

GUJARAT TECHNOLOGICAL UNIVERSITY

NAME OF THE COURSE: BUSINESS COMMUNICATION II

1. RATIONALE:

The business in the present world develops with the pace of communication skills of businessmen. It can be either verbal or written, Graphic or non- verbal. But it needs students' understanding the art of presentation and expression in the effective language. The present course is prepared to help them write business letters useful for business decision-making. It further helps the student to prepare a brief note in the presentable form.

2. SCHEME OF TEACHING AND ASSESSMENT:

Topics	Lect Hrs	Pract Hrs	Total Hrs
1. Commercial Abbreviations & Terms	5	3	8
2. Short Essay	6	4	10
3. Writing Summary of a Passage	6	4	10
4. Business Letters	8	6	14
5. Different types of Business Letters	17	11	28
Total	42	28	70

3. OBJECTIVES:

The student will be able to

1. Develop written and spoken skills in English Language and Communication.
2. Develop vocabulary for effective communication.
3. Understand the fundamentals of English Language.

4. TOPICS AND SUB-TOPICS:

1. Commercial Abbreviations and Commercial Terms
2. Short Essay On Commercial Topics Only (Around 200 Words)
3. Writing of Summary of a Passage --Not More Than 200 Words
4. Business Letters

Meaning – Objectives – Principles – Importance - Structure - Layout – Forms – Qualities – Essentials

5. Different Types of Business Letters
 - 5.1 Letters of Enquiries and Replies
 - 5.2 Letters of Quotations – Orders and their Execution
 - 5.3 Letters of Complaints – Adjustments
 - 5.4 Application for the Job, Loan, Leave at job / Hostel
 - 5.5 Letters of Official Memos, Interview, Selection, Appointment, Appreciation & consolation

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5. LABORATORY EXPERIENCES:

1. Writing Long form of Abbreviations and vice versa (2 Hrs)
2. Writ terms used in commerce (1 Hr)
3. Writing Simple commercial essay like Rising Price, Deflation Salesmanship, Marketing particular goods. (4 Hrs)
4. Preparing summary of passages specially Business, Commerce, industry and other professions. (4 Hrs)
5. Deriving concepts of Business Letters by specimen and structure of Business letter. (1Hr)
6. Writing letters of inquiries to various business houses (2 Hrs)
7. Responding to inquiries (2 Hrs)
8. Writing letters of Quotation and order (3 Hrs)
9. Responding to orders for execution. (3 Hrs)
10. Writing letters of complaints and adjustments (3 Hrs)
11. Writing Applications, Memos, and letters of Interview, selection, Appointment and other situations. (3 Hrs)

TERMWORK: It shall consist of 12 exercises based on above experiences.

6. REFERENCES:

1. Essentials of Business Communication – Pal & Korlahali – Sultan Chand & Sons, New Delhi
2. Precis Writing & Drafting – Saran T. – S. Chand & Co. New Delhi
3. Business Communication – Rai & Rai – Himalaya Publishing House, Mumbai
4. The Craft of Business Letter Writing – Monippally – Tata McGraw Hill Publishing Co. Ltd., New Delhi
5. Business Correspondence and Report Writing – Sharma – Tata McGraw Hill Publishing Co. Ltd., New Delhi

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NAME OF THE COURSE: FINANCIAL ACCOUNTING I

1. RATIONALE:

As an advance step in financial accounting the present course content enables the student to learn hire purchase, consignment and accounting of Non- profit organizations. The student will also understand the transactions between the head office and branches of the business. The student will also understand the causes of difference in the Bank Statements and reconcile the same by practice of solving problems for each topic.

2. SCHEME OF TEACHING AND ASSESSMENT:

Topics	Lect. Hrs	Total Hrs	Pract Hrs
1. Bills Transaction	8	12	4
2. Bank Reconciliation Statement	10	15	5
3. Hire Purchase and Installment Accounts	11	16	5
4. Consignment Accounts	10	16	6
5. Lease Accounting	6	8	2
6. Branch Accounts	11	17	6
Total	56	84	28

3.OBJECTIVES:

The student will be able to

1. Understand maintain books of accounts of various concerns.
2. Apply different methods of accounting.
3. Prepare recording of transactions in specialized businesses.

