



**NORTH MAHARASHTRA UNIVERSITY,
JALGAON**

SYLLABUS FOR

T.Y.B.A.
COMPUTER KNOWLEDGE AND
APPLICATIONS-III
(With effect from June 2009)

T.Y.B.A.
Computer Knowledge and Applications-III
(w.e.f. June 2009)

Distribution of Marks

Section	Content	Marks	
		Internal	External
Section - I	Theory Paper	10	40
Section - II	Practical	10	40
Total Marks		20	80

Format of the Annual Examination Question Paper

Total Marks 40

- Q.1** Long answer question based on PageMaker
Any TWO out of THREE. [10Marks]
- Q.2** Long answer question based on CorelDraw
Any TWO out of THREE. [10Marks]
- Q.3** Long answer question based on CorelDraw
Any TWO out of THREE. [10Marks]
- Q.4** Short answer question based on PageMaker, CorelDraw & CorelDraw
Any FIVE out of EIGHT. [10Marks]

Section - I

Theory Paper

Total Marks (40)

PageMaker

Marks(15)

Introduction to PageMaker

- Publication Setup
- Automatic Page numbering
- Creating a page with different number of columns
- Creating multiple columns
- Defaults
- Nonprinting guides
- Opening, naming and saving publications
- Targeting your printer
- Working with master page and a measuring system
- Working with templates

Text

- Character size, spacing, and leading
- Controlling hyphenation
- Editing text and word processing
- Paragraph alignment
- Using the Control palette
- Working with styles
- Working with text flows and text blocks

Graphics and Text Blocks

- Copying and pasting objects
- Transforming objects
- Moving and sizing objects
- Manipulating objects with control palette
- Working with name graphics
- Compressing and decompressing a TIFF image
- Wrapping text around art

Indexes, Contents and Pagination

- Creating an Index
- Page numbering
- Using a table of contents
- Working with books

Colour

- Apply colours to text and imported graphics
- Copy colours from another PageMaker publication
- Create item
- Remove colours
- Converting spot colours to process colours
- Replace colours with other colour

Importing Linking and Exporting

- Compressing TIFF files
- Exporting text
- Importing files into PageMaker
- Managing imported objects
- Pasting to create links in layout view and story editor
- Revising imported objects in other programs.

Printing

- Changing the target printer
- Colour printing
- Printing proofs of a publications
- Specialty printing
- Targeting your printer

COREL-DRAW

Marks(10)

- Introduction to Coral-Draw
- Setting the size and orientation of the Printable Page
- Setting up the Printable Page
- Adding and removing a printable background in a drawing
- Sizing the CorelDraw windows
- Creating a new drawing
- Opening a drawing
- Opening a drawing using drag and drop
- Saving a new drawing
- Printing a drawing
- Choosing commands
- Choosing tools
- Working with dialog boxes
- Working with text boxes.

PHOTOSHOP

Marks(15)

Introduction to PhotoShop

Looking at the work area

- Using a toolbox
- Using the tool options bar
- Using the palette well
- Using tool present
- Using the palettes
- Using contents menus
- Viewing images
- Correcting mistakes
- Reverting to a previous version of an image
- Duplicating images
- Using rulers, columns, the measure tool, guides and the grids.

Getting Images into PhotoShop and Image Ready

- About bitmap images and vector graphics.
- About image size and resolution
- Changing image size and resolution
- Scanning images
- Importing images using WIA (Windows Image Acquisition).
- Creating new images.
- Opening and importing images.

Working with colours.

