

| Computer Studies I | |
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| Code | BADO-1-1-08 |
| Prerequisites | None |
| Number of credits | 4 semester credits / 6 quarter units |
| Assessment weighting | 100% continuous assessment |
| Module duration | Semester I, 3 hours/week |
| Element | Design, Drawing |
| Syllabus: | |
| <p>Introduction to the Operating System General introduction to the operating system; capabilities and commands. Storing and retrieving files, activating programs, using system utilities</p> | |
| <p>Introduction to Word Processing: File managing, file finding, templates, printing and page set-up. editing, find and replace, views, toolbars, headers and footers, insert, page breaks, page numbers, table of contents, formatting, page layout, borders and shading, bullets and numbering, tools, spell checking, grammar checking, mail merges, inserting tables, rows, columns and sorting.</p> | |
| <p>Introduction to Presentation Tools Creating slides, Embedding worksheets from other applications such as AutoCAD drawings. Sequencing the slides to create a slide show; Using animation techniques. Presenting a slide show using projection facilities.</p> | |