

INDO – AMERICAN COLLEGE, CHEYYAR

DEPARTMENT OF CORPORATE SECRETARYSHIP

II B.COM (CS)

Syllabus

COMPUTER APPLICATION IN BUSINESS

Unit - I

MS Word 2007: Features of Word 2007- Starting Word 2007 -Component of Word Window - Creating Word Document-Saving, Opening and Closing Documents- Editing Word Documents-Inserting Objects-Formatting Pages- Formatting Paragraph - Inserting Page-Page Break-Page Numbers-Bookmarks-Header and Footer-Footnotes and Endnotes

Unit - II

Formatting Document - Spelling and Grammar Check-Word Count –Thesaurus-Auto Correct-Working with Tables-Manipulating Tables -Mail Merge - Printing a document – Introduction to Spreadsheet: Applications of Spread Sheet- MS Excel2007- Features of Excel -Starting Microsoft Excel 2007- Building and Entering data in Worksheets

Unit - III

Editing Worksheets: Editing a Constants- Editing Formula-Adding and Removing Rows and Columns-Hiding Rows and Columns-Resizing Column Widths and Row Heights -Sorting and filtering data- Formatting Worksheet-Creating and Formatting different types of Charts-Printing -Saving, Opening and Closing Workbook-Formulas- Using Functions

Unit – IV

PowerPoint 2007: Features of PowerPoint -Components of Power Point Window- Starting - Creating a Blank Presentation-Working with PowerPoint -Opening -Saving and Closing a Presentation-Creating and Editing Slides -Working with Slides-Editing Slides-Working with Different Views

Unit -V

Formatting of Text-Formatting of Paragraphs -Inserting Tables and Charts: Insert Table- Insert Char-Organization Chart- Adding Headers and Footers-Inserting Sounds-Inserting Videos-Clip art-Inserting Clip Art-Editing a clip art image-Shapes: Drawing Shapes--Insert shapes - Copy Shapes-Create a Flow Chart -Printing in PowerPoint

UNIT-I

COMPUTER APPLICATION IN BUSINESS

MEANING OF MS WORD 2007:

- ❖ MSWord is a word processor from Microsoft.
- ❖ A computer program that enable us to create a document, edit, format, print and also save it for future use.
- ❖ **Microsoft Office 2007** is a version of Microsoft Office, a family of office suites and productivity software for Windows, developed and published by Microsoft.

FEATURES OF WORD 2007

1. Push Pins

As you work on documents, they appear in the Recent Documents list under the Office button in the top left corner. A single click on one re-opens it for editing, until it's pushed off the bottom of the list by new arrivals. Clicking the push pin sticks the document to the list for as long as you need to work on it.



2. Table Styles

Tables are a great way to present information, and now, it's easy to make them pretty with the built-in table styles.

3. Smart Art

Attractive, easy to use, pre-created charts and diagrams come in handy and save time when I want to add some visual interest to a document, as an alternative to a table.

4. Cropping Images

I am often pasting screenshots of websites into documents, and I think they are tidier without the browser window around them. I want the viewer to focus just on the web page content. The image cropping tool is invaluable for quickly trimming an image down, without need for external image software.

5. Visual Previews

I love seeing changes happen as I make them, such as when resizing an image or previewing different styles. Such a change from the earliest versions of Word, where you waited many minutes for a page to re-render after adding an image!

6. Track Changes

When collaborating on a document, it's critical to see the changes others make. Enabling this feature makes that such a breeze.

7. Compare Documents

However, if your collaborators forget to track their changes, this feature will find them, by comparing two different versions of the same document. You can easily accept, reject and merge changes into a final version.

8. Inspect Document

After a series of revisions, changes tracked and accepted or rejected, and comments added and removed, running the Document Inspector is wise. It will let you know about any last stray changes and comments, so that the version you release is truly the final one.