4. TOPICS AND SUB-TOPICS:

1. Bills Transaction

- 1.1 Meaning – Characteristics – Parties – Uses
- 1.2 Accounting Entries in the Books of Drawer and Drawee (Excluding Accommodation Bills)

2. Bank Reconciliation Statement

- 2.1 Meaning – Causes of Differences
- 2.2 Preparation of Bank Reconciliation Statement

3. Hire Purchase and Installment Accounts

- 3.1 Concept
- 3.2 Calculation of Interest
 - 3.2.1 When rate of interest and cash price are given
 - 3.2.2 When rate of interest, cash price and installments are given
 - 3.2.3 When rate of interest and installments are given but cash price is not given
 - 3.2.4 When cash price and installments are given but rate of interest is not given
- 3.3 Accounting Entries in the Books of Hire Purchaser and Vendor under Accrual Accounting Method Only (i.e. when Installment Becomes Due)

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3.4 Installment accounts

3.4.1 Accounting Entries in the Books of purchaser on installment and Vendor

4. Consignment Accounts

4.1 Meaning – Features – Distinction between Consignment and Sales

4.2 Accounting Treatment in the Books of Consignor and Consignee with Goods Sent at Cost Price and Invoice Price

4.3 Calculation of Closing Stock with Normal and Abnormal Loss

5. Lease Accounting

5.1 Meaning

5.2 Definitions - Lease - Lessor - Lessee – Non Cancelable Lease - Inception of the Lease - Lease Terms - Minimum Lease Payments – Fair Value – Useful Life

5.3 Types of Lease

5.3.1 Financial or Capital Lease

5.3.2 Operating Lease

5.3.3 Leverage Lease

5.4 Difference between Lease Financing and Hire Purchasing

5.5 Cost of Leasing

5.6 Forms of Financial Lease

5.7 Merits and Limitations of Leasing

5.8 Accounting Entries in the books of Lessee and Lessor and Effect in Financial Statements

5.9 (Practical problem is not expected)

6. Branch Accounts

6.1 Concept – Objectives – Types of Branch

6.2 Meaning and Features of Dependent Branch

6.3 Methods of Writing Accounts of Dependent Branches

6.3.1 Debtors Systems

6.3.1.1 Branch Selling Goods for Cash Only

6.3.1.2 Branch Selling Goods Both for Cash and Credit

6.3.1.3 Branch Selling Goods at Invoice Price

6.3.2 Stock and Debtors System

Note : Topics 3, 4, 5 and 6 should be dealt with only by simple examples.

5. LABORATORY EXPERIENCES:

1. Solving Problems of Bills Transaction system
Recording Journal Entries (4 Hrs)
2. Presentation of Bank Reconciliation Statement (5 Hrs)
3. Solving Problems of Hire purchase and Installment system (5 Hrs)
 - A. Journal Entries.
 - B. Ledger Accounts
4. Solving Problems of Consignment accounts
 - (i) Recording journal entries in the books of consignor and consignee (2 Hrs)
 - (ii).Ledger Accounts in the Books of consignor and consignee (2 Hrs)
 - Examples of Invoice price- Ledger accounts (iii)Calculation of closing stock and normal and abnormal losses (2 Hrs)

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|---|---------|
| 5. Problems on types of lease | (2 Hrs) |
| 6. Branch Accounts | |
| (i).Recording Journal Entries in the Books of Head Office | (3 Hrs) |
| (ii).Preparation of Ledger Accounts in the Books of head Office | (3 Hrs) |

TERMWORK: It shall consist of 12 exercises based on above Experiences.

