

4-Year U.G. Degree Syllabus

**B Design – Foundation Course**

**Semester – II**

Subject	Credits	Total Hours	Marks		
<b>Computers Application In Data Management And Presentation</b>	<b>4</b>	<b>120</b>	<b>100</b>	<b>-</b>	<b>100</b>
<b>Practical</b>			<b>Internal</b>	<b>External</b>	<b>Total</b>

Fashion Industry requires a specific application in terms of preparation exclusively design slides, spread sheets, documents in specific formats. The backend software may be free sources or specific software.

**OBJECTIVES:**

The learner will be able to -

- 1) Use the basic principles of computer hardware, software & other devices of computers.
- 2) Use word processor, spreadsheets and presentation .

**CONTENT:**

Block No	Objective	Topic/Content Analysis	Assignments	% of weightage Marks
1	To be able to explain the Computer hardware components and windows.	<b>About Computer, Software and other devices...</b> Introduction to hardware components of computers Using internet windows Explorer Managing files and folders Network Neighborhood and shortcuts	Application based assignments ON About Windows ... Ex. Create folder, Meaning of RAM, Use of computer	25
2	To be able to use the knowledge of word processor related elements, tools and features.	<b>Document Creation in relevant software:</b> Introduction to Word Processor Overview of Word Processor Packages Importance & Usage of Various Tools. Use of word in different areas Document concept – (Creating, Saving, Opening, Closing Document) Formatting document (Bold, Italic, Underline, Justification, fonts, colors of fonts, format painter) Copy, cut and paste working with margins and page setup Tables	Tool & feature Based assignments on relevant software (Ex.- Insert header & footer, Picture, table, mail merge. Etc.)	25

		Uses of drawing toolbar Columns, header & footers Printing procedure Spell Check & Thesaurus Adding a chart to the report Mail Merge Converting Documents Working With Graphic & Charts.		
3	To be able to use the knowledge of Spreadsheet, related elements, tools and features.	<b>SPREAD SHEETS</b> Introduction to spreadsheets. Overview of spreadsheet packages. About Excel. Role of spreadsheets in day to day life. Understanding spreadsheets. Inserting, deleting and hiding columns / rows. Usage of formulae and functions. Working with charts and Graphs. Printing a sheet. Sort & Filter.	Tool & feature Based assignments on Spread sheets. Ex.- Insert Picture, table, Etc.	25
4	To be able to use the knowledge of a presentation software related elements, tools and features and making of professional presentations.	Use of presentation software. Making & Delivering Presentation. Different types of slide layouts. Slide view, slide sorter view and slide show buttons. Working with shapes, Transitions, Slide show. Applying design templates and backgrounds. Transitions & custom animation effects. Recording voice in presentation. Electronic presentations.	Tool & feature Based assignments on Presentation Package (Microsoft Power Point) Ex.- Insert Picture, transition, animation. Etc.	25

#### Evaluation pattern –

Internal Assessment: Class Assignments and Class Test - To Be Converted In To 100

#### REFERENCE BOOKS:

Usually the software manuals are available. There are open sources which may be used for teaching purpose. Certain specific software's guides are mentioned below as a reference.

1. Joe Habraken, (2010) *"Microsoft Office 2010 in depth"*, 1st Edition.
2. Steve Johnson, (2010) *"Microsoft Office 2010 on demand"*, 1<sup>st</sup> Edition.
3. Kate Shoup, (2010), *"Office 2010 Simplified"*, 1<sup>st</sup> Edition.
4. Corinne Hoisington, (2010), *"A guide tour of Microsoft Office 2010"*, 1<sup>st</sup> Edition.
5. Tom Bunzel, (2010), *"Easy Microsoft Office 2010"*, 1<sup>st</sup> Edition.
6. Anna E. Barron & Karen S. Ivers, *"The Internet and Instruction"*.