

Computer Applications for Business (CAB) Lab

List of Experiments

Unit-I MS Word and MS Power Point Presentation MS Word: Introduction, Uses of Word document, New Functions and Features of Word 2007, getting started with Word: Opening a Blank or New Page, General Organization, Highlights and Main functions: Home, Insert, Page Layout, References, Mailings, Review, View, Developer, Using the Word Help function. MS Power Point Presentation: Introduction, Home, Insert, Design, Animation, Slides how, Review, View and Developer

Unit-II MS Excel: Introduction, Uses of Excel, New Functions and Features of Excel 2007. Getting started with Excel: Opening a Blank or New Work book General Organization. Highlights and Main Functions: Home, Insert, Page Layout, Formulas. Data, Review, View, Add-inns Using the Excel Help function.

Unit-III General EXCEL Lessons: Customizing the Quick Access Toolbar, Creating and Using Templates, Working with Data: Entering, Editing, Copy, Cut, Paste, Paste Special, Formatting Data and Using the Right Mouse Click, Saving, Page Setup, and Printing, Using Headers and Footers, Manipulating Data, using Data Names and Ranges, Filters and Sort and Validation Lists, Data from External Sources, Using and Formatting Tables. Basic Formulas and Use of Functions, Data Analysis Using Charts and Graphs, Managing, Inserting, and Copying Worksheets, Securing the Excel Document (Protect Cells and Workbook).

Unit-IV Advanced EXCEL Lessons: Advanced Formulas and Functions, Advanced Worksheet Features, Advanced Data Analysis using PivotTables and Pivot Charts.

Unit-V: Statistical Tools for Execution Using EXCEL

1. Tabulation, Bar Diagram, Multiple Bar Diagram, Pie Diagram, and Measure of Central Tendency: Mean Median, Mode, and Measure of Dispersion: Variance, Standard Deviation, Coefficient of Variation. Correlation, Regression Lines.
2. T-Test, F-test, ANOVA one way classification, Chi Square Test, Independence of Attributes.

Time Series: Forecasting Method of Least Squares, Moving Average Method. Inference and Discussion of Results.