BC(Voc)-106
BUSINESS DATA PROCESSING AND PC SOFTWARE-I

External Marks: 80
Internal Marks: 20
Time: 3 Hours

Note: **Paper setter will set nine questions in all. Question No. 1 comprising of five short types questions carrying four (4) marks each is compulsory. It covers the entire syllabus. Answer to each question should not be more than one page. Candidate is required to attempt four questions from the remaining eight questions carrying 15 marks each.**

Data processing, various business functions, use of computers in data processing and in carrying out business functions, concepts of data and information, characteristics of information, economics of business data processing, impact of data processing on business organizations, information and product flow in production environment, concepts of records and files, various types of file organizations, data capturing, data preparation, data verification and validation, and data editing.

Word processing: application of word processing, menus and tool bars, word processor: creating, entering, saving and printing the document, editing and formatting text, mail merge and macros (preferably latest version of MS Word or Libra Office Writer).

Spreadsheet: application, menus and tool bar, preparing tables, charts, sorting, etc., running statistical applications in Excel and Libra Office Calc, creating formulae in spreadsheets. RDBMS software: an overview.

Practical: A student must be able to work on Windows and Linux and be proficient in the use of MS Word, MS Excel, MS Access and Libra Office.

REFERENCES

- Foster Provost & Tom Fawcett, Data Science for Business; O'Reilly Media Publishing House
- Bhadka Harsad and Sharma Priyanka, Business Data Processing, LAP Lambert Academic Publishers.
- S.S. Shrivastava, MS Office, Laxmi Publications.
- Lambert Joan, Microsoft Office 2016 Step by Step, Microsoft Press Publisher
- Paul Mc Fedries, My Office 2016, Pearson Education Publisher