ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM

II SEMESTER **HOMESCIENCE** Time:2Hrs/Week

HS 2152 (3) **COMPUTER APPLICATIONS IN HOME SCIENCE-1** Max.Marks:50

w.e.f. 2019 – 2020 (“19AG”) **SYLLABUS**

**OBJECTIVES:** To enable the students to:

* Acquire knowledge about computer fundamentals
* Learn and use the applications of MS office (MS Word, excel, PowerPoint in access)
* Apply the skills learnt to situations in Home Science

**COURSE:**

**UNIT-I: Introduction to windows –** Desktop settings and creating shortcuts. Start meu, how to launch programs using start menu. Recycle bin, task bar, windows accessories. M.S Word- Creating, saving and closing a document. Opening an existing document, page set up, spell check. Tables, selecting in tables, modifying table structure, editing text, text formatting, headers and footers. Bullets and numbering. Borders and shading, auto correct, auto text. Creating styles, columns, printing.

**UNIT-II:** **MS EXCEL AND MS POWERPOINT:**

**MS EXCEL –** starting parts of excel screen, quitting excel, selecting a cell entering cell, editing, clearing and formatting data in a cell. Inserting and deleting rows and columns, charts, formulae and simple statistical applications.

**MS POWERPOINT –**Starting and quitting powerpoint. Creating a presentation, Use of design templates, slide show. Inserting clipart, application of special effects, setting up a slide show.

**UNIT- III:** **PAGE MAKER –** Page maker basics, working with a publication, the drawing tools, the text tools, importing graphics, transformations, utilities, working with large amount of texts, story editor

**UNIT-IV:** **COREL DRAW -** Corel draw concepts, exploring the work area, drawing and shaping working with text, using writing tools, blending, exporting, distorting, importing and exporting.

**UNIT-V: INTERNET –** Creating a mail ID, sending mails, surfing the net.

**BOOKS –** Course material would be provided.

\*\* \*\* \*\*