

P.E.S. College of Engineering, Mandya

Department of Management Studies

II SEM MBA

Course Code: P19MBA28

Course: COMPUTER LAB

1. Power Point Presentation

1. <https://www.youtube.com/watch?v=XF34-Wu6qWU> (Basis)
2. <https://www.youtube.com/watch?v=0IH0xc6MTMs> (Advance)

2. Microsoft Word

1. <https://youtu.be/CeQGAzU3Qe4> (Basics of Microsoft Word)
2. <https://youtu.be/I1JkfpQ10rg> (Use of Table in Microsoft Word)
3. <https://youtu.be/ejd3wgDRyKw> (How to create Bookmarks & Hyperlinks in Microsoft Word)
4. <https://youtu.be/TVe7XkvGu2I> (MS Word – Paragraphs)
5. <https://youtu.be/X8e5WCdxbx0> (MS Word - Insert Pictures)

3. EXCEL

3.1. Basics of Excel

1. <https://www.youtube.com/watch?v=rwbho0CgEAE>
2. <https://www.youtube.com/watch?v=UWvRG5BkuNs>
3. https://www.youtube.com/watch?v=c_ZJLJK5PjM

3.2. Advance Excel

1. <https://www.youtube.com/watch?v=ezA8RPqkExY>

2. <https://www.youtube.com/watch?v=9NUjHBNWe9M> (Pivot Table and Charts)

3.3. Capital Budgeting in Excel

1. <https://www.youtube.com/watch?v=kGYemz8ySZo>
2. <https://www.youtube.com/watch?v=qAhV3xG0i8s> (NPV and IIR)
3. <https://www.youtube.com/watch?v=6NhAeD39QDA> (Pay back and Discounted Pay back Period)

3.4. Statistics and Excel

1. <https://www.youtube.com/watch?v=8SA7waDaDx8&list=PLfGMkZaH76AkwGs1E1jHL3fZrc78sopeZ> (Basics of Descriptive statistics)
2. <https://www.youtube.com/watch?v=Giewd9yH4q0&t=62s> (Averages)
3. <https://www.youtube.com/watch?v=GL91GrVf3EY> (Histogram)
4. <https://www.youtube.com/watch?v=1hL5UjkQ1io> (Max, Min, Sum)
5. <https://www.youtube.com/watch?v=fgVNgJsmbTM> (Measures of Dispersion)
6. https://www.youtube.com/watch?v=VU5_HVgMpHg (Measures of Dispersion)
7. https://www.youtube.com/watch?v=Y_UB-XhkkMs (Measures of Dispersion)
8. <https://www.youtube.com/watch?v=ZR6ruzj-gzE> (Correlation and Regression)
9. <https://www.youtube.com/watch?v=-IaRduS9S2Y> (Trend Functions)

Pink Book Assignments Questions

Date: 30th Mar 2020

1. Briefly explain the basics concepts of Microsoft word.
2. Write a note on how to insert tables and pictures in word document.
3. Explain the various types of presentation modes and also elaborate how Power Point Presentation can be made attractive and used in corporate meetings.

Date: 30th April 2020

4. Explain the tools available for a researcher in excel and advance excel and its advantages.
5. Explain the steps in calculating –
 - a. NPV and IRR
 - b. Histogram
 - c. Correlation between two variables