

# **UNIVERSITY OF MUMBAI**

**Revised Scheme for the  
First, Second and Third Year  
(Sem. I to VI)**

**and**

**Revised Syllabus for  
the First Year (Sem. I & II)**

**of the  
B.M.S. Degree Course**

**(With effect from the Academic Year 2008 – 2009)**

## **(2) BMS – Syllabus**

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### **Structure of Syllabus of BMS Course (Sem. I to VI)**

#### **F.Y. BMS (Sem. 1)**

- 1.1** Foundations of Human Skills
- 1.2** Introduction to Financial Accounts
- 1.3** Business Law
- 1.4** Business Mathematics
- 1.5** Business Communication
- 1.6** Principles of Management
- 1.7** Introduction to Computers

*Theory : 60 marks + Internals : 40 marks = 100 marks*

*Total 700 marks (50–60 lectures per subject – –4 lectures per week*

*\*\* For 1:7 Introduction to computers Additional Practical session — 3 periods per week for a batch of 20 students.)*

#### **F.Y. BMS (Sem. 2)**

- 2.1** Business Environment
- 2.2** Industrial Law
- 2.3** Computer Applications in Business
- 2.4** Managerial Economics – 1
- 2.5** Business Statistics
- 2.6** Introduction to Cost Accounting
- 2.7** Environment Management

*Theory : 60 marks + Internals : 40 marks = 100 marks*

*Total 700 marks (50–60 lectures per subject – –4 lectures per week*

*\*\* For 2:3 Computer applications in business : Additional Practical session — 3 periods per week for a batch of 20 students.)*

#### **S.Y. BMS (Sem. 3)**

- 3.1** Management Accounting
- 3.2** Managerial Economics – II
- 3.3** Marketing Management
- 3.4** Business Aspects in Banking & Insurance
- 3.5** Production Management & Materials Management
- 3.6** Strategic Management

*Theory : 60 marks + Internals : 40 marks = 100 marks*

*Total 600 marks (50–60 lectures per subject – –4 lectures per week)*

#### **S.Y. BMS (Sem. 4)**

- 4.1** Productivity and Quality Management
- 4.2** Direct & Indirect Taxes
- 4.3** Export Import Procedure & Documentation
- 4.4** Cooperative & Rural Markets
- 4.5** Research Methods in Business
- 4.6** Public Relations Management

*Theory : 60 marks + Internals : 40 marks = 100 marks*

*Total 600 marks (50–60 lectures per subject – –4 lectures per week)*

**T.Y. BMS (Sem. 5)**

- 5.1** Human Resources Management
- 5.2** Indian Management – Thoughts and Practices
- 5.3** Financial Management
- 5.4** Operations Research
- 5.5** International Marketing
- 5.6** Elective I
  - Special Studies in Marketing
  - OR
  - Special Studies in Finance
  - OR
  - Management Information Systems
- 5.7** Project Work
  - Theory : 60 marks + Internals : 40 marks = 100 marks*
  - Total 600 marks (50–60 lectures per subject – – 4 lectures per week)*
  - + 100 marks project (grades to be allocated)*

**T.Y. BMS (Sem. 6)**

- 6.1** Entrepreneurship & Management of SME
- 6.2** Elements of Logistics & Supply Chain Management
- 6.3** Service Sector Management
- 6.4** Business Ethics & Corporate Social Responsibility
- 6.5** International Finance
- 6.6** Elective II
  - Retail Management
  - OR
  - Investment Analysis and Portfolio Management
  - OR
  - E–Commerce
  - Theory : 60 marks    Internals : 40 marks*
  - Theory : 60 marks + Internals : 40 marks = 100 marks*
  - Total 600 marks (50–60 lectures per subject – – 4 lectures per week)*

## **Syllabus for BMS (Semester – I)**

### **1.1 Foundation of Human Skills**

#### **Unit No. I (No. of Lectures – 12)**

##### **Understanding Human Nature**

- Basics of Human Nature
  - i) Influence of Environment and Heredity
  - ii) Concept of Attitude