Read more about issues related to tracking changes in these two blog posts:

- [Oops: Tracking Changes in Microsoft Word](#)
- [MS Office Features for Tracking Revisions](#)

9. Save as PDF

Not everyone has Office 2007, but most people have or can install [Adobe Reader](#) or one of [several other PDF readers](#). You can save your document as a PDF directly from Word with no additional software required.

10. The Ribbon Bar

Last but not least, I've found that the grouping of features on the Ribbon Bar really does make sense. A skeptic at heart, I've come to enjoy using this interface over the options buried many levels deep in menus.

COMPONENTS OF THE WORD WINDOW

Component	Functionality or Purpose of the Component
Menu Bar	Contains File, Edit, View, Insert, Format, Tools, Table, Window and Help menus
Standard Toolbar	Contains icons for shortcuts to menu commands.
Formatting Tool Bar	Contains pop-up menus for style, font, and font size; icons for boldface, italic, and underline; alignment icons; number and bullet list icons; indentation icons, the border icon, highlight, and font color icons.
Ruler	Ruler on which you can set tabs, paragraph alignment, and other formats.
Insertion Point	Blinking vertical bar that indicates where text you type will be inserted. Don't confuse the insertion point with the mouse I-beam. To move the insertion point, just click the mouse where you want the point moved.
End-of-File Marker	Non-printing symbol that marks the end of the file. You cannot insert text after this mark.
Selection Bar (Gutter)	Invisible narrow strip along the left edge of the window. Your mouse pointer changes to a right-pointing arrow when it is in this area. It is used to select a line, a paragraph, or the entire document.
Split Handle	Double-click to split the window in two (to view different portions of the same file). Double-click to return to one window
Status Bar	Displays page number, section number, and total number of pages, pointer position on page and time of day.
Task Pane	Displays and groups commonly used features for convenience.
Office Assistant	An animated character that can provide help and suggestions. There are multiple characters to choose from, and it is possible to turn the Office Assistant off.

CREATING WORD DOCUMENT

To create a new blank document:

1. Click the Microsoft Office button.
2. Select New. The New **Document** dialog box appears.
3. Select Blank **document** under the Blank and recent section. It will be highlighted by default.
4. Click **Create**. A new blank **document** appears in the **Word** window.

SAVING, CLOSING AND OPENING DOCUMENTS

Saving a Document

The first time the document is saved, Star Office Writer prompts for a name. Naming the file enables the user to find and open that file again. One can select the drive and folder where the file will be stored.

To save a document for a first time following steps are used:

1. File → Save command is selected or icon is clicked. A Save As dialog box.
2. To select a drive, up one level icon is clicked, then a list of drives will be displayed. On the list of drives, a double click is made on the required drive. Now a list of folders available on that drive is displayed.
3. A double click is made on the required folder and the file name is given in the File name list box.
4. Choose the required document type from the Save as type list box and click on the Save button to save the document in that type. The document is now saved and a file name appears in the title bar.

Once a file is saved under a name, to save it again the name need not be entered again. The file can be saved simply by selecting the File→ Save command or by clicking the Save button. Ctrl + S is the keyboard shortcut for saving the document.

To save a document:

1. Open the **File** menu and click **Save**. *The Save As dialog box appears.*
2. In the **File name** box, enter a desired name for the document.
3. To save the document in a folder or a drive other than the default, click the drop-down arrow in the **Save in** box, and then choose the desired folder or drive.
4. To save the document in a *new* folder within the current drive, click the **Create New Folder** button on the toolbar within the *Save As* dialog box, directly below the title bar of the *Save As* dialog box.
5. Click **Save**.

Closing a Document

After a document is saved, it is not closed. It remains open so that the user can continue working. When the work is finished, the user should save and close the document. After saving, the document can be closed using the File→ Close command.

Close a Document

When you are through working in a document, you need to close it. This will help prevent unintended changes from being made to it, and also to free the computer working memory [Random Access Memory (RAM)] some space.

