

**DEPARTMENT OF COMMERCE & BUSINESS MANAGEMENT, KAKATIYA UNIVERSITY,  
WARANGAL**

**B.COM –IYr. (First Semester)**  
**BC 107 – INFORMATION TECHNOLOGY**  
*PRACTICAL (Lab Work)*  
*(Common to all Streams of BCom)*

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**Unit - II**

**Operating System (OS):** MSDOS Internal Commands and External Commands – Windows Operating system – Working with Control Panel – Customizing the Desktop – Windows accessories.

**Unit – III**

**Word Processing:** Menus & Tool Bars -Creating – Entering – Saving and printing the document – Editing & Formatting Text – inserting Header & Footer – Pictures – Chart – Table, Mail Merge and Creating Macros.

**Unit – IV**

**Spread Sheet :** Menus & Tool Bars – Creating a worksheet – Entering and editing of numbers – Cell referencing – Working with Functions & Formulae – inserting Graphs & chars – Formatting numbers – Sorting – Filtering – Data Validation –Consolidate – Subtotal – Macros.

**Unit – V**

**Power Point Presentation:** Menus & Tool Bars – Creating Presentations – Adding – Editing and deleting slides – Slide show – Saving – Types of Slides – Slide Views – formatting – Insertion of Objects and Charts in Slides – Custom animation and Transition – Insertion of Audio and Video clips.

**Internet & Browsing :** Services available on internet. Application of multimedia – Images – Graphics – Audio and Video – IT security.