

AMID11 BASIC COMPUTER APPLICATIONS

UNIT-1 INTRODUCTION:

- 1.1 Brief overview of computer components
- 1.2 ROM, RAM, input devices, output devices, platforms, securities, operating systems, relevant software for interior design
- 1.3 Introduction to word processing package (like MS office), toolbar, creating a new document, formatting text, inserting tables, pictures,
- 1.4 Page numbers and date / time, spelling and grammar checking, taking print outs.

UNIT-2 SPREAD SHEETS

- 2.1 Introduction to spread sheets.
- 2.2 Microsoft Excel, creating formulae, basic operations, borders and shading, inserting charts, taking printouts.

UNIT-3 MULTI-MEDIA PRESENTATIONS:

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

UNIT-4 EXPLORING MICROSOFT ACCESS

- 4.1 Introduction, creating new and opening existing databases, creating a database using a wizard, creating a database without using a wizard, tables and their working.
- 4.2 Creating table from scratch in design view.
- 4.3 Primary keys, switching views, entering data, manipulating data, advanced table feature examples.
- 4.4 Relationships- linking multiple table's together forms- and their workings, creating a form using wizard, reports and their workings.
- 4.5 Creating a report and mail merge, labels using a wizard.

UNIT-5 INTERNET CONCEPTS

- 5.1 Introduction to internet, use of internet, various search engines, searching strategies,
- 5.2 Saving images and documents from internet in different formats, e-mails, conferencing etc.

UNIT-6 GRAPHICAL CONCEPTS-I

- 6.1 Photo editing and desktop publishing (application, software introduction, software and system requirements, preferences, workspace, graphics terminology, image depth,
- 6.2 Resolution and image size, up sampling and down sampling, image sources, straightening an image, cropping an image, basic image correction,

- 6.3 Printing photo edited documents, selections, choosing foreground and background colors, filling with color,
- 6.4 Options and preferences revisited, file browser, stepping back in time, use ram efficiently, sharpening images,
- 6.5 Working with layers, painting in photo editing software, color theory, image modes, channels, more advanced adjustment commands, file format categories.

UNIT-7 GRAPHICAL CONCEPTS-II

- 7.1 Photo editing and Desktop publishing (application)-
- 7.2 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),
- 7.3 Color management tools, starting your page right etc. Introduction to Flash.

Reference Books:

1. Adobe Creative Team, Adobe Photoshop CS (Class Workbook)
2. Droblas, Adele Greenberg, Fundamental Photoshop: A Complete Introduction. Sagman,
3. Microsoft Office for Windows, Indian Addison Wesley, 1999.

