



**CHANDIGARH
UNIVERSITY**

Discover. Learn. Empower.

University School of Business

Lab Manual

On

**Subject Name: Computer Application for Business
Lab**

Subject Code: BAP-608

Mr. Sunil Sharma

Contents of Lab Manual

Semester: I	Name of the course and subject MBA/ Computer Applications for Business	Section C
S. No.	ITEM	Annexure/Page no.
1	Scheme of Examination	
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Vision and Mission of the Department

Vision of the Department

To create excellence in business management for nurturing value driven business leaders with analytical and entrepreneurial mindset to foster innovative ideas in order to transform the world and serve the society.

Mission Statements of the Department

- M1 :Design a unique competency directed and industry relevant curriculum with outcome oriented teaching learning process facilitated by world class infrastructure.
- M2 :Enhance students' cognitive, research, analytical, ethical and behavioral competencies through programs that equip them to meet global business challenges in the professional world.
- M3 :Facilitate student centric sound academic environment with co-curricular and extra-curricular activities to groom and develop future ready business professionals.
- M4 : Design a transparent evaluation system for objective assessment of the program learning.
- M5 :Align meaningful interactions with the academia, industry and community to facilitate value driven holistic development of the students.
- M6 :Develop ethical and socially responsible entrepreneurial attitude for harnessing the environmental opportunities through creativity and innovation for a vibrant and sustainable society.

Program Educational Objectives (PEOs)

Program Educational Objectives (PEOs) are the broad statements that describe career and professional accomplishments that graduates will attain within a few years of graduation. After successful completion of MBA program from Chandigarh University, the graduates will:

PEO1: Make significant impact as successful management professionals with a sound business and entrepreneurial acumen leading to a promising career in the various management domains.

PEO 2: Develop the professional competence for astute decision making, organization skills, planning and its efficient implementation, research, data analysis and interpretation with a solution finding approach.

PEO 3: Be known for their team player qualities to handle diversity and the leadership skills to make sound decisions while working with peers in an inter-disciplinary environment with people of cross-cultural attributes

PEO 4: Be adaptable to new technology, innovations and changes in world economy that positively impacts and contributes towards industry, academia and the community at large.

PEO 5: Be responsible citizens with high ethical conduct that will empower the business organizations with high integrity, moral values, social effectiveness and legal business intelligence.

**University School Business
CHANDIGARH UNIVERSITY, GHARUAN**

Scheme of MBA BATCH (2018-2020)

1st Semester

Subject Code	Subjects	L	T	P	Cr
BAT- 601	Accounting for Managers	3	2	0	4
BAT- 602	Fundamentals of Management and Organizational Behaviour	4	0	0	4
BAT- 603	Managerial Economics	4	0	0	4
BAT- 604	Quantitative Techniques for Managers	3	2	0	4
BAT- 605	Marketing Management	4	0	0	4
PCT- 610	Professional Business Communication	3	0	0	3
PCP- 611	Professional Business Communication (LAB)	0	0	2	1
BAT- 608	Computer Applications for Business	2	0	2	4
BAT- 609	Supply Chain Management	3	0	0	3
	TOTAL CREDITS IN SEMESTER				31
	TOTAL NO. OF SESSIONS				35

SYLLABUS

BAT-608	Computer Applications for Business	L	T	P	C
	Total Contact Hours : 60 Hours	2	0	2	4
	MBA				
Prerequisite Basic knowledge of Computers					
Marks:100					
Internal :40			External : 60		
Course Objective					
To understand the basics of a computer system, Computer networks and use of MS-office tools. To develop an intuitive sense of how computers work and how they can be used to make work more efficient.					
Unit	Course Outcome				
1	Students will be able to know about the introduction of Computer Hardware Software types its classification of computer various components of internet and its usage in business				
2	Student will be able to know the Computer Networks its Types ,Network Topologies,OSI & TCP/IP Model in details				
3	The students would acquire the MS-Word related skills which would enable them to do several essential activities which are a part of their Business Management curriculum like CV Writing, summer training report writing etc. Students will acquire the knowledge in Data analysis using Excel, Power Point Presentation styles.				

Content of the Syllabus

Unit-I

An Introduction to Computer Hardware and Software: Essential Components of Computers Hardware, Firmware, Live-ware, Software-Types of Software, Relationship between hardware and software, Classification of computer system, Number System. System Software-Translators, interpreter, compiler, assemblers, linkers. Operating system- Overview and function of operating system.

Case Studies: A study of Classification of Computers, Comparative Study of Operating Systems.

Unit-II

Telecommunication and Networks: Telecommunications Media, Introduction to Networking ,Classification of Networks Network Topologies, Network types: LAN, MAN, WAN, Network Architectures-The OSI Model, TCP/IP The Internet, Intranet and Extranets: Operation of the Internet, Services provided by Internet, World Wide Web, Intranets and Extranets, IP Addressing.

Introduction to E-commerce: Electronic Commerce Models, Value Chains in Electronic Commerce, Types of E-Commerce, Advantage & disadvantages of E-Commerce-Commerce in India.

Case Studies: A study of Computer Network Topologies, A study on E-Commerce WEBSITES”

Unit-III

Software Packages for Office Applications- Word Processing using MS Word, Spreadsheets using MS Excel, Presentations using MS Power Point

MS-Word: Word Basics, Rand () function, Working with fonts, Aligning text, Line spacing, Page Numbering, Headers & Footers, Headers & Footers on even pages & odd pages, Drop Cap, Page orientation, Page background, Bullets & Numbering, Printing Documents Drawing features, Mail Merge,

Tables &Lists: Creating table, Adding rows & columns, Merging & splitting of cells, Using formulas in tables, Converting text to table & vice versa, Lists and its various Types of List

MS-Excel: Excel basics, Worksheet vs. Workbook, Inserting and deleting worksheet, Rename worksheet, Auto fill, Wrap text, merging of cells, Using filter, Sorting Data, Cell addressing, Using formulas, Paste special, Cell referencing, Working of If function, Printing worksheets, Inserting charts.

MS-PowerPoint: Basics, Different views of slide, apply design templates, Inserting header and footer, slide transition, adding animation, Inserting charts, Action Buttons.

Case Studies: A comparative study of Word, Excel and PowerPoint, Creating A presentation on a given topic

Text Books –

1. P. K. Sinha, *Computer Fundamentals*, BPB, New Delhi.
2. Sanjay Saxena, “A First Course in Computers”, Vikas Publication
3. K.Bajaj & D.Nag E-Commerce, The Cutting Edge of Business, TataMcGraw
4. Tally. Erp 9 Training Guide ,Asok K [Nadhani](#), BPB publications
5. Using SPSS for Windows, Data Analysis and Graphics, Kristin Volkl and Susan Gerber

Reference Material –

1. V.Rajaraman, Fundamentals of Computer, PHI Learning.
2. Peter Norton, *Introduction to computers* , Tata McGraw Hill, New Delhi.

BAT-608	Computer Applications for Business Lab										
USB											
Program Outcome	A	b	c	d	e	f	g	h	i	j	k
Mapping of Course outcome with Program outcome											
Category	BS	ES	PD	PC			PE	OE	Project/ Training		
Approval	Date of meeting of the Board of Studies : 29-03-2018										

NOTE FOR THE PAPER SETTER

The syllabus has been divided into three units. Paper setter will set 3 questions from each unit and 1 compulsory question spread over the whole syllabus consisting of 5 short answer questions. Compulsory question will be placed at number one. Candidate shall be required to attempt 6 questions in all including compulsory question and selecting not more than 2 questions from each unit. All questions carry equal marks.

Content of the Syllabus (Unit-3)

MS WORD:

- Adding text, editing text, finding and replacing text, formatting text, character/line/paragraph spacing, working with styles and text indentation.
- Saving document with and without password.
- Working with page layout, page setup i.e. setting margins, changing page size, changing page orientation and applying page background.
- Printing a document.
- Inserting page numbers, headers and footers, footnote, endnote, date and time, pictures, objects, shapes etc.
- Creating bulleted and numbered lists.
- Working with tables, paragraphs and columns.
- Reviewing (track changes, adding comments etc.) and proof reading a document i.e. spellcheck grammar etc.
- Creating and working with table of content.
- Mail merge.

MS EXCEL:

- Entering data, formatting data i.e. applying borders, various formats (currency formats, number formats etc.), fonts etc.
- Creating custom lists, using auto fill, find and replace and editing text (cut, copy, paste and paste special).
- Working with formulae and functions.
- Applying conditional formatting to data.
- Sorting and filtering data (auto and advanced filter).
- Performing Subtotals.
- What-if-analysis using goal seek, scenarios and solver.
- Pivot tables and data tables (one and two table input).
- Working with charts (2D and 3D).
- Adding comments, password protection to the workbook.
- Working with page layout and printing options.

MS POWERPOINT:

- Creating and formatting slides in a presentation.
- Create a master slide with a logo, footer, and font.
- Add notes to each slide.
- Insert a graphic or picture.
- Implement a background.

- Place a text box in the title slide with your name.
- Insert transitions for each slide.
- Applying various effects (custom animation and transitional effects) in a presentation.

LIST OF EXPERIMENTS AS PER CURRICULUM

Laboratory Name programming LAB			Room No. 409,410	
Semester: I				
Subject Name: Computer Applications for Business Lab			Subject Code: BAP-608	
Sr. No.	Experiment Name	Objective of experiment	Observations (Parameters to be recorded)	Sample Reading taken by faculty (Yes/No) (Signature of Faculty/Coordinator)
1	How to use mail merge using an Excel spreadsheet	To learn the basic usage of mail merging	Yes	Yes
2	How to change text format in ms word	To understand the basic formatting details of msword	Yes	Yes
3	How to change page margins in MSword	To understand the basic requirements need for page setting in ms word.	Yes	Yes
4	How to add bullets in MS-Word	To learn the importance of indexing	Yes	Yes
5	How to create a graph using spreadsheets	To understand the use of spreadsheets.	Yes	Yes
6	To create a formula in cell C2 that multiplies a value entered in cell A2 by a value in cell	To learn the applications of basic	Yes	Yes

	B2,	formulas		
7	To create a two data series chart in Excel	To learn the various types of charts	Yes	Yes
8	How to work with Master Slide	To discover the impact of master slide	Yes	Yes
9	Create a power-point slide using various features.	To discover the features of power-point.	Yes	Yes
10	How to Add or change an effect for a picture	To learn giving effects using power-point	Yes	Yes

Experiment-1 How to use mail merge using an Excel spreadsheet

Step 1: Prepare data in Excel for mail merge

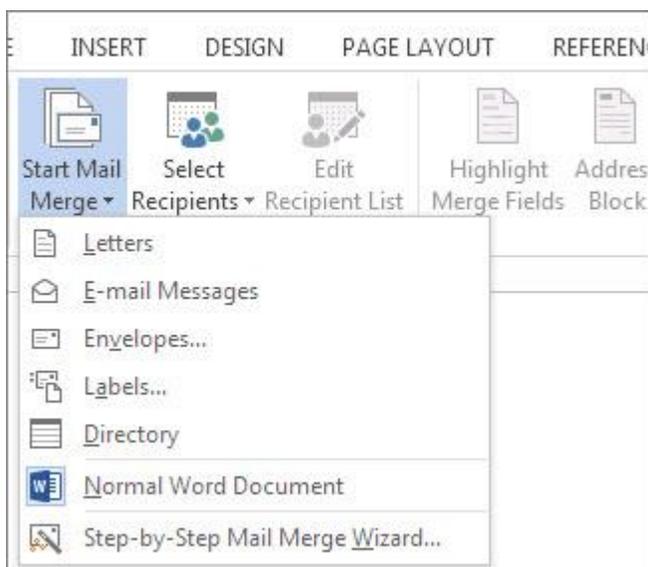
The most important step in the mail merge process is to set up and prepare your data. You'll use your Excel spreadsheet as the data source for the recipient list.

