

I Year II Semester

Code	IT LAB (SPREAD SHEETS AND SQL)	Marks	L	T	P	C
25MB2L02		50	0	0	4	2

UNIT-I

Introduction to Information Technology, Classification of Software - Basics of MS Word and Basics of MS PowerPoint.

UNIT -II

The MS Excel interface, Formatting Cells, Data Entry- Inserting, Deleting, Selecting, Copying, Cutting, and Pasting. Methods of applying Formulas. Basic calculations.

UNIT- III

Conditional Formatting, Cell References & addressing, Conditional functions, IF functions, - Look up functions, Sorting & Filtering Data.

UNIT- IV

Demonstrating Statistical Functions and Financial functions in excel, Different types of Charts preparation and representation.

UNIT- V

Introduction to SQL – SQL commands, Data types, Creating Tables. SQL constraints. Functional queries.

Reference:

- 1) Excel: Quick Start Guide from Beginner to Expert (Excel, Microsoft Office)- by William Fischer
- 2) Peeking into computer science- Excel Lab Manual- Jalal Kawash
- 3) SQL Tutorial (w3schools.com)

Signed by:

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