

Syllabus



Silk Road International School

11th Grade ICT

For School Year 2013-2014

CURRICULUM CONTENT

PREPARE DATABASE WITH MICROSOFT ACCESS

1. Introduction to Database

- What is Database, Record, Field?
- New: Blank Database, Templates
- Table: Table Templates, Table Design
- Data Types (Text, Name, Number, Autonumber, Date/time, Yes/No, OLE Object)

2. Using Forms – Enter Data

- Create – Forms with Form Wizard
- Select Table, Add/ Remove fields, Layout, Style,
- Title: Add Record with Form, Navigating

3. Data Printout with Reports

- What is Report?
- Tables, Sort, Layout,
- Orientation, Style, Title

4. Data Search – Selection with Queries

- How to select data
- Prepare query
- Configuration of query table

5. Desktop Publishing with Microsoft Publisher

- Select templates
- Preparing brochure
- Preparing certificate

6. Digital picture editing with PhotoScape

- Open program, program interface
- Capture Screen
- Save with different format

7. PhotoScape - Batch Editor

- Frames, Resize, Filters, Objects
- Make one photo by merging multiple photos at the page frame
- Combine Photo

COMPUTER 3D MODELING WITH GOOGLE SKETCHUP

1. Introduction to Google Sketchup

- Menu tools: Line, Rectangle, Orbit tools
- Save project
- Grid and Axis

2. 3D objects, Ready components

- Orbit tool, View tool
- Instructor from Window
- Fill with materials
- Push/Pull tool

3. Google Sketchup navigation

- View tools: Pan tool
- Scale tool
- Zoom and Ruler
- Insert components

4. Video Editing Software – AVS Video Editor

- New Project, Convert video files
- Import picture and video files
- Save the project

5. Add Effect, Transition

- Insert sound
- Insert slide transitions
- Caption Text

6. Output video file

- Export Movie
- Save with different format

PREPARE DOCUMENTS WITH MS WORD, MS EXCEL and MS POWERPOINT

1. Format document

- Font and font style
- Paragraph settings
- Bullets and numbering

2. Insert Components

- Columns
- Header and Footer
- Page number
- Equation editor
- Symbols

3. Working with tables

- Insert new, Resize
- Format tables
- Split & Merge cells

4. Work with Pictures

- Insert from file
- Grouping objects
- Ordering Objects
- Textboxes
- Page Setup & Printing

5. MS Excel – worksheets

- Resize, Hide Rows/Columns
- Paste Special
- Format Cells Dialog Box
- Format Painter
- Auto Format
- Conditional Formatting

6. MS Excel – Functions

- Sum, Average, Max, Min, Count
- CountBlank, CountIf, SumIf, If
- Today(), Now(), Math & Trig

7. MS EXCEL – Data Manipulation

- Sorting, Headers, Filtering, AutoFilter
- Data Validation, Freeze Panes
- Custom List, Page Setup, Printing

8. MS PowerPoint – Custom Animation

- Using Custom animations
- Add Effect For TextBox
- Charts, Pictures

9. MS PowerPoint – Slide Transition

- Using Slide Transitions
- Inserting Hyperlinks
- Using Action Buttons, Timing

10. MS PowerPoint – Annotating

- Annotating, Comment
- Print Slides
- Packaging Presentation