Note, however, that closing a document means *simply closing the active document* (using the *Close* command or alternatives), **without** actually quitting the entire **Word** window. There are several ways of *closing a document* in Word. These methods use:

- The *File* menu
- The *Close Window* button on the menu bar
- Shortcut keys

Closing a Document Using the *File* Menu

1. From the Menu bar, choose **File**.
2. From the **File** menu, click **Close**.

Opening a Document

To reopen a document that has been saved and closed, the File→ Open command can be used. A dialog box, very similar to the Save As dialog box,

The name of the file to be opened can be chosen from the list, which is displayed.

An alternate method of opening files is to click on the Open File icon.

Open a Saved Document (File) in Microsoft Word

1. On the *Menu bar*, click **File**, and then click **Open**. The *Open dialog box* appears.
2. In the **Look in** list, click the drive or folder that contains the file you want to open.
3. Click the file.
4. You'll see a preview of the selected file in the **Preview box**.
5. Click **Open**

Editing Word Documents

Click **Edit Document** > **Edit in Word for the web** to make changes to a document.

When you open a document from OneDrive, Word for the web displays it in Reading view. To make changes to your document, switch to Editing view, where you can add and delete content and do other things, such as:

- Add tables and pictures.
- Apply styles.
- Adjust formatting.
- Edit headers and footers.

You can do these simple tasks in both Reading view and Editing view:

- View and add comments.
- Share a document so you can work together with other people at the same time.
- Download a copy.
- Print.

Remember, to edit a document in Word for the web, click **Edit Document** > **Edit in Word for the web**.

Inserting Objects

Star Office provides tools for inserting objects like charts, images from image editor, formula, etc. in a worksheet. For this purpose, click on the **Insert Object** from **View** → **Toolbar**. A floating toolbar appears with the following icons in the order listed below:

1. Insert Chart Icon
2. Insert Formula Icon
3. Insert Floating Frame Icon
4. Insert Movie and Sound Icon
5. Insert OLE Object Icon
6. Insert Applet Icon



It is to be noted that some of the icons are used in very advanced applications that are beyond the scope of this book.

• **Insert Chart Icon**

This icon is used for presenting the data in the worksheet in form of charts of different kinds such as Bar Chart, Pie Chart, Lines, XY plot, etc. More details on charting are given in a later section.

- **Insert Formula Icon**

This icon is used for inserting a formula in the worksheet for performing calculations.

- **Insert Floating Frame Icon**

This icon provides to generate a scrolling screen within a worksheet.

- **Insert Movie and Sound Icon**

This icon is used to insert sound or video files into the current worksheet.

- **Insert OLE Object Icon**

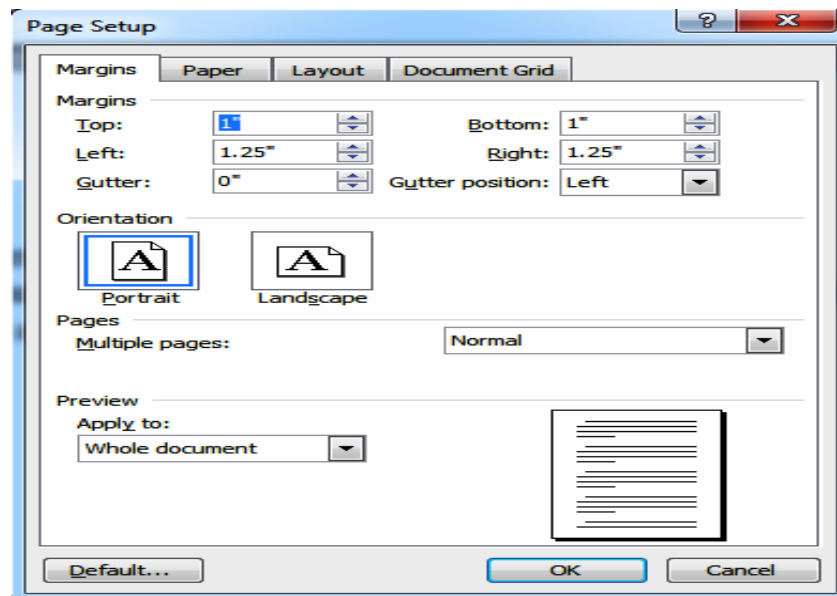
This icon is used to insert objects from other application into a worksheet.