Here are some tips to prepare your data for a mail merge. Make sure:

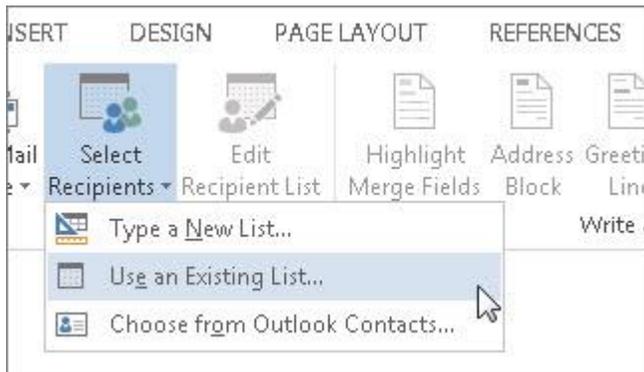
- Column names in your spreadsheet match the field names you want to insert in your mail merge. For example, to address readers by their first name in your document, you'll need separate columns for first and last names.
- All data to be merged is present in the first sheet of your spreadsheet.
- Data entries with percentages, currencies, and postal codes are correctly formatted in the spreadsheet so that Word can properly read their values.
- The Excel spreadsheet to be used in the mail merge is stored on your local machine.

Step 2: Start the mail merge

1. In Word, choose **File > New > Blank document**.
2. On the **Mailings** tab, in the **Start Mail merge** group, choose **Start Mail Merge**, and then choose the kind of merge you want to run.



3. Choose **Select Recipients > Use an Existing List**.

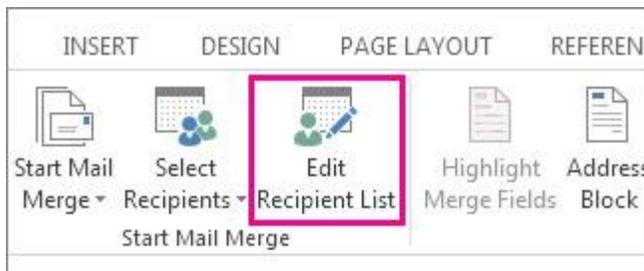


4. Browse to your Excel spreadsheet, and then choose **Open**.
5. If Word prompts you, choose **Sheet1\$ > OK**.

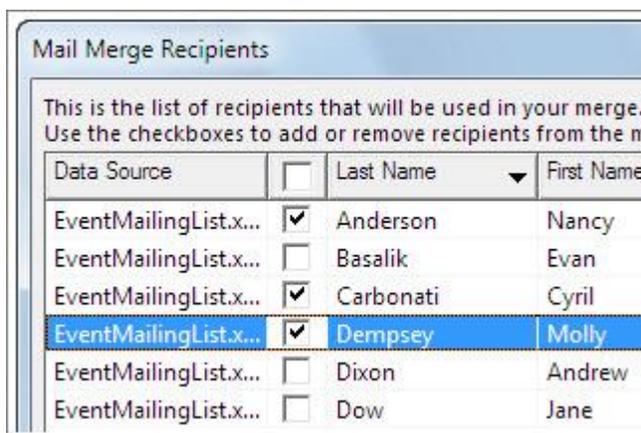
Edit your mailing list

You can limit who receives your mail.

1. Choose **Edit Recipient List**.



2. In the **Mail Merge Recipients** dialog box, clear the check box next to the name of any person who you don't want to receive your mailing.



Step 3: Insert a merge field

You can insert one or more mail merge fields that pull the information from your spreadsheet into your document.

To insert an address block for an envelope, a label, an email message, or a letter

1. On the **Mailings** tab, in the **Write & Insert Fields** group, choose **Address Block**.



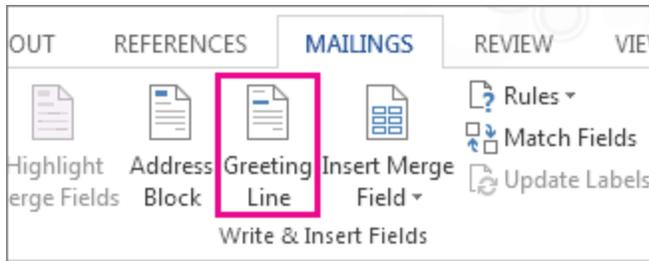
2. In the **Insert Address Block** dialog box, choose a format for the recipient's name as it will appear on the envelope.



3. Choose **OK**.
4. Choose **File > Save**.

To insert a greeting line in an email message or a letter

1. On the **Mailings** tab, in the **Write & Insert Fields** group, choose **Greeting Line**.



2. In the **Insert Greeting Line** dialog box, do the following:
 - Under **Greeting line** format, change the salutation if necessary by choosing the greeting (**Dear** is the default), the format for the recipient name, and the ending punctuation (a comma is the default).

and

- Under **Greeting line for invalid recipient names**, choose an option in the salutation list.
3. Choose **OK**.
 4. Choose **File > Save**.

To insert data from your spreadsheet in an email message or a letter

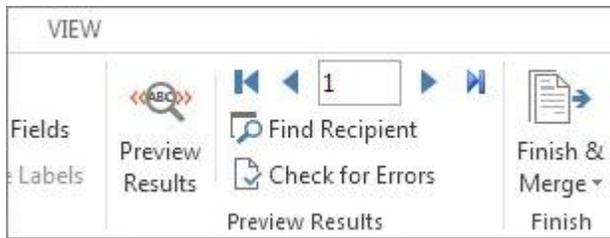
1. On the **Mailings** tab, in the **Write & Insert Fields** group, choose **Insert Merge Field**.
2. In the **Insert Merge Field** dialog box, under **Fields**, choose a field name (column name in your spreadsheet), and then choose **Insert**.
3. Repeat step 2 as needed, and choose **Close** when done.
4. Choose **File > Save**.

For more information about adding fields from your spreadsheet to the merge document, see [Insert mail merge fields](#). And if you're interested in learning more about options for setting up email message, see [Email merge in Word](#).

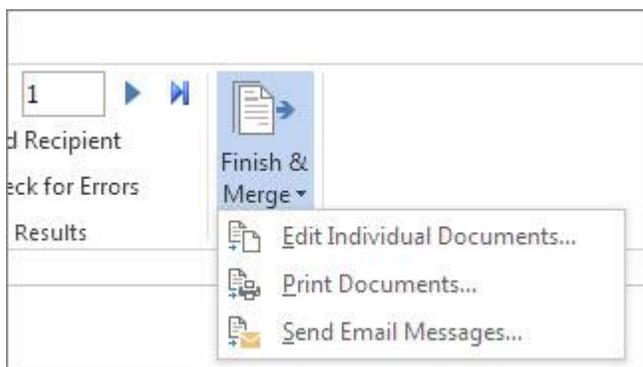
Step 4: Preview and finish the mail merge

After you insert the merge fields you want, preview the results to confirm that the content is okay. and then you're ready to complete the merge process.

1. On the **Mailings** tab, choose **Preview Results**.



2. Choose the **Next** ► or **Previous** ◀ record button to move through records in your data source and view how the records will appear in the document.
3. In the **Finish** group, choose **Finish & Merge**, and choose **Print Documents** or **Send E-mail Messages**.



Step 5: Save your mail merge

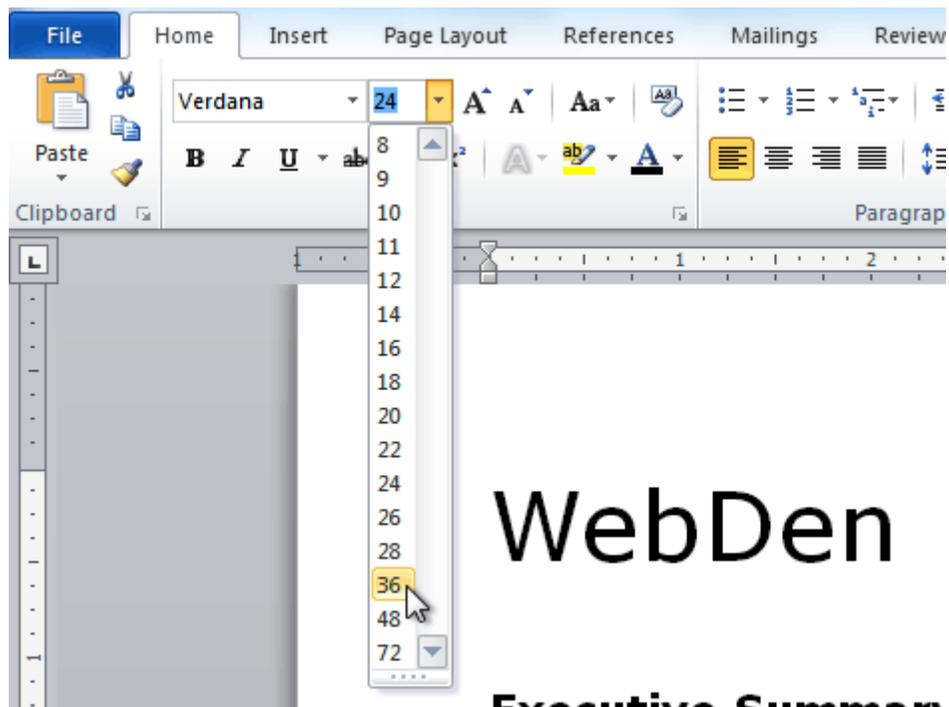
When you save the mail merge document, it stays connected to your data source. You can reuse the mail merge document for your next bulk mailing.