#### **Unit No. II (No. of Lectures – 12)**

##### **Concept of Intelligence**

- Intelligent Quotient
- Intelligence as Basis of Abilities

#### **Unit No. III (No. of Lectures – 13)**

##### **Effective Thinking**

- Thinking Skills
- Thinking Styles
- Concept of Six Thinking Hats

#### **Unit No. IV (No. of Lectures – 13)**

##### **Individual Interaction and skills**

Basic Interaction Skills – personal and interpersonal intrapersonal skills, Concept, definition, meaning of skill–types of skills; conceptual, supervisory, technical, managerial and decision making skills.

- Group Influence on Interaction Skills

#### **Reference Books**

<b>No.</b>	<b>Title</b>	<b>Author</b>	<b>Publisher</b>
1	Industrial Psychology	Gosh P & K & Ghorpade M.B.	Himalaya, Mumbai, 1999
2	Organizational Behaviour	Newstrom J. Keith D	Tata McGraw Hill, New Delhi
3	Organizational Behaviour	P G Aquinas	Excel Books, Delhi
4	Applied Industrial /Organizational Psychology	Aamodt. M.G.	(4 <sup>th</sup> ed.) Wadsworth / Thomson Learning
5	Organizational Behaviour	Hellriegel. D., & Slocum, J.W. (2004)	South Western / Thomson Learning
6	Organizational Behaviour	Luthans. F. (2005)	(10 <sup>th</sup> ed.) McGraw Hill
7	Understanding Organizational Behaviour	Pareek. U (2004)	Oxford University Press. New Delhi
8	Organizational Behaviour : Concepts, Controversies and Applications	Robbins. S.P. (2005)	(11 <sup>th</sup> ed.) Prentice Hall of India, New Delhi

## 1.2 Introduction to Financial Accounts

### Unit No. I (No. of Lecture – 20)

**A. Meaning and Scope of Accounting :** Need, development and definition; Book – keeping and accounting; Persons interested in accounting; Disclosures; Branches of accounting; Objectives of accounting.

**B. Accounting Transactions :** Accounting cycle, journal, journal proper, Opening and closing entries, Relationship between journal & ledger; Rules regarding posting; Trial balance; Subsidiary books; Bank reconciliation statement.

### C. Accounting Standards

AS 1 : Disclosures of accounting policies : Meaning of accounting policies – Purpose – Different policies – Areas of policies – Disclosure of policies – Disclosure of change in policies – Simple illustrations.

AS 6 : Depreciation accounting : Meaning – Definitions – Importance – Factors – Useful life of a depreciable asset – Estimating useful life – Additions – Residual value – Methods – Disclosure of surplus – change in method – Simple illustrations.

AS 9 : Revenue recognition : Meaning and scope – Transactions excluded – Sale of goods – Rendering of services – Effect of uncertainties – Disclosure – Simple illustrations.

AS10: Accounting for fixed assets : Meaning – Definitions – Importance – Cost of fixed assets – Self constructed fixed assets – Non-monetary consideration – Improvements, repairs, additions and extensions – Revaluation – Sale or retirement – Valuation of fixed assets in special cases – Special types of fixed assets – Disclosure.

### Unit No. II (No. of Lectures – 15)

#### A.

1) Expenditure : Classification of Expenditure – Capital, Revenue and Deferred Revenue Expenditure : Distinction between capital expenditure and revenue expenses : Unusual expenses : Effect of error; Critical tests

2) Receipts : Capital receipt, Revenue receipt, Distinction between capital receipts and revenue receipts.

3) Profit or Loss : Revenue profit or loss, Capital profit or loss

#### B. Depreciation Accounting :

Practical problem based on accounting treatment by provision for depreciation using SLM and RBM methods.

### Unit No. III (No. of Lectures – 10)

#### Trial Balance and Final Accounts of a Sole Proprietor

Introduction to trial balance and final accounts of a sole proprietor.

