

COMPUTER SERIES

Information Technology and Its Applications in Business



Sushil Goes

Contents

Unit-1 COMPUTER FUNDAMENTALS

1.	Same Me	ESSENTIALS OF COMPUTER
1.1	Definition	
1.2		s of Data and Information
1.3		eristics of Information
1.4	The Nee	d of Information
1.5	Levels of	r Type of Information
1.6	Uses of	Information
1.7	Concept	of Data Banks
1.8	Data Pro	ocessing Activities (Operations)
1.9		s Data Processing Cycle
1.10		ed Data Processing Cycle
1.11	Methods	s of Data Processing
1.12	Applicat	ion of Electronic Data Processing Systems
1.13	Genera	tion of Computers
	1.13.1	First Generation
	1.13.2	Second Generation
	1.13.3	Third Generation
	1.13.4	Fourth Generation .
	1.13.5	Fifth and Future Generations
1.14		uter Definition
1.15		onents of Computer (Insights into a Digital Computer System)
1.16		tages of Computer (Advantages of Electronic Data Processing)
1.17		
1.18		uters Classfication Being Vs Computer

4.		SOFTWARE CONCEPTS	CAC BE
		Factorising of Managers	79-10
	3.11.5	Optical Card	
	3.11.4	- Us Optical Disk or CD-RW DISK	
	3.11.2	Digital Video Interface (DVI)	
	3.11.1	Compact Disk	
3.11	Optical	Disk	TRU
3.10	Compa	rison Between Magnetic Tape and Magnetic Disk Storage	
	3.9.7	Dicadvantages of Magnotic Tale	
	3.9.6	Advantages of Magnetic Tape	
	3.9.5	Application Areas s. ms	
	3.9.4	Begining and End of the Tape, Header and Trailer Labels	
	3.9.3	Size of Block	
	3.9.2	Tape Utilization	
0.0	3.9.1	Blocking and Deblocking	
3.9		etic Tape	
	3.8.5	Classification of Magnetic Disks	
	3.8.4	Characteristics of Disk Systems	
	3.8.3	Disadvantages of Magnetic Disk	
	3.8.2	Advantages of Magnetic Disk	
3.8	3.8.1	Access Time	
20		etic Disk	
	3.7.4	Cache Memory	

	SOFTWARE CONCEPTS	ograyT.	79-107
4.	Software		
4.1	Software Software		
4.2			
	121 Types of System Software		
4.0	Aliention Coffware		
4.3	- CA-Histian Coffware		
4.4	Word Processor		
	4.4.1 Advantages of using Word Processing		
4.5	Electronic Spreadsheet		1
2 44		1	T[viii]

	4.5.1 Advantages of Electronic Worksheet (Spreadsheet)	
4.6	Difference Between Application Software & System Software	
4.7	Programming Languages	
	471 Machine Language	
	4.7.2 Assembly Language	
	4.7.3 High Level Languages	
	4.7.4 The Fourth Generation Languages Or Problem Oriented Languages	
	4.7.4.1 Features of 4GL	
4.8	Languages Translators (Languages Processor)	
	4.8.1 Difference Between Compiler & Interpreter	
4.9	Some High Level Languages	
4.10	What is an Operating System?	
4.11	Main Functions of Operating System	
4.12	Components of Operating System	
4.13	Some example of Operating System	
4.14	Types of An Operating System	
	4.14.1 Difference Between Single User & Multi User Operating System	
4.15	Concept of Booting	
	4.15.1 Warm Booting & Cold Booting	
4.16	Classification of Operating System	
	4.16.1 Batch Operating System	
	4.16.2 Interactive (Or-On-Line) Operating System	
	4.16.3 Real Time Operating System	
	4.16.4 Multi Programming Operating System	
	4.16.5 Timesharing Operating System	
	4.16.6 Multiprocessing Operating System	
	4.16.7 Multitasking Operating System	
	4.16.8 Distributed Operating System	

Unit-2 FOUNDATIONS OF INFORMATION TECHNOLOGY

5.		DATA COMMUNICATION	108-120
5.1	Introduction	Hardware Requirements 161 WAN 161 Park	6.7.3
5.2	Data Communication	Types of Wide Area Networks Pro Centre	
			IT[ix]