- Open the mail merge document and choose **Yes** when Word prompts you to keep the connection.

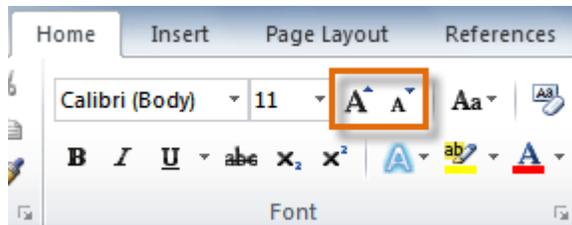
Experiment-2 How to change text format in ms word

To change the font size:

1. Select the text you want to modify.
2. Click the drop-down arrow next to the Font Size box on the Home tab. A drop-down menu appears.
3. Select the desired font size from the menu. Alternatively, you can type the value you want and then press Enter on your keyboard.

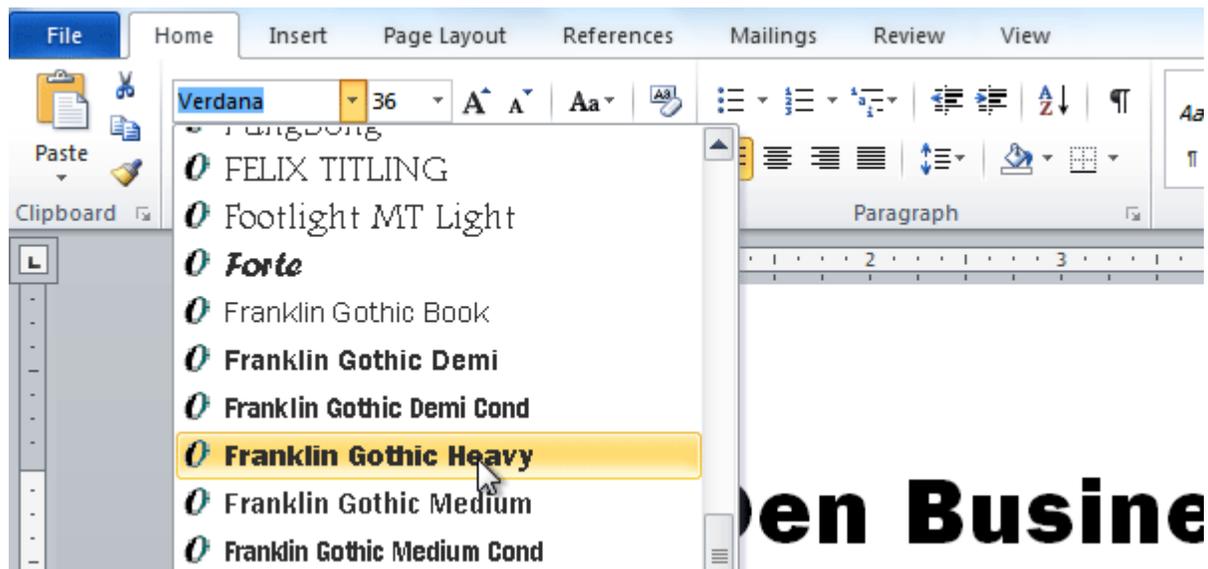


You can also use the Grow Font and Shrink Font commands to change the size.



To change the font:

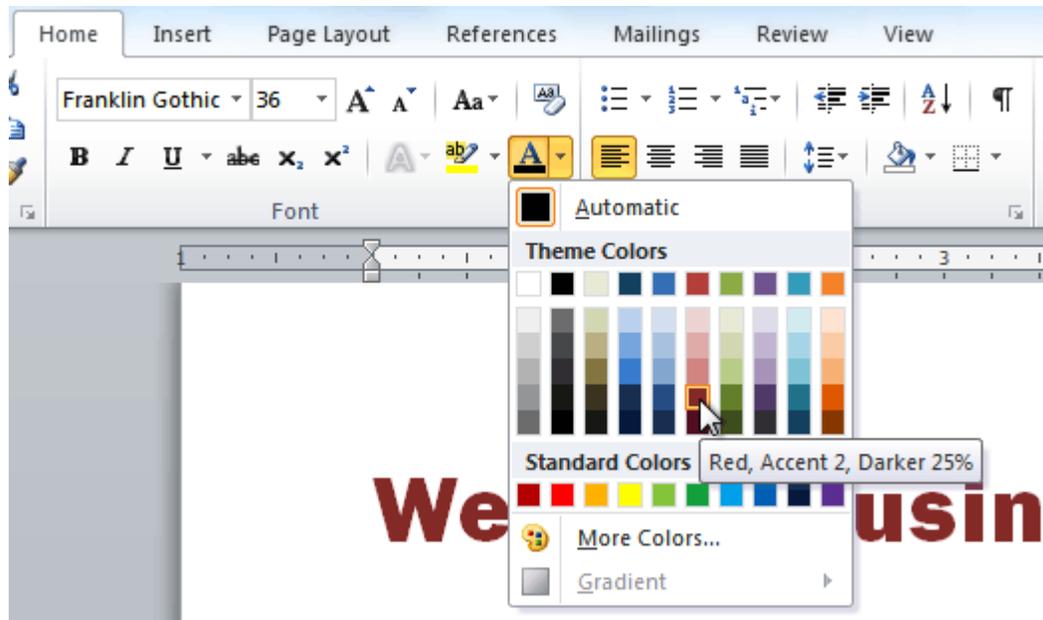
1. Select the text you want to modify.
2. Click the drop-down arrow next to the Font box on the Home tab. The Font drop-down menu appears.
3. Move the mouse pointer over the various fonts. A live preview of the font will appear in the document.



4. Select the font you want to use. The font will change in the document.

To change the font color:

1. Select the text you want to modify.
2. Click the Font Color drop-down arrow on the Home tab. The Font Color menu appears.
3. Move the mouse pointer over the various font colors. A live preview of the color will appear in the document.

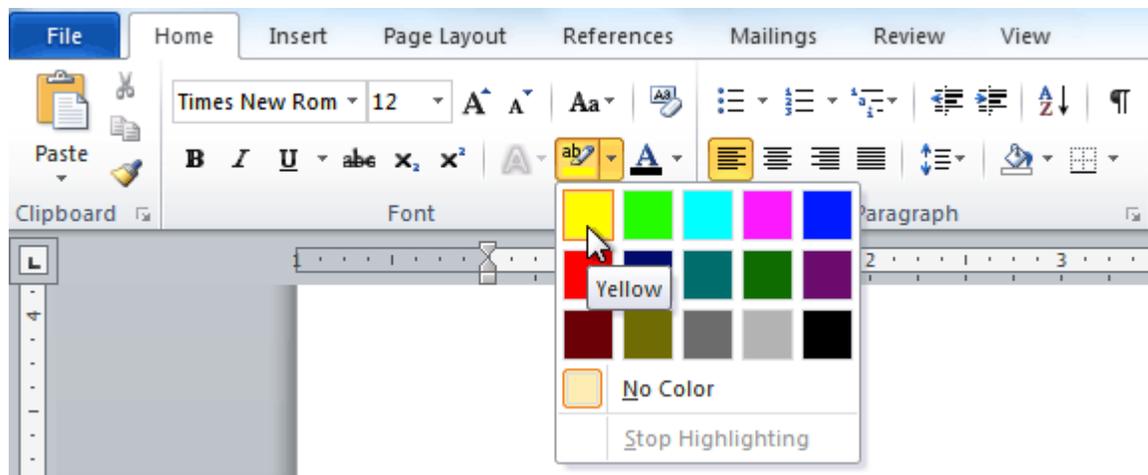


4. Select the font color you want to use. The font color will change in the document.

Your color choices aren't limited to the drop-down menu that appears. Select More Colors at the bottom of the list to access the Colors dialog box. Choose the color you want, then click OK.

To highlight text:

1. From the Home tab, click the Text Highlight Color drop-down arrow. The Highlight Color menu appears.



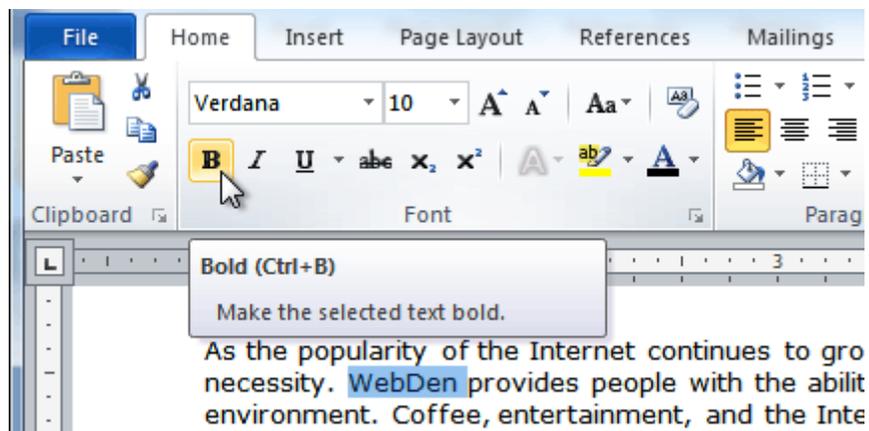
2. Select the desired highlight color.
3. Select the text you want to modify. It will then be highlighted.

unication and entertainment, rather than a
creasing public demand for Internet access
ironment. WebDen's goal is to provide the
atmosphere for **accessing the Internet**.

4. To switch back to the normal cursor, click the Text Highlight Color command.

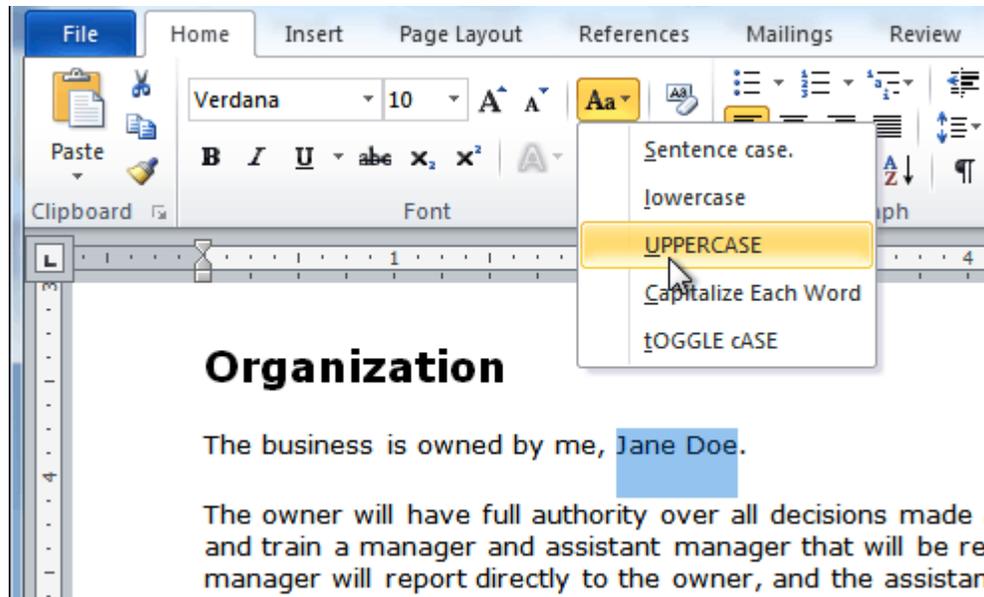
To use the bold, italic, and underline commands:

1. Select the text you want to modify.
2. Click the Bold, Italic, or Underline command in the Font group on the Home tab.



