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Unit – II: PC-Software Packages : Disk Operating System and Windows? Text Processing Software, Introduction to a spread sheet software, Creation of Spreadsheet Applications? Range, Functions, Data Base Functions in Spreadsheet? Graphics on Spread Sheet.

Unit – III: Modes of Data Processing? Computer Software Systems, Software Development Process? File Design & Report Design, Data Files – Types / Organisations, Master & Transaction File, Networks – LAN & WAN.

Unit – IV: Relevance of Data Base Management Systems and Integration of Applications? Basics of Data Processing, Data Hierarchy & Data File structures, Application Portfolio Development? Introduction to a Micro Data Base Manager, Program Development Cycle? Flow Charting? Input-Process-Output Analysis? Report Generation & Label Generation? Programming Concepts? Use of Files in Programming? Presentation Graphics-Creating a Presentation on PC, Management of Data Processing Systems in Business Organisations.

Unit – V: Practical Knowledge on operating system window 2000, Windows XP, Ms-office