6. REFERENCES:

1. Financial Accounting – Gupta & Gupta – Sultan Chand & Sons, New Delhi
2. Financial Accounting – Sehgal & Sehgal – Taxmann Allied Services (P) Ltd., New Delhi
3. Financial Accounting – P.C.Tulcian – Tata McGraw Hill Publicing Co., New Delhi
4. Financial Accounting – S.N. Maheswari – Vikas Publishing House, New Delhi
5. Accountancy For ISC XII – Singhal – Nageen Prakashan Pvt. Ltd., Meerut
6. Principles of Accounts For ISC XII – Monilal Das, ABS Publishing House, Calcutta

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NAME OF THE COURSE: PRINCIPLES AND PRACTICE OF MANAGEMENT

1. RATIONALE:

Performance of any business firm depends upon how the firm is managed. Performance of the firm can be improved by adopting proper management practice. In this course an attempt has been made to provide the students basic knowledge of principles and practice of management.

2., SCHEME OF TEACHING AND ASSESSMENT:

Topics	Lect Hrs	Pract Hrs	Total Hrs
1. Concept and Nature of Management	12	5	17
2. Levels and Functional Areas of Management	4	3	7
3. Planning	8	4	12
4. Organisation	10	4	14
5. Motivation	8	4	12
6. Communication	8	4	12
7. Leadership	6	4	10
Total	54	28	84

3. OBJECTIVES:

The students will be able to

1. Understand the principles of management.
2. Understanding of the administrative ability.
3. Knowledge of functional management.
4. Know concept of motivation, communication and leadership

4. TOPICS AND SUB-TOPICS:

1. Concept and Nature of Management

- 1.1 Definition – Characteristics – Importance – Distinction between Management and Administration – Distinction between Organisation and Management – Management Art or Science – Management as a Profession – Skills of Manager – Roles of a Manager

2. Levels and Functional Areas of Management

- 2.1 Three Levels of Management with Functions
- 2.2 Functional Areas of Management
 - Production Management – Marketing Management – Financial Management – Personnel Management with Concept and Functions only

3. Planning

- 3.1 Definitions – Characteristics – Importance – Limitations – Process of

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Planning - Types of Plans

4. Organisation

- 4.1 Definitions – Characteristics – Process - Significance – Principles of Organisation – Types of Organisation (i) Line (ii) Staff (iii) Line and Staff (iv) Committee with concept, Advantages and Limitations

5. Motivation

- 5.1 Definitions – Importance – Financial and Non-financial incentives
- 5.2 Theories of Motivation – Concept and Criticism
 - Maslow's Need Hierarchy – Herzberg's Two factor – McGregor's X and Y theory

6. Communication

- 6.1 Definitions – Characteristics – Importance – Process
- 6.2 Channels of Communication
 - 6.2.1 Formal (i) Down Ward (ii) Upward (iii) Horizontal (iv) Diagonal
 - 6.2.2 Informal (Grapevine)
- 6.3 Communication Media
 - (i) Oral (ii) Written (iii) Gestural (Implied)
- 6.4 Barriers to Communication – Principles of Effective Communication

7. Leadership

- 7.1 Definitions – Characteristics – Importance
- 7.2 Leader Ship Style
 - (i) Autocratic (ii) Democratic (iii) Free-rein with Merits and Limitations

5. LABORATORY EXPERIENCES:

- | | |
|---|---------|
| 1 Preparing conceptual frame work of management | (3 Hrs) |
| 2. Application of skills and roles of manager | (2 Hrs) |
| 3. Relating Levels of management with functions | (2 Hrs) |
| 4. Detailing Functional Areas of Management for a firm | (1 Hr) |
| 5. Preparing a plan and its presentation with chart | (4 Hrs) |
| 6. Studying of different organization structure presentation with chart | (4 Hrs) |
| 7. Discussing the Concept of motivation and its application | (4 Hrs) |
| 8. Making comparative study of motivational theory. | (2 Hrs) |
| 9. Applying Practical study of communication net work in business and industry and presenting it by chart | (4 Hrs) |
| 10. Demonstrating Application of leadership style | (4 Hrs) |

6. TERMWORK: It shall consist of 12 exercises based on above experiences.

Learning Activities:

1. The Students should be brought on industrial and organizational visit.
2. Experts from business should be invited to address upon relevant topics form above.

