

Preface

The advent of computers has radically changed the lives of humans in the past three decades. A computer is used to convert raw facts and data into meaningful information and knowledge. They are used today in business, education, communication, healthcare, banking public and private offices and at home by people of across age and gender. They add speed and accuracy to the work. The book focusses on the basics of computers, the Operating System and various software's discussed in the book are:

- ◆ **Text Processing Software** - Word is the most common text processing software. A word processor is used for typing official correspondence, reports, and proposals. The book discusses the overview of word, table creation, mailmerge, bibliography, citations and review.
- ◆ **PowerPoint Presentation** - PowerPoint as a presentation software is discussed from its basics to slide creation, animation and printing the presentation.
- ◆ **Spreadsheets** - Excel is discussed to implement the spreadsheets. The book elaborates the basics of excel along with formula, functions, data consolidation, lookup, pivot table. A detailed coverage of Excel in areas of finance and accounting is given with practical examples.
- ◆ **Database System** - The database concepts, ER model, RDM and MS Access DBMS has been discussed. Apart from it there is a comprehensive coverage on creation of tables, SQL, Forms and Reports with appropriate examples.

Already there are numerous books available on computers. But we thought it necessary to have a course oriented book with focus on Computer Applications in Business for the students pursuing B. Com (Hons) and B. Com Semester CBCS course of Delhi University. The book is written in a lucid language which is easy to understand and helps the beginner in easy grasping of concepts and use the computer to make their work more efficient.

Some of the highlights of the book are: —

- 1. The content is organised sequentially.*
- 2. The explanations are supported by diagrams and pictures.*
- 3. Each Chapter has been enriched with sufficient exercises.*
- 4. The detailed description of excel problems.*
- 5. A comprehensive coverage of Database problems.*

At the onset of each chapter, the contents are given in brief to enable the students to know what is to be learned in each chapter. All chapters have been written strictly according to the CBCS syllabus. The chapters are arranged sequentially as per the syllabus.

With a deep sense of gratitude, we thank our friends, colleagues, well-wishers and students for their valuable advice, continued encouragement and assistance in accomplishing the task of writing this book. We place on record the assistance provided by our colleague Mr. Amandeep Singh, Ms. Garima Jain, Ms. Jasleen Kaur in suggesting corrections after reading a part of the initial draft. We do appreciate the timely assistance provided by Mr. Prakhar Wadhwa, our ex-student and ex-colleague from SGTB Khalsa College, Delhi University in reading the final draft and suggesting corrections.

We owe our regards, gratitude and thanks to our family members for providing with ideas, suggestions and support during the journey of book writing.

We are grateful to the entire team of our publisher “TAXMANN” for their extensive support.

We hope the book is useful for the students and teacher’s community. The suggestions and feedback from the teachers and students are highly welcome.

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