

Contents

	PAGE
Preface to Fourth Edition	I-5
Chapter-heads	I-7

1

BASIC COMPUTER CONCEPTS

1	Basic Computer Concepts	1	1.10	Types of Computers	20
1.1	Introduction	1	1.11	Essential Components of a Computer	25
1.2	Meaning of Computers	2	1.12	Relationship between Hardware and Software	27
1.3	A Brief History	3	1.13	Types of Software	28
1.4	Hardware	5	1.14	Mode of Acquiring Software	39
1.5	Functional Units of a Computer	13	1.15	Public Domain Software	40
1.6	Characteristics of a Computer	16	1.16	Summary	41
1.7	Advantages of the Computers	17	1.17	Review Questions	42
1.8	Uses of Computers	18			
1.9	Limitations of Computers	20			

2

INTRODUCTION TO NETWORKING

2.1	Introduction	44	2.6	Distributed Computing System	63
2.2	Applications of Networking	47	2.7	Wireless Networking	69
2.3	Basic Networking Terminology	47	2.8	Summary	72
2.4	Types of Network	52	2.9	Review Questions	73
2.5	Network Topologies	55			

3**MICROSOFT WORD 2010**

3.1	Introduction	75	3.3	Review Questions	126
3.2	The Ribbon	76			

4**BASICS OF POWERPOINT**

4.1	Introduction	130	4.9	Adding a Hyperlink to your Presentation	143
4.2	How to create a Presentation using PowerPoint	131	4.10	Presenting a Slide Show	144
4.3	Design Ribbon Toolbar	132	4.11	Effective Presentation Skills	145
4.4	Formatting a Presentation – Inserting Table, Smart Art, Chart & Pictures	134	4.12	Printing Slides	146
4.5	Applying Themes	134	4.13	How to Upload PowerPoint to YouTube	147
4.6	Adding a New Slide	136	4.14	Summary	148
4.7	Applying Transitions & Animations	136	4.15	Review Questions	149
4.8	Adding Sound & Video to your Presentation	140			

5**MS EXCEL 2010**

5.1	Introduction	151	5.8	Formatting Cells	164
5.2	Excel 2010 Environment	151	5.9	Sorting Data	166
5.3	Saving Workbooks	154	5.10	Charts	170
5.4	Worksheet Basics	155	5.11	Creating Simple Formulas	177
5.5	Printing	157	5.12	Complex Formulas	179
5.6	The Cell	160	5.13	Working with Basic Functions	183
5.7	Modifying Columns, Rows and Cells	162			

6**EXCEL FUNCTIONS**

6.1	Introduction	192	6.4	Financial Functions	221
6.2	Statistical Functions	192	6.5	Logical Functions	246
6.3	Mathematical Functions	211	6.6	Others	252

7**DECISION MAKING WITH EXCEL**

7.1	What-If Analysis	262	7.4	Pivot Table	280
7.2	Solving Linear Programming Problems with Solver	271	7.5	Capital Budgeting	287
7.3	Data Analysis	276	7.6	Ratio Analysis	291B

8**EXCEL PROJECTS**

8.1	Payroll Accounting	292	8.4	Statistical	347
8.2	Loan and Lease Accounting	317	8.5	Unsolved Questions	364
8.3	Depreciation	331			

9**COMPUTER AIDED AUDIT TECHNIQUES (CAAT)**

9.1	Introduction	376	9.4	Tests performed using CAATs	378
9.2	Key Capabilities of CAAT	377	9.5	Using Excel as a CAATs tool	379
9.3	Precautions while using CAATs	378	9.6	Excel Applications	379

10**INTRODUCTION TO DATABASE SYSTEM**

10.1	Introduction	404	10.4	Traditional File System vs. Database System	410
10.2	Database System	405	10.5	Evolution of Database Management Technology	411
10.3	Traditional File System	408			

10.6	Modern Approach of Database	412	10.8	Review Questions	442
10.7	Summary	441			

11

MANAGING DATABASES USING MS ACCESS

11.1	Introduction	444	11.8	Queries using SQL	483
11.2	Objects in MS Access 2010	445	11.9	Forms using Form Wizard	494
11.3	Creating Database	446	11.10	Preparing Reports using report wizard	503
11.4	Understanding MS Access Window	447	11.11	Application of MS Access in the field of accounting	522
11.5	Creating Tables	448	11.12	Review Questions	556
11.6	Implementing Relationship between the Tables	463			
11.7	Creating Queries	466			

12

MAIL MERGE

12.1	Introduction	564	12.4	Mail merge using database in MS Excel 2010	583
12.2	Steps to use Mail Merge	565	12.5	Review Questions	585
12.3	Mail merge using database of MS Access 2010	576			

◆ B.COM (HONS.)/SEM. IV - 2017	589
◆ B.COM (HONS.)/SEM. IV - 2018	590