- **Insert Applet Icon**

This icon is used to import Applets written in Java programming language into the worksheet.

Formatting Pages

Page formatting is the layout of the **page** when it is printed on a printer. It includes **page** size, **page** orientation, **page** margins, headers and footer etc. **page formatting** is defined in **page** setup dialog box.

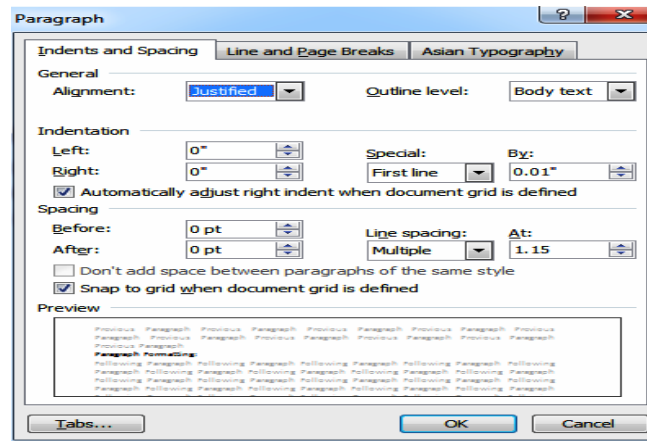


Formatting Paragraphs

Formatting means deciding alignment of the paragraph. It also includes the spacing that is to be put in between the lines. In order to carry out formatting on Paragraph, it needs to be selected first. Then go to the 'Format' menu and do the following steps:

To format paragraph spacing:

1. Select the **paragraph** or **paragraphs** you want to **format**. Selecting a **paragraph** to **format**.
2. On the Home tab, click the Line and **Paragraph** Spacing command. ...
3. Select the **paragraph** spacing you want to use. ...
4. The **paragraph** spacing will change in the document.

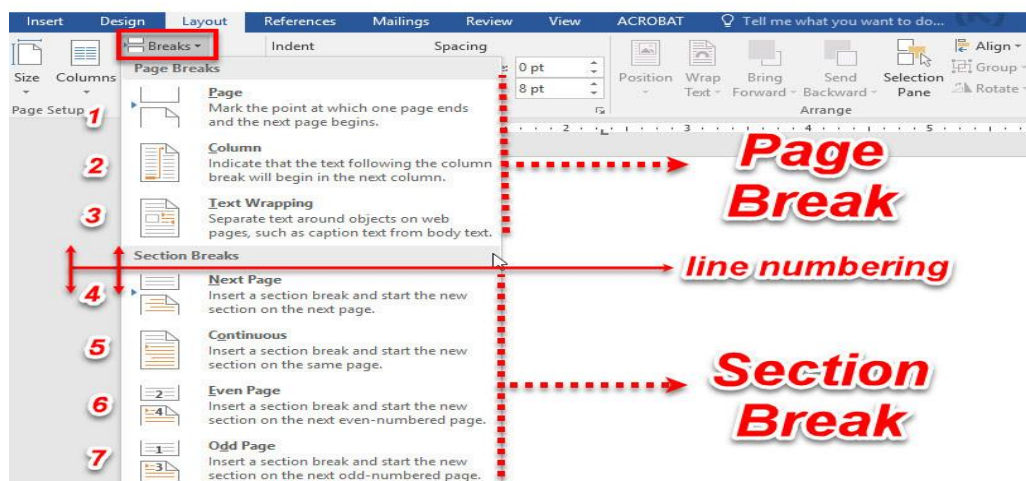


INSERTING PAGE:

To put a blank **page** into your **Word** document, place the cursor where you want the new **page** to begin and then click **Insert** > **Blank Page**. The blank **page** opens, ready for whatever you want to add. Another option when you need a little space is to **insert** a **page** break.

