Course Code: FMSSBC103

Course Title: Basic IT Tools

Total Hours: 32

Course Objectives:

- To enable students develop IT skills that area pre-requisite in today's work environment.
- To equip them with basic computing skills that will enhance their employability in general.
- To enable the student to analyse and present information in a meaningful manner.

Course Outcome:

- By studying this course, students will be able to use word-processor to generate documents with appropriate formatting, layout, review and referencing.
- By studying this course, students will be able to manage data in worksheets and workbooks and analyze it using spreadsheet functions and inbuilt formulas.
- By studying this course, students will be able to draw analysis on data using spreadsheets to make decisions.
- By studying this course, students will be able to managedata in database tables and use the same forgenerating queries, forms and reports.

Course Content:

UNIT 1: Introduction to Spreadsheets (8 Hours)

Concept of worksheets and workbooks, creating, opening, closing and saving workbooks, moving, copying, inserting, deleting and renaming worksheets, naming cells using naive box, namecreate and namedefine; Exchanging data using clipboard, object linking and embedding; Printing and Protecting worksheets: Adjusting margins, creating headers and footers, setting page breaks, changing orientation, creating portable documents and printing data and formulae; Implementing file level security and protecting data within the worksheet; Understanding absolute, relative and mixed referencing in formulas, referencing cells in other worksheets and workbooks, correcting common formula errors, working with inbuilt function categories like mathematical, statistical, text, lookup, information, logical, database, date and time and basic financial functions.

UNIT 2: Data Analysis in Spreadsheets (8 Hours)

Consolidating worksheets and workbooks using formulae and data consolidate command; Choosinga chart type, understanding data points and data series, editing and formatting chart elements, and creating sparkline graphics, Analysing data using pivot tables: Creating, formatting and modifyinga pivot table, sorting, filtering and grouping items, creating calculated field and calculated item, creating pivot table charts, producinga report with pivot tables. Introduction to recording and execution ofmacros.

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UNIT 3: Word Processing (8 Hours)

Creating and saving your document, displaying different views, working with styles and character formatting, working with paragraph formatting techniques using indents, tabs, alignment, spacing, bullets and numbering and creating borders; Page setup and sections: Setting page margins, orientation, headers and footers, end notes and foot notes, creating section breaks and page borders; Working with tables: Creating tables, modifying table layout and design, sorting, inserting graphics ina table, table math, converting text to table and vice versa; Create newspaper columns, indexes and table of contents, Spell check your document, mail merge.

UNIT 4: Databases (8 Hours)

Introduction to Database Development: Database Terminology, Objects, Creating Tables, working with fields, understanding Data types, Changing table design, Assigning Field Properties, Setting Primary Keys, using field validation and record validation rules, Indexing, working with multiple tables, Relationships & Integrity Rules, Join Properties, Record manipulation, Sorting& Filtering, Creating Basic forms, working with bound, unbound and calculated controls.