Rectification of errors.

Preparation and Presentation of Final Accounts in Horizontal Form :

Manufacturing Account : Trading Account : Profit and Loss Account :

Balance Sheet

### Unit No. IV (No. of Lectures – 15)

#### Accounting in Computerised Environment

An overview of computerised environment.

Features of computerised accounting system.

Concept of grouping of accounts

Codification of accounts.

Maintaining the hierarchy and ledgers.

Accounting packages and consideration of them in selection.

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**Reference Books**

<b>No.</b>	<b>Title</b>	<b>Author</b>	<b>Publisher</b>
1	An Introduction to financial Accounting	Andrew Thomas	McGraw Hill
2	Financial Accounting – A Managerial emphasis	Ashok Banerjee	Excel Books
3	Financial Accounting	Weugamt.	Keiso, Kimmel
4	Accounting Theory – an Introduction	L.S.S. Porwal	Tata McGraw Hill
5	Elements of Accounts	T.S. Grewal	S.Chand & Co.
6	Business Accounting	Frank Woods	Pitman Publication
7	Advanced Accountancy	R.L. Gupta & M. Radhaswamy	S. Chand & Co. (P) Ltd., New Delhi
8	Accounting Standards	---	Institute of Chartered Accountants of India, New Delhi
9	Financial Accounting for Managerial Texts & Cases	Dr. Dinesh D. Harsolikar	Multi-Tech. Publishing Co. Ltd., New Delhi
10	Indian Accounting Standards and US Gaap	Ashish Bhattacharya	Tata McGraw Hill & Co. Ltd., New Delhi
11	Financial Accounting	Warren	Thomson Learning
12	Company Accounting Standards	Shrinivasan Anand	Taxman
13	Financial Accounting	J. R. Monga, Girish Ahuja	Mayur Paper Back

### 1.3 Business Law

**Objectives :** The subject should be taught keeping in mind that the BMS students will be joining the industry, therefore the emphasis should be on uses on application of Business Law to various Organisations.

#### Unit No. I (No. of Lectures – 20)

##### A) Law of Contract (The Indian Contract Act, 1872) : Section 1 – 30

Essential Elements of Contract – Agreement and Contract – Capacity to Contract – Free Consent – consideration – Lawful objects / consideration

##### B) Sales of Goods Act, 1930

Scope of the Act – Sale and Agreement to sell – Essentials of a valid sale Contract – Conditions and Warranties – Rights of an unpaid seller – Rules of Delivery – Auction sales – CIF & FOB contract.

##### C) Indian Partnership (The Indian Partnership Act, 1932)

What is Partnership ? Partnership Formation – Types of Partnerships – Dissolution of Partnership – Rights, Duties and Liabilities of partners.

#### Unit No. II (No. of Lectures – 10)

##### Negotiable Instrument Act, 1881

Introduction of Negotiable Instruments – characteristics of Negotiable Instrument – Different types of negotiable Instruments – Parties to Negotiable Instruments – Negotiation. Endorsement and Presentment – Criminal Liability on Dud cheques.

#### Unit No. III (No. of Lectures – 20)

##### Companies Act, 1956 (Section 1–100)

What is company ? Incorporation of Company – Memorandum of Association and Articles of association – Prospectus – Meetings – Board of Directors.

#### Unit No. IV (No. of Lectures – 10)

##### (A) Consumer Protection Act, 1986

Objects of consumer Protection – Introduction of consumer – Who is consumer ? Meaning of the words “Goods and Services” – Meaning of the words “Defects and Deficiencies of Goods and Services” – Consumer disputes and complains – Unfair Trade Practice – Consumer Protection Councils – Consumer Disputes – Redressal Agencies.