PAGE BREAK

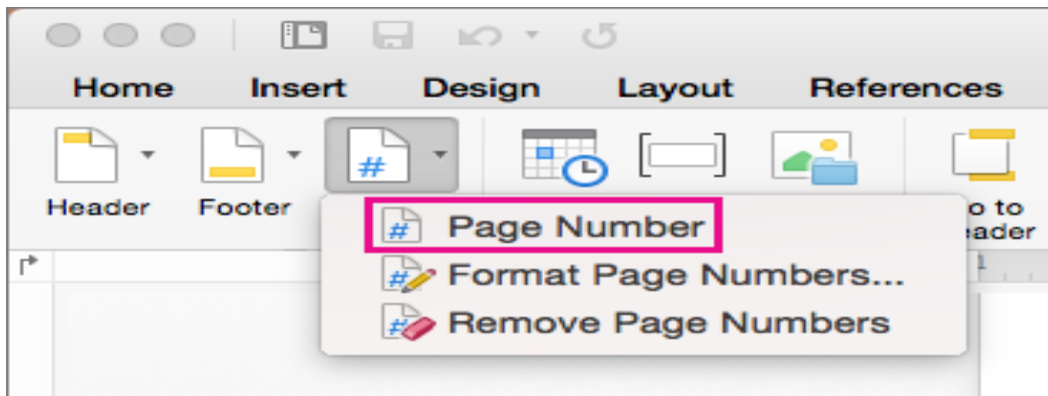
Word automatically adds a **break** at the end of each page. You can also **insert** a manual page **break** anytime you want to start a new page in your document. Put your cursor where you want one page to end and the next to begin. Go to **Insert** > **Page Break**.



Numbering Pages

A long document certainly needs proper page numbering done for easy and quick reference.

Adding numbers to each and every page manually cannot only become tedious but also confusing and time consuming work. Word can really automate your task. To add numbers to your document, follow the steps given below:

