

**F.Y.B.B.A. Semester-II**

**Effective from November 2011**

**Computer Application-II**

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| 1. Introduction to MS Excel and Function                             | 30% |
| a. Counting function   |     |
| b. Mathematical function   |     |
| c. Date & Time function  |     |
| d. Text function   |     |
| e. Logical Function  |     |
| f. Lookup and reference function                                     |     |
| g. Statistical function  |     |
| h. Financial function  |     |
| i. Total & Subtotal function   |     |
| j. D function  |     |
| 2. Analysis of Data  | 20% |
| a. Data consolidation  |     |
| b. Goal seek   |     |
| c. Solver  |     |
| 3. Data analysis using Excel   | 30% |
| a. Use of Built in data form in excel                                |     |
| b. Sorting, Filtering in excel                                       |     |
| c. Correlation –Regression and using add-ins                         |     |
| d. Macros  |     |
| 4. Database in Excel and Access (DBMS)                               | 20% |
| a. Introduction to database (database, field, table, record, primary |     |
| b. Basic of internal data  |     |
| c. Limitation & Importance   |     |
| d. Creating , editing , sorting database in access                   |     |
| e. Creating relationship between tables in Access                    |     |
| f. Creating form, Query and Report with wizard in Access             |     |

**Reference:** Mastering Excel By Mindy & Martin

Mastering Access By Alan Simpson , Cleste Robinson B.P.B. Publications