



**DEPARTMENT OF ARCHITECTURE
UNIVERSITY OF THE PUNJAB, LAHORE.**

**BACHELORS OF ARCHITECTURE (B. ARCH)
5 YEARS PROGRAM**

COURSE OUTLINE

Course Title	Computer Applications-1
Course Code	ARCH-131
Credit Hours	2(1+1)
Semester	Fall 2022
Prerequisites	Nil
Tutor	As per Timetable
Student Advising	As per Timetable
Contact	-

Teacher Signature

Chairman Signature

Course introduction

The purpose of the class is to prepare students to create, edit, format, and print Microsoft Word documents. Students will be able to use the vast array of features and functionality contained within Word, the ability to create a document, organize the content and enhance it with high-impact visuals. This Microsoft PowerPoint training course aims to provide new PowerPoint users with the essential skills needed to create, edit and present professional looking presentations using text, tables, diagrams, charts and pictures as well as providing presentations tips.

Second Part of the course allows you to go at your own pace, and pick up the skills you need to use photoshop. The basic tools of photoshop will be taught that can be used to create certain textures, editing photos, or for making presentation boards.

Learning Objective:

In this course, you will learn:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.
- Develop a PowerPoint presentation.
- Perform advanced text editing operations.
- Add graphical elements to your presentation.
- Modify objects in your presentation.
- Add tables to your presentation.
- Add charts to your presentation.
- Prepare to deliver your presentation.
- Use tools/palettes effectively and understand the terminology
- Select images using a variety of ways and Crop and Transform them
- Resize images, change resolution, retouch and repair photos

Outcome

By the end of semester, the students should be able to:

- Work with the basic features of Word
- Select and work with text and paragraph in a document
- Use a range of font formatting techniques
- Create and modify tables
- Insert and work with clip art and images
- Find the information you need in Help
- Use a range of formatting techniques
- Create and apply styles
- Create and work effectively with themes
- Create and use templates
- Learn how to work with section breaks
- Insert and work with headers and footers in a document
- Perform various merging tasks
- Draw and format shapes
- Insert and work with text boxes
- Create and work with SmartArt
- Create and work with pictures
- Create and work with tables of contents and indexes
- Create high quality document designs and layouts.
- work with the basic features of PowerPoint
- Create a new presentation
- Work with presentations
- Insert text into a slide and apply basic formatting
- Draw and format shapes
- Navigate a slide show in powerpoint
- Use a range of printing techniques
- Follow the procedures for using various forms of help
- Create brilliant presentations.
- Recognise and understand fundamental aspects of Photoshop
- Create your first document
- Navigate images
- Understand the concepts of file formats, file size, colour modes and image resizing
- Make effective selections in an image
- Work with layers
- Resize images using a variety of techniques
- Select, use and work with colour
- Create and format text layers

- Draw and format standard and custom shapes
- Retouch and repair artefacts in images
- Print and understand printing techniques

Learning Methodology:

This course will be presented by means of short lecture/discussion sessions and lab projects. Individualized instruction will be provided while the student is working on assigned projects. Open lab time will be made available, and may be necessary to complete the given tasks.

Grade Evaluation Criteria

Following, is the criteria for the distribution of marks to evaluate final grade in a semester.

Marks Evaluation

Marks in percentage

Sessional (Assignments, Quizzes, Presentations)	30
Mid Term	30
Final examination	40

Total	100
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Grading System								
Percentage	Letter Grade	Grade Point	Percentage	Letter Grade	Grade Point	Percentage	Letter Grade	Grade Point
85-100	A	4.00	65-69	B-	2.70	50-54	D	1.00
80-84	A-	3.70	61-64	C+	2.30	Below 50	F	0.00
75-79	B+	3.30	58-60	C	2.00	Withdraw	W	0.00
70-74	B	3.00	55-57	C-	1.70	Incomplete	I	0.00

Content	
Unit 1	<i>Getting started in Word</i> <ol style="list-style-type: none"> 1. Starting Microsoft Word 2. The Status Bar 3. The ribbon 4. Tabs 5. Groups 6. The backstage 7. Word templates 8. Importing a File 9. Editing an old document 10. Navigate and select text 11. Modify text 12. Find and replace text
Unit 2	<i>Formatting text and page layout</i> <ol style="list-style-type: none"> 1. Apply Character Formatting 2. Align Text Using Tabs 3. Display Text as List Items 4. Control Paragraph Layout 5. Manage Formatting 6. Working with Fonts 7. Working with Lists 8. Sort, Renumber & Customize a list 9. Inserting a hyperlink in document 10. Using Styles 11. Using Themes 12. Using Rulers 13. Using Margins
Unit 3	<i>Tables, charts & graphical images</i> <ol style="list-style-type: none"> 1. Inserting a table 2. Modify and format a table 3. Convert text to table 4. Inserting & formatting Charts 5. Inserting & formatting Smart Art 6. Inserting & formatting Images 7. Inserting Icons 8. Inserting symbols & special characters
Unit 4	<i>Additional commands and finalizing</i> <ol style="list-style-type: none"> 1. Apply page border and color/ shading 2. Adding watermark 3. Control page layout 4. Adding page numbers 5. Header and footer 6. Checking spelling and grammar 7. Additional save options 8. Using the Clipboard 9. Insert section breaks 10. Insert columns 11. Insert table of contents & index 12. Working with cover pages