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7. REFERENCES:

1. Management Theory and Practice – C.B. Gupta, Sultan Chand & Sons, New Delhi
2. Business Management – Dinkar Pagare – Sultan Chand & Sons, New Delhi
3. Principle of Management – R. Sharma – Lakshmi Narain Agrawal – Agra
4. Management Principles and Practice – Srinivasan & Chunawala – Himalaya Publishing House, Mumbai
5. Principles of Business Management – Sherlekar & Sherlekar – Himalaya Publishing House, Mumbai

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NAME OF THE COURSE: PRINCIPLES OF ECONOMICS II

1. RATIONALE:

This course is designed to develop the ability to identify various economics problems. How does an economy works? It also enables the aggregate of economy (i.e., income, employment, banking and international trade).

2. SCHEME OF TEACHING AND ASSESSMENT:

Topics	Lect. Hrs	Pract. Hrs	Total Hrs
1. Macro Economics - An Introduction	3	2	5
2. Money	10	5	15
3. Inflation and Deflation	6	2	8
4. Central Banking and Public Finance	10	3	13
5. National Income	7	4	11
6. Keynesian Theory of Employment	10	5	15
7. International Trade	10	7	17
Total	56	28	84

3. OBJECTIVES:

The Students will be able to

1. Acquaint candidates with methods of macro economic analysis.
2. Develop and understanding of important economic problems.
3. Acquaint candidates with the knowledge working of an economy.
4. Acquire the knowledge of facts, concepts, terms, principles & problems in economics.

4. TOPICS AND SUB-TOPICS:

1. Macro Economics – An Introduction

- 1.1 Distinction between Micro and Macro Economics
- 1.2 Importance – Limitations

2. Money

- 2.1 Definitions – Functions – Classifications – Importance – Qualities – Evils
- 2.2 Value of Money – Measurement of Changes in Value of Money – Index Number (Weightage Average Method)
- 2.3 Quantity Theory of Money

2.3.1 Critical Evaluation of Fisher's Equation

2.3.2 Cash Balance Approach –

2.3.3 Comparison of Fisher's Approach with Cambridge Approach

3. Inflation and Deflation

- 3.1 Meaning – Kinds – Causes – Effects of Inflation & Deflation
- 3.2 Measures to Control Inflation and Deflation

4. Central Banking and Public Finance

- 4.1 Meaning – Functions – Importance
- 4.2 Credit Creation and Methods of Credit Control with Limitations

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4.3 Monetary Policy and Fiscal Policy

4.4 Public Finance – Meaning - Nature – Scope – Principles - Means

5. National Income

5.1 Meaning – Marshall's – Pigu's – Fisher's View

5.2 Concepts – GNP – NNP – National Income at Factor Cost – Personal and Disposable Income

5.3 Measurement – Difficulties in Measurement - Importance

6. The Keynesian Theory of Employment

6.1 Principle of Effective Demand

6.2 Psychological Law of Consumption – Average and Marginal Propensity to Consume – Factors Determining Consumption Function – Concept of Multiplier with Limitations and Leakages

