

BSC (Biotechnology) Second Year Model Papers



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Bba Ii Year Gurukpo

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Bba Ii Year Gurukpo:

NEP Computer Applications in Business B.B.A. 2nd Year Dr. Sandeep Srivastava, ,Dr. Mirza Shab Shah, ,Er. Meera Goyal,2024-08-11 CONTENT 1 Word Processing 2 Preparing Presentations 3 Spreadsheet and its Business Applications 4 Creating Business Appendix SYLLABUS Unit 1 Word Processing ntroduction to word Processing Word processing concepts Use of Templates Working with word document Editing text Find and replace text Formatting Spell check Autocorrect Autotext Bullets and numbering Tabs Paragraph Formatting Indent Page Formatting Header and Footer Tables Inserting Filling and Formatting a Table Inserting Pictures and Video Mail Merge Including Linking with Database Printing Documents Creating Business Documents using the above Facilities Unit 2 Preparing Presentation Basics of Presentations Slides Fonts Drawing Editing Inserting Tables Images Texts Symbols Media Design Transition Animation and Slideshow Creating Business Presentations using above Facilities Unit 3 Spreadsheet and its Business Applications Spreadsheet Concepts Managing Worksheets Formatting Entering Data Editing and Printing a Worksheet Handling Operators in Formula Project Involving Multiple Spreadsheets Organizing Charts and Graphs Generally used Spreadsheet Functions Mathematical Statistical Financial Logical Date and Time Looking and Reference Database and Text Functions Unit 4 Creating Business Spreadsheet Creating Spreadsheet in the Area of Loan and Lease Statement Ratio Analysis Payroll Statements Capital Budgeting Depreciation Accounting Graphical representation of Data Frequency Distribution and its Statistical Parameters Correlation and Regression

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