5. 5. 5.7 5.7	4 For 5.4. 5 Cor	ta Transmission Speed mmunication Channels (Transmission Media) 1 Wire Cable 5.7.1.1 Comparison Between Twisted Pa	
	5.7.3	- :tion Catallites	Critisian Ballian
_	5.7.4	COMPUTER NETWORKS	The second second
6.		pasters patets	121-1
6.1		duction	THE TOUR OWN CHESTER
6.2		t is a Network?	Types of the second sec
6.3		I for Networking	grilloog to joseen
6.4		s of Computer Networks	Mobel master term
6.5	Local	Area Network (LAN)	ago in mousshassin
	6.5.1	Features of LAN	Batch Open
	6.5.2	Components of LAN	avitoerenu set
		6.5.2.1 Hardware Components of LAN	COMPT LASAL PALL
		6.5.2.2 Software Components of LAN	DOLL DRIVE PALE
	6.5.3	Advantages of LAN	
	6.5.4	Disadvantages of LAN	
6.6	Metropo	olitan Area Network (MAN)	
6.7	Wide A	rea Network (WAN)	
	6.7.1	Communication Switching Techniques	
		6.7.1.1 Circuit Switching	
		6.7.1.2 Message Switching	
1000		6.7.1.3 Packet Switching	
	6.7.2	Transmission Channels for WAN	
	6.7.3	Hardware Requirements for WAN	Nosoubodat
	6.7.4	Types of Wide Area Networks	
			IT[X

6.8	Differe	ence Betwe	en LAN & W	AN		
6.9	Netwo	ork Topolog	ies (Or Topo	logies of LAN)		
	6.9.1	Star Top	ology			
	6.9.2	Ring Top	pology			
	6.9.3	Bus Top	ology			
	6.9.4		sociated Top	ology		
	6.9.5		op Topology	o.ogy		
	6.9.6		opology			
6.10	Client	Server Co				
	6.10.1		erver Databa	se		
	6.10.2		erver Proces			
			ges of Client			
			ntages of Clie			
6.11			omputer Net			
6.12	EDI (E	Electronic D	ata Interchar	nge)		
6.13	EDI V	's Tradition	nal Method	B. H. H.		
6.14	Financ	cial EDI				
6.15	Advan	tages of El	DI			
6.16	Applica	ations of El	DI .			
7.	Filed	Properties		INTERNET	200 TOTAL 2 2 2 2 145	9-160
7.1	What is	s Internet?			Components of DBMS	9.3
7.2		of the Inte				
7.3	1111111	ts of Interne				
7.4				ments for Intern	net	
	7.4.1	Dial-up A			- each-single of Data-Base	
		7.4.1.1		Requirements		
		7.4.1.2		equirements		
		7.4.1.3		of Dial-up Con	nection	
	7.4.2		Dedicated C		Architecture of DBMS	
		7.4.2.1		Requirements		Ste
		7.4.2.2	Software Re			
			Oblivato Hi	-qaii oi i ioi ito		

	7.4.2.4 Disadvantages 7.5 Applications of Internet 7.6 Internet in India 7.7 Internet Addressing 7.7.1 Domain Name System 7.7.2 IP Addresses	
8.	INFORMATION TECHNOLOGY	10
8.3 8.4	2 Why Businesses need IT 3 Application of IT	
9.	Unit-3 MS-ACCESS 2000 INTRODUCTION OF MS-ACCESS	68-19
9.1		-
	Definition	
9.2	Definition DBMS & Its Functions	
9.2	DBMS & Its Functions	
	DBMS & Its Functions Components of DBMS Traditional File Preserving Environment	
9.3	DBMS & Its Functions Components of DBMS Traditional File Processing Environment	
9.3	DBMS & Its Functions Components of DBMS Traditional File Processing Environment Disadvantages of File Processing System The Interreted Detabase Environment	
9.3 9.4 9.5	DBMS & Its Functions Components of DBMS Traditional File Processing Environment Disadvantages of File Processing System The Integrated Database Environment	
9.3 9.4 9.5 9.6	DBMS & Its Functions Components of DBMS Traditional File Processing Environment Disadvantages of File Processing System The Integrated Database Environment Advantages of Data-Base	
9.3 9.4 9.5 9.6 9.7	DBMS & Its Functions Components of DBMS Traditional File Processing Environment Disadvantages of File Processing System The Integrated Database Environment Advantages of Data-Base Disadvantages of Data-Base Components of Data-Base	
9.3 9.4 9.5 9.6 9.7 9.8 9.9	DBMS & Its Functions Components of DBMS Traditional File Processing Environment Disadvantages of File Processing System The Integrated Database Environment Advantages of Data-Base Disadvantages of Data-Base Components of Data-Base Data Base Administrator	
9.3 9.4 9.5 9.6 9.7 9.8 9.9 9.10 9.11	DBMS & Its Functions Components of DBMS Traditional File Processing Environment Disadvantages of File Processing System The Integrated Database Environment Advantages of Data-Base Disadvantages of Data-Base Components of Data-Base Data Base Administrator Architecture of DBMS	
9.3 9.4 9.5 9.6 9.7 9.8 9.9 9.10 9.11 9.12	DBMS & Its Functions Components of DBMS Traditional File Processing Environment Disadvantages of File Processing System The Integrated Database Environment Advantages of Data-Base Disadvantages of Data-Base Components of Data-Base Data Base Administrator Architecture of DBMS Data Independence	
9.3 9.4 9.5 9.6 9.7 9.8 9.9 9.10 9.11	DBMS & Its Functions Components of DBMS Traditional File Processing Environment Disadvantages of File Processing System The Integrated Database Environment Advantages of Data-Base Disadvantages of Data-Base Components of Data-Base Data Base Administrator Architecture of DBMS Data Independence What is Access?	

