Shri Govind Guru University

(Established by Government of Gujarat Vide Gujarat Act no 24/2015)

BA/B.Com Semester II

Syllabus

Computer Application

As per NEP- 2020 Guidelines

Website:www.sggu.ac.in

Shri Govind Guru University, Godhra(PMS).
B.A./B.Com. Semester- II (Syllabus)
Multidiscipline Course (MDC 2)
Computer Application-II
Course Code (BA23MD2CO1)
Computer Networks and MS Excel

Unit	Content	Weightage
1.	**Introduction to networking:** Basic Needs and Concept of Networking, Networking Topologies, LAN, WAN, MAN, Protocol, Benefits of networking , Use of networking in banks, railways, governments, industries and institutes.	**(20%)**
2.	**Introduction to Worksheet:** Basic Components of MS Excel, worksheet, Workbook, Advantages of Worksheet. Overview of various types of data Types (Number, Text, Date & Time, Formula, Function). Creating, Viewing, Editing worksheet by change in columns width, Row height, Hiding, Deleting, Inserting rows and columns. Saving, Copying, Inserting, Searching and replacing data in worksheet, Editing, Copying, Deleting data in Worksheet. Merging and splitting of cells, Wrapping text, Cell references, inserting page break, Range name.	**(20%)**
3.	**Data Formatting and Worksheet:** Fonts (Font type, Font size, Bold, Italic, Underline, Text Color), Cell Color, Border Color, Horizontal and Vertical alignments, Bullets and Numbering, Text Wrapping, Different formats of number, Date and time, AutoCorrect, AutoSum, Sorting and Filtering.	**(20%)**
4.	**Perform Operations with Formulas and Functions:** Adding formula and functions in formula bar as well in cell, Various types of Operators, Basic Properties, Editing Formula, **Types of Functions:** Statistical Functions: AVERAGE, MIN, MAX, COUNT Mathematical Functions: ABS, CEILING, EXP, FLOOR, FACT, INT, LN, LOG, LOG10, MOD, POWER, RAND, ROUND, SQRT, SUM Logical Function: IF, AND, OR, NOT Date & Time Function: DATE, DATEVALUE, DAY, HOUR, MONTH, NOW, TIME, TODAY, WEEKDAY, YEAR Text Functions: ASC, CHAR, CONCATENATE, EXACT, LEFT, LEN, LOWER, MID, PROPER, REPT, RIGHT, TRIM, UPPER Financial Functions: FV, INTRATE, IPMT, NPER, NPV, PMT	**(20%)**
5.	**Charts, Object and Sheet Management:**	**(20%)**

	Overview of Charts, Types and Component of Charts, Creating, Editing, Deleting Charts, Formatting a Chart, Insert text boxes and shapes, Insert images, Modify object properties, Add alternative text to objects for accessibility, Page Setup, Header and Footer, Margins, Print preview, Printing options.	

Reference Books:

- Fundamental of Computer Networks by Sudakshina Kundu, PHI Publication.
- Computer Networks by A.D.Tanenbaum and D.J. Wetherall, Pearson Education.
- Computer course by R.K. Taxali, Tata McGrawHill Publisher.
- Microsoft Office 2010 training guide by Prof. Satish Jain, M Geeta and Kratika, BPB Publication.

Practical:

The practical assignment must include connecting parts of a computer and assembling it to an extent, media formatting and installation of some software.

Practical exercises based on MS Office 2010 tools using worksheet preparation.

Out of 100 marks 50 marks assigned for end semester examinations which includes 50% weightage (25 Marks) for end semester theory examinations and 50% weightage (25 Marks) for end semester practical examinations. Remaining 50 marks for internal evaluation examination.

1. Introduction to MS Excel files, Workbooks, Worksheets, Columns and Rows.
2. Create a worksheet of the following.

Roll No.	Name of Student	Date of Birth	Gender	Category	City	Mobile No.
1						
2						
3						
4						

3. Create a worksheet of the following.

Sr_No	Name of Customer	Date		Total Days	Room Type	Amount
		Check In	Check Out			
1						
2						
3						
4						

If Room Type A, Rs. 1000 rent per day

If Room Type B, Rs. 750 rent per day

If Room Type C, Rs. 500 rent per day

4. Enter the Following data in Excel Sheet

		REGIONAL SALES PROJECTION				
State	**Qtr1**	**Qtr2**	**Qtr3**	**QTR4**	**Qtr Total**	**Rate Amount**
Delhi	2020	2400	2100	3000		15
Punjab	1100	1300	1500	1400		20
U.P.	3000	3200	2600	2800		17
Harayana	1800	2000	2200	2700		15
Rajasthan	2100	2000	1800	2200		20

TOTAL

AVERAGE

(a) Apply Formatting as follow:

   i.   Title in TIMES NEW ROMAN

   ii.   Font Size - 14

   iii.   Remaining text - ARIAL, Font Size -10

   iv.   State names and Qtr. Heading Bold, Italic with Gray Fill Color.

   v.   Numbers in two decimal places.

   vi.   Qtr. Heading in center Alignment.

   vii.   Apply Border to whole data.