- About colour modes and models
- Color gamut's
- Adjusting the monitor display
- Channels and bit depth
- Converting between colour modes.
- Converting between Grayscale and Bitmap modes.
- Conversion option for indexed – Colour, Images.
- Customizing indexed table

Making Colour and Tonal Adjustments:

- Basic Steps for correcting images
- Checking scan quality and tonal rang.
- Using colour adjustments tools.
- Comparing Correction in CMYK and RGB.
- Identifying Out – of gamut colours.
- Using the Levels Dialog box.
- Using the Curves Dialog Box.
- Using Target Value to set highlights and Shadows
- Setting auto correction options.
- Adjusting gamma value of n image.
- About the colour wheel.
- Using the Colour Balance command .
- Using the Hue Saturation command.
- Using the Replace colour command.
- Making quick overall adjustment to an image.
- Applying Special colour effect to images.
- Sharpening images

Selecting

- About Selection
- Making pixel selection
- Adjusting pixel selection.
- Softening the edges of a selection.
- Moving ,Copying and Pasting selection and Layers.
- Using the Snap Command.
- Saving and Loading Selection.
- Deleting Selection
- Removing Fringe pixels from a a selection
- Extracting object from their background.

Transforming and Rotating

- Changing the Size of the work canvas
- Rotating and flipping entire images.
- Cropping images.
- Transforming Perspective while cropping.
- Transforming object in two dimensions
- Transforming object in three dimensions
- Cloning and repairing images Retouching images.
- Using Liquefying command.

Drawing

- About drawing and painting
- Drawing shapes and paths.
- Using the shapes Tools.
- Using thje Pen Tools.
- Editing Shapes Layers.
- Using The paths Palette
- Editing Paths.
- Managing Paths.
- Converting Between Paths and Selection Borders.
- Adding next Colour to path.

Painting

- Using the painting tools
- Erasing
- Using the art History brush tools.
- Working with Brushes
- Setting options for painting and editing tools.
- Using the gradient tools
- Using the paint bucket tool.
- Filling and stroking selections and layers
- Creating and Managing patterns
- Using the Patterns Makers
- Choosing Foreground and Background Colours.
- Using the Adobe Colour Picker.

Using Channels and Masks

- About Channels
- Using Channels palette.
- Managing Channels
- Deleting Channels
- Mixing colour channels
- Adding Spot Colours.
- Using Channels calculations to blend layers and channels.
- About Masks
- Creating temporary Masks in Quick Mask mode.
- Storing Mask in Alpha Channels.

Using Layers

- About Layers
- Using the Layer Palette.
- Creating Layers and Layer Sets.
- Working with layered images.
- Managing Layers.
- Setting Opacity and blending options.
- Using layers effects and Styles.
- Using Adjustments Layers and fill layers.
- Masking Layers.
- Creating Clipping Groups.

Applying Filters for Special effects.

- About plug-in filters
- Using filters
- Tips for creating special effects
- Improving performance with filters
- Choosing a filter effects
- Artistic filters
- Blur filters
- Brush stroke filters
- Distort filters
- Noise filters
- Pixelate filters
- Render filters
- Sharpen filters
- Sketch filters
- Stylize filters
- Texture filters
- Video filters
- Other filters
- Digimare filters.
- Lighting effect filters

Using types

- About types.
- Creating type
- Working with type layers
- Formatting Characters
- Checking for spelling errors.
- Finding and replacing text
- Formatting Paragraphs

- Controlling hyphenation and justification
- Working with Composition
- Setting option for Chinese, Japanese and Korean type.

Saving and Exporting Images

- Saving images
- Exporting images in Zoom View format
- About file formats.
- Adding File information.
- Adding Digital Copy right information
- Setting Preferences for saving file
- Creating multiple image layouts
- Placing Photoshop images in other applications.

Printing

- About printing
- Printing images
- Positioning and scaling images
- Setting output options
- Selecting halftone screen attributes
- Printing part of an image
- Choosing a print in encoding Method.
- Printing Vector Graphics
- Using Colour Management when Printing
- Creating colour Track
- Printing Duotones
- Printings Colour Separations

Section - II

Practical

Total Marks (40)

Practicals based on PageMaker

1. Making a Sales Order Form
2. Creating Broachers
3. Generating an Annual Report
4. Planning and Designing News Letter
5. Building a Catalog.

Practicals based on CorelDraw

6. Creating a new file
7. Creating a new design
8. Appling Colours
9. Planning and designing
10. Saving a file
11. Printing a file.

Practical based on PhotoShop

12. Creating a new file
 13. Creating a new design.
 14. Appling colour
 15. Planning and Designing
 16. Saving a file
 17. Printing a file
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