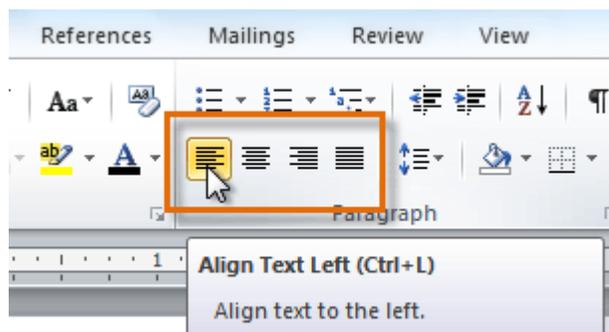
To change text case:

1. Select the text you want to modify.
2. Click the Change Case command in the Font group on the Home tab.
3. Select the desired case option from the list.



To change text alignment:

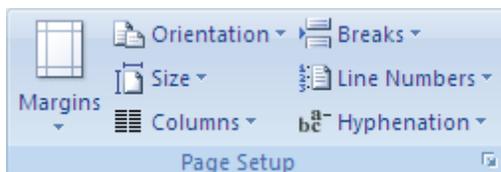
1. Select the text you want to modify.
2. Select one of the four alignment options from the Paragraph group on the Home tab.
 - Align Text Left: Aligns all selected text to the left margin
 - Center: Aligns text an equal distance from the left and right margins
 - Align Text Right: Aligns all selected text to the right margin
 - Justify: Aligns text equally on both sides and lines up equally to the right and left margins; used by many newspapers and magazines



Experiment-3 How to change page margins in MSword

If you are changing the margins for a whole document that is divided into sections, press CTRL+A to select the entire document before you begin.

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.



2. Do one of the following:
 - Click the margin type that you want. For the most common margin width, click **Normal**.
 - Click **Custom Margins**, and then in the **Top**, **Bottom**, **Left**, and **Right** boxes, enter new values for the margins.

Change the default margins

You can change the default margins that Microsoft Office Word uses for all new blank documents.

- After you select a new margin for the document, click **Margins** in the Page Setup group again, and then click **Custom Margins**.
- In the **Page Setup** dialog box, click **Default**.

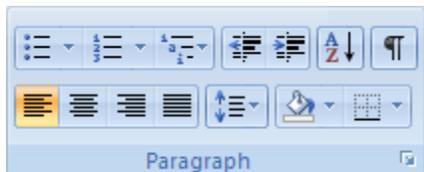
The new default settings are saved in the template on which the document is based. Each new document based on that template automatically uses the new margin settings.

NOTE: The new default margin setting will not appear in the gallery list of margin settings.

Change line spacing

If a line contains a large text character, graphic, or formula, Microsoft Office Word increases the spacing for that line.

1. Select the paragraph for which you want to change the line spacing.
2. On the **Home** tab, in the **Paragraph** group, click **Line Spacing**.



3. Do one of the following:
 - To apply a new setting, click the number of line spaces that you want.

For example, if you click **1.0**, the selected text is single-spaced.

- To set more precise spacing measurements, click **Line Spacing Options**, and then select the options that you want under **Line spacing**.

Line spacing options

Single This option accommodates the largest font in that line, plus a small amount of extra space. The amount of extra space varies depending on the font that is used.

1.5 lines This option is one-and-one-half times that of single-line spacing.

Double This option is twice that of single line spacing.

At least This option sets the minimum line spacing that is needed to fit the largest font or graphic on the line.

Exactly This option sets fixed line spacing that Word does not adjust.

Multiple This option sets line spacing that is increased or decreased from single spacing by a percentage that you specify. For example, setting line spacing to 1.2 will increase the space by 20 percent.

Move text or undo changes

Move or copy text and graphics

1. Select the item you want to move or copy.
2. Do one of the following:
 - To move the item, press CTRL+X.
 - To copy the item, press CTRL+C.
3. If you want to move or copy the item to another document, switch to that document.
4. Click where you want the item to appear.
5. Press CTRL+V. To adjust the format of the items that are pasted, click the **Paste Options** button  that appears just below your pasted selection, and then click the option that you want.

Experiment-4: How to add bullets in MS-Word?

1. Position the insertion point where you want the bullet to appear.
2. Choose Symbol from the Insert menu. ...
3. Use the Font drop-down list to select the font you want to use for the bullet.
4. Double-click on the bullet character you want inserted.
5. Click on Close.

Experiment-5: How to create a graph using spreadsheets?

Enter your data into the spreadsheet. For example, in a graph showing the amount of money spent over the course of a day where "X" is the time of day and "Y" is the amount of money remaining:

- **A1** would say "Time".
- **B1** would say "Money".
- **A2 and down** would have different times of the day (e.g., "12:00" in A2, "13:00" in A3, etc.).
- **B2 and down** would have decreasing amounts of money corresponding to the time in the A column (e.g., "\$20" in B2 would mean one had 20 dollars at noon, "\$15" in B3 would mean one had 15 dollars at one o'clock, etc.).

Click the top left cell. If you're following the above template, this will be the A1 cell. Doing so will select it.

Hold down ↑ Shift and click your data's bottom right cell. Performing this action will highlight all of your data.

Click the Insert tab. You'll see this option in the green section of the top of the Excel window, to the right of the **Home** tab.

Click Recommended Charts. It's toward the middle of the group of options near the top of the window.

Click a chart option. You can choose from a list of recommended charts based on your data, or you can click the **All Charts** tab at the top of this window to select one of Excel's many graph variants.

Click OK. It's in the bottom right corner of the **Recommended Charts** window. Doing so will create a chart from your selected data in the format of your choosing.

- You can edit the graph's title by clicking it and then typing in a new title.

Experiment-6: To create a formula in cell C2 that multiplies a value entered in cell A2 by a value in cell B2

1. Select cell C2.
2. Type = (equal sign).
3. Select cell A2 in the worksheet by using the mouse or the keyboard.

This action places the cell reference A2 in the formula in the cell.

	A	B	C	D	E	F	G
1							
2	20	100	=A2				
3							
4							
5							
6							
7							
8							
9							
10							
11							

To start the formula, type =, and then select cell A2.

4. Type * (Shift+8 on the top row of the keyboard).
5. Select cell B2 in the worksheet by using the mouse or the keyboard.

This action places the cell reference B2 in the formula.

	A	B	C	D	E	F	G
1							
2	20	100	=A2*B2				
3							
4							
5							
6							
7							
8							
9							
10							
11							

6. Press Enter.

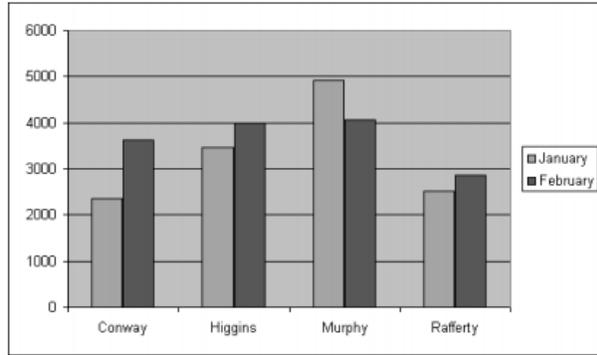
Excel displays the calculated answer in cell C2 and the formula =A2*B2 in the Formula bar.

	A	B	C	D	E	F	G
1							
2	20	100	2000				
3							
4							
5							
6							
7							
8							
9							
10							
11							

Experiment-7: To create a two data series chart in Excel of data given below

	January	February
<i>Conway</i>	2356	3621
<i>Higgins</i>	3463	3981
<i>Murphy</i>	4921	4055
<i>Rafferty</i>	2512	2864
<i>Smith</i>	5951	6226
<i>Smith</i>	3872	2441
<i>Sullivan</i>	2903	3308

- Select the cell range A4:A8, C4:D8.
- Click the Chart Wizard button and accept the default options in the sequence of four dialog boxes. Your chart should look as shown below.



Experiment 8:- How to work with master slide?

Create your slide master

1. Open a blank presentation, and then, on the **View** tab, in the **Master Views** group, click **Slide Master**.
2. When you open **Slide Master** view, a blank slide master with the default, associated layouts appears.
3. To create a layout, or to customize an existing layout, see Create a slide layout that meets your needs.

4. To add or modify placeholders in your layouts, see **Add one or more content placeholders to a layout** or **Change or delete a placeholder**.
5. To remove any of the built-in slide layouts that accompany the default slide master, in the slide thumbnail pane, right-click each slide layout that you want to delete, and then click **Delete Layout** on the shortcut menu.
6. To apply a design or theme-based colors, fonts, effects and backgrounds, see **Apply a theme to add color and style to your presentation** or **Apply multiple themes to a presentation**.
7. To set the page orientation for all of the slides in your presentation, on the **Slide Master** tab, in the **Page Setup** group, click **Slide Orientation**, and then click either **Portrait** or **Landscape**.
8. On the **File** tab, click **Save As**.
9. In the **File name** box, type a file name.
10. In the **Save as type** list, click **PowerPoint Template**, and then click **Save**.
11. On the **Slide Master** tab, in the **Close** group, click **Close Master View**.

Experiment 9:- Create a powerpoint slide using various features.

Step 1: Open Microsoft PowerPoint.

Step 2: Go to File at the top of the screen and click New. A box that says “New Presentation” should appear on the right side of your screen.

Step 3: In the “New Presentation” dialog box, click on “From Design Template.” You may then scan through design templates and choose one that you like.