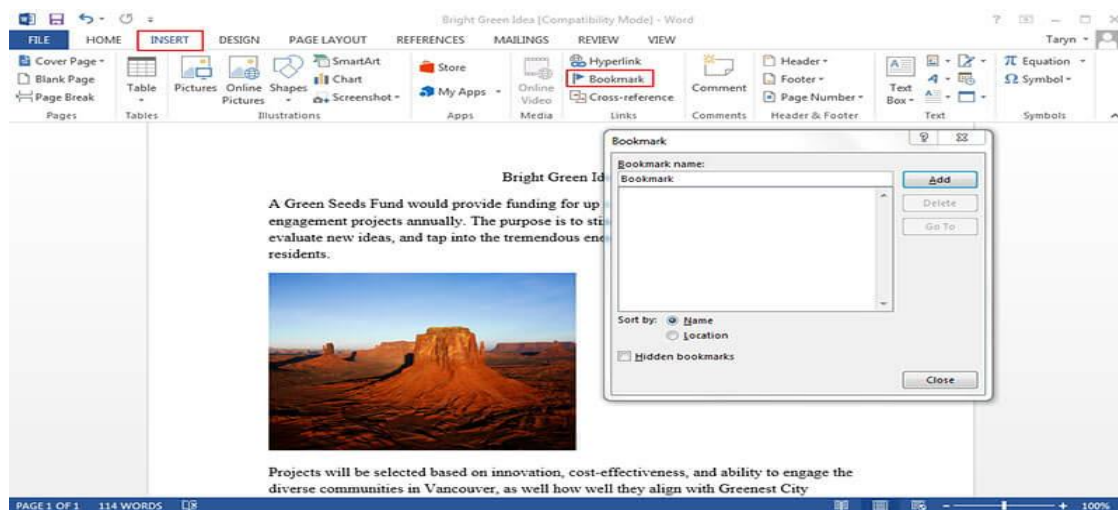


BOOK MARK

A bookmark is a thin marker, commonly made of card, leather, or fabric, used to keep a reader's place in a book and to enable them to easily return to it. Alternate materials for bookmarks are paper, metals like silver and brass, silk, **wood**, cord (sewing), and **plastic**.

Bookmark the location

1. Select text, a picture, or a place in your document where you want to insert a **bookmark**.
2. Click Insert > **Bookmark**.
3. Under **Bookmark** name, type a name and click Add. Note: **Bookmark** names need to begin with a letter. They can include both numbers and letters, but not spaces.



Header and Footer

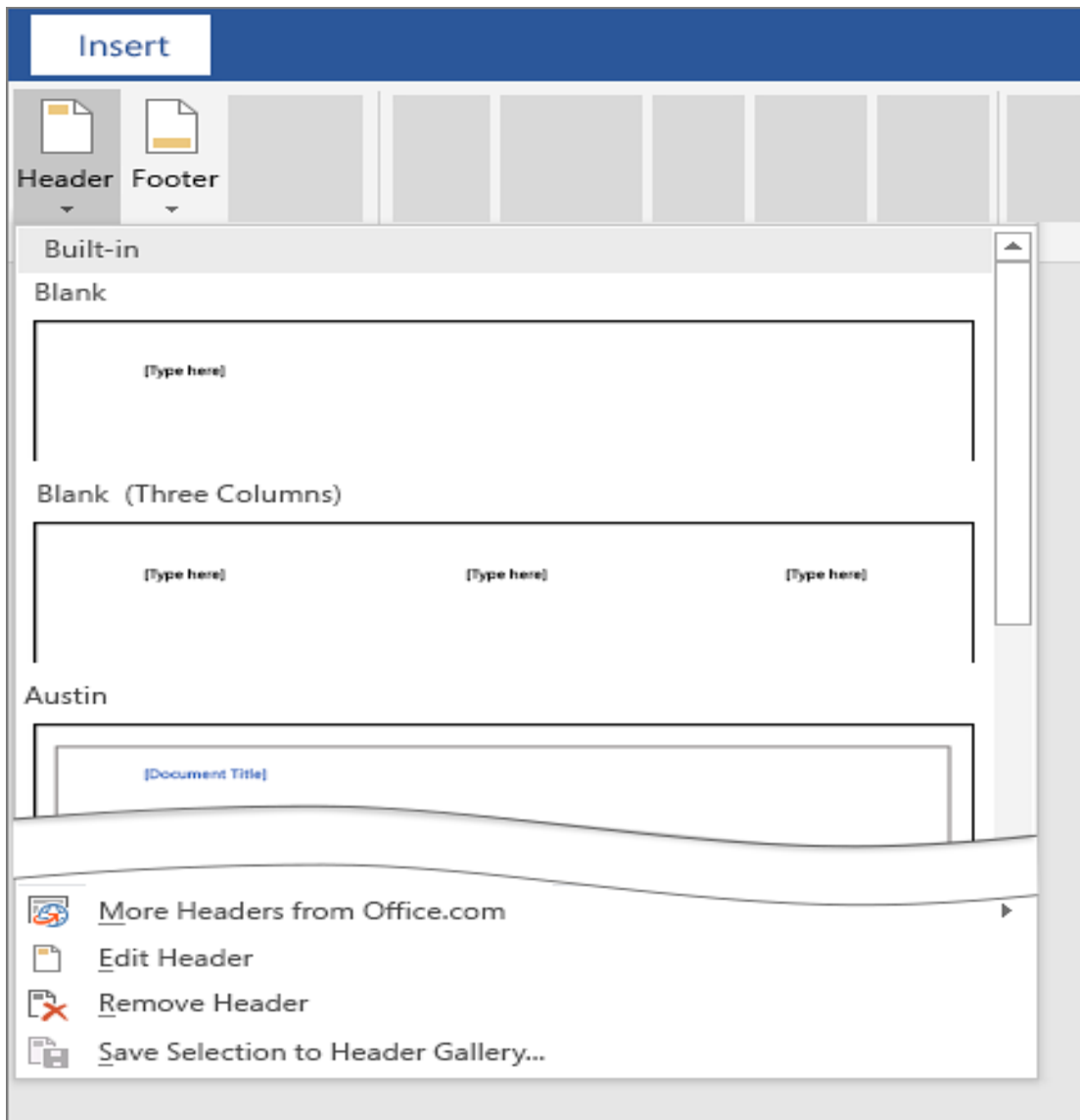
A **header** is the top margin of each page, and a **footer** is the bottom margin of each page. **Headers and footers** are useful for including material that you want to appear on every page of a document such as your name, the title of the document, or page numbers.