Unit 5	<i>Getting started & editing in PowerPoint</i> <ol style="list-style-type: none"> 1. Navigate the PowerPoint Environment 2. View and Navigate a Presentation 3. Use PowerPoint Help 4. The status bar 5. The ribbon 6. The backstage view 7. Build a new Presentation 8. Performing Text Editing Operations 9. Format Characters 10. Format Paragraphs 11. Format Text Boxes 12. Adding & Arranging slides 13. Accessing Different Views of a Presentation
Unit 6	<i>Adding graphical elements, tables & charts</i> <ol style="list-style-type: none"> 1. Insert and format Images 2. Insert and format Shapes 3. Inserting ClipArt 4. Inserting Icons 5. Insert and format Charts 6. Insert and format a Table 7. Insert Table/charts from Other Microsoft Office Applications
Unit 7-8	<i>Working with textures</i> <ol style="list-style-type: none"> 1. Mapping textures interactively 2. MaWorking with slide layouts/ themes 3. Working with Objects (editing, formatting, grouping & animating) 4. Inserting audios & videos 5. Checking Spelling 6. Working with Slide Master 7. Adding Transitions to Slides 8. Adding Speaker Notes 9. Exporting Notes, Handouts & Outline to Word 10. Running a Slide Show 11. Export & Deliver presentation
Unit 9	Mid Term Exam
Unit 10	<i>Navigating Photoshop</i> <ol style="list-style-type: none"> 1. Workspace, Tools, and Panels 2. Opening an existing document in Mini Bridge 3. Discovering the Tools panel 4. Accessing tools and their options 5. Using panels 6. Customizing your panels 7. Hidden tools 8. Navigating the image area 9. Using the Zoom features 10. Maximizing productivity with screenmodes

Unit 11-12	<i>Selection techniques/ process</i> <ol style="list-style-type: none"> 1. Selection techniques 2. Modifying selections 3. Rectangular marquee 4. Elliptical marquee 5. Single row and single column marquees 6. Lasso tool 7. Polygonal lasso tool 8. Magnetic lasso 9. Magic wand 10. Quick selection tool and refine edge
Unit 13-14	<i>Working with layers</i> <ol style="list-style-type: none"> 1. Modify Creating new layers 2. Filling layer contents 3. Using type layers 4. Modifying layers 5. Layer arrangement 6. Layer duplication 7. Layer linking and merging
Unit 15	<i>Adjusting images</i> <ol style="list-style-type: none"> 1. Image Modes 2. Hue and Saturation Adjustments 3. Curve and Level Adjustments 4. Using Filters like Camera Raw and Blur etc
Unit 16-17	<i>Retouching images</i> <ol style="list-style-type: none"> 1. Repairing Image Defects 2. Removing Image Areas 3. Using Brushes 4. Sky Replacement using color range
Unit 18	<i>Transformation</i> <ol style="list-style-type: none"> 1. Scaling 2. Flipping 3. Distorting and perspective 4. People shadows in presentation 5. Smart objects 6. Gradient tools
Unit 19	Final Exam
Recommended Books/References	<ul style="list-style-type: none"> • Dorothy House. Microsoft Word, Excel, and PowerPoint: Just for Beginners • Inderjeet Singh. Learn to Use Computer, MS Word, Power point and Excel • Linda Foulkes. Learn Microsoft Office 2019. • Peter Weverka. Office 365 All-in-One for Dummies. • E. A. Vander Veer. PowerPoint 2007: The Missing Manual

	<ul style="list-style-type: none"> • Joan Lambert, Curtis Frye. Microsoft Office 2019 Step by Step • PetereBuaer. Adobe Photoshop CC For Dummies • Scott Kelby. How do I do that in Photoshop • Lisa DaNaeDayley, Photoshop CC Bible • Scott Onstott. Enhancing Architectural Drawings and Models with Photoshop • Arpad Ronaszegi. Workshop for designers: Adobe Photoshop and Rendering
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