Step 4: Slide Design Select a design template by clicking on the template you like. You may choose a different color for your template by clicking on “Color Schemes” in the “New Presentation” dialog box. 1

Step 5: Slide Layout Change the Slide Layout. You may change the slide layout (how information is presented in the slide) by going to the top of the screen and clicking on “Format” – “Slide Layout.” A box will appear on the right side of your screen (where “New Presentation” appeared) labeled “Slide Layout.” You may select a design by clicking on it.

Step 6: Adding Text Enter your text by clicking and then typing in the box titled “Click to Add Text” or “Click to Add Title.”

Step 7: Adding Pictures You may add pictures by clicking on the box that says “Click to add content.” Inside that box, there will be a smaller box with six icons. Click on the icon that looks like a photograph of a mountain. A new window will open, allowing you to browse for a picture on your computer or a CD. Once you find your picture, click on it and then click “Insert.”

Step 8: Resizing Pictures You may change the size of your picture by clicking on the picture. The picture will then have black lines around it with small bubbles or boxes in the corners. Place your mouse over the bubbles or boxes and click. Holding the mouse pointer down, drag the picture to the size you want.

Experiment 10:- How to Add or change an effect for a picture

1. Click the picture that you want to add an effect to.
2. Under Picture Tools, on the Format tab, in the Picture Styles group, click Picture Effects.

LIST OF ADDITIONAL EXPERIMENTS:

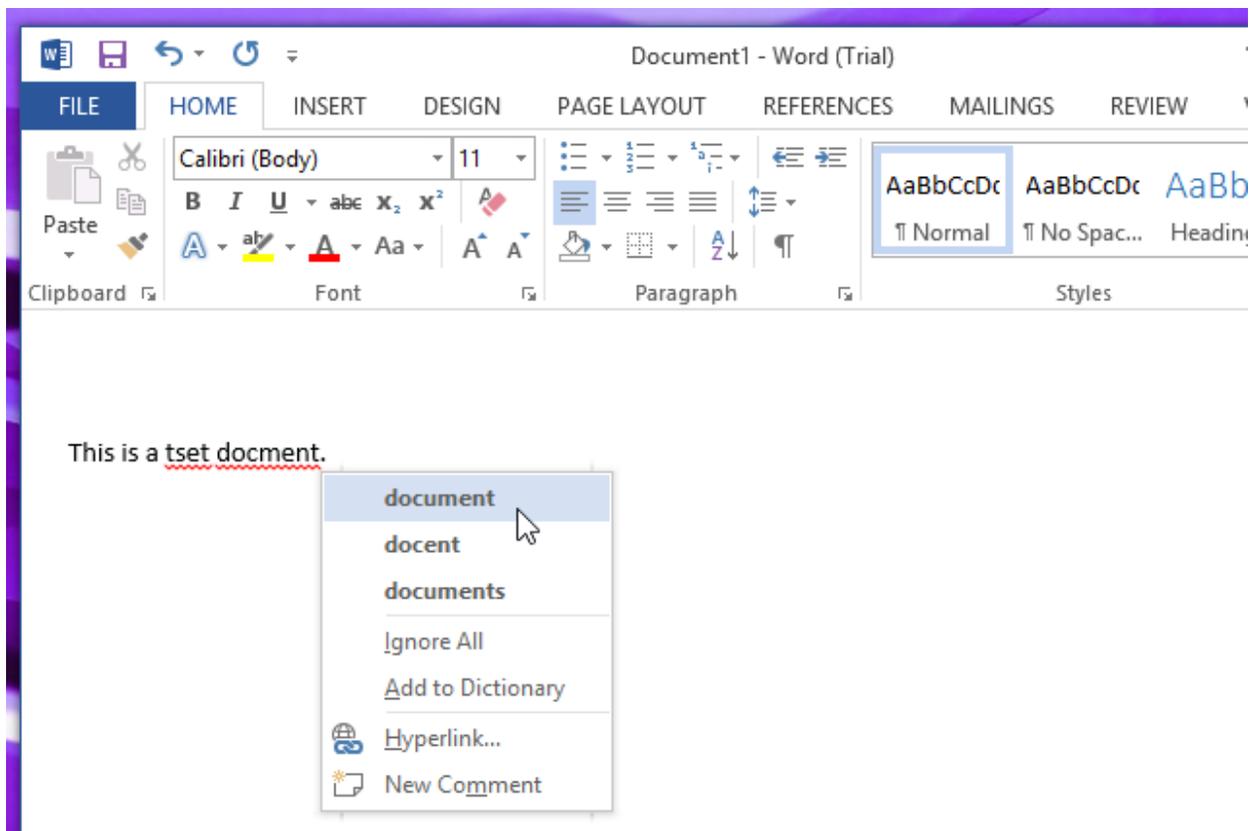
Laboratory Name Programing LAB	Room No. 409,410
---------------------------------------	-------------------------

Semester: I				
Subject Name: Computer Applications for Business Lab			Subject Code: BAP-608	
Sr. No.	Experiment Name	Objective of experiment	Observations (Parameters to be recorded)	Sample Reading taken by faculty (Yes/No) (Signature of Faculty/Coordinator)
1	How to review spell checker and grammer in Ms-word	To learn spell checking	Yes	Yes
2	How to print a document in Ms-word	To learn how to print a document	Yes	Yes
3	How to insert headers and footers in MS-WORD	To learn the application of headers and footers	Yes	Yes
4	Create what if analysis using scenrios	To learn what if analysis	Yes	Yes
5	How to create a pivot table in MS-Excel.	To learn the creation of pivot table	Yes	Yes
6	How to access filtering in MS-Excel.	To learn filters in excel	Yes	Yes
7	How to add notes in MS-Powerpoint.	To learn the adding of notes	Yes	Yes
8	How to implement a backgraound in Ms-Powerpoint.	To learn the application of background implementation	Yes	Yes
9	how to change the orientation of a single page in word	To learn single page orientation	Yes	Yes
10	How to set tabs in MS-word	To learn the seting of tabs	Yes	Yes

Experiment 1: How to review spell checker and grammar in Ms-word

By default, Word will use in-line spell checking. Words you misspell will appear with a red squiggly underline — just right-click the word you meant to type to correct each typo.

Of course, Word doesn't know every word that exists — especially names of things. To have Word ignore a “misspelling” that is actually correct for the current document, select Ignore All. If you plan on using the word a lot, click Add to Dictionary and Word will remember the word in the future.



Experiment 2: How to print a document in MS-Word.

Preview your document

1. On the **File** menu, click **Print**.
2. To preview each page, click the forward and backward arrows at the bottom of the page.



If the text is too small to read, use the zoom slider at the bottom of the page to enlarge it.



3. Choose the number of copies, and any other options you want, and click the **Print** button.

Print

 **Print**

Copies:

Printer

 b35-1525-a on prn-vcorp4tk5.redmon...
Ready

[Printer Properties](#)

Settings

 **Print All Pages**
The whole thing

Pages:

 **Print on Both Sides**
Flip pages on long edge

 **Collated**
1,2,3 1,2,3 1,2,3

 **No Staples**

 **Portrait Orientation**

 **Letter**
8.5" x 11"

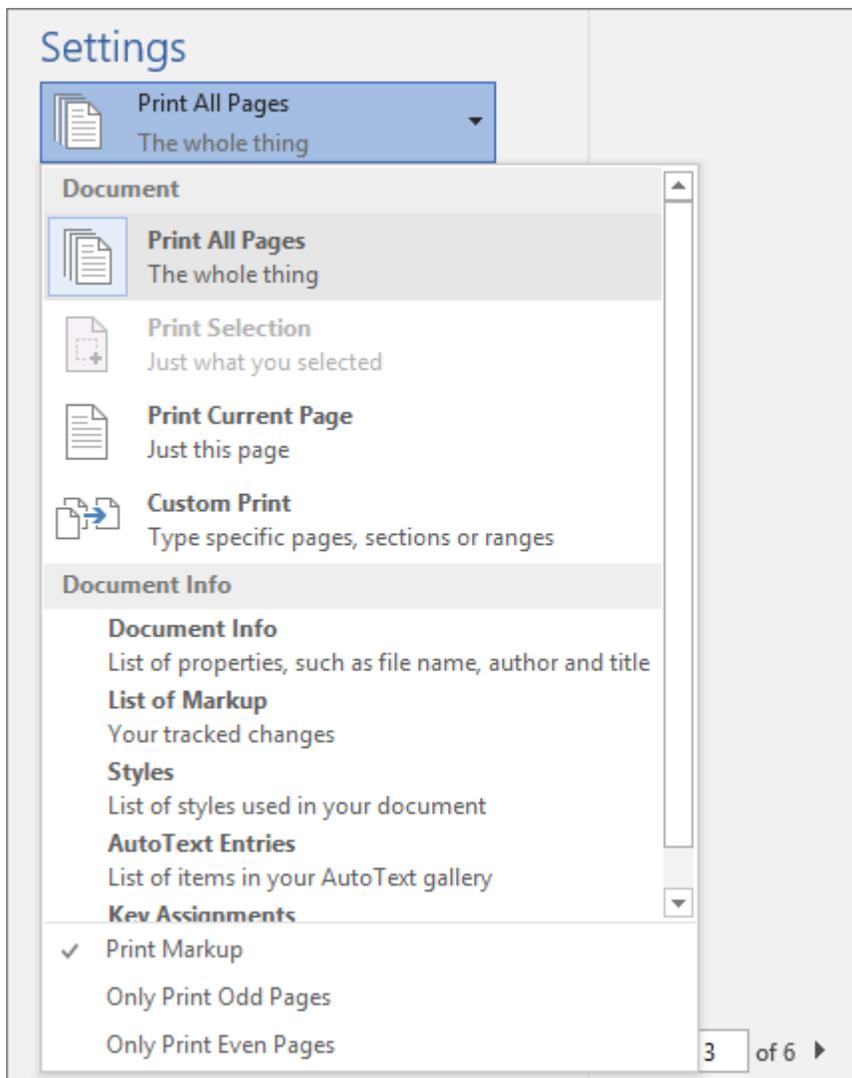
 **Normal Margins**
Left: 1" Right: 1"

 **1 Page Per Sheet**

[Page Setup](#)

Print specific pages

1. On the **File** menu, click **Print**.
2. To print only certain pages, print some of the document's properties, or print tracked changes and comments, click the arrow under **Settings**, next to **Print All Pages** (the default), to see all your options.

