



# Contents

---

	PAGE
Preface to Seventh Edition	I-5
Syllabus	I-9
Chapter-heads	I-13

## 1

### BASIC COMPUTER CONCEPTS AND NETWORKING

<b>1.1</b>	Introduction	<b>1</b>	<b>1.11</b>	Some commonly used computing interfaces	22
<b>1.2</b>	Meaning of computers	2	<b>1.12</b>	Computer networks	23
<b>1.3</b>	A brief history	3	<b>1.13</b>	Applications of networking	25
<b>1.4</b>	Hardware	5	<b>1.14</b>	Basic networking terminology	26
<b>1.5</b>	Functional units of a computer	13	<b>1.15</b>	Types of network	31
<b>1.6</b>	Characteristics of a computer	16	<b>1.16</b>	Network topologies	34
<b>1.7</b>	Advantages of the computers	17	<b>1.17</b>	Distributed computing system	42
<b>1.8</b>	Uses of computers	18	<b>1.18</b>	Wireless networking	48
<b>1.9</b>	Limitations of computers	20	<b>1.19</b>	Summary	51
<b>1.10</b>	Concepts of computing, data and information	20	<b>1.20</b>	Review questions	52

## 2

### BASIC INTERNET TERMINOLOGIES

<b>2.1</b>	Introduction	<b>55</b>	<b>2.7</b>	Internet protocols	74
<b>2.2</b>	Meaning of internet	56	<b>2.8</b>	Uses of internet to society	76
<b>2.3</b>	A brief history	56	<b>2.9</b>	Search engine	77
<b>2.4</b>	Basic internet terminologies	57	<b>2.10</b>	Cyber security	78
<b>2.5</b>	How to get connected to internet ?	70	<b>2.11</b>	Summary	81
<b>2.6</b>	Basic internet services	72	<b>2.12</b>	Review questions	82

**3****RECENT TRENDS IN COMPUTING**

<b>3.1</b>	Business collaborations	85	<b>3.6</b>	E-commerce	92
<b>3.2</b>	Cloud computing	88	<b>3.7</b>	Internet of things (IOT)	98
<b>3.3</b>	Grid computing	90	<b>3.8</b>	Summary	99
<b>3.4</b>	Virtualization	91	<b>3.9</b>	Review questions	100
<b>3.5</b>	Green computing	91			

**4****MICROSOFT WORD 2010**

<b>4.1</b>	Introduction	101	<b>4.3</b>	Review questions	152
<b>4.2</b>	The ribbon	102			

**5****BASICS OF POWERPOINT**

<b>5.1</b>	Introduction	156	<b>5.8</b>	Adding sound & video to your presentation	166
<b>5.2</b>	How to create a presentation using powerpoint	157	<b>5.9</b>	Adding a hyperlink to your presentation	169
<b>5.3</b>	Design ribbon toolbar	158	<b>5.10</b>	Presenting a slide show	170
<b>5.4</b>	Formatting a presentation – Inserting table, smart art, chart & pictures	160	<b>5.11</b>	Effective presentation skills	171
<b>5.5</b>	Applying themes	160	<b>5.12</b>	Printing slides	172
<b>5.6</b>	Adding a new slide	162	<b>5.13</b>	How to upload Powerpoint to youtube	173
<b>5.7</b>	Applying transitions & animations	162	<b>5.14</b>	Summary	174
			<b>5.15</b>	Review questions	175

**6****MS EXCEL 2010**

<b>6.1</b>	Introduction	177	<b>6.4</b>	Worksheet basics	181
<b>6.2</b>	Excel 2010 environment	177	<b>6.5</b>	Printing	183
<b>6.3</b>	Saving workbooks	180	<b>6.6</b>	The cell	186

<b>6.7</b>	Modifying columns, rows and cells	188	<b>6.11</b>	Creating simple formulas	203
<b>6.8</b>	Formatting cells	190	<b>6.12</b>	Complex formulas	205
<b>6.9</b>	Sorting data	192	<b>6.13</b>	Working with basic functions	209
<b>6.10</b>	Charts	196			

**7****EXCEL FUNCTIONS**

<b>7.1</b>	Introduction	218	<b>7.5</b>	Logical functions	266
<b>7.2</b>	Statistical functions	218	<b>7.6</b>	Others	272
<b>7.3</b>	Mathematical functions	235		Appendix I	279
<b>7.4</b>	Financial functions	244			

**8****DECISION MAKING WITH EXCEL**

<b>8.1</b>	What-if analysis	282	<b>8.4</b>	Pivot table	304
<b>8.2</b>	Solving linear programming problems with solver	291	<b>8.5</b>	Capital budgeting	311
<b>8.3</b>	Data analysis	301	<b>8.6</b>	Ratio analysis	317
			<b>8.7</b>	Other excel applications	322

**9****EXCEL PROJECTS**

<b>9.1</b>	Payroll accounting	334	<b>9.4</b>	Statistical	389
<b>9.2</b>	Loan and lease accounting	359	<b>9.5</b>	Unsolved questions	406
<b>9.3</b>	Depreciation	373			

**10****INTRODUCTION TO DATABASE SYSTEM**

<b>10.1</b>	Introduction	418	<b>10.4</b>	Traditional file system vs. Database system	424
<b>10.2</b>	Database system	419	<b>10.5</b>	Evolution of database management technology	425
<b>10.3</b>	Traditional file system	422			

		PAGE
<b>10.6</b> Modern approach of database	426	<b>10.8</b> Review questions
<b>10.7</b> Summary	455	

**11****MANAGING DATABASES USING MS ACCESS**

<b>11.1</b> Introduction	458	<b>11.7</b> Creating queries	480
<b>11.2</b> Objects in MS access 2010	459	<b>11.8</b> Queries using SQL	497
<b>11.3</b> Creating database	460	<b>11.9</b> Forms using form wizard	508
<b>11.4</b> Understanding MS access window	461	<b>11.10</b> Preparing reports using report wizard	517
<b>11.5</b> Creating tables	462	<b>11.11</b> Application of MS access in the field of accounting	536
<b>11.6</b> Implementing relationship between the tables	477	<b>11.12</b> Review questions	570

**12****MAIL MERGE**

<b>12.1</b> Introduction	578	<b>12.4</b> Mail merge using database in MS excel 2010	597
<b>12.2</b> Steps to use mail merge	579	<b>12.5</b> Review questions	599
<b>12.3</b> Mail merge using database of MS access 2010	590		
◆ <b>B.COM (HONS.)/SEM. IV-2017</b>			603
◆ <b>B.COM (HONS.)/SEM. IV-2018</b>			604
◆ <b>B.COM (HONS.)/SEM. IV-2019</b>			605
◆ <b>MODEL PAPER-1</b>			607
◆ <b>MODEL PAPER-2</b>			611
◆ <b>MODEL PAPER-3</b>			614
◆ <b>MODEL PAPER-4</b>			618