

KERALA STATE AUDIO-VISUAL AND REPROGRAPHIC CENTRE
THIRUVANANTHAPURAM

(Established by Govt. of Kerala)

Kerala State Audio-Visual and Reprographic Centre is an autonomous Institution under Government of Kerala. It is functioning as a Resource Centre for all Technical and Non-Technical Institutions in the State with modern Audio-Visual and Reprographic Equipments. The Centre is functioning as a training cum production Centre. The Centre offers the following Certificate Course in Computer and DTP operation.

CERTIFICATE COURSE IN COMPUTER AND DTP OPERATION

Rules and Regulations

1. **Duration of the Certificate Course:**
The Certificate course will be of 6 months duration after a pass in S.S.L.C or equivalent Examination
2. **Medium of Instruction:**
The medium of instruction of all the theory and practical subjects shall be in English.
3. **Procedure for Selection**
Those students who have passed the 10th class Examination (S.S.L.C) held by the Kerala State Secondary Education Board or any other examination recognised as equivalent thereto by the State Board of Technical Education, Kerala state will be eligible to seek admission to the Certificate Course. Preference will be given to Graduates, Diploma Holders in Commercial Practice, Certificate Holders in Typewriting (Lower) K.G.T.E.
4. **Training Period:**
The Training Period will be 6 months including the period of examination.

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5. Attendance:

- a) The candidate must secure a minimum of 90% of attendance to secure the eligibility to sit for the examination.
- b) Condonation of attendance shortage upto 15% will be allowed in exceptional circumstances.

6. Award of Internal Assessment Marks:

- a) In respect of theory subjects the award of sessional marks will be based on tests, assignments and attendance in the proportion of 40% for tests 40% for assignments and 20% for attendance. There will be a minimum of five tests and the best four of the 5 taken for final sessional marks. In the case of assignments, there will be a minimum of five assignments with all the five taken into account for the final sessional marks.
- b) The teachers will maintain record of all marks awarded in respect of internal assessment.
- c) In respect of practicals the internal assessment shall be made based on field work/laboratory exercises conducted.
- d) The students are required to keep a record of all their laboratory exercises performed by them in the form of laboratory record. This record has to be authenticated by the teacher-in-charge of the laboratory and certified as the bonafide record of the work done by the student by the Training Officer before he is presented for the practical examinations. No student will be permitted to take any practical examination without this bonafide certificate.

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7. End Examination:

a) There will be an end examination conducted by the Kerala state Audio Visual and Reprographic Centre and State Board of Technical Examination as per the Scheme of examination. Time table for the examination will also be informed to the trainees ahead of their conduct.

b) The questions for theory paper will consist of the following Parts:

Part A For a maximum of 40 marks containing objective type test items (multiple choice, matching, fill up the blanks etc...) The whole subject area will be covered in these items.

Part B For a maximum of 60 marks consisting of short and essay type questions. The whole subject area will be covered in these items.

c) For Practical examinations the State Board of technical Education will appoint chief Examiners who will set a paper consisting of practical exercises.

8. Minimum for pass:

A candidate must secure a minimum of 40% marks in the end examination (both theory and practical).

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9. SCHEME OF EXAMINATION

Subject	Training Hours	Minimum marks required of a pass		Maximum marks
		Exam	Internal Total	
A. Theory				
1. Fundamentals of Computer and Office Automation Packages	30	40	50	125
2. Desk Top Publishing	30	40	50	125
B. Practical				
1. Office Automation Packages	120	80	100	250
2. Desk Top Publishing	120	80	100	250
Grand Total	300	240	300	750

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10. Classification of successful candidates:

- a) A candidate shall be declared to have passed the Certificate Course only if he/she has secured a pass in all the theory and practical subjects
- b) There will be four classes of passed candidates namely
First Class with distinction
First Class
Second Class
Third Class
- c) The division in which a candidate will be placed is as follows:
- | | |
|----------------------------------|--------------------------------|
| 75% and above | : First Class with distinction |
| 60% and above but below 75% | : First class |
| 50% and above but below 60% | : Second class |
| All other successful candidates: | Third class |



S.SALIM
MANAGING DIRECTOR
KSAVRC

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Computer & DTP Operation

SYLLABUS


I. Paper I - Fundamentals of Computer and Office Automation Packages

A. FUNDAMENTALS OF COMPUTER

1. What is a computer - Advantages & disadvantages of using computer - Applications in various fields - organisation of digital computer, data representation, Input /Output units, Computer memory, processor, Binary arithmetic, Software - System Software - Application Software - Computer languages - Operating systems - Introduction to Network - Classification of Computer based on generation, working principles & computing capacity, Disk Operating System, Windows -- GUI Windows 98 - Organizing files and folders - copy, delete, rename and creation of files and folders - win 95/win 2000- File manager - start menu - run command - task switching - windows explorer - wordpad.