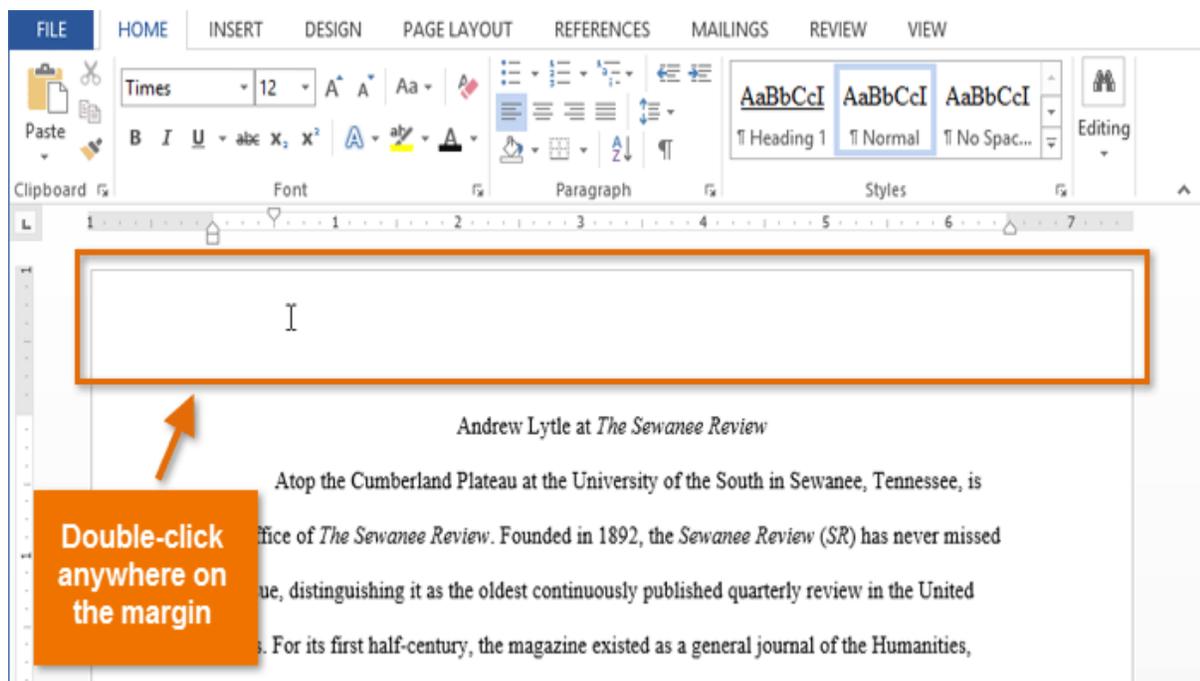


3. To print only certain pages, do one of the following:

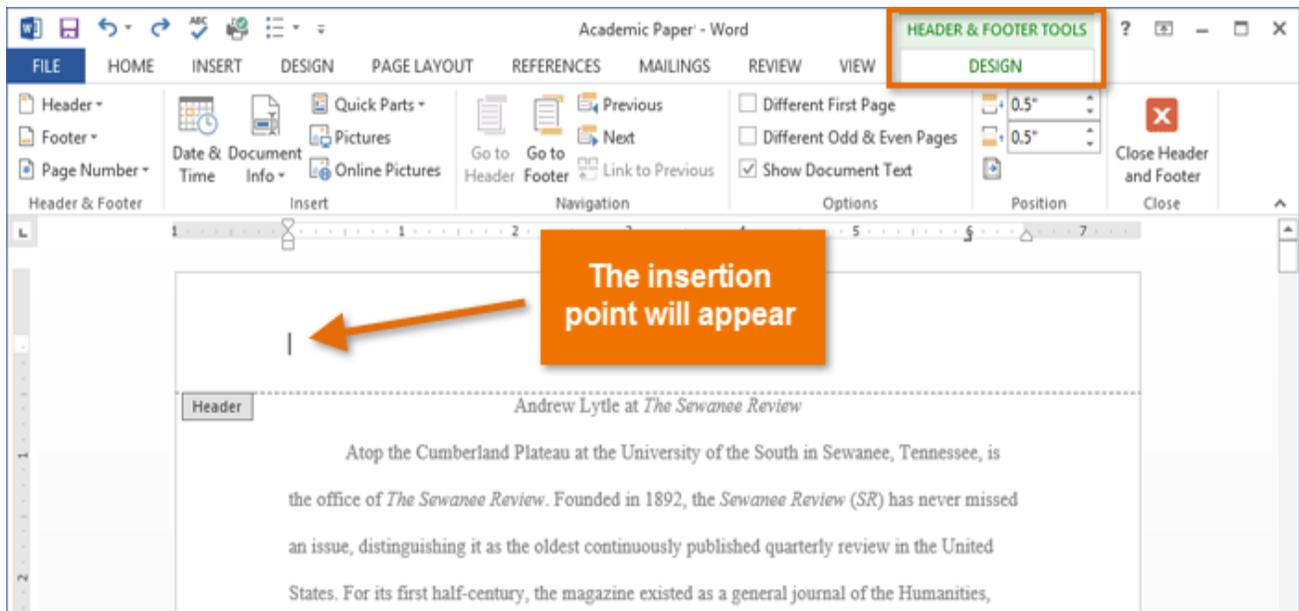
- To print the page shown in preview, select **Print Current Page**.
- To print consecutive pages like 1 -3, select **Custom Print** and enter the first and last page numbers in the **Pages** box.
- To print individual pages and a range of pages (like page 3, and pages 4-6) at the same time, select **Custom Print**, and enter the page numbers and ranges separated by commas (e.g. 3, 4-6).

Experiment 3: How to insert headers and footers in MS-word.

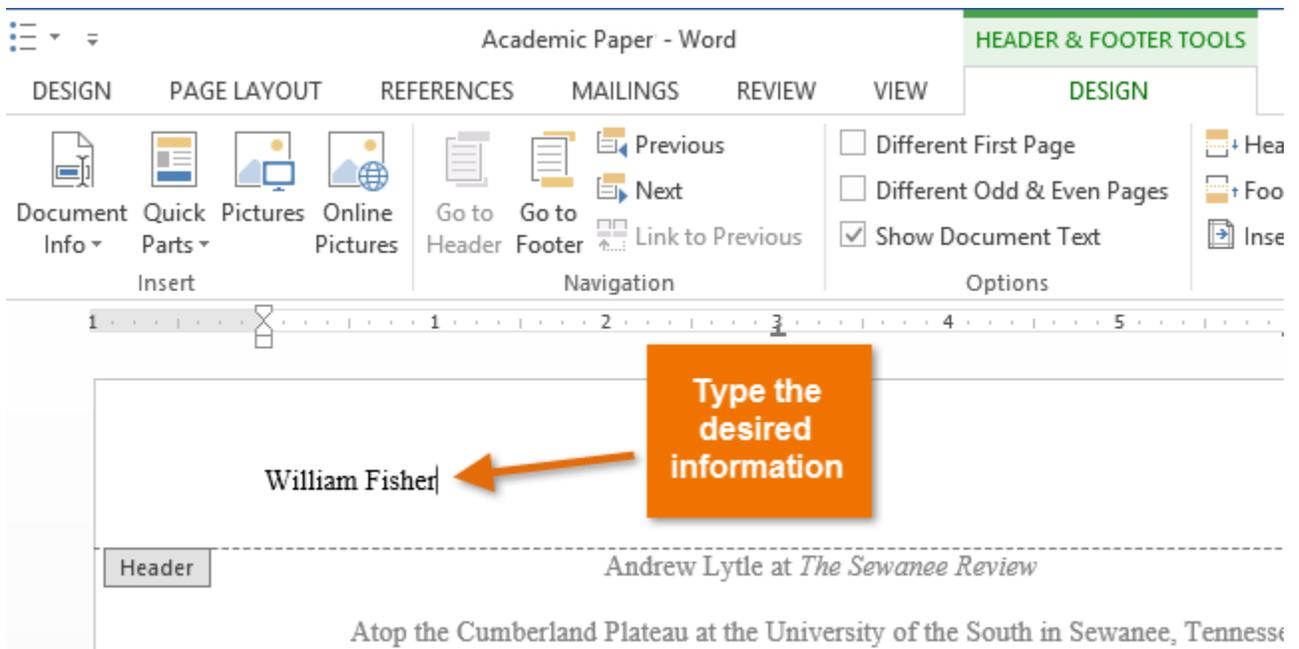
1. Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.



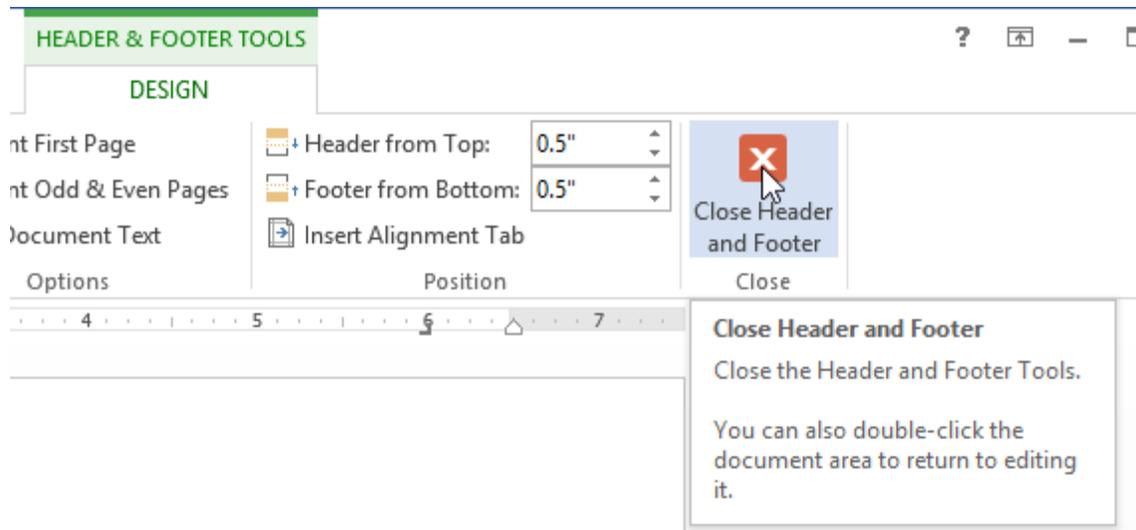
2. The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.



