Preface

Information Technology has been constantly changing the face of the world. The use of computers and telecommunications has become an indispensable part of our lives. The technology has been changing so dramatically that every second a new technology comes up which fascinates the mankind and makes his life simpler. This makes it imperative to understand the manner and the extent to which it has impacted our lives.

Technology is a great enabler. The computers have helped management in taking informed decisions which have affected the profitability of the business in a positive manner. As a student of commerce it is imperative to learn how to use computers in the areas that require data analysis such as finance, accounting, costing, marketing, etc.

It gives us immense pleasure to put before you the first edition of "Basics of Computer Applications in Business". The first and second edition of our book entitled "Computer Applications in Business" got tremendous response from the readers for which we are thankful from the core of our heart. We feel that the book in your hand will also come upto the expectations of the readers.

This book covers the syllabus of paper titled "Computer Applications in Business" of B.Com. (Prog.) Semester-III. The focus of the book is on application part. This book also covers the syllabus as proposed under Choice Based Credit System (CBCS) pan India. The Book has been divided into eleven chapters. The book besides covering theoretical aspects, lays major emphasis on practical applications. A separate chapter has been added to illustrate how excel is useful in decision making.

The book aims to acquaint the commerce undergraduates with the information technology tools. The unique feature of this book is its

simple presentation and step-wise explanation that ensures that any student, even without having a prior computer literacy can also learn computing and its business applications.

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