

## **DETAILED SYLLABUS**

**Contents:**Practical

### **LAB EXERCISES**

#### **PART-A**

1. Create a Bit Notice with specified height and width with various text styles.
2. Create a design using all basic tools and make changes using shape tool.
3. Create a notebook wrapper design using fountain filling and pattern filling tools.
4. Create an invitation using arrange menu commands like transformations, align and distribute and order.
5. Create a calendar with the help of Grid Tool, Power clip and import commands.
6. Create a simple logo using text tool, rectangle tool and ellipse tool.
7. Transform one object into another object using blend tool.

#### **PART-B**

1. Create a design by using the various Selection Tools, cutting and pasting the images.
2. Using multiple layers, create a design with the use of masking various images.
3. Create a design by the use of text tools and apply text effects.
4. Change the color of an image by the use of selective coloring method.
5. Create a design by applying the various filtering effects.
6. Create a simple layout and master page by using master page palette and Character Styles.
7. Create a multipage document by using character, paragraph, auto flow and text commands.
8. Create a stylish monthly calendar sheet by using table and its formatting commands.

## **BOARD EXAMINATION**

### **DETAILED ALLOCATION OF MARKS**

<b>SCHEME OF VALUATION</b>	
Procedure Writing - One Question from PART - A	20 Marks
Procedure Writing - One Question from PART - B	25 Marks
Executing Exercise (PART - A)	20 Marks
Executing Exercise (PART - B)	20 Marks
Result(Part - A)	5 Marks
Result(Part - B)	5 Marks
VIVA - VOCE	5 Marks
<b>TOTAL</b>	<b>100 Marks</b>

### **HARDWARE REQUIREMENTS**

Desktop Computers	..... 30 No's
Laser printer	..... 1 No
Scanner	..... 1 No

### **SOFTWARE REQUIREMENTS**

#### **Any Open Source Software**

- GIMP
- Scribus
- Inkscape
- Krita
- Pinta
- Shotwell or any equivalent open source software.[or]
- Corel draw, Photoshop, Adobe InDesign(**optional**)

**[Open source software usage is recommended than proprietary for doing lab exercises]**