

Project Report

on the Students Participation in their Course Project
for
B.Com. (Program): Semester-III
Course Name: Computer Applications in Business
Course Code: BCOMPSE301
Course Type-Practical (0-0-12)
Marks: 50

Course Objective:

To provide computer knowledge to commerce students and equip them with computational skills using ICT tools.

Course Learning Outcomes:

After completing the course, the student shall be able to:

CO1: understand the various concepts and terminologies used in computer networks and internet and be aware of the recent developments in the fast changing digital business world.

CO2: handle document creation for communication.

CO3: acquire skills to create and make good presentations

CO4: make various computations in the area of accounting and finance and represent the business data using suitable charts. She/He should be able to manipulate and analyze the business data for better understanding of the business environment and decision making

CO5: understand and apply the various database concepts and tools in the related business areas with the help of suggested popular software.

Name of the Project Supervisor:



Sukumar Paitandi

SACT, Raniganj Girls' College.

Course Session: October, 2021 to February 2022 (During the COVID-19 period)

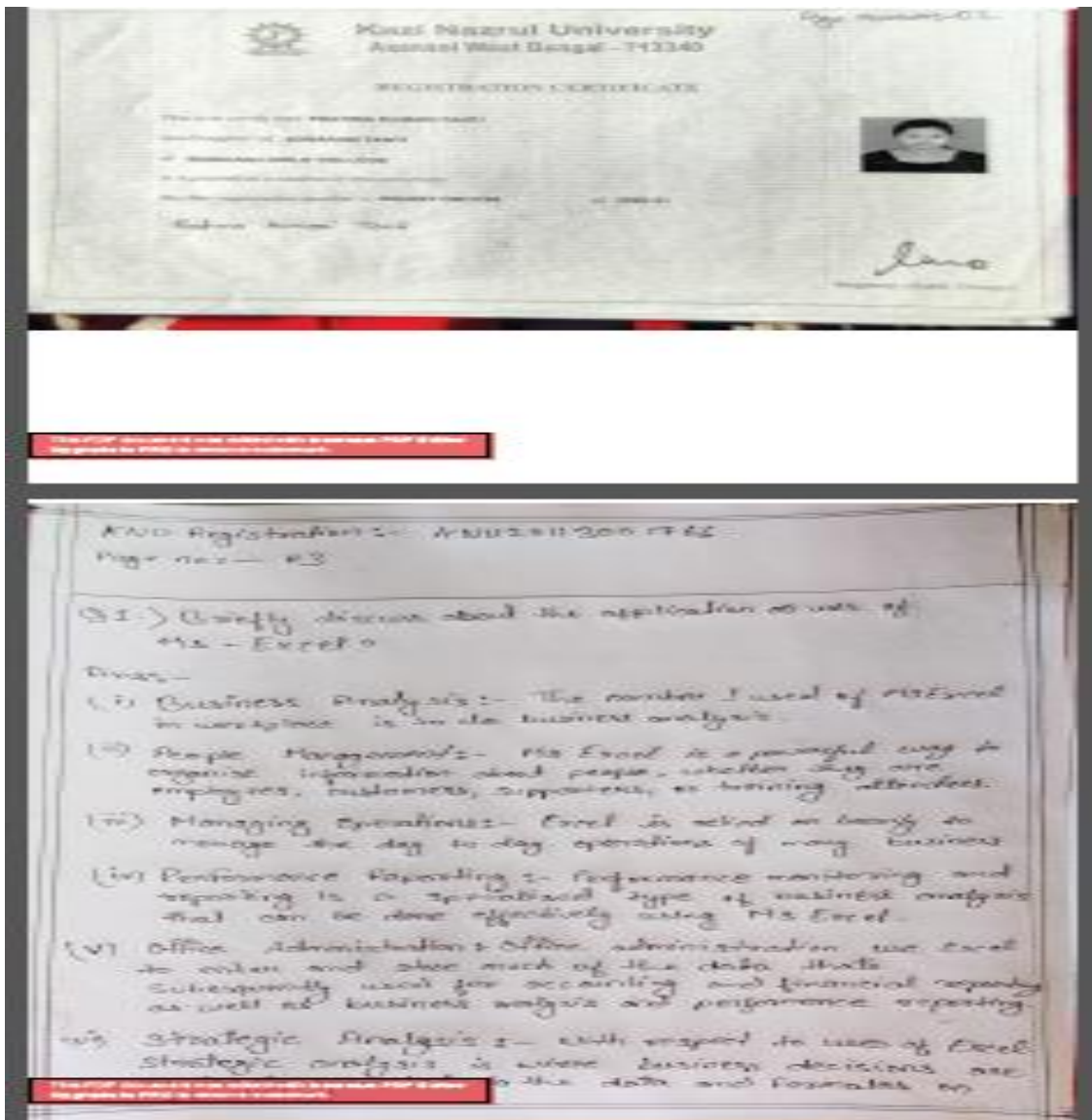
Project Topics:

1. Introduction to Data Processing
2. Data vs Information
3. Various applications of Ms-Word, Excel and PowerPoint
4. Applications of ERP Tally
5. Uses of popular Ms-Excel Functions:
SUM, AVERAGE, IF, MIN, COUNT
6. Create a company named Shree Vishnu Ltd., Asansol for the period 2021-2022 in ERP Tally and then pass the transactions given below and write down the entries with voucher types in your answer script:
 - A. Purchased goods on credit from Hari Ltd. Rs.2,60,000
 - B. Commission Received by Cash for Rs. 10000
 - C. Cash deposited into Axis Bank Rs. 7,500.
 - D. Goods sold on credit to Kali Traders Rs. 3,88,000.
 - E. Salary paid for Rs.19,100 by Cash.
7. Write a job application letter to the Manager, Rilaxo Company, Kolkata-01, for the post of an accountant with your brief Biodata and write down the same in your answer script.

