KONGUNADU ASRTS AND SCIENCE COLLEGE
(AUTONOMOUS)
COIMBTORE

Enrichment Programme

For **All UG First Year Students** admitted during the academic year 2016-2017

MS-OFFICE

Basics of Computer   **Duration : 30 Hours**

Ms-Word: Introduction –Word Environment – Document Creation – Menu bars-Option bar- Home- Insert- Page Layout- Mailings- Views – Table Creation.   [5T + 5L]

Ms-Excel : Introduction – Excel Sheet – Menus- Home – Insert – Page Layout- Formulas- Basic Formulas- Views- Data- Sort & Filter-Remove Duplicates- Group and Ungroup.   [5T + 5L]

Ms-PowerPoint: Introduction- work Area- Menus- Home- Insert- Design- Animation – Slide Show- View.   [5T + 5L]

Note:

1. Use Microsoft Office 2007 Version
2. Exam Pattern – Only Practical – Answer any 2 out of 10 Practical exercises.

    Ms-Word -- 4

    Ms-Excel -- 3

    Ms- PowerPoint -- 3

Batch Timings:

Morning Batch : 8.30 am To 9.45 am

Evening Batch : 4.15 pm To 5.30 pm

B. MANOGARAN
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PHOTOSHOP AND FLASH

Duration : 30 Hours

Photoshop: Introduction-Pixel-Image and size –Resolution – IDE-Work Area-Tools-Menus-File:Basic File Operations-Edit: undo, cut, copy, paste, fill and free transform-Images: Mode, Adjustment ,Image size, Canvas Size , Image Rotation, Crop, Layers: New, Duplicate, rename, style, fill layers ,group layers – Select : all ,deselect, Reselect- Filters: Basic filters –View: Zoom in and out, fit on screen actual pixel , rulers , new guide, lock guides , clear guides-window. [10T + 10 L]

Flash: Introduction – IDE- Animation –Tools- Key Frames-File: Basic File Operations-Edit: Basic Operations – View – Insert: New Symbol-Modify: Convert to symbol , Shape, Arrange, Align , Group and Ungroup – Text – Control : Play , Test Movie – Windows.   [5T + 5L]

Note:

1. Use Photoshop CS2, Macromedia Flash 8
2. Exam Pattern – Only Practical – Answer any 2 out of 10 Practical exercises.

   Photoshop CS2 -- 6

   Macromedia Flash 8 – 4

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INTRODUCTION TO DIGITAL DEVICES AND WORD PROCESSING

Duration: 30 Hours [15T + 15 L]

Digital Devices

Components, Functions and Applications of Computers, Mobile Phones and Tablets

Operating Digital Devices

Basic features of a computer Operating Systems , Mobile Phone Operating Systems and its Features and Tablet Operating Systems and its Features.

Accessing Government Services

Locating Government Information, Accessing e-Governance Services.

Safety and Security in Digital Technology

Security, Health and Safety, Ethics, Social and Human Issues.

Word Processing

Introduction to Word Processor, Creating, Editing and Formatting Word Documents, Applying Word Processing in real life Scenario.

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