

PC SOFTWARE AND MULTIMEDIA

Max Marks: 80

Min

Marks: 27

NOTE: The Question Paper setter is advised to prepare unit-wise question with the provision of internal choice. Only Simple calculator is allowed not scientific calculator.

UNIT - I Using Office with MS-Word

Introduction to word processing software and its features, Creating new document, Saving documents, Opening and printing documents. **Home Tab:** Setting fonts, Paragraph settings, Various styles (Normal, No spacing, Heading1, Heading2, Title, Strong), Find & replace, Format painter, Copy paste and paste special. **Insert Tab:** Pages, Tables, pictures, clipart, shapes, header & footer, word art, equation and symbols. **Page Layout Tab:** Page setup, page Background, Paragraph (indent and spacing). **Mailing Tab:** Create envelopes and Labels, Mail merge. **Review Tab:** Spelling and grammar check, New comment, Protect document, **View Tab:** Document views, Zoom, Window (New window, Split, Switch window).

UNIT – II Working with MS-Excel

Introducing Excel, Use of excel sheet, Creating new sheet, Saving, Opening, and printing workbook. **Home Tab:** Font, Alignment, Number, Styles and cells and editing, Conditional Formatting. **Insert Tab:** Table, Charts (column chart, Pie chart, Bar chart, Line chart) and Texts (header & footer, word art, signature line). **Page Layout Tab :**Page setup options, Scale to fit(width, height, scale). **Formulas Tab :**Autosum (sum, average, min, max), logical(IF, and ,or ,not ,true, false), Math & trig (sin, cos, tan, ceiling, floor, fact, mod, log), watch window. **Data Tab :** Get external data from MS Access, Sort and filter options , Data validation, Group and ungroup. **Review Tab:** Protect sheet, Protect workbook, Share workbook. **View Tab:** Page breaks, Page layout, Freezing panes, Split and hide.

UNIT – III Working with MS-PowerPoint

Introducing power point, Use of power point presentation, Creating new slides saving, Opening and printing. **Home Tab:** New slide, Layout, Reset, Delete, Setting text direction, Align text, Convert to smart art, Drawing options. **Insert Tab:** Table, picture, clipart, photo album, smart art, shapes and chart, movie and sound, hyperlink and action, text box , word art, object. **Design Tab:** Page setup options, slide orientation, applying various themes, selecting background style and formatting it. **Animations Tab:** Custom animation for entrance, exit and emphasis, applying slide transition, setting transition speed and sound, animation on rehears timing. **Slide show & view Tab:** Start slid show options, setup options. **View tab:** Presentation views, colours and window option.

UNIT – IV Working with MS-Access

Front end and back end of application, Introduction to DBMS, Features of DBMS, Creating blank databases, Saving it in accdb format. Defining data types in ms access. **Home Tab:** Datasheet view, design view, pivot chart view, pivot table view, sort and filter options. **Create Tab :** Creating tables, Creating reports, Query wizard. **External Data Tab :** importing data from access and excel sheet, exporting data to excel and ms word. **Datasheet Tab:** Relationships, Fields and columns options, Data type and formatting options.

UNIT – V Animations and Graphics

Basic Concept of 2D/3D Animation, Principle of animation, application of Multimedia, Hardware & software resources requirement for animation, introduction of various file formats (.mpeg, .gif, .jpeg, .mp4, .tif, .flv). **Creating a new movie in flash :**Get set Up, Input Text, Animate Text, drawing and painting with tools, brush,create basic shapes like Oval, Rectangle&Polystar Tools, tools working with object & filing the object, Transformation, object properties dialog box, creating layers motion tweeing, shape tweeing , mask layers, basic action scripts, importing sound through Flash.