#### Reference Books

No.	Title	Author	Publisher
1	Bare Act relating to the various laws		
2	Business Law	K.R. Bulchandani	Himalaya Publishing House
3	Elements of Mercantile Law	Kapur N.D.	Sultan Chand
4	Business Law	S.S. Gulshan	Excel Books, Delhi
5	Business Law	P.K. Goel	Biztantra
6	A Manual of Mercantile Law	M.C. Shukla	Chand & Co.
7	Students Guide to Corporate Law	Datey V	Taxman, New Delhi
8	Company Laws	Dr. Avtar Singh	Eastern Book Company

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### **1.4 Business Statistics**

#### **Unit No. I (No. of lecturers – 15)**

##### **Descriptive Statistics for Univariate Data :**

**Introduction to Statistics :** Types of data. Data collection methods – Census and Sample Survey :

**Presentation of data :** Tabular (Frequency distribution) and Graphical (Frequency Curve Ogives. Histogram).

**Measures of Central Tendency :** Arithmetic mean, median, mode, geometric mean – their properties and applications.

**Measures of Dispersion :** Absolute measures – Range, Quartile deviation, Standard deviation, Variance and Relative measures – coefficient of quartile range, coefficient of deviation, coefficient of variation.

#### **Unit No. II (No. of lecturers – 15)**

##### **Forecasting Techniques**

**Correlation and Regression :** Karl Pearson's coefficient of correlation (Properties and calculation); Spearman's Rank Correlation coefficient, Regression equation – Statement and use.

**Times Series :** Components. Additive and multiplicative models, Estimation of linear trend by (i) least squares method  
(ii) moving average method  
Determination of seasonal trend using simple average method.

**Index Numbers :** Meaning and uses, Simple and composite index number. Aggregative and average of price relatives – simple and weighted index number. Construction of index number – fixed and chain base. Laspayre's Paasche's Kelly's and Fisher's index numbers. Construction of (i) consumer price index  
(ii) Cost of living index numbers  
Deflating, Splicing, Shifting of Base Year, Conversion from fixed base to chain base index numbers and vice-a-versa.

#### **Unit No. III (No. of lecturers – 15)**

##### **Probability and Probability Distribution :**

**Probability :** Sample space as a concept, different types of events.

Definition of probability.

Addition and Multiplication Laws of probability (Statements and use only) conditional probability, Bayes' Theorem (concept only).

Random Variable, Expectation and Variance. Probability distributions – Binomial and Normal.

#### **Unit No. IV (No. of lecturers – 15)**

##### **Testing of Hypotheses**

**Sampling distribution :** Sample mean and sample proportion.

Determination of sample size. Central Limit Theorem (Statement only).

**Hypothesis :** Simple and composite, null and alternative. Two types of errors, level of significance (concepts only) Large sample test. Tests based on Normal distribution (Tests for mean and difference in two means, proportion and difference in two proportions). Internal estimation, t-test (concept only).

**Reference Books :**

<b>No.</b>	<b>Title</b>	<b>Author</b>	<b>Publisher</b>
1.	Statistics for Management	Richard Levin and David S. Rubin	Prentice Hall of India, New Delhi
2.	Statistics for Business & Economic	David R Anderson, Dennis J Sweney	Thompson Publication (Scuta Eastern)
3.	Fundamentals of Statistics	S.C. Gupta	Himalaya Publishing House
4.	Business Statistics	Bhardwaj	Excel Books, Delhi
5.	Introduction to Probability theory and its application	Feller W.	Wiley
6.	Data Analysis for Managers	Roberts H.	Scientific Press
7.	Statistics for Management	Sharma	Himalaya Publishing House
8.	Theory and Problems of Statistics	M.R. Spiegel	McGraw Hill Publishing Company
9.	Elementary Statistics	S.P. Gupta and Archana Gupta	Sultan Chand and Sons, New Delhi
10.	Business Statistics	J.S. Chandan	Vikas Publishing House
11.	Mathematics for Business and Social Sciences	Mizrahi and Sullivan	John Wiley and sons
12.	Mathematics for Business Studies	J.K. Thukral	Mayur Publications
13.	Business Mathematics	S.K. Singh & J.K. Singh	Brijwasi Book distributors and publishers
14.	Theory and problems of Business statistics	Schaum's Outline Series	McGraw Hill Book Company