B. MS WORD

1. Introduction to word - Anatomy of the word screen - File management - different ways of looking documents - preview of a file - printing a document
Creating a document - Wizards and Templates - opening a document - adding text - deleting text - undo & redoactions - Selection & deselecting of text - moving and copying text - clip board - cutting versus copying versus deleting - Drag and Drop - move and copy methods - spike.
2. Formatting
Formatting options - character formatting - styles, fonts, type specifications - Animating text - highlighting text - case changes - paragraph formatting - intends and tabs - alignment - spacing - widow & Orphans - Parent window - Child window.
- Adding borders and shading - Page and Section formatting
- Page margins - Headers and footers - page numbering -

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formatting with styles - formatting with autoformat -
numbered bulleted lists - adding backgrounds.

3. Searching and proof reading

Find and Replace - Book marks - checking of spelling and
Grammars - auto correct.

4. Tables and columns

Anatomy of a table - Creating a table - adding text -
adding rows and columns - column width - formating cells,
rows, columns - formating of tables - performing
calculations - arranging text in columns - adjusting
column width and spacing - balancing the columns.

5. Graphics and Text Boxes

Add an image in the document - formatting and enhancing
graphics - picture tool - editing and images - text wrap
- adding borders - creating text boxes - inserting text
in text box - add a picture to a text box - insert a text
file in a text box - formating text boxes - enhancing
text boxes - customizing boarders - adding special
effects - auto shapes - importing of other objects.

6. Auto text entry - macros - definition - recording and
playing-mail merging-paragraph style - character style -
word art - internet and word.

7. Mail Merge

C. MS EXCEL

1. Introduction to Microsoft Electronic Sheet

Features of Excel - word book - Work sheet basics -
Row/Col markers - multiple undos - graphic support - word
art - templates and wizards - data entry - function
supports.

2. Worksheet - creation of work book - creating and opening
of work sheet - anatomy of the screen - Cells - rows and
columns - cell addresses - Entering data - moving around
the work sheet - edit cell contents - addition and
deletion of cells - rows, columns-inserting copying moving

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of cell contents - numbers, texts, formulas and functions
- excel menu - tool bars.

3. Entry of Text and Numbers
Entering numbers - basic number formats - text formats -
special formats - custom formats - numbers in series -
Entering text - formatting text - setting font size,
attributes - editing and manipulation of text - Importing
text - finding numbers and text - checking spelling.
4. Formulas and functions
Definition of formula - functions - designing of formulas
- ranges - names ranges - functions.
5. Formatting of work sheet
Autoformat - enhancing spreadsheets-borders and colors
and patterns - conditional format - styles -emphasizing
the important data
6. Printing - Page setup - margins - headers and footers-
sheet options - print options - page order - print
preview - printing spreadsheets and workbooks - printing
to file or printer
7. Charts-types of charts-chart components - creation of
chart - chart wizard - formatting of charts - exporting
of charts - modifying the chart customizing a chart -
data markers - lines - add picture markers - add data
labels - legends - background - 3d chart.
8. Graphics
Adding and Enhancing graphics - draw tools bar -
importing graphics - linking and embedding objects - word
art.
9. Database - Designing forms - creating a form - database
features - freeze pans - split screen outlining Excel and
internet
10. Filter - Auto Filter - Advanced Filter

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D. MS-ACCESS

1. DBMS-RDBMS - Data base - database components - table, record, field, attribute, data - data retrieval tools - forms, queries, reports - features of Access - Database templates and wizards.
2. Creating of database - create a database^a - opening a database - defining records - table relations - creating table - opening of table - adding of fields and data types - modification of fields - Primary key - Adding data - selecting, copying, moving and deleting data.
3. Forms - design and creation - editing records - adding new records - creating form with auto form - creation of form with wizard - creating of form from scratch - creating forms with sub forms
4. Queries and filters - query - query types - filters - types of access filters - filter by selection - filter by form - filter for input - sorting - advanced filter/sort - designing select queries - editing a select query - adding fields - sorting data - designing of action queries - cross tabe queries - make table query - update queries - append queries - delete queries
5. Reports - creation of reports - query based reports - creation of table based reports - editing a report - reviewing and print a report.
6. Printing of tables and queries - printing of forms - printing reports - printing documentation

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7. Advanced features - Controlling data input - configuring tables for input control - sharing a database - security - password - user & group permission - user and group accounts.
8. Macros - writing expressions - creating of macro - access and internet.