6.3 Investment Function – Marginal Efficiency of Capital

7. International Trade

7.1 National Vs International Trade

7.2 Comparative Cost Theory of International Trade with Criticisms

7.3 Modern Theory of International Trade

7.4 Meaning and Factors Influencing Terms of Trade

7.5 Free Trade and Protection - Arguments in Favour and Against

7.6 Balance of Trade and Balance of Payment – Disequilibrium in B.P. – Measures to control to disequilibrium

7.7 Foreign Exchange – Types

5. LABORATORY EXPERIENCES:

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| 1. Discussing Areas of the Micro – Macro Economics with importance | (2 Hrs) |
| 2. Listing Functions – Qualities of Money | (1 Hrs) |
| 3. Elaborating the Measurement of changes in value of Money by movement of index numbers | (2 Hrs) |
| 4. Explaining Quantity theory of Money | (2 Hrs) |
| 5. Identifying the Causes, kinds and effects of Inflation and Deflation | (2 Hrs) |
| 6. Listing the Functions of central bank | (1 Hrs) |
| 7. Detailed presentation of Credit creation and control | (1 Hrs) |
| 8. Discussing Public Finance Scope means | (1 Hrs) |
| 9. Deriving Concepts of GNP & NNP Factors cost by group discussion | (1 Hrs) |
| 10. Explaining Importance of measurement | (2 Hrs) |
| 11. Identifying Effective Demand, Average & Marginal Propensity to consume | (3 Hrs) |
| 12. Listing out Factors determining consumption function | (1 Hrs) |
| 13. Defining Marginal efficiency of capital | (1 Hrs) |
| 14. Differentiating National & International Trade | (1 Hrs) |
| 15. Presenting Modern Theory of international trade | (2 Hrs) |
| 16. Identifying Factors influencing terms of trade | (2 Hrs) |
| 17. Illustrating Free trade & protection | (1 Hrs) |
| 18. Discussing Balance of trade and balance of payment | (1 Hrs) |
| 19. Presenting the Foreign Exchange controls | (1 Hrs) . |

TERMWORK: It shall consist of 12 exercises based on above experiences.

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6. REFERENCES:

1. Economic Theory – Dewett and Verma – S. Chand & Co., New Delhi
2. Money, Banking and International Trade – K.P.M. Sundharam – Sultan Chand & Sons, New Delhi
3. Macro Economics – Verma and Agrawal – King Books, New Delhi
4. Refresher Course in Macro Economics – M.L.Sheth – Lakshmi Narian Agrawal. Agra

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NAME OF THE COURSE: BUSINESS STATISTICS

1. RATIONALE:

The field of commerce affected by varieties of variables. The study of this course helps to estimate the other variables by different methods of statistics (i.e. co-relation, regression, index number, probability etc.).

2. SCHEME OF TEACHING AND ASSESSMENT:

Topics	Lect. Hrs	Pract. Hrs	Total Hrs
1. Sampling Methods	7	3	10
2. Measures of Dispersion	9	4	13
3. Skewness	6	3	9
4. Linear Correlation	8	4	12
5. Linear Regression	9	5	14
6. Probability	8	4	12
7. Index Numbers	9	5	14
Total	56	28	84

3. OBJECTIVES:

The students will be able to

1. Acquire the knowledge of several topics of Business Statistics.
2. Develop understanding on several topics of Business Statistics.
3. Apply the knowledge and understanding of Business Statistics to unfamiliar situations or new problems.
4. Acquire the skill of computation
5. Appreciate the role of Business Statistics in day-to-day life.
6. Develop interest in Business Statistics

4. TOPICS AND SUB-TOPICS:

1. Sampling Methods

- 1.1 Population Survey and Sample Survey
- 1.2 Characteristics of a Good sample and Advantages of Sampling
- 1.3 Size of a Sample
- 1.4 Difference between Population Survey and Sample Survey
- 1.5 Sampling Methods: Simple and Stratified Random Sampling

2. Measures of Dispersion

- Meaning – Characteristics
- 2.1 Range – Quartile Deviation – Mean Deviation – Standard Deviation with Merits and Limitations
 - 2.2 Relative Measures of Dispersion – Range – Quartile Deviation – Standard Deviation – Coefficient of Variation

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3. Skewness

- 3.1 Meaning of Skewness – Symmetrical Distribution with Characteristics – Types of Skewness
- 3.2 Measuring Skewness by (i) Karl Pearson's Method and (ii) Bowley's Method

4. Linear Correlation

- 4.1 Meaning and Methods
 - 4.1.1 Scatter Diagram
 - 4.1.2 Karl Pearson's Product Moment
 - 4.1.3 Spearman's Rank Correlation
- 4.2 Interpretation of Value of Coefficient of Correlation

5. Linear Regression

- 5.1 Meaning
- 5.2 Linear Regression Model
- 5.3 Fitting of Line of Regression
- 5.4 Coefficient of Regression
- 5.5 Coefficient of Determination
- 5.6 Precaution in Application of Regression

6. Probability

- 6.1 Random Experiment and Sample Space
- 6.2 Events and Definitions of Probability – Classical or Mathematical – Statistical
- 6.3 Laws of Probability
 - Law of Additional Probability – Conditional Probability – Rule of Multiplication of Probability (with and without replacement)

