Syllabus

Silk Road International School

9th Grade ICT

For School Year 2013-2014

CURRICULUM CONTENT

1. **Spreadsheet Basics – Introduction to Microsoft Excel**
   - Interface elements and definitions
   - Customizing Quick Access Toolbar
   - Saving, Closing and Security options
2. **Worksheet and Cell operations**
   - Mouse pointers
   - Cell operations
   - Worksheet operation
3. **Formatting Tools**
   - Format cells dialog box
   - Using styles
   - Format painter
   - Conditional formatting
4. **Page setup and Printing**
   - Page layout tab
   - Print Preview
   - Printing
5. **Functions and Formulas**
   - Understanding function and formulas
   - Writing formula
   - Simple functions
   - Writing math formulas
6. **Data processing**
   - Preparing list
   - Sorting
   - Filtering
   - Pivot tables
7. **Charts**
   - Inserting charts
   - Chart design tab
   - Chart format tab
8. **Extra tools**
   - Data validation
   - Freeze panes

COMPUTER ANIMATION

1. **Introduction to Adobe Flash**
   - Animation Basics
   - Flash Toolbar
   - Movie types
   - Movie Properties
   - Frame Rate, Change Dimension, Change Background
2. **Using Toolbar**
   - Show/Hide Toolbar
   - Selection tool
   - Pen, Eraser, Lasso, Text, Brush Tools
3. **Drawing and Painting, Frame animations**
   - Zoom tool, Object drawing
   - Making animations by using one by one drawing
   - Delete, Insert, Cut, Copy and Paste the frames
4. **Motion and Shape Tweening**
   - Timeline
   - Convert to symbol
   - Rotate, Break Apart
5. **Layer Masking**
   - Make animation using the Layer Masking
   - Import sounds in Flash
6. **Motion Guides, Text Tool**
   - Drawing path for objects
   - Text Tool options
   - Static and Dynamic text
7. **Using Action Scripts**
   - Code editor window
   - Writing codes
   - Stop, Play, Goto and Play
8. **Buttons with codes**
   - Set property
   - On click, Release
   - Text options: Input, Dynamic

COMPUTER GRAPHIC WITH ADOBE PHOTOSHOP

1. **Introduction to Adobe Photoshop**
   - Interface, New, Save
   - Color Modes
   - File Formats
2. **Selection Tools**
   - Marquee, Lasso, Magic wand
   - Free Transform, Rotate
   - Transform commands, Warp
3. **Image settings**
   - Image Size, Canvas size
   - Crop, Rotation, Adjustments
   - Color Modes, Hue, Levels, Curve tool
4. **Layer Essentials**
   - Layer Panel
   - Layer options
   - Layer Style
5. **Brush, Paint, Fill Tools**
   - Brush tool, Pencil Tool
   - Gradient Fill, Paint Fill, Gradient Fill
   - Clone Stamp tool, Spot Healing
   - Patch tool, Red eye tool, Eraser tool
6. **Typing Tool**
   - Text Tool Bar
   - Warp Text
   - Type Mask Tool
7. **Pen and Shape Tools**
   - Pen tools
   - Shape tools
   - Web Images