Paper-II - Desk Top Publishing

1. Introduction :
Different brands of DTP - Suppliers name - Approximate cost - Advantages in the field of printing and publishing - Principle of operation - Definition of terms used in DTP.
2. Essential Components of DTP :
Processor with memory - Mouse - Monitor - Laser printer - Disk storage - Program - Graphics.
3. Optional items :
Scanner - Colour monitor
4. Software :
Adobe Pagemaker 6.5, Photoshop, Coreldraw, ISM Gist - Multi-language software - Processing - Proof-reading.
5. Scanning :
Scanner and its resolution - Imparting of images - general study on graphic software.
6. Types of Scanners :
Monochrome scanner, Colour scanner
7. Pagination :
Different Softwares - Database

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8. Printer :

Different types of printers - Dotmatrix Printer - Daisy wheel printer - Inkjet printer - Laser printer - Principles of operation - advantages and disadvantages of laser printers - terms used in printer memory - Interfaces - consumables required - fonts.

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SOFTWARES : Pagemaker 6.5, Photoshop 6/5.5,
Coreldraw 9/10.

A. PAGEMAKER 6.5

Components of the Pagemaker Window - Creating a new document - New document windows - Entering text - formatting type - changing character specifications - saving your document - developing paragraphs - formatting paragraphs - columns.

Editing - Free-Form - creating a frame - threading and unthreading Text - selecting text - Editing text inserting and removing pages - Adjusting spacing of characters, words and lines.

Adding Design Elements - Adding graphics to your document - changing Pagemaker options - Creating graphics in Pagemaker - Importing graphics into Pagemaker.

Setting up templates - creating Templates from existing documents. Setting up custom styles - defining styles - Applying styles to text, using layers, printing.

Adding Color - Using Pagemaker's Default colors - working with Color graphics - Defining custom colors - Editing, copying, Removing and Replacing Colors - Screening Text and graphics.

Developing Long documents - Using the story Editor - checking your spelling - using the find feature - using the change feature - Linking Text and graphics - compiling chapters into a Book - creating an Index - creating a table of contents.

Filters - Expanding Pagemaker's Filter Options - using photoshop Filters in Pagemaker.

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B. PHOTOSHOP 6/5.5

Basic Theory - Bitmaps and Vectors - Pixels and Resolution - RGB and CMYK colour models - RGB setup - CMYK setup - Greyscale setup - Monitor Calibration.

Working Environment - Photoshop Screen Environment - using the toolbox - Document and Scratch sizes - Ruler guides and grids moving around - The Info Palette - Palette techniques saving and loading custom settings - Printing Composites - The History palette - Deleting, clearing & Purging states - Taking Snapshots.

Opening and saving files - Selection modes - Transformations - Color modes and color Models - Adjusting color - Paintbrushes and Art tools - Digital painting - Moving paint - Advanced painting Techniques - Layers - using masks - Paths - Filters that improve your picture - filters to make your picture artistic - fillers to distort and other funky effects - Adding type to pictures - special effects - photoshop plug - Ins and Add-Ons - Compositing - photo repair - Black and white & Color - Printing.

C. CORELDRAW 9/10

A tour of the tools - surfing the interface Exploring the Toolbox - browsing the menus - working with objects - Using Fills and outlines - Turning many objects into one - saving and opening files - zooming - Aligning Elements - using undo - copying properties - using the Repeat command - Drag and Dupe, Making Arrangements : Transformations 101 - Aligning with Aplomb - order - group - combine and break apart - lock and unlock - shaping - separate - convert to curves - covert outline to object.

Applying Fill Patterns: Understanding Fills - Applying Uniform Fills - Adding Flair with Fountains - Applying complex Fills - The Appeal of the palette - On screen Niceties - A colourful star - Textured Text.

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Understanding outlines - Accessing Draw's outline Tools -
Penning an outline - The outline Color dialog - working
with text: Artistic and Paragraph text - The wonder of
Artistic Text - Navigating your way - Remember the
hotkeys - Importing text. Advanced text Handling -
Shaping text to objects - Transparent Text - Creating a
Text Mark - working with "UNTEXT"

Effects and Affects : The shaping Triumvirate - finding
the Intersection - Cookie cutters and Cookie Dough -
Melting objects together - Advanced options - Turning
many shapes into one. Adding perspective - creating the
frame - Creating the sides of the cube - Creating an
Envelope - Using Envelope to create a Reflection -
Blending objects - Blend Controls - Art of Blends -
Science of Blends. Faking out reality - controlling an
extrusion. New Bitmap extrusion Tool - different faces
of contour - through the looking glass - dropping shadows
- power of the clip.

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