

SHRI GNANAMBICA DEGREE COLLEGE: MADANAPALLE

(AUTONOMOUS)

Course 2: FUNDAMENTALS OF INFORMATION TECHNOLOGY AND
OFFICE AUTOMATION

SEMESTER I

(W.E.F.2025-26)

Program: BCOM(COMPUTER APPLICATIONS)

Hours per week: 4

Credits: 3

Course Objectives:

1. Understand computing basics – number systems, evolution, and components.
2. Learn computer organization and networking fundamentals.
3. Gain skills in word processing and presentation tools.
4. Develop spreadsheet proficiency with formulas and charts.
5. Apply data modeling and productivity tools for analysis.

Course Outcomes:

Upon successful completion of the course, students will be able to:

1. Understand computing concepts – number systems, evolution, and components.
2. Learn computer organization and networking basics.
3. Use word processing and presentation tools effectively.
4. Work with spreadsheets using formulas, charts, and data handling.
5. Apply data modeling and productivity tools for analysis and visualization.

Unit I

Number Systems, Evolution, Block Diagram and Generations:

Number Systems: Binary, Decimal, Octal, Hexadecimal; conversions between number systems. Evolution of Computers: History from early mechanical devices to modern-day systems. Block Diagram of a Computer: Components like Input Unit, Output Unit, Memory, CPU (ALU + CU). Generations of Computers: First to Fifth Generation – technologies, characteristics, examples.

Unit II

Basic organization and Network fundamentals:

Computer Organization: Functional components – Input/Output devices, Storage types, Memory hierarchy. Types of Computers: Micro, Mini, Mainframe, and Supercomputers. Networking Fundamentals: Definition, need for networks, types (LAN, WAN, MAN), topology (Star, Ring, Bus). Internet Basics: IP Address, Domain Name, Web Browser, Email, WWW.



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Unit III

Word Processing and presentations:

Word Processing Basics: Using MS Word/Google Docs – formatting, styles, tables, mail merge. Presentation Tools: Using PowerPoint/Google Slides – slide design, animations, transitions. Applications: Creating resumes, reports, brochures, and presentations. Keyboard Shortcuts.

Unit IV

Spreadsheet Basics:

Spreadsheet Concepts: Understanding rows, columns, cells in tools like MS Excel/Google Sheets, cell referencing. Functions and Formulae: SUM, AVERAGE, IF, COUNT. Charts and Graphs: Creating visual representations. Data Handling: Sorting, filtering, conditional formatting. Text Functions: LEFT, RIGHT, MID, LEN, TRIM, CONCAT, TEXTJOIN. Advanced Functions: Logical: IF, AND, OR, IFERROR, Lookup: VLOOKUP, HLOOKUP, XLOOKUP, INDEX, MATCH.

Unit V

Data Modelling:

Data Analysis Tools: Pivot Tables and Pivot Charts, Data Validation (Dropdowns, Input Messages, Error Alerts), What-If Analysis: Goal Seek, Scenario Manager, Data Tables. Charts and Dashboards: Creating Interactive Dashboards, Using slicers with Pivot Tables. Combo Charts and Sparklines. Productivity Tips: Using Named Ranges, Freeze Panes, Split View.

Reference Books:

1. Excel 2021 Bible by Michael Alexander, Richard Kusleika – Wiley
2. Networking All-in-One For Dummies by Doug Lowe – Wiley
3. Microsoft Official Docs and Training: <https://learn.microsoft.com>
4. Google Workspace Learning Center: <https://support.google.com/a/users/>
5. Fundamentals of Computers, Reema Thareja, Oxford University Press, Second Edition
6. Fundamentals of Computers, V. Rajaraman – PHI Learning
7. Introduction to Computers by Peter Norton – McGraw Hill
8. Microsoft Office 365 In Practice by Randy Nordell – McGraw Hill Education



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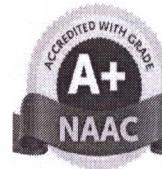
(AUTONOMOUS)

Course 2: FUNDAMENTALS OF INFORMATION TECHNOLOGY AND
OFFICE AUTOMATION - PRACTICALS

SEMESTER I

(W.E.F.2025-26)

Program: BCOM(Computer Applications)



Hours per week: 2

Credits: 1

List of Experiments:

1. Demonstration of Assembling and Desassembling of Computer Systems.
2. Identify and prepare notes on the type of Network topology of your institution.
3. Prepare your resume in Word.
4. Using Word, write a letter to your higher official seeking 10-days leave.
5. Prepare a presentation that contains text, audio and video.
6. Using a spreadsheet, prepare your class Time Table.
7. Using a Spreadsheet, calculate the Gross and Net salary of employees(Min 5) considering all the allowances.
8. Generate the class-wise and subject-wise results for a class of 20 students. Also generate the highest and lowest marks in each subject.
9. Using IF, AND, OR, and IFERROR to Automate Grade Evaluation.
 - Create a table of student scores in different subjects.
 - Use IF to assign grades (A/B/C/Fail).
 - Use IFERROR to handle missing scores or invalid data.
10. Employee Database Search Using VLOOKUP, HLOOKUP, XLOOKUP, INDEX, and MATCH
 - Create a database of employees (Name, ID, Department, Salary).
 - Implement VLOOKUP to search by employee ID.
 - Use HLOOKUP to extract department heads by role.
 - Apply XLOOKUP for more flexible searches.
 - Use INDEX + MATCH as an alternative to VLOOKUP.
11. Sales Report Analysis Using Pivot Tables and Charts
 - Use a dataset of product sales (Product, Region, Date, Quantity, Revenue).
 - Create Pivot Tables to summarize data by region/product.
 - Insert Pivot Charts for visual analysis (e.g., bar, line).
 - Add slicers to make the dashboard interactive.



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12. Designing a Data Entry Form with Drop-downs and Input Rules
 - Create a student registration form.
 - Add drop-down lists for course selection using Data Validation.
 - Add input messages to guide users.
 - Add error alerts for wrong entries.
13. Monthly Budget Planning using Goal Seek and Scenario Manager
 - Create a simple personal budget (income, expenses, savings).
 - Use Goal Seek to determine income needed to save a desired amount.
 - Use Scenario Manager to compare different budgeting scenarios (best/ worst/ realistic case).
 - Create a one-variable Data Table to analyze how different expenses affect savings.
14. Dashboard Creation Using Combo Charts, Sparklines & Slicers
 - Use existing sales or attendance data.
 - Insert combo charts (e.g., column + line).
 - Add sparklines to show trends.
 - Use slicers with Pivot Tables to control dashboard elements.
 - e. Finalize and format for interactivity.



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QUESTION PAPER BLUE PRINT

Time : 3 Hrs

Max. Marks : 70

PART - A

Answer any 4 of the 8. Each Question Carries 5 marks.

(4 x 5 =20)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8

PART-B

Answer one from each unit. Each Question Carries 10 marks.

(5X10=50)

UNIT 1

9. Question

OR

10. Question

UNIT 2

11. Question

OR

12. Question

UNIT 3

13. Question

OR

14. Question

UNIT 4

15. Question

OR

16. Question

UNIT 5

17. Question

OR

18. Question



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