



Computer Application and Analytics in Management II

Advanced Excel capabilities

Conditional Formatting, Importing Data And Text To Columns, Functions (Mathematical, String, IF, AND, OR,) Searching: Match, Search, Look Up Function, Vlookup, H Lookup, Creating Pivot Tables And Pivot Charts, Changing Calculated Value Fields, Creating A Pivot Chart, Using Auto Filters, Applying A Custom Auto Filters, Creating Advanced Filters, What If Analysis,

Microsoft PowerPoint

Create A New Presentation, Modify Presentation Themes, Add And Edit Text To Slides, Add New Slides To A Presentation, Insert Clipart Images And Shapes To Slides, Using Picture Tools, Inserting And Manipulating Smart Art, Insert And Modify Tables And Charts, Add Sound And Video To A Slide Presentation, Insert And Edit Animations And Slide Transitions, Adding Slide Transition Animation, Adding Custom Animation ,Inserting Shapes, Formatting Shapes, Word Art, Inserting Videos, Applying Themes , Customizing Themes ,Formatting The Slide Background, Inserting Charts Inserting Tables, Inserting Objects

Microsoft Word

Setting Page And Section Breaks, Using Headers And Footers, Using Templates, Using Print Preview, Printing Documents, Using Clip Arts And Inserting Other Graphics,
Creating, Editing, Saving And Printing Text Documents, Font And Paragraph Formatting, Simple Character Formatting, Inserting Tables, Smart Art, Page Breaks, Using Lists And Style, Working With Images , Using Spelling And Grammar Check, Understanding Document Properties, Inserting Shapes, Formatting Shapes, Word Art, Creating Tables, Inserting And Deleting Columns And Rows, Merging And Splitting Cells, Formatting Table

Google Forms and introduction to SPSS

What Is Google Forms, Creating A New Form From Template Or By Using A Blank Form, Editing Your Form, Edit Questions, Add Questions, Copy/Duplicate Question, Delete Questions Form, Colors Themes, Preview Forms, Send Form, View Responses, Accessing Google Forms, Creating A Google Form, Sharing A Google Form, Viewing Responses As A Summary, Viewing Responses Individually, Introduction To SPSS, Data Tabulation, Feeding Into SPSS, Basic Operation,

Suggested Readings

- A To Z Of MS EXCEL: A Book For Learners & Trainers by Rinkoo Jainn
- Data Analysis with Excel: Tips and tricks to kick start your excel skills 1st Edition by Manisha Nigam