

Rajagiri College of Social Sciences(RCSS)
VALUE ADDED PROGRAMME

COMPUTER APPLICATION

Course Code: SWCAP

Credits: 2 (30 hours)

Course Outline

WINDOWS - BASICS (3 SESSIONS)

Learning About Your Computer System

Hardware and Software, Main Parts of the Computer. Operating System, Application Software, Windows

Typing Tutor

Windows 7 Introduction, Log on/off & Shutdown Procedure, Password Changes, Lock this computer Facility, Aero Effect (Peak, Shake, Snap), Desktop Icons etc.

MS - OFFICE 2007

POWER POINT (4 Sessions)

Microsoft Office Fluent Interface, Office Button, The Ribbon (Tabs, Groups, Dialogue box Lounger), Quick Access Toolbar, Layout of PowerPoint, Views Buttons Speaker Notes, Title Bar, Status Bar, Zoom Slider, Slide Show, Slides/Outline Pane, Placeholder etc.

Creating, Saving and Opening Presentations, Inserting, Duplicating and Deleting Slides, Selecting a Layout, Managing Slides, Aligning Text, Font, Font Styles, Character Spacing, Change Case, Paragraph Formatting (Alignment, Bullet & Numbering, indent, Spacing, etc.) Find and Replace, etc. **Assignment I**

Selecting a Slide Design, Slide Backgrounds, Editing Notes, Page Setup, Slide Views (Slide view, Outline view, Slide Sorter view) etc.

Inserting Objects (Tables, Picture, Clip Art, Shapes, Smart Arts, Charts and Word arts), Formatting Objects, Inserting the Date and Time into a Slide, Inserting the Slide Number, Inserting Header and Footer, Symbol etc., **Assignment II**

Inserting and configuring Sounds and Movies, Slide Transition, Custom Animation, Configuring Slide Show, Running the Slide Show, Setup Slide Show, **Assignment III**

Hyperlink, Slide Master, Timing Slide Transition to Sounds and Movies, Printing Presentation, Save as (PowerPoint Show, Template, 97-2003 Format, etc.), Keyboard Shortcuts, **Assignment IV**

Practical Exam

WORD (6 Sessions)

Introduction, Creating & Saving a Documents. Save as command. Page set up. Scrolling through a Document, Office Button, Closing a Document. **Assignment I**

Home Tab - Cut, Copy and Paste, Applying Font Styles, Change Case, Line Spacing, Paragraph Formatting, Bullets and Numbering, Find and Replace, Zoom Control, etc. **Assignment II**

Insert Tab - Header and Footer, Page Number, Page Break, Tables, Symbol, Picture, Object, Word Art etc.. **Assignment III**

Page layout Tab – Page Setup, Breaks, Columns, Borders and Shading, Watermark, Indents, Paragraph Spacing etc. **Assignment IV & V**

Reference Tab – Table of Contents, Foot Notes, Citation & Bibliography, Captions, Table of Figures, index, Table of Authorities etc. **Assignment VI**

Mailings Tab - Envelops, Labels, Mail Merge etc. **Assignment VII**

Review Tab – Thesaurus, Word Count, Set Language, Comments, Track Changes, Protect Document etc. **Assignment VIII**

Hyperlink, Bookmark and Printing Documents, Save as (PDF, 97-2003 Format etc.), Keyboard Shortcuts, **Assignment IX**

Practical Exam

EXCEL 2008 (9 Sessions)

Introduction - Starting Excel, Introducing the Concepts of Work Sheets and Work Book, Sheet Tabs (Switching Between Worksheets, Renaming, Adding, Deleting and Rearranging), Rows, Columns and Cells (Insert/Delete, Rename etc.) Formula Bar, Name Box, Status Bar, Active Cell, Fill Handle, Entering Data, Saving Work Book, etc.

Formatting Columns and Rows (Selecting, Inserting, Deleting, Widening, Hide, Unhide), Changing the Font Size and Alignment, Moving between Cells, Enter Key Directions, Auto Filling to Enter Data Series, Changing Text Wrap, Vertical Alignment and Orientation of Cell Entries. Merging Cells, **Assignment I**

Entering Values in a Table, Using Border and Colour, Number Formatting, Using Simple Formulas, Auto Sum, Copying with Fill Handle, Using Reference Operators (Range, Union), Header and Footer, Inserting Symbols, etc. **Assignment II**

Using Functions, Commonly Used Simple Functions (Now, Sum, Sumif, Average, Min, Max, Count, Countif etc.), **Assignment III**

Creating Charts, Editing a Chart- Changing the Chart Type and Orientation of the Data Series, Editing chart Titles, Legend and Gridlines, Formatting the values on Y Axis, Moving and resizing the embedded chart. **Assignment IV**

Logical Functions, Simple If Function **Assignment V, VI, VII**

Nested Functions, **Assignment VIII, IX, X**

Sorting (Simple & Complex), Filtering Data (Auto Filter & Advanced Filter), Get External Data, *Assignment XI, XII*

Goal Seek, Conditional Formatting, Data Validation, and Subtotals. *Assignment XIII*

Hide and Protect Sheet, Book, Cells, Inserting Pictures and Objects, Freezing Panes, Page Setup, Print Area, Printing Worksheet & Charts, Keyboard Shortcuts, *Assignment XIV*

Practical Exam.

WINDOWS 7 (4 SESSIONS)

Accessories: Games, Calculator, Notepad, Paint, Word Pad, System Tools, Entertainment, Snipping Tool, Sticky Notes

Settings: Control Panel: Date/Time, Display, Printers, Taskbar, Printer and Faxes, Fonts Sounds, Run, *Assignment I*

Windows Explorer: Organizing Files and Folders, Navigation Pane, Windows 7 Libraries, Finding Files or Folders, Ripping Audio, Shortcuts (Pin to Taskbar & Start Menu, Desktop), *Assignment II*

Internet: Introduction to networks (LAN, WAN and MAN), Website, Email, Web browsers, *Assignment III*

MS ACCESS (3 SESSIONS)

Creating a New Database, Creating a Table, Modifying a Table, *Assignment I*

Creating a Query, Sorting a Query, Using AND and OR Operators in a Query, Creating a Form with the Form Wizard, Creating a Report with the Report Wizard, Relationships, *Assignment II*

Finding and Replacing Data, Sorting Records, Using Common Filters, Filtering by Selection, Filtering by Form, Creating an Advanced Filter, *Assignment III*

MS OUTLOOK (3 SESSIONS)

The Outlook Environment, Configure Outlook, Making and Managing Contacts, Inbox, E-mail (Creating, Sending, Replying, Forwarding Messages) Sending and Opening Attachments, Using Signature, Searching Messages.

Sent Item Folder, Outbox Folder, Deleted Items, Junk Mail,

Creating Folders, Move to Folders, Using the Calendar, Import and Export Data

Course Outcome:

Students will be acquiring the basic knowledge of all Microsoft Packages including Excel, PowerPoint, Windows Access, Outlook and Windows 7.