9.15	Create a New Database	
9.16	Create a Database Using Wizard	
9.17	Components of Access Window	
9.18	Database Objects	aphout
9.19	Opening an Existing Database	
9.20	Closing the Database	
9.21	Existing from Access	

10.			TABLES 19	3-216
10.1	What is a	Table?	chos a Montules equisitousien unique que eldanoitsie a eteleo	
10.2	Toolbars	Used	Creating Generic Queries with Perameters	11.10
10.3	Field Typ	е	Create Simple Select Quary By Using a Wizard	
10.4	Assigning	a Table in Design g Primary Key	Oreate a Find Duplicates Query Using a Wizami	
10.6		e Table Structure		
10.7		ecords to a Table	Control to the Control of the Contro	
10.9	Creating	a Table using the		
10.10	Open a T	able	Create a Form Using AutoForm	
10.11	Editing Ta	able in a Design V	/iew	
10.12	Field Pro	perties	Control Basins	
	10.12.1	Field Size		
	10.12.2	Format	Create a Form From the Scratch (Désign View)	
	10.12.3	Caption	Open a Form	
	10.12.4	Default Value	Add a Form Honder and English	0.51
	10.12.5	Decimal Places	Data Entry and Editing Using a Form	
	10.12.6	Required	THE PARTY OF THE P	
	10.12.7	Index a Table		
	10.12.8	Validation Rule a	and Validation Text	
	10.12.9	Input Mask	What is Report	tet
	10.12.10	Allow Zero Leng	th	
10.13	Add a Lo	ok Up Field to a T	able	
10.14	Shortcut	Keys in MS-Acce	ess	