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### **1.5 Business Communication**

#### **Unit No. I (No. of Lectures – 10)**

##### **Fundamentals of Communication**

Definition, Meaning – Types, process and importance

#### **Unit No. II (No. of Lectures – 15)**

##### **Effective Communication**

Concept and Practice of Effective Communication

Barriers to Effective Communication

Methods to Improve Communication Skills

#### **Unit No. III (No. of Lectures – 15)**

##### **Written Communication Skills**

- Report Writing
- Letter Writing
- Preparation of Promotional Material

\* with special reference to banks, Insurance companies and Joint stock companies

#### **Unit No. IV (No. of Lectures – 15)**

##### **Oral Communication Skills**

- Understanding Audience
- Use of Language  
Use of Tone  
Understanding Body Language

### **Reference Books**

<b>No.</b>	<b>Title</b>	<b>Author</b>	<b>Publisher</b>
1	Effective Communication	Rai Urmila	Himalaya, Mumbai
2	Business Communication	Kaul	Prentice Hall India
3	Basic Business Communication	Lesikar	TMH
4	Business Communication & Personality Development	Das	Excel Books, Delhi
5	How to Listen Better?	Pramila Ahuja & G Ahuja	Sterling Publication
6	Contemporary Business Communication	Scot	Biztantra
7	Business Communication for Managers : An Advanced Approach	Penrose	Thomson learning
8	Business Correspondence	Whitehead G & H	A.H. Wheeler, Allahabad

**1.6 Principles of Management – I****Unit No. I (No. of Lectures – 15)****Management**

Concept, nature, process and Significance. An overview of functional areas of management, managerial roles (Mintzberg)

Evolution of Management Theory – Work of Fredrik, W. Taylor, Fayol’s contribution

Behavioural Science approach, Contingency approach.

**Unit No. II (No. of Lectures – 15)**

- Management Functions – Planning, Organising, Staffing, Directing and controlling.
- Planning : meaning–importance–elements–processes – limitations
- Decision Making – concept, importance and steps in decision making Preparation of Business Plan

**Unit No. III (No. of Lectures – 15)**

Organising – Concept, nature and significance; Authority and responsibility relationships, centralization and decentralization, departementation, organization structure – forms.

Staffing – importance, sources of recruitment, selection process.

**Unit No. IV (No. of Lectures – 15)**

- Directing – meaning and steps I direction : motivation – concept ; theories – Maslow, Herzberg, McGregor.  
Leadership – concept, styles and traits
- Control : concept, process: Effective control system; control techniques.
- Coordination – concept, Definition and importance.

**Reference Books**

No.	Title	Author	Publisher
1	Essentials of Management	Koontz H & W	McGraw Hill, New York
2	Principles of Management	Ramaswamy	Himayala, Mubai
3	Management Concept and Practice	Hannagain T.	McMillan, Delhi
4	Basic Managerial Skills for All	McGrath, E.H.	Prentice Hall of India
5	Management – Text & Cases	VSP Rao	Excel Books, Delhi
6	Essentials of Management	Massie Joseph	Prentice Hall of India
7	Management : Principles & Guidelines	Thomas N. Duening & John Ivancevich	Biztantra
8	Management Concepts and OB	P.S. Rao & N.V. Shah	Ajab Pustakalaya
9	Management Concepts and Strategies	J S Chandran	Vikas Publishing House
10	Principles of Management	Tripathi P.C.	Tata McGraw Hill
11	Principles of Management : Theory and Practice	Saranghi S K	V M P Publishers & Distributors
12	Principles of Management	Terry G R	AITBS

