

**CLASS IX & X
Course Pattern**

Lesson	Content
01	Chapter-1
02	Chapter-2 Contents – Importance of software in maintenance of computer, software installation and uninstallation, software delete, web security, IAD, piracy, right to information
03	Chapter-2 Contents – General troubleshooting
04	Chapter-3 Chapter-2 Contents – virus and antivirus, password
05	Chapter-4 Contents– Microsoft word (Font style, color, size, bullets & numbering, table, add photo, word art, margin, distance between lines, page number)
06	Chapter-4 Contents – Spreadsheet (Introduction to toolbars, addition, subtraction, multiplication, division, percentage)
07	Chapter-5 Contents – Microsoft power point
08	Chapter-5 Contents – Photoshop (Introduction to toolbox & palate, selection tool & move tool, select & deselect, marquee tool, fill selection with color, use of feather, lasso tool & polygonal lasso tool)
09	Chapter-5 Contents – Photoshop (stroke, layer, add new layer, make photo visible & invisible in layer, thumbnail icon, palate, layer object, text layer, target layer determination, change of opacity of layer, remove layer, merge layer)
10	Chapter- 5 Contents- Photoshop (cut, copy, paste, paste into, use of crop tool, crop inclined image, use of eraser tool, create blade using gradient tool, create linear blade using gradient tool, gradient editor, add & remove new color & color stops, adjust brightness & contrast of photo)

Lesson	Content
11	Chapter- 5 Contents- Illustrator (introduction, introduction to toolbar, add color to object, color, gradient, none)
12	Chapter- 5 Contents- Illustrator (zoom in & out, use of hand tool, object allocation environment, create object, object selection & remove object path, path, selection tool, direct selection tool, group object, lock object, cut, copy, paste command)
13	Chapter- 5 Contents- Illustrator (layer, add new layer, remove layer, merge layer, use of color in object, color palate, apply color, use of strike, pen & pencil tool, open & close path, edit path)
14	Chapter- 5 Contents- Illustrator (anchor point addition & remove, curving path, point text, edit text, select letter, change color of letter, remove letter, font size of letter)
15	Chapter- 5 Contents- Illustrator (use of vertical & horizontal scale to resize letters, baseline shift, leading, area text, typing in path, create outline in text, place photo in illustrator)
16	Chapter- 6 Contents- Database (concept & characteristics, open access file, create file, data entry, add field or column, delete field or column, delete row, sorting)
17	Chapter- 6 Contents- Database (data query, data filter, report, add gridline to report)

Course Duration : 17 days

Course Fees : Tk. 4,000/= only

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