7. Index Numbers

- 7.1 Meaning – Characteristics – Uses
- 7.2 Base Year
 - 7.2.1 Fixed Base Method with Merits and Limitations
 - 7.2.2 Chain Base Method with Merits and Limitations
- 7.3 Change of Base
 - 7.3.1 To Change a Fixed Based Into a Chain Base
 - 7.3.2 To Convert a Chain Base Into Fixed Based
- 7.4 Computation of Index Number
 - Laspeyer's – Paache's – Fisher's
- 7.5 Cost of Living Index Number – Constructions – Uses – Limitations

5. LIST OF LABORATORY EXPERIENCES:

1. Deriving Concept of sample and survey by presentation.
2. Applying sampling method in Business
3. Studying and applying measures of dispersion
4. Discussing Conceptual study of methods of skewness
5. Solving practical problems of Skewness under Karl Pearson's method and Bowley's method
6. Graphically presenting linear correlation
7. Solving practical problems based on methods of correlation
8. Studying linear regression and its model and problems.
9. Applying probability in business and industry.
10. Solving practical problems on index numbers.

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TERMWORK: It shall consist of 12 exercises based on above experiences..

6. REFERENCES:

1. Statistics – Sancheti & Kapoor – Sultan Chand & Sons, New Delhi
2. Business Mathematics and Statistics – Chikodi, Satyaprasad & Nirmla, Himalaya Publishing House, Mumbai
3. Statistics – D.N. Elhance – Kitab Mahal - Allahabad
4. Business Statistics – Gupta & Gupta – Himalaya Publishing House, Mumbai
5. Statistics for Std. 11 – Gujarat State Board of School Textbooks, Gandhinagar
6. Statistics for Std. 12 – Gujarat State Board of School Textbooks, Gandhinagar

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NAME OF THE COURSE: COMPUTER-II

1. RATIONALE:

The advancement of computer knowledge helps us to prepare and present out DATA compilation and transmission for business. The present course of computer II makes our Comm.. Practice students to prepare the spreadsheet to present the numerical DATA getting it printed and to learn the presentation technique for descriptive DATA under power point.

2. SCHEME OF TEACHING AND ASSESSMENT:

Topics	Lect. Hrs	Pract Hrs	Total Hrs
1. Introduction to Excel	1	2	-
2. Getting Started with Excel	2	4	-
3. Editing Cells and Using Commands and functions	2	4	5
4. Moving & Copying, Inserting & Deleting Rows and Columns	2	4	10
5. Formatting a Worksheet	2	4	5
6. Printing the Worksheet	2	4	5
7. Creating Charts	2	4	10
8. Using Date & Time and Addressing Modes	2	4	10
9. Naming Ranges and Using statistical, Math and Financial Functions	5	10	15
10. Additional Formatting Commands Drawing Toolbar	2	4	6
11. Mutiple Worksheets and Macros	2	4	6
12. Over View of Power Point	4	8	12
Total	28	56	100

3. OBJECTIVES:

1. Operate windows based software and operating system.
2. Customize windows and to operate windows based Excel.
3. Miscellaneous activities with windows based Excel and Power point.
4. Give different appearances formats to the worksheet and presentation slide.

4. TOPICS AND SUB-TOPICS:

EXCEL:

1. Introduction to Excel

What is an Electronic Worksheet or Spreadsheet?

Advantages of using an Electronic worksheet. What is Excel?

2 Getting Started with Excel

Starting Excel - The Excel Screen - Organisation of the Worksheet Area Entering

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information in a Worksheet.- Entering Numbers (Values)- Entering a Formula- Advantages of Using a Formula - Entering More data - Saving a Worksheet

3. Editing Cells and Using Commands and Functions

Aligning data in cells- Editing data in a cell - Excel functions - What is a Range?

Using a Range with SUM- Specifying a Range by Pointing – Changing column width for a column – Changing column width for a range of columns- Canceling a command and returning to the Ready Mode. - Resaving a worksheet file – Closing a worksheet file – Creating a new worksheet – Exiting Excel.