11.1 Query 11.2 Creating Queries 11.3 Create Query in a Design View 11.4 Comparison Operators 11.5 Wildcards 11.6 Foreign Key 11.7 Relationships 11.8 Defining Relationships 11.9 Delete a Relationship 11.10 Creating Generic Queries with Parameters 11.11 Create Simple Select Query By Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 12. FORM 243-24 25. Create a Form Using AutoForm 26. Create a Form Using AutoForm 27. Create a Form Using a Wizard 28. Properties 29. Create a Form From the Scratch (Design View) 20. Open a Form 20. Add a Form Header and Footer 20. Data Entry and Editing Using a Form	11.	QUERIES	of Donald Seventages and a second	217-2
11.2 Creating Queries 11.3 Create Query in a Design View 11.4 Comparison Operators 11.5 Wildcards 11.6 Foreign Key 11.7 Relationships 11.8 Defining Relationships 11.9 Delete a Relationship 11.10 Creating Generic Queries with Parameters 11.11 Create Simple Select Query By Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 12. FORM 243-2: 12.1 Introduction 2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13.1 What is Report 13.2 Components of a Report	11.	Query	1874 REBOOK to Mindinguist	_
11.3 Create Query in a Design View 11.4 Comparison Operators 11.5 Wildcards 11.6 Foreign Key 11.7 Relationships 11.8 Defining Relationships 11.9 Delete a Relationship 11.10 Creating Generic Queries with Parameters 11.11 Create Simple Select Query By Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 12. FORM 243-2: 12.1 Introduction 2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13.1 What is Report 13.1 What is Report 13.1 Components of a Report	11.2	Creating Queries		
11.4 Comparison Operators 11.5 Wildcards 11.6 Foreign Key 11.7 Relationships 11.8 Defining Relationships 11.9 Delete a Relationship 11.10 Creating Generic Queries with Parameters 11.11 Create Simple Select Query By Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 12. FORM 243-28 12.1 Introduction 2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13. REPORTS 256-26			CATALL DESIGNATION OF THE PARTY OF	
11.5 Wildcards 11.6 Foreign Key 11.7 Relationships 11.8 Defining Relationships 11.9 Delete a Relationship 11.10 Creating Generic Queries with Parameters 11.11 Create Simple Select Query By Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 12. FORM 243-28 12.1 Introduction 2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13. REPORTS 256-26 13.1 What is Report 13.2 Components of a Report			The second second	
11.7 Relationships 11.8 Defining Relationships 11.9 Delete a Relationship 11.10 Creating Generic Queries with Parameters 11.11 Create Simple Select Query By Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 12. FORM 243-24 2.1 Introduction 2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13.1 What is Report 13.2 Components of a Report				
11.7 Relationships 11.8 Defining Relationships 11.9 Delete a Relationship 11.10 Creating Generic Queries with Parameters 11.11 Create Simple Select Query By Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 12. FORM 243-24 2.1 Introduction 2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13.1 What is Report 13.2 Components of a Report	11.6	Foreign Key		
11.8 Defining Relationships 11.9 Delete a Relationship 11.10 Creating Generic Queries with Parameters 11.11 Create Simple Select Query By Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 12. FORM 243-29 12. Introduction 2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13.1 What is Report 13.2 Components of a Report				
11.9 Delete a Relationship 11.10 Creating Generic Queries with Parameters 11.11 Create Simple Select Query By Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 12. FORM 243-29 12. Introduction 2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13.1 What is Report 13.2 Components of a Report				
11.10 Creating Generic Queries with Parameters 11.11 Create Simple Select Query By Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 12. FORM 243-29 12. Introduction 2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13.1 What is Report 13.2 Components of a Report	11.9	Delete a Relationship	basel I showled	
11.11 Create Simple Select Query By Using a Wizard 11.12 Create a Find Duplicates Query Using a Wizard 12. FORM 243-24 12.1 Introduction 2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13.1 What is Report 13.2 Components of a Report	11.10	Creating Generic Queries with Parameters		
11.12 Create a Find Duplicates Query Using a Wizard FORM 243-29 12. FORM 243-29 12. Introduction 2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13.1 What is Report 13.2 Components of a Report	11.11	Create Simple Select Query By Using a Wizard	mined of side Ce and all	. 6
12. FORM 243-29 22.1 Introduction 2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13.1 What is Report 13.2 Components of a Report	11.12	Create a Find Duplicates Query Using a Wizard	Volt visming vision	1
12.1 Introduction 2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13.1 What is Report 13.2 Components of a Report	4			
2.1 Introduction 2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 3. REPORTS 256-26	12	FORM	2	43-2
2.2 Creating Forms 2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13.1 What is Report 13.2 Components of a Report				1
2.3 Create a Form Using AutoForm 2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13.1 What is Report 13.2 Components of a Report			nt prigorsiosi a philoso	
2.4 Create a Form Using a Wizard 2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 13.1 What is Report 13.2 Components of a Report				
2.5 Control Basics 2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 3. REPORTS 256-26 13.1 What is Report 13.2 Components of a Report	2.3	Create a Form Using Autoroni	ngias: I n in steel builds	
2.6 Properties 2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 3. REPORTS 256-26 13.1 What is Report 13.2 Components of a Report			The same state of the same sta	
2.7 Create a Form From the Scratch (Design View) 2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 3. REPORTS 256-26 13.1 What is Report 13.2 Components of a Report	2.5	Control Basics		
2.8 Open a Form 2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 3. REPORTS 13.1 What is Report 13.2 Components of a Report				
2.9 Add a Form Header and Footer 2.10 Data Entry and Editing Using a Form 3. REPORTS 256-26 13.1 What is Report 13.2 Components of a Report	2.7	Create a Form From the Scratch (Design View)		
2.10 Data Entry and Editing Using a Form 2.10 Data Entry and Editing Using a Form 2.10 REPORTS 2.10 Data Entry and Editing Using a Form 2.10 Data Entry				
REPORTS 256-26 13.1 What is Report 13.2 Components of a Report			social printed 8,84.91	
REPORTS 256-26 13.1 What is Report 13.2 Components of a Report	2.10	Data Entry and Editing Using a Form	L CHENNER BENEFI	
13.1 What is Report 13.2 Components of a Report			skist-s'valud TStAL	
13.2 Components of a Report	3.	REPORTS	25	6-26
13.2 Components of a Report	13.1	What is Report	THE RESERVE OF STREET	
			MILLIA SET STOLL SE BOX	

13.4	Create an Auto Report
13.5	Create a Report Using a Wizard
13.6	Open a Report
13.7	Set Report Page Margins and Orientation
13.8	Add Page Numbers to a Report
13.9	Insert the Date/Time in a Report
13.10	Add a Header and Footer to a Report
13.11	Print a Report
14.	MACROS & MODULES 270-277
14.1	Introduction
14.2	Creating Macros
14.3	To Run the Macro
14.4	Understanding Modules
14.5	Declaring Variables
14.6	Declaring Constants
14.7	Branching Statements
14.8	Looping Statements
	APPENDIX - A

Applications of Accounting Package - Tally_278-280