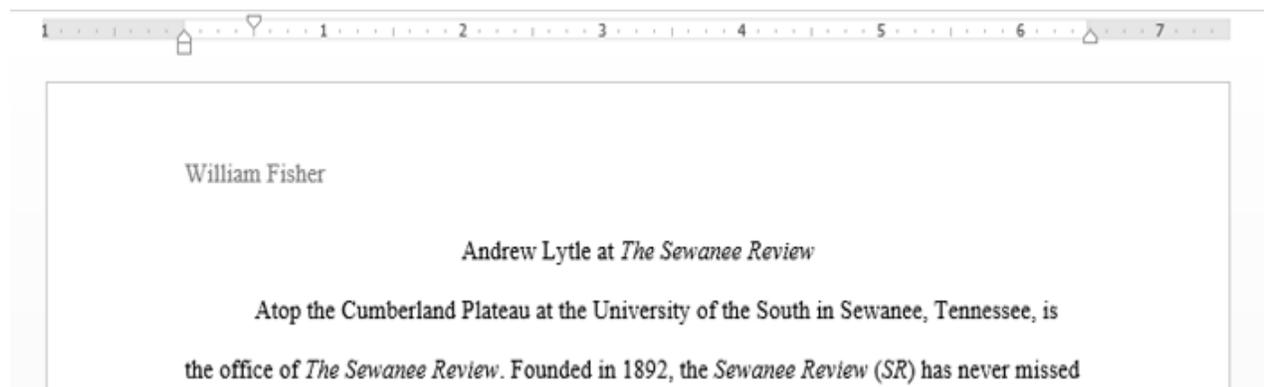
3. Type the **desired information** into the header or footer. In our example, we'll type the author's name.



4. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.



5. The header or footer text will appear.



Experiment 4: Create what-if-analysis using scenerios

What-If Analysis in Excel allows you to try out different values (scenarios) for formulas. The following example helps you master what-if analysis quickly and easily.

Assume you own a book store and have 100 books in storage. You sell a certain % for the highest price of \$50 and a certain % for the lower price of \$20.

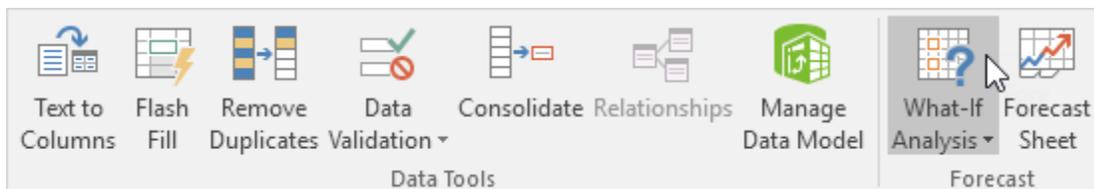
	A	B	C	D	E
1	Book Store				
2					
3		total number of books	% sold for the highest price		
4		100	60%		
5					
6			number of books	unit profit	
7	highest price		60	\$50	
8	lower price		40	\$20	
9					
10			total profit	\$3,800	
11					

Create Different Scenarios

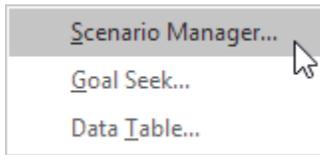
But what if you sell 70% for the highest price? And what if you sell 80% for the highest price? Or 90%, or even 100%? Each different percentage is a different scenario. You can use the Scenario Manager to create these scenarios.

Note: You can simply type in a different percentage into cell C4 to see the corresponding result of a scenario in cell D10. However, what-if analysis enables you to easily compare the results of different scenarios. Read on.

1. On the Data tab, in the Forecast group, click What-If Analysis.

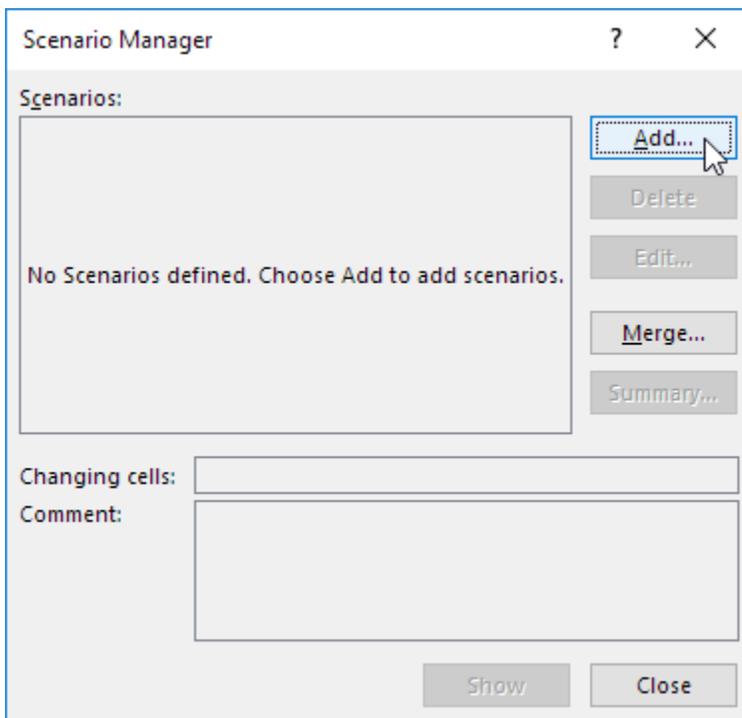


2. Click Scenario Manager.

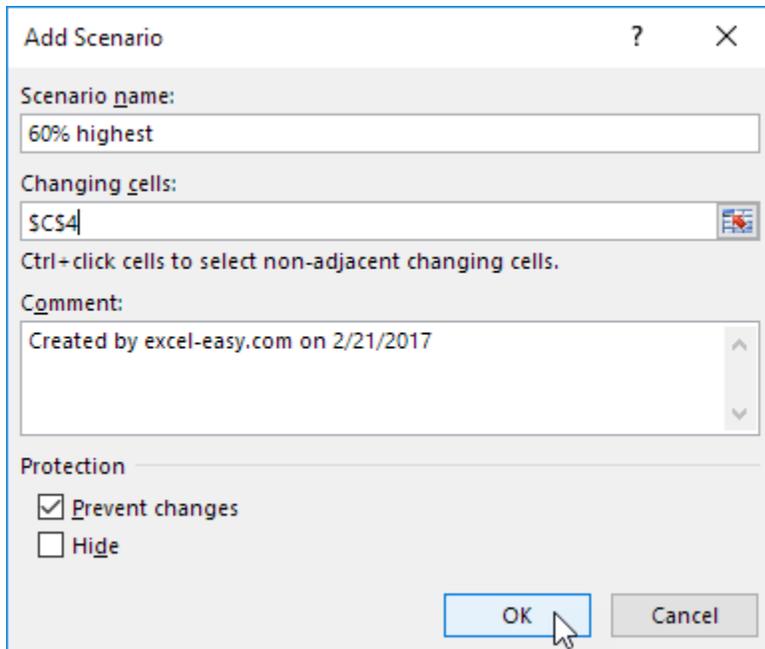


The Scenario Manager dialog box appears.

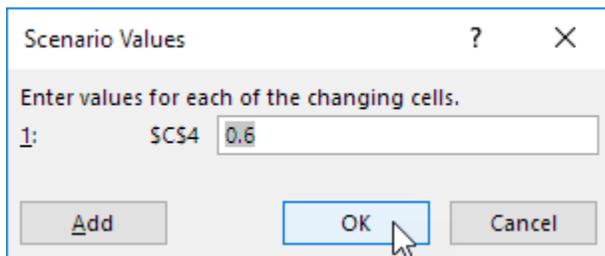
3. Add a scenario by clicking on Add.



4. Type a name (60% highest), select cell C4 (% sold for the highest price) for the Changing cells and click on OK.

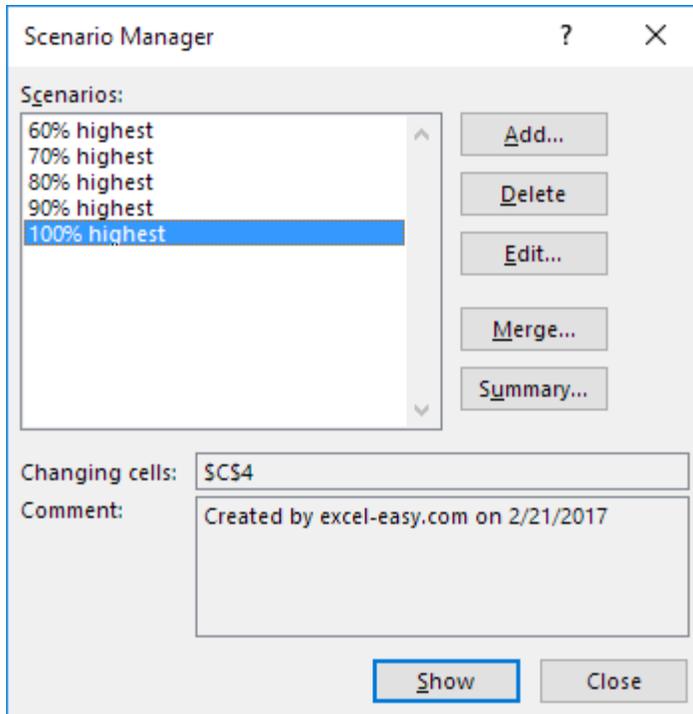


5. Enter the corresponding value 0.6 and click on OK again.



6. Next, add 4 other scenarios (70%, 80%, 90% and 100%).

Finally, your Scenario Manager should be consistent with the picture below:

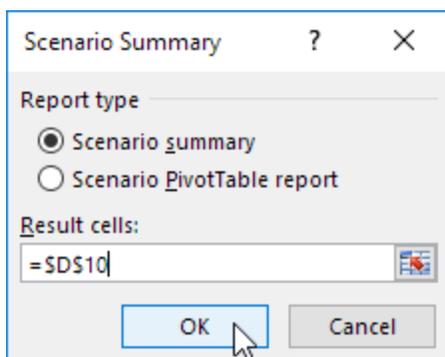


Note: to see the result of a scenario, select the scenario and click on the Show button. Excel will change the value of cell C4 accordingly for you to see the corresponding result on the sheet.

Scenario Summary

To easily compare the results of these scenarios, execute the following steps.

1. Click the Summary button in the Scenario Manager.
2. Next, select cell D10 (total profit) for the result cell and click on OK.

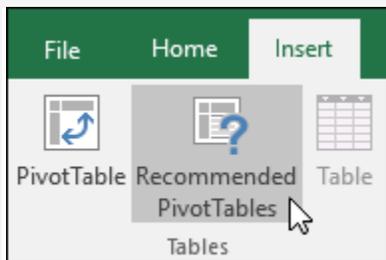


Result:

Scenario Summary						
	Current Values:	60% highest	70% highest	80% highest	90% highest	100% highest
Changing Cells:						
\$C\$4	60%	60%	70%	80%	90%	100%
Result Cells:						
\$D\$10	\$3,800	\$3,800	\$4,100	\$4,400	\$4,700	\$5,000
Notes: Current Values column represents values of changing cells at time Scenario Summary Report was created. Changing cells for each scenario are highlighted in gray.						

