

## DIPLOMA IN COMPUTER APPLICATION

<b>SEMESTER</b>	<b>TITLE OF THE COURSE</b>	<b>CODE</b>
I	PC PACKAGES	<b>HCDCA:O1P</b>
I	PHOTOSHOP	<b>HCDCA:O2P</b>
II	WEB DESIGNING	<b>HCDCA:E3P</b>
II	DESKTOP PUBLISHING	<b>HCDCA:E4P</b>

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TIRUCHIRAPPALLI – 620 002**

**DIPLOMA IN COMPUTER APPLICATIONS**

**PC PACKAGES**

**CODE: HCDCA: 01P**

**I MS - WORD**

1. Page setup and Document Formatting
2. Special formats on the document - Tabs, Bullets and Numbering
3. Table Processing
4. Mail Merge
5. Preparation of Greeting Cards

**II MS - EXCEL**

1. Worksheet preparation
  - a. Mark Sheet
  - b. Payroll
2. Applying Filters, Sorting Techniques
3. Working with Functions
4. Applying Data Formatting
5. Preparation of Graph

**III MS – POWERPOINT**

1. PowerPoint Presentation

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**PHOTOSHOP**

**CODE: HCDCA: O2P**

1. Creating, opening, saving and closing a File.
2. Working with Tools of Photoshop.
3. Working with paints and colors in Photoshop.
4. Working on an Image in Photoshop.
5. Creating Web Images.
6. Creating a Greeting Card in Photoshop.
7. Creating a Invitation in Photoshop.
8. Creating a Logo in Photoshop.
9. Creating a Banner in Photoshop.
10. Creating a Business Card in Photoshop.

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**WEB DESIGNING**

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1. Design a screen with the string 'Web Design' using atleast 20 HTML tags.
2. Create a small paragraph about 10 lines. Try to use Font, Title and Head Tags. Apply different sizes and colors using Tags.
3. a. Create Tables with rows and columns and spilt them using Row span and Col span.  
b. Divide a page in to three or more frames.
4. Create a web page to represent the front page of a newspaper using text links, Align the text with colors.
5. Create a web page that resembles a Book. The Book should have 10 chapters Chapter links should be from both the navigator Bar and from individual Pages.
6. Develop a picture gallery having at least three pages. Each page having Several pictures.
7. Develop a single page advertisement for a shop to be inaugurated shortly
8. Develop a webpage for an IT Job Recruitment Agency.
9. Design a web page for the College.
10. Develop an application form for Admission in Holy Cross College.

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**DESKTOP PUBLISHING**

**CODE: HCDCA: E4P**

1. Designing a Greeting Card using Instant Artist.
2. Designing a Banner using Instant Artist.
3. Designing a Business Card using Instant Artist.
4. Designing a Certificate using Instant Artist.
5. Designing a Page using PageMaker.
6. Creating a Birthday Card using PageMaker.
7. Designing a Class Time Table using Table Maker.
8. Designing a Semester Time Table using Table Maker.
9. Designing a Course List using Table Maker.
10. Designing an Invitation Card using Corel Draw.