Enrolled Students: 11 nos.

REGISTRATION NUMBER	Full Name
KNU20113001323	ANJALI GOPE
KNU20113001321	KIRAN KHAIRA
KNU20113001532	NEHA KUMARI
KNU20113001396	NISHA AGARWAL
KNU20113001571	NISHA KUMARI PRASAD
KNU20113001766	PRATIMA KUMARI TANTI
KNU20113001512	PUJA THAKUR
KNU20113001687	RITIKA GURUNG
KNU20113001386	SOMA GHOSH
KNU20113001369	SWETA KUSHWAHA
KNU20113001399	TANU KUMARI CHOUHDURY

A few Screen Shots of the Project Work:



- (vi) Project Management:- Although project managers have access to purpose-built project management software, an Excel worksheet is often an effective alternative.
- (vii) Managing Programs:- Excel is a great platform for managing programs.
- (viii) Contract Administration:- Contract administrators like to use the Excel because it provides recording contract details, including date, milestones, deliverables and payments.
- (ix) Account Management:- Account managers are generally required to be competent in Excel work since they receive and need to maintain customer records.

Q.2) Write the applications of ERP Tally software in business?

- Ans:-
- (i) Data reliability and security:- Data entered in Tally is reliable and secure.
 - (ii) Payroll management:- There are several to be made while disbursing

This content is not available for your device. Upgrade to PDF to view content.

- (iii) Salary to employees.
- (iv) Management in banking sector:- Bank use Tally to calculate interests on deposits and also manage various user accounts.
- (v) Regulation of data across geographical locations:- Tally software can be used to manage data of an organization globally.
- (vi) Ease of maintaining a budget:- Small businesses work with a budget in mind. Tally helps companies to set costs and manage expenses keeping in mind the total budget being allotted.
- (vii) Simple tax returns filing:- Tally GST ensures that the company complies with all GST norms.
- (viii) Audit and tax compliance:- Tally acts as an auditor as it creates and regular audits of companies.
- (ix) Remote access of data:- Employees can access financial data by logging in a unique user ID and password.
- (x) Quick access to documents:- Tally saves all files in its archive folder.

This content is not available for your device. Upgrade to PDF to view content.



Kazi Nazrul University
Asansol West Bengal - 713340

REGISTRATION CERTIFICATE

This is to certify that **NEHA KUMARI**

Son/Daughter of **UMESH SAH**

of **RANGANJ GIRLS' COLLEGE**

is registered as a student of this university.

His/Her registration number is **KNU20113001532**

of **2020-21**



Registrar (Add. Charge)

This PDF document was edited with **looseream PDF Editor**.
Upgrade to PRO to remove watermark.

- Registration No.: XNU20113001532 Page no: 2
- Q1. Briefly discuss about the application or uses of MS-Excel
- Ans. The application of MS-Excel are:-
- 1. Business Analysis:** The number 1 use of MS Excel in the work place is to do business analysis. Business analysis is essentially using collected data to inform decision making. Business naturally gathers data in their day-to-day activities, which may be data on product sales, website traffic, spending on supplies, insurance claims, etc.
 - 2. People Management:** MS Excel is a powerful way to organize information about people, whether they are employees, customers, suppliers, or training attendees. Using Excel, personal information can be stored and retrieved efficiently. A spreadsheet row or column can be used for an individual record that may include information like name, email address, employee start date, items purchased, subscription status, and last contact.
 - 3. Managing Operations:** Excel is relied on heavily to manage day-to-day operations of many businesses. Business activities can often involve quite complicated logistics.
 - 4. Performance Reporting:** Performance monitoring and reporting is a specialised type of business analysis that can be done effectively using MS Excel. For example, many accountants still use Excel.
 - 5. Office Administration:** Office administrators use Excel to enter and store much of the data that's subsequently used for accounting and financial reporting, as well as business analysis and performance reporting.
 - 6. Strategic Analysis:** With respect to uses of Excel, strategic analysis is where business decisions are closely connected to the data and formatted to guide actions such as investments and

This PDF document was edited with **looseream PDF Editor**.
Upgrade to PRO to remove watermark.

The uses of MS-Excel are:-

1. **Data Entry and Storage:** - when there is a need for data entry and data storage, excel is an excellent software for basic needs. Excel is a great option to store lots of data. However, the size of the excel file is limited based on the device's computing capacity and memory availability.
2. **Performing Calculations:** - MS Excel has plenty of in-built functions or formulae that can be used to work with the data. There are more than 1150 functions in excel that are categorized accordingly. Some most common functions in an excel function library include financial, logical, text, date & time, math, and trigonometry.
3. **Data Analysis and Interpretation:** Data analysis is an essential part of MS excel. Analyzing the data helps in making decisions for improvements. When the data has been updated in spreadsheets, we can use formulae and pivot tables to effectively analyze the data and interpret the number.
4. **Reporting and visualizations:** Charts, graphs, or other visualizations can make any simple report more attractive and meaningful.
5. **Accounting and Budgeting:** Account and budget managers most often use MS excel to maintain customer records.

Q2) Briefly discuss the various applications of Powerpoint.

Ans: The various applications of Powerpoint are:-

- Use Powerpoint to make tutorials. For the purpose of training or educational contents, Powerpoint can be easily used to create worksheets and tutorials.
- Use Powerpoint presentations as a digital portfolio. For the purpose of a job or business uses of Powerpoint for play and work.
- Prepare nice animations using Powerpoint. No doubt, Powerpoint being a versatile tool enables you adding music, sound and effects to your animation.
- Use Powerpoint as a Photo Slide Show. By using Powerpoint, you can create photo slide shows or digital album for personal promotional uses.