(b) Calculate State and Qtr. Total

(c) Calculate Average for each quarter

(d) Calculate Amount = Rate * Total.

5. Given the following worksheet

Roll No.	Name	Marks	Grade
1001	Sachin	99	
1002	Sehwag	65	
1003	Rahul	41	
1004	Sourav	89	
1005	Har Bhajan	56	

Calculate the grade of these students on the basis of following guidelines:

If Marks	then Grade
>=80	A+
>=60 & <80	A
>=50 & <60	B
<5 0	F

6. Given the following worksheet

	A	B	C	D	E	F	G
1	Salesman			Sales in (Rs.)			
2	No.	Qtr1	Qtr2	Qtr3	Qtr4	Total	Commission
3	S001	5000	8500	12000	9000		
4	S002	7000	4000	7500	11000		
5	S003	4000	9000	6500	8200		

Calculate the commission earned by the salesmen on the basis of following Candidates:

If Total Sales	Commission
< 20000	0% of sales
> 20000 and < 25000	4% of sales
> 25000 and < 30000	5.5% of sales
> 30000 and < 35000	8% of sales
>= 35000	11% of sales

The total sale is sum of sales of all the four quarters.

7. A company XYZ Ltd. pays a monthly salary to its employees which consists of basic salary, allowances & deductions. The details of allowances and deductions are as follows:

Allowances

- HRA Dependent on Basic

    30% of Basic if Basic <=1000

    25% of Basic if Basic>1000 & Basic<=3000

    20% of Basic if Basic >3000

- DA Fixed for all employees, 30% of Basic

- Conveyance Allowance

    Rs. 50/-   if Basic is <=1000

    Rs. 75/-   if Basic >1000 & Basic<=2000

    Rs. 100   if Basic >2000

- Entertainment Allowance

    NIL   if Basic is <=1000

    Rs. 100/-   if Basic > 1000

Deductions

- Provident Fund   12% of Basic

- Group Insurance Premium

    Rs. 40/- if Basic is <=1500

    Rs. 60/- if Basic > 1500 & Basic<=3000

    Rs. 80/- if Basic >3000

Gross Salary= Basic + HRA + DA + Conveyance + Entertainment

Total deduction = Provident Fund + Group Insurance Premium

Net Salary = Gross Salary – Total Deduction

8. Create Payment Table for a fixed Principal amount, variable rate of interests and time in the format below:

No. of Installments	5%	6%	7%	8%	9%
3	XX	XX	XX	XX	XX
4	XX	XX	XX	XX	XX
5	XX	XX	XX	XX	XX
6	XX	XX	XX	XX	XX

9. Use an array formula to calculate Simple Interest for given principal amounts given the rate of Interest and time

Rate of Interest	8%
Time	5 Years

Principal	Simple Interest
1000	?
18000	?
5200	?

10. The following table gives year wise sale figure of five salesmen in Rs.

Salesman	2000	2001	2002	2003
S1	10000	12000	20000	50000
S2	15000	18000	50000	60000
S3	20000	22000	70000	70000
S4	30000	30000	100000	80000
S5	40000	45000	125000	90000

(a) Calculate total sale year wise.

Calculate the net sale made by each

(b) salesman

(c) Calculate the maximum sale made by the salesman

(d) Calculate the commission for each salesman under the condition.

(i) If total sales >4,00,000 give 5% commission on total sale made by the salesman.

(ii) Otherwise give 2% commission.

(e) Draw a bar graph representing the sale made by each salesman.

(f) Draw a pie graph representing the sale made by salesman in 2000.

11. Create the following worksheet. Using this worksheet create a Column Chart.

Sr_No	Name of Product	Production(in KGS)			Total Production	Average Production
		2017	2018	2019		
1						
2						
3						
4						

12. Create a Bar Chart and Line Chart using the worksheet in Practical 11.

13. Create a Pie Chart.