

COMPUTER SCIENCE

● Basics of Computers - Office Tools

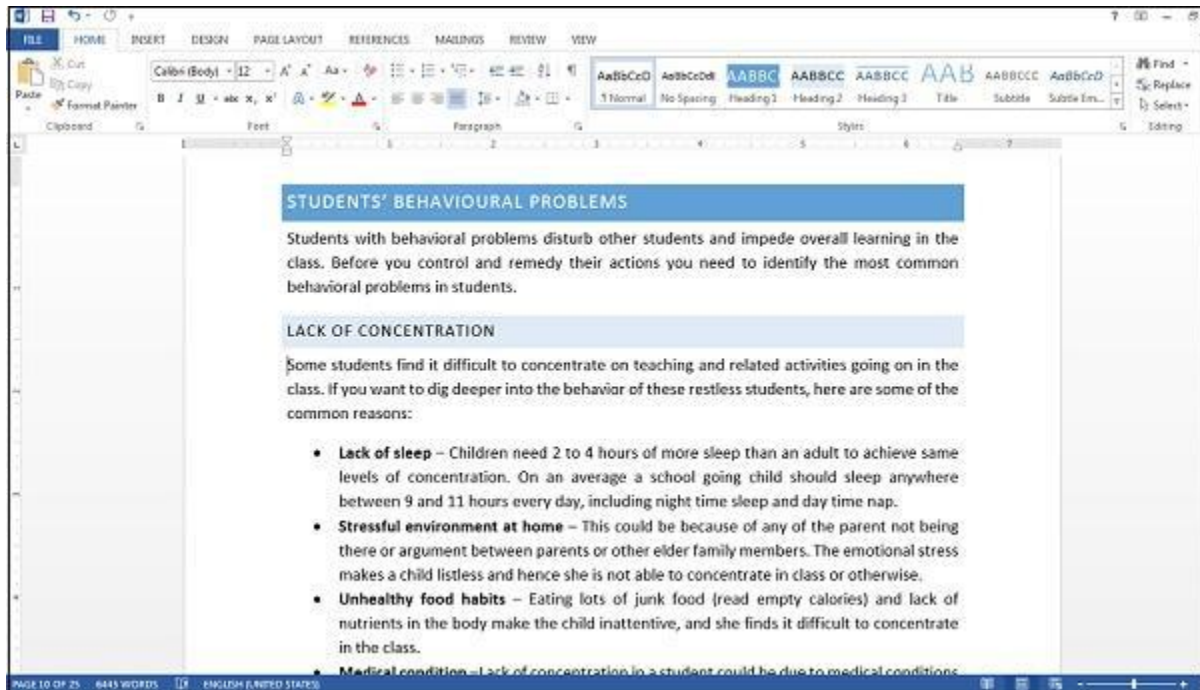
Application software that assist users in regular office jobs like creating, updating and maintaining documents, handling large amounts of data, creating presentations, scheduling, etc. are called office tools. Using office tools saves time and effort and lots of repetitive tasks can be done easily. Some of the software that do this are –

- Word processors
- Spreadsheets
- Database systems
- Presentation software
- E-mail tools

Let us look at some of these in detail.

Word Processor

A software for creating, storing and manipulating text documents is called word processor. Some common word processors are MS-Word, WordPad, WordPerfect, Google docs, etc.



A word processor allows you to –

- Create, save and edit documents
- Format text properties like font, alignment, font color, background color, etc.
- Check spelling and grammar
- Add images
- Add header and footer, set page margins and insert watermarks

Spreadsheet

Spreadsheet is a software that assists users in processing and analyzing tabular data. It is a computerized accounting tool. Data is always entered in a **cell** (intersection of a **row** and a **column**) and formulas and functions to process a group of cells is easily available. Some of the popular spreadsheet software include MS-Excel, Gnumeric, Google Sheets, etc. Here is a list of activities that can be done within a spreadsheet software –

- Simple calculations like addition, average, counting, etc.
- Preparing charts and graphs on a group of related data
- Data entry
- Data formatting
- Cell formatting
- Calculations based on logical comparisons

