

AMID-11 BASIC COMPUTER APPLICATIONS

Course Overview:

The course imparts basic knowledge on computers to upgrade the general understanding and ability in computing in the realm of Interior Design.

Objectives of the course:

To enable the student to make audio visual presentations, word processing, and other basic computing.

Expected Skills / Knowledge Transferred:

Knowledge on basic hardware and software required for Design applications. MS office, photo editing techniques, use of world wide web.

Course Contents: Unit – I

Introduction: Brief overview of computer components – ROM, RAM, input devices, output devices, platforms, securities, operating systems, relevant software for interior design

Introduction to word processing package (like MS office), toolbar, creating a new document, formatting text, inserting tables, pictures, page numbers and date / time, spelling and grammar checking, taking print outs.

UNIT – II

Spread Sheets: Introduction to spread sheets. Microsoft Excel, creating formulae, basic operations, borders and shading, inserting charts, taking printouts.

Unit – III

Multi-media Presentations: Introduction to multimedia presentation (like MS Power Point), creating a presentation, opening an existing presentation, creating a blank presentation, different power point views, slide manipulation, slide animation, slide transitions, view slide show, navigating while in slideshow, hyper linking to other applications, scanning in different formats, setting of options, resolution settings, management of file size, integrating partial scans of large documents. Pack up a presentation for use on another computer, taking print outs.

Unit – IV

Exploring Microsoft Access: Introduction, creating new and opening existing databases, creating a database using a wizard, creating a database without using a wizard, tables and their working. Creating table from scratch in design view. Primary keys, switching views, entering data, manipulating data, advanced table feature examples.

Relationships – linking multiple tables together forms – and their workings, creating a form using wizard, reports – and their workings. Creating a report and mail merge, labels using a wizard.

Unit – V

Internet Concepts : Introduction to internet, use of internet, various search engines, searching strategies, saving images and documents from internet in different formats, e-mails, conferencing etc.

Unit – VI

Graphical concepts – I : Photo editing and desktop publishing (application, software introduction, software and system requirements, preferences, workspace, graphics terminology, image depth, resolution and image size, up sampling and down sampling, image sources, straightening an image, cropping an image, basic image correction, printing photo edited documents, selections, choosing foreground and background colors, filling with color, options and preferences revisited, file browser, stepping back in time, use ram efficiently, sharpening images, working with layers, painting in photo editing software, color theory, image modes, channels, more advanced adjustment commands, file format categories.

Unit – VII

Graphical Concepts – II: Photo editing and Desktop publishing (application) – Import and export of photo edited files, objects in photo editing, fills, outlines, total text control, basic toolbox of vector based software (like Corel Draw or Adobe page maker), color management tools, starting your page right etc. Introduction to Flash.

• SSReference books:

- Adobe Creative Team, Adobe Photoshop CS (Class Workbook)
- Droblas, Adele Greenberg, Fundamental Photoshop: A Complete Introduction. Sagman,
- Microsoft Office for Windows, Indian Addison Wesley, 1999.
- Woody Leon Hard, Microsoft Office 2000, Prentice Hall of India, New Delhi. Adobe Creative
- Team, 2003
- Adele Croblas Greenberg ,Fundamental Photoshop: A complete introduction .