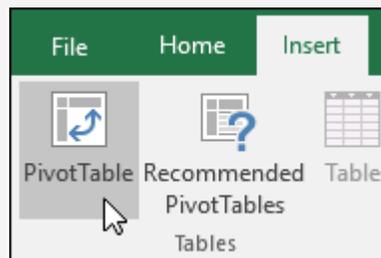
Experiment 5: how to create a pivot table in MS-Excel.

1. Click a cell in the source data or table range.
2. Go to **Insert > Tables > Recommended PivotTable**.

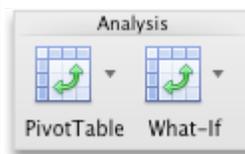


3. Excel analyzes your data and presents you with several options, like in this example using the household expense data.

1. Click a cell in the source data or table range.
2. Go to **Insert > Tables > PivotTable**.



If you're using Excel for Mac 2011 and earlier, the PivotTable button is on the **Data** tab in the **Analysis** group.



3. Excel will display the **Create PivotTable** dialog with your range or table name selected. In this case, we're using a table called "tbl_HouseholdExpenses".

Recommended PivotTables

Sum of AMOUNT by CATEGORY

Row Labels	Sum of AMOUNT
Entertainment	345
Grocery	735
Household	600
Transportation	279
Grand Total	1959

Sum of AMOUNT by MONTH

Row Labels	Sum of AMOUNT
January	584
February	705
March	670
Grand Total	1959

4. Select the PivotTable that looks best to you and press **OK**. Excel will create a PivotTable on a new sheet, and display the **PivotTable Fields** List.

Create PivotTable

Choose the data that you want to analyze

- S**elect a table or range

Table/Range:

- U**se an external data source

Connection name:

- Use this workbook's Data Model

Choose where you want the PivotTable report to be placed

- N**ew Worksheet

- E**xisting Worksheet

Location:

Choose whether you want to analyze multiple tables

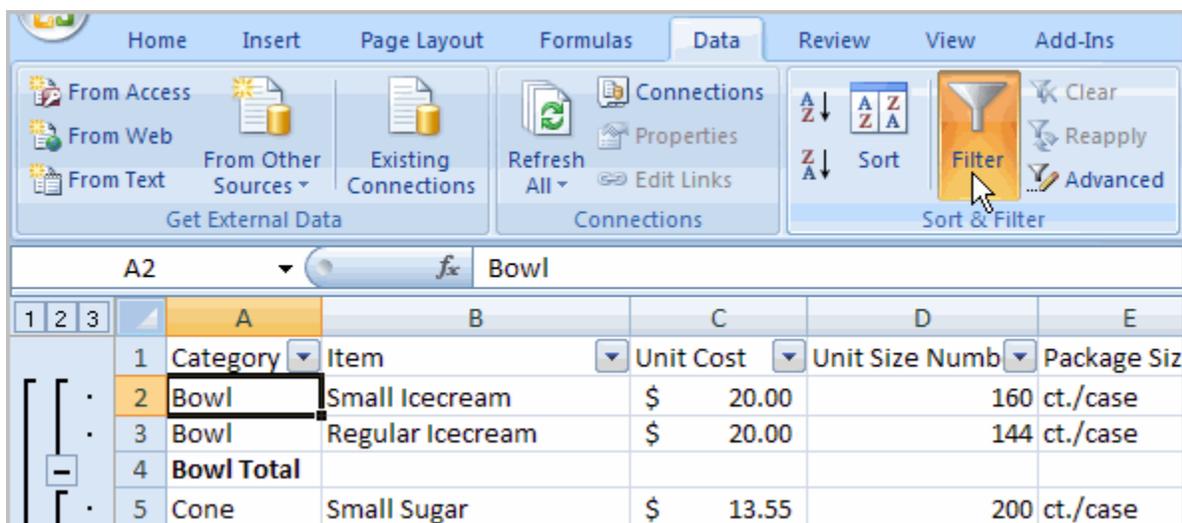
- Add this data to the Data **M**odel

4. In the **Choose where you want the PivotTable report to be placed** section, select **New Worksheet**, or **Existing Worksheet**. For **Existing Worksheet**, you'll need to select both the worksheet and the cell where you want the PivotTable placed.
5. If you want to include multiple tables or data sources in your PivotTable, click the **Add this data to the Data Model** check box.
6. Click **OK**, and Excel will create a blank PivotTable, and display the **PivotTable Fields** list.

Experiment6: how to access filtering in MS-Excel.

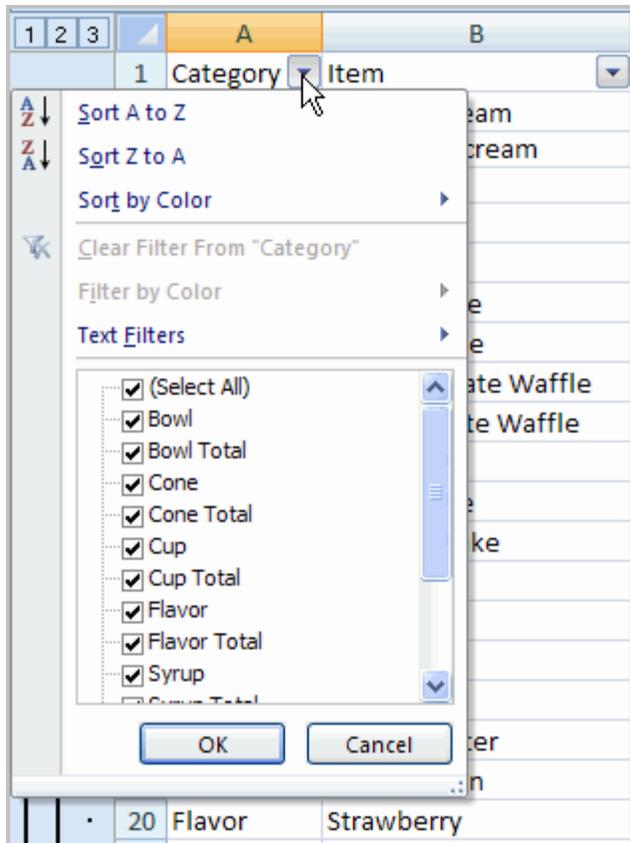
To filter data:

- Click the **Filter** command on the **Data** tab. Drop-down arrows will appear beside each column heading.



	A	B	C	D	E
1	Category	Item	Unit Cost	Unit Size Numb	Package Siz
2	Bowl	Small Icecream	\$ 20.00	160	ct./case
3	Bowl	Regular Icecream	\$ 20.00	144	ct./case
4	Bowl Total				
5	Cone	Small Sugar	\$ 13.55	200	ct./case

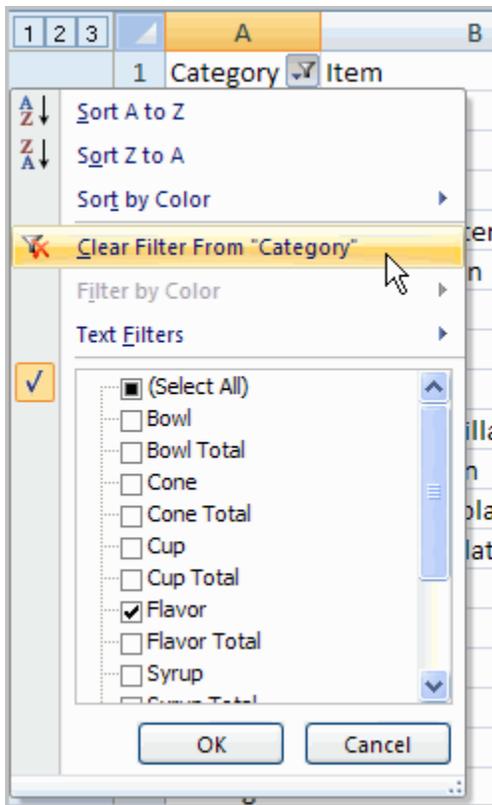
- Click the drop-down arrow next to the heading you would like to filter. For example, if you would like to only view data regarding **Flavors**, click the drop-down arrow next to **Category**.



- Uncheck **Select All**.
- Choose Flavor.
- Click OK. All other data will be filtered, or hidden, and only the Flavor data is visible.

To clear one filter:

- Select one of the drop-down arrows next to a filtered column.
- Choose **Clear Filter From...**
-



Experiment 7: how to add notes in MS-PowerPoint.

1. From the Normal View, click on the notes area at the bottom of the screen and start typing: This method works fine when you have just a couple of lines to add as notes.

2.If you want to add longer notes, you can click on the View menu > Notes Page. In the Notes View each page corresponds to a slide in your presentation and includes a reduce image of the slide. You can insert text, drawings and even pictures in the Notes view in the same exact way that you do in Slide View.

Experiment 8: how to implement a background in Ms-Powerpoint.

To make this the background for a PowerPoint presentation, the image needs to be inserted into your presentation.

1. Click the slide that you want to add a background picture to. To select multiple slides, click a slide, and then press and hold CTRL while you click the other slides.
2. On the **Design** tab, in the **Background** group, click **Background Styles**, and then click **Format Background**.
3. Click **Fill**, and then click **Picture or texture fill**.
4. To insert a picture from a file, click **File**, and then locate and double-click the picture that you want to insert.
5. Do one of the following:
 - To use the picture as a background for the slides that you selected, click **Close**.
 - To use the picture as a background for all of the slides in your presentation, click **Apply to All**.

Experiment 9: how to change the orientation of a single page in word

Use different orientations in the same document

1. Select the pages or paragraphs whose orientation you want to change.
2. Click Page Layout > Page Setup Dialog Box Launcher.
3. In the Page Setup box, under Orientation, click Portrait or Landscape.
4. Click the Apply to box and click Selected text.

Experiment 10: How to set tabs in MS-word

1. Click the cell where you want to set a tab stop.
2. Click **Left Tab**  at the left end of the horizontal ruler until it changes to display the type of tab you want.
3. Select one of the following types of tabs:

 A **Left Tab** stop sets the left end of the text line. As you type, the text fills toward the right.

 A Center Tab stop sets the position at the middle of the text line. As you type, the text centers on this position.

 A Right Tab stop sets the right end of the text line. As you type, the text fills toward the left.

 A Decimal Tab stop aligns numbers around a decimal point. Without regard to the number of digits, the decimal point remains in the same position. (When you use this type of tab stop, you must align the numbers around a decimal character. You cannot use any other type of character — such as a comma, a hyphen, or an ampersand symbol.)

 A Bar Tab places a solid vertical line through selected text. Unlike other tabs, the bar tab is added to the text as soon as you click the ruler. If you don't clear the bar tab stop before you print your document, the vertical line is printed.