Go to Insert > **Header** or **Footer**. Choose from a list of standard **headers** or **footers**, go to the list of **Header** or **Footer** options, and select the **header** or **footer** that you want. Or, create your own **header** or **footer** by selecting **Edit Header** or **Edit Footer**. When you're done, select **Close Header and Footer** or press Esc.

CREATING A HEADER AND FOOTER

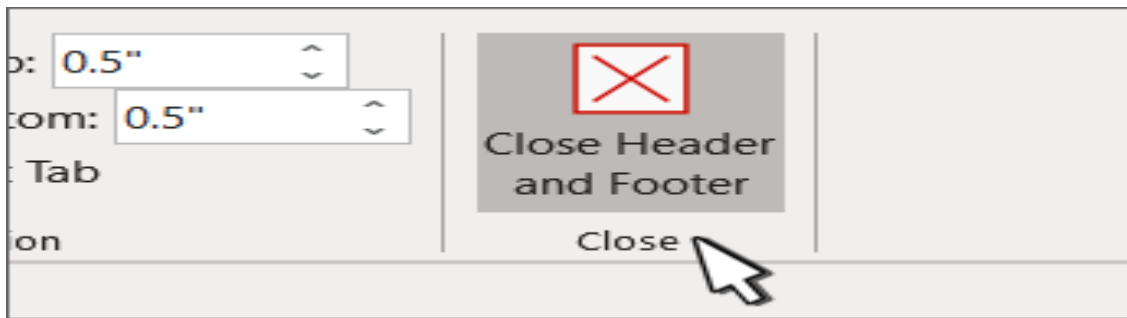
- ❖ When the documents are longer than one page, normally some type of reference numbers are added on the page.
- ❖ For instance, page numbers are a must.
- ❖ Otherwise even if the pages are stapled or bound, a particular page cannot be easily referred.
- ❖ In addition, the user may want to include other text that helps the reader identify the document.
- ❖ For example, the document title or the author's name can be included in every page.
- ❖ Rather than typing this information on every page a Header and Footer can be created.
- ❖ Header is an area at the top of page and footer is an area at the bottom of the page.
- ❖ The user can specify what he wants to display in this area and Star Office Writer will insert the specified text automatically on each page.
- ❖ To create a header, the Header tab on the Page Style dialog box can be used.
- ❖ In this dialog box, the Header on check box is clicked.

- ❖ Four spin boxes are also displayed.
- ❖ In those spin boxes the distance of the header from the text area, the header height, the distance from the left margin and the right margin are entered.
- ❖ The same procedure is followed for creating footer.
- ❖ The only difference is, to create footer, the Footer tab is clicked instead of the Header Tab.
- ❖ Go to **Insert > Header or Footer**.
- ❖ Choose the header style you want to use.