## **1.7 Introduction to Computers**

### **Unit No. I (No. of Lectures – 12)**

#### **Computer Hardware and Software**

##### **A. Hardware**

1. **Processors** : Definition, Diff. types, their clock speeds and differences. Intel, AMD, Cyrix, Motorola, Celeron, Pentium, Core Duo, Core 2, Duo, K6, Athlon, Centrino Technology.
2. **Memory**  
Definition, Primary, Secondary, Measuring memory KB, MB, GB, TB. Types such as SIMM, DIMM, SDRAM, DDRAM, DDR-I, DDR2. Concept of Cache Memory.
3. **Bus Types** :  
Data bus, Address bus, Types ISA, PCI, AGP, USB, SCSI, IEEE 1394 (firewire).
4. **Ports** :  
Serial, Parallel, USB, SCSI, MIDI, Advantage of USB ports, USB 1.0, USB 2.0.
5. **Secondary storage** :  
Magnetic Storage media, diskette, Hard Disk (Fixed, Removable), Cartridge, Tapes. Optical Storage Media, CDROM, DVDROM, CD-R, DVD-R, CD-RW, DVD-RW, BLU-RAY. How data is stored on Magnetic and Optical media, their capacities, speeds and cost.
6. **Solid state storage devices** : Flash Memory, Smart cards, Pendrives, RFID chips.
7. **Printers** :  
Dotmatrix, Inkjet Laser, Photo printers, plotters. Comparison on parameters such as Quality, speed, initial costs, operational costs.
8. **Screens** :  
CRT, Flat Panel, LCD, Features such as size, resolution. Refresh rate, Dot pitch, Video Cards, TFT screens.
9. **Input Devices** :  
Mechanical Mouse, Optical Mouse, Wireless Keyboards, Mouse, Pens, Touch Screens, Game controllers. Optical input devices Bar Code readers, Image Scanners, OCR. Audio input–speech recognition. Video input–Webcam, Digital cameras.

##### **B. Software**

###### **1. System Software**

1. Operating Systems, Definition, Functions. Types – Single user, Multi–user. User Interface – GUI and Command Line interface. How OS manages hardware through interrupts, device drivers. Basic differences between DOS, Windows, UNIX, LINUS, MAC OS X. Diff between Windows 9X, WIN NT, XP Home, Prof, Sever). Embedded OS – Windows CE, NET, Palm OS, PC OS, Symbian.
2. Supporting Utilities : Back up, Anti virus, Firewall, Spyware, Screen savers.

###### **2. Application Software :**

Acquiring Software Licenses (Diff. Types Single user, Multiple user, Multiple users. Passport license. Campus Licence Pirated Software. Commercial SW – Stand Alone, Software Suites. Freeware, Public Domain SW, Open Source. Word Processing SW, Spreadsheets, Presentation SW, Database Management SW, PIM (Personal Information Managers such as Outlook).

**Unit No. II. (No. of Lectures – 12)****Networks****A. Basic and Infrastructure**

1. Definition, Advantages Types (LANS, WANS) Hybrid Networks (CAN, MAN, HAN)
2. Intranets and Extranets
3. Networks Structures – Server Based, Client server, Peer to Peer,
4. Topologies – Star, Bus, Ring.
5. Network Media, Wired – Twisted pair, Co–axial, Fibre Optic and Wireless – Radio and infrared.
6. Network Hardware : NIC’s, Hubs, Bridges, Switches, Routes.
7. Cables – Ethernet, Fast Ethernet, Gigabit Ethernet.
8. Network Protocols – TCP/IP, IPX/SPX, NETbios/NetBUI.

**B. Data Communication**

1. Using Standard Telephone Lines, Modems.
2. Digital Data connection Broadband connections, DSL/ADSL/HDSL/ISDN/VDSL.
3. Cable Modem connections  
Wireless networks – Wireless 802. 11., Wireless Access Point, Wireless Adapter.