Sketchup Modules - Microsoft Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

fx Group

	A	B	C	D	E	F	G	H	I	J
	Group	Class	Book Type	Module (Visible only in C/W as TOC and separate page)	Chapter (Names to be Decided)	Session/ Topic No.	Session/Topic Name (To be decided based on Text)	Sub-Topic (To be decided, Required for Tagging Assessment Questions)	Coverage Scope	
1										
2	C	8	Non MS	Google Sketchup	Chapter 1	1			Using Rectangle and Circle Tool to create a Plane	
3	C	8	Non MS	Google Sketchup	Chapter 1	1			Hiding Objects	
4	C	8	Non MS	Google Sketchup	Chapter 1	1			Saving Google Sketchup File	
5	C	8	Non MS	Google Sketchup	Chapter 2	2			Opening Existing Google Sketchup File	
6	C	8	Non MS	Google Sketchup	Chapter 2	2			Basics of 3D Objects, Using Offset	
7	C	8	Non MS	Google Sketchup	Chapter 2	2			Using Push / Pull to create walls	
8	C	8	Non MS	Google Sketchup	Chapter 2	2			Using Camera View - Rotating Object	
9	C	8	Non MS	Google Sketchup	Chapter 2	3			Drawing Line Objects	
10	C	8	Non MS	Google Sketchup	Chapter 2	3			Erasing Objects	
11	C	8	Non MS	Google Sketchup	Chapter 2	4			Practice Session on concepts learnt	
12	C	8	Non MS	Google Sketchup	Chapter 3	5			Applying Material Colour	
13	C	8	Non MS	Google Sketchup	Chapter 3	5			Adding 3D Text	
14	C	8	Non MS	Google Sketchup	Chapter 3	6			Download Models from Web	
15	C	8	Non MS	Google Sketchup	Chapter 3	6			Use Move tool to place models	
16	C	8	Non MS	Google Sketchup	Chapter 3	6			Share Model on the Web	
17										
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Design 27/Jan/14 29/Jan/14

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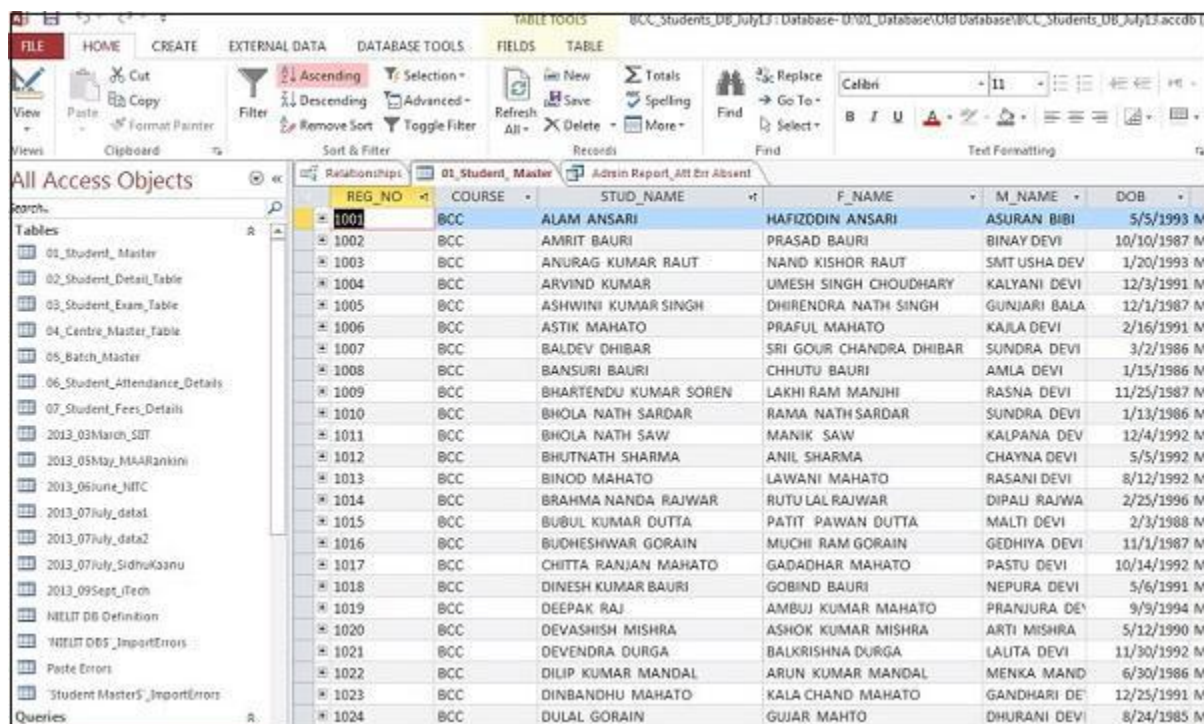
Presentation Tool

Presentation tool enables user to demonstrate information broken down into small chunks and arranged on pages called **slides**. A series of slides that present a coherent idea to an audience is called a **presentation**. The slides can have text, images, tables, audio, video or other multimedia information arranged on them. MS-PowerPoint, OpenOffice Impress, Lotus Freelance, etc. are some popular presentation tools.



Database Management System

Software that manages **storage**, **updating** and **retrieval** of data by creating databases is called **database management system**. Some popular database management tools are MS-Access, MySQL, Oracle, FoxPro, etc.



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