

Research & P.G. Department of Economics
Sacred Heart College, Thevara
Value Added Course: BASIC COMPUTER APPLICATIONS IN RESEARCH

Course Code: 18ECOVAC01

Duration of the course: 30 hours

Course coordinator: Vinil K V

OBJECTIVES

CO1: Use computer in research.

CO2: Effective use of word processing in research

CO3: Able to work with spreadsheet and use it for data analysis

CO4: Master presentations for effective communication

SYLLABUS

Module 1. Introduction to Microsoft office

Introduction - Overview of menu options - Working with Ribbon, Tabs, Groups and Buttons - Creating, Manipulation & Editing document.

Module 2. Microsoft word for Social Science Research

Formatting fonts - paragraphs - Pages - headers and footers - Inserting tables - Inserting figures - Inserting table of contents - List of figures - List of tables - Referencing - Bibliography.

Module 3: Spreadsheet for Social Science Research

MS Excel 2007 - Excel environment - Excel toolbars - insertion of rows and columns - entering & editing data/text. Data - Autofill - Sort - Filter - Creation of charts and graphs - Manipulation of Data - Formula Syntax - entering and editing Formula – AutoSum - Insert Functions - Function Library - Mathematical, Statistical and financial - Descriptive statistics - Correlation and Regression using data analysis ToolPak - Trend lines: Linear and non-linear -Use of Excel in economics and business analysis. (overview only)

Module 4: Presenting Research

Introduction to PowerPoint - creating a new presentation - using autocontent wizard - using blank presentation option - using design template option - adding slides - deleting / duplicating a slide - inserting /importing images, videos, graphs - transition / animation effects -starting a slide show.

References

1. Weverka, P. (2016). *Office 2016 All-In-One For Dummies*. Hoboken, NJ: John Wiley & Sons.
2. Humphrey, M. L. (2017). *Word for beginners*. Columbia, SC: M.L. Humphrey.
3. Kothari, C. R. (2004), *Research Methodology: Methods and Techniques*, (Second Edition), New Age International Publishers.


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