4. Moving and Copying, Inserting and Deleting Rows and Columns

Opening an Existing Worksheet file – Moving data – Copying data to another area – Filling up a cell – Copying a single cell to several cells – Using the Mouse to copy data – Undoing the last action – Inserting a row in the worksheet – Inserting columns – Erasing part of a worksheet – Deleting rows and columns – Not saving changes.

5. Formatting a Worksheet

Formatting worksheet – Using the format dialog box to format cells – Formatting numbers – Other numeric formats – Drawing a border around cells.

6. Printing the worksheet

Printing the worksheet – Using print preview – Setting up page and margins – Defining header and footer – Changing margins and page setup in the preview mode – Scaling the worksheet on the print page – Print options and setting up the printer – Advanced print options.

7. Creating Charts

Using chart wizard to create a chart – Changing the chart type – Resizing and moving the chart – Changing the chart type to pie – Displaying a 3-D column chart – Controlling the appearance of a chart – Modifying and deleting a chart – Creating a chart on a chart sheet – printing charts.

8. Using date and time and addressing modes

Using dates – Entering the current date – Entering dates in a worksheet – Advantages of using dates – Using date arithmetic – Making a cell reference absolute – Additional date functions – Using time in a worksheet.

9. Naming Ranges, and using statistical, Math and Financial Functions

Naming Ranges – Classification of Excel Functions – Using statistical Functions – Using Math Functions – Using AutoSum – Using Financial Functions.

10. Additional Formatting Commands and Drawing Toolbar

Changing Row Height – Centering a cell across columns – Changing Font Colour using the font colour button – Changing cell foreground colour – Using AutoFormat to format the worksheet – Using the drawing toolbar – Changing Text Alignment and Orientation – Hiding columns and rows – Copying the Format Using Format Painter.

11. Multiple Worksheets and Macros

– Assigning Opening Multiple Worksheet Files – Linking worksheet Files – Concepts of Multiple Sheets in a Worksheet File – What is a Macro? – Recording a

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Macro – Running a Macro a Macro to a button – Editing a Macro.

12. Overview of Power Point

What is Power Point ? – Creating a presentation – Power point views – Running a slide show – Printing a presentation.

5. LABORATORY EXPERIENCES.

1. Loading Excel and unloading Excel and Menu explanations (2 Hrs)
2. Entering Data (numeric and string) (4 Hrs)
3. Editing data in a cell. Excel functions. Using Ranges (4 Hrs)
4. Opening an Existing worksheet file. Moving data. Copying data. Inserting rows and columns (4 Hrs)
5. Formatting worksheet, Formatting numbers: Drawing Borders. (4 Hrs)
6. Printing worksheet on Laser printer and inkjet printer. Print preview. Adding header and footer. Setting up printers. (4 Hrs)
7. Using chart wizard. Changing chart type. Resizing and Moving chart. Modifying and deleting a chart. Printing charts (4 Hrs)
8. Entering current date. Date arithmetic using time in worksheet. (4 Hrs)

9. Using statistical, Mathematical & Financial functions (10 Hr)
10. Changing row height, changing font color, changing foreground color using Auto format to format the worksheet. (4 Hrs)
- 11 Opening multiple Worksheet, with Macros. Running and Editing Macro. (4 Hrs)
12. Creating a presentation. Power Point views. Running a slide show. Printing Presentation. (8 Hrs)

Practical / Term work:

The practical shall be based on the above Experiences. Total practical hours will be **56 Hours** in a term. Term work shall consist of 12 exercises based on above Experiences.

6. REFERENCES:

1. Using Microsoft Excel 2000 – Nossiter – Prentice Hall of India, New Delhi
2. PC Software Made Simple - R. K. Taxali – BPB Publication, New Delhi
3. Mastering Excel - Mansfield- BPB Publication, New Delhi
4. Working with MS-OFFICE – 2000 Knowledge Ware Group – Tata McGraw Hill Publishing Co. Ltd., New Delhi.
5. Introduction to computers with MS-OFFICE-2000- Leon Alexis & Leon Methews- Tata McGraw Hill Publishing Co. Ltd., New Delhi.