UNIT – III MS-PowerPoint

Introducing power point, use of power point presentation, creating new slides saving, opening, and printing. *Home Tab:* new slide, layout, reset, delete, setting text direction, align text, convert to smart art, drawing options. *Insert Tab:* Table, picture, clipart, photo album, smart art, shapes and chart, movie and sound, hyperlink and action ,text box , word art, object. *Design Tab:* page setup options, slide orientation, applying various themes, selecting background style and formatting it. *Animations Tab :* custom animation for entrance, exit and emphasis, applying slide transition, setting transition speed and sound, animation on rehears timing. *slide show &view Tab:* start slid show options, setup options. view tab : presentation views, colours and window option.

UNIT – IV MS-Access

Front end and back end of application , introduction to dbms, features of dbms, Creating blank databases, saving it in accdb format. defining data types in ms access. *Home Tab:* datasheet view, design vew, pivot chart view, pivot table view, sort and filter options. *Create Tab :* creating tables, creating reports, query wizard. *External Data Tab :* importing data from access and excel sheet,exporting data to excel and ms word. *Datasheet Tab:* Relationships, fields and columns options, datatype and formatting options.

UNIT – V Animations and Graphics

Definition of multimedia, application of Multimedia, Basic Concept of 2D/3D Animation, Principle of animation, Hardware and software resources requirement for animation, introduction of various file formats (.mpeg, .gif, .jpeg, .mp4, .tif, .flv). **Creating a new movie in flash :**Get set Up, Input Text, Animate Text, drawing and painting with tools, brush,create basic shapes like Oval, Rectangle& Polystar Tools, tools working with object & filing the object, Transformation, object properties dialog box, creating layers motion tweeing, shape tweeing , mask layers, basic action scripts, importing sound through Flash.

BOOKS RECOMMENDED : -

1. MICRODOFT OFFICE 2007 FUNDAMENTAL: - L STORY, D WALLS.
2. MS OFFICE : - S S SHRIVASTAVA, FIREWALL MEDIA.
3. OFFICE 2000 MADE EASY: - ALAN NEIBAUER, TATA MCGRAW HILL
3. FLASHMX BIBLE -ROBERT REINHART
4. SAMS TEACH YOURSELF MACROMEDIA FLASH 8 IN 24 HOURS- PHILLIP KERMAN
5. PHOTOSHOP BIBLE -WILLEY PUBLICATION
6. HOW TO DO EVERYTHING WITH MACROMEDIA -BONNIE BLAKE, DOUGSAHLIN
7. MULTIMEDIA MAKING IT WORKS: - BY TAY VAUGHAN TATA MCGRAW HILLS

Name and Signatures	Departmental members
V.C. Nominee ………………………………..	
	1. Incharge Head /Dr. J. K. Saluja …………..
Subject Expert ………………………………..	
	2. Dr. Kajal Kiran Gulhare ………………
Subject Expert………………………………..	
	3. Mr. Durgesh Kumar Kotangle……………..
Alumni(member)………………………………..	
	4. Mr. Dileep Kumar Sahu ………………
Prof. from other Dept. of Sc. Faculty ………………	
Specialist from Industry ………………………………..	