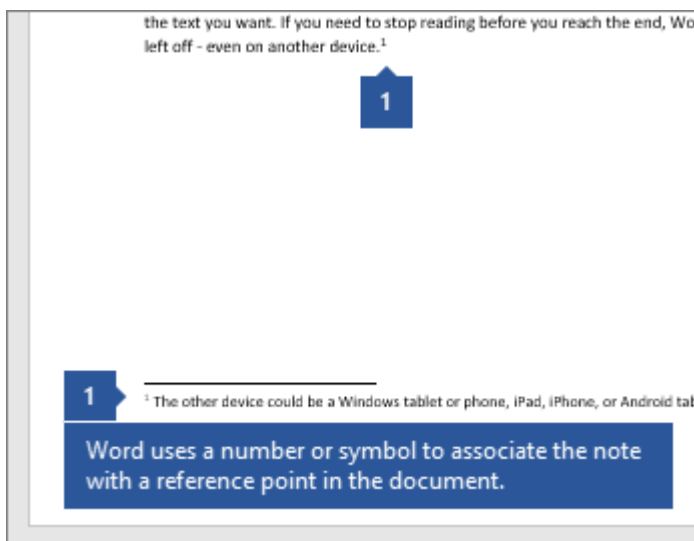
Tip: Some built-in header and footer designs include page numbers.

- ❖ Add or change text for the header or footer. For more info on things you can do with headers, see [Edit your existing headers and footers](#).
- ❖ Select **Close Header and Footer** or press Esc to exit.

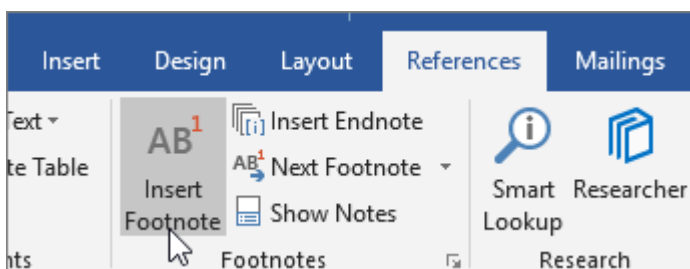


FOOTNOTES AND ENDNOTES

- ❖ The primary difference between **footnotes** and **endnotes** is simply the placement within a document; **footnotes** are found at the bottom of a page (i.e. in the footer) and **endnotes** are located at the end of a document, or sometimes at the end of a chapter or section.
- ❖ Footnotes appear at the bottom of the page and endnotes come at the end of the document. A number or symbol on the footnote or endnote matches up with a reference mark in the document.



1. Click where you want to reference to the footnote or endnote.
2. On the **References** tab, select **Insert Footnote** or **Insert Endnote**.



3. Enter what you want in the footnote or endnote.
4. Return to your place in the document by double-clicking the number or symbol at the beginning of the note.

Reference:

1. Richard D Gitlin, Jeremiah F Hayes, Stephen B Weinstein, Data Communications Principles, Springer.
2. William Stallings, Data and Computer Communications, Prentice Hall.
3. Behrouz A. Forouzan, DeAnza College, Data Communications and Networking, McGraw-Hills.

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SECTION-A (5X2=10 marks)

Answer ALL questions.

1. What is MS Word 2007?
2. What is Formatting Pages?
3. What is Inserting Objects
4. Write a note on Footnotes and Endnotes?
5. Write short notes on Formatting Paragraph

SECTION-B (4X5=20 marks)

Answer ALL questions.

6. Discuss about the Component of Word Window?
7. How will you create a Word Document?
8. Explain Saving, Opening and Closing Documents.
9. What are the Editing Word Documents?

SECTION-C (2X10=20 marks)

Answer ANY TWO questions.

10. What are the features of MS Word 2007?
11. Briefly discuss about the inserting objects in word.
12. Explain the creating a Header and Footer.