION-B

Answer Any TWO of the following

2*6=12M

7. Explain in detail about Modifying cell contents in MS - Excel.
8. Explain about Chart and its types in MS - Excel.
9. Explain in detail about 'Selecting and Deselecting Controls' In MS - Access .

SECTION-C

Answer Any THREE of the following

3*12=36M

10. Explain in detail about Copying and Moving Ranges in MS - Excel.
11. What are Date – Related worksheet Functions in MS - Excel.
12. Explain about 'Working with Charts' in MS - Excel.
13. Explain in detail about 'Adding Records to a Database Table' in MS - Access.
14. Explain in detail about Creating a Report, From Beginning to end in MS - Access.