**C. Internet**

1. Definition, Types of connections, Sharing internet connection, Hot Spots.
2. Services on net–WWW, Email–paid and Free, News, FTP, Chat IM, Online Services, Peer to Peer services Blogs, Communities.
3. IP addresses, Domain names, URLs. Hyper Text, HTML, Websites, Browsers – Internet Explorer, Mozilla, Tabbed browsing
4. Searching Directories, search engines, Boolean search (AND, OR, NOT), Advanced search, Meta Search engines.
5. Email–Configuring, POP/SMTP accounts in Email clients such as outlook, Diff. parts of an Email address. Creating, receiving, forwarding, blocking organizing emails with rules. Receiving and sending emails with attachments by scanning attachments for viruses. Email etiquettes, SPAM. Understanding Smileys/Emoticons.
6. Cyber crime, Cyber Law, Hacking – Sniffing, Spoofing, Social engineering.

**Office Productivity Software (No. of Lectures – 26)****Word Processing****Introduction to Toolbars, Menus**

<b>File Menu</b>	:	New Open, Close, Save, Save As, Page, Setup, Print Preview, Print, Exit
<b>Edit Menu</b>	:	Undo, Repeat, Cut, Copy, Paste, Clear, Find, Replace, GoTo
<b>View Menu</b>	:	Normal, Outline, Web Layout, Page Layout, Full Screen, Toolbars, Ruler, Header and Footer, Zoom.
<b>Insert Menu</b>	:	Break, page Number, Date & Time, Symbol, File, Picture, Object
<b>Format Menu</b>	:	Font, Bullets & Numbering, Borders and Shading, Auto Format, Style & Formatting.
<b>Tools Menu</b>	:	Spelling & Grammar, Language, Speech, Letters & mailings.

## (14) BMS – Syllabus

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- Table Menu** : Insert/Delete (Table, Columns, Rows, Cells) Convert table to Text, Text to Table.  
**Window Menu** : New Window, Arrange All, Split.  
**Help Menu** : Microsoft Word Help, What's this.

### B. Spreadsheet

- File Menu** : New, Open, Close, Save, Save as, Print Preview, Print, Exit  
**Edit Menu** : Undo, Repeat, Cut, Copy, Paste, Clear, Delete, Move or copy sheet, find, Replace.  
**View Menu** : Normal, Page Break Review, Toolbars, Formula Bar, Status Bar, Header and footer, Full Screen, Zoom.  
**Insert Menu** : Cells, Rows, Columns, Worksheet, Chart, Symbol, Page Break, Function, Name, Comment, Picture, Diagram, Object, Hyperlink.  
**Format Menu** : Cells, Row, Column, Sheet, Auto Format, Style.  
**Tools Menu** : Spelling, Error Checking, Speech, Customize, Options.  
**Data Menu** : Sort, Filter  
**View Menu** : Normal, Pagebreak Review, Toolbars, Formula Bar, Status Bar, Header and Footer, Full Screen, Zoom.  
**Window Menu** : New Window, Arrange, Hide. Split, Freeze Panes.  
**Help Menu** : Microsoft Excel Help. What's this.  
**Toolbars Menu** : Standard, Formatting

### C. Presentation Software

Slide Master

Creating, interesting, deleting slides.

Using different views.

Adding, Editing and Formatting text.

Drawing arcs. Lines

Rotating Objects.

Adding speaker notes.

Inserting image, sound, video.

Slide transitions.

Creating a complete package for presentation at another site.

### D. Personal Information Manager

1. Creating contacts database appointments, to do lists, tasks using a PIM such as Outlook.

### Reference Books

No.	Title	Author	Publisher
1	Introduction to Computers	Peter Norton	Sixth Edition McGraw Hill
2	Introduction to Information Technology	V. Rajaraman	Prentice Hall India
3	Computers and Commonsense	Hunt J. Shelley	Prentice Hall of India
4	Fundamentals of Information Technology	A and Leon M, Leon	Vikas 2002
5	A first Course in Computers	Saxena, Sanjay	Vikas Publishing 1998
6	Fundamentals of Information Technology	Bharioke, Deepak	Excel Book, 2000