Syllabus for Computer Application Class under CDTP/I.R.G Scheme

1. Introduction of Computer

   Parts of Computer (Keyboard & Mouse, Difference between Input /   Output Devices

2. Typing

3. M. S. Office

   a. Word (Page setup, Header & Footer, Comment, Border & Shading, Change Case, Mail Merge, Macro, Table Properties,)

   b. Excel (Main Functions, Insert, Formatting of Cell, Row, Column and Sheet,   Filters, Sort, Validation, Chart)

4. Page Maker

   a. Document setup
   b. Scaling
   c. Layout
   d. Character and Paragraph Setting
   e. Arrange, Fill and stroke
   f. Plug-ins

5. Corel Draw

   a. New, Open, Save.
   b. Edit
   c. Layout (Insert page, Delete page, Goto page)
   d. Arrange (Align, Order, Group, ungroup, Trim, Break Apart,
   e. Effects (Envelop Roll-up, Blend Roll-up, Extrude Roll-up, Counter Roll-up, PowerLine roll-up and Lens Roll-up)
   f. Page setup
   g. Tool Bar
   h. Text (Text Roll-up, Character, Paragraph, Fit Text to Path)

6. Printing & Scanning

01½ Months

04½ months