

COMPUTER APPLICATION (COREL DRAW)

CorelDRAW is a vector graphics editor developed and marketed by Corel Corporation of Ottawa, Canada. It is also the name of Corel's Graphics Suite. CorelDRAW was originally developed for Microsoft Windows and currently runs only on Windows 2000 and newer versions. The current version- CorelDRAW X3 is compatible with Windows Vista. In this lesson we shall discuss about some aspects of Corel Draw.

PRESENTATION OF CONTENT

The content of this lesson shall be presented as follows:

- CorelDRAW- An Introduction
- CorelDRAW Graphic Suite
- Growth of CorelDRAW
- Features of CorelDRAW

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CORELDRAW- AN INTRODUCTION

Several innovations to vector-based illustration originated with CorelDRAW: a nodeedit tool that operates differently on different objects. These include: fit text-to-path, stroke-before-fill, quick fill/stroke color selection palettes, perspective projections, mesh fills and complex gradient fills. CorelDRAW is different from its competitors in a number of ways. It is a graphics suite, rather than just a vector graphics programme.

Also CorelDRAW includes a large collection of fonts and clip art. The biggest improvement with CorelDRAW over other graphic software programmes is its ability to edit bitmaps.

A full range of editing tools allow the user to adjust contrast, color balance, change the format from RGB to CMYK, add special effects such as Vignettes and special borders to

- 1993 Excel 5.0 (Office 4.X -- Motorola 68000 version and first PowerPC version)
- 1998 Excel 8.0 (Office '98)
- 2000 Excel 9.0 (Office 2001)
- 2001 Excel 10.0 (Office v. X)
- 2004 Excel 11.0 (part of Office 2004 for Mac)
- 2008 Excel 12.0 (part of Office 2008 for Mac).

CRITICISM:

Due to Excel's foundation on floating point calculations, the statistical accuracy of Excel has been criticized, as has the lack of certain statistical tools. Excel proponents have responded that some of these errors represent edge cases and that the relatively few users who would be affected by these know of them and have workarounds and alternatives.

Excel incorrectly assumes that 1900 is a leap year. The bug originated from Lotus 1-2-3, and was implemented in Excel for the purpose of backward compatibility. This legacy has later been carried over into Office Open XML file format. Excel also supports the second date format based on year 1904 epoch.

EXCEL BASICS:

Before working with MS-Excel, different parts of Excel spreadsheet must be identified. Parts of MS-Excel Spreadsheet: When MS-Excel is loaded, the Excel window will appear on the screen. Excel window appearance with its parts as given below.

- Title bar — Displays the application name, file name and various window controls like minimize button, maximize button and close button.
- Menu bar — Different options for selection
- Standard Toolbar — Displayed by default, allows giving common commands like saving the file, opening a file, printing etc.
- Formatting Toolbar — Allows the user to give commands related to formatting cells and cell contents like Bold, Underline, Font style, Font size, Color etc.
- Name Box — Displays the address of the current cell.
- Formula Bar — Displays the cell content
- Current Cell — Current cell will be the active cell.

- 1 Floppy Disk Drive 1.44 MB (3.5 inch)
- 1 Hard Disk Drive with minimum of 100 MB
- Operating system Windows XP or Windows 2000
- Minimum 16 MB RAM o VGA Monitor
- Pointing device—Mouse or track ball

WORKING WITH MS-WORD

To start Word, first boot the computer with Windows 95 and select, Select Programs\Microsoft Word. Word opens an empty document after displaying the logo.

ICONS ON THE MONITOR:

Title Bar:

The first line at the top of the screen. It displays the active application and the name of the document. It can be used to move the Word window on the screen.

Minimize Button: It is used to minimize the Word window.

Restore Button: It is used to store the window to its previous size, if the window is maximized.

Maximize Button: It is used to maximize the window. It is on top right corner of screen.

Close Button: It is used to close (exit) MS-Word.

Menu Bar: It is displayed below the Title Bar. It contains the menu options.

Toolbar: A set of icons to perform different tasks and displayed as a set is called a toolbar. Standard toolbar and formatting toolbars are displayed at the top of the screen below the menu bar.

In Word 97, drawing toolbar is displayed at the bottom of the screen.

Ruler Line: It displays the margins, indents; tap positions on a numbers scale. Horizontal ruler line will be on the top and vertical ruler line is to the left of the screen.

View Bar: View Bar is displayed below the workspace containing 4 icons in it. It can be used to display the document in Normal View, Online Layout View, Page Layout View or Outline View.

FILE OPERATIONS:

In this screen, file operations like opening a file, saving a file and creating a new file are discussed.

Saving the File:

After typing the text it has to be saved for future use. To save the file, you can follow any one of the following three methods.

o Select File\Save

o Press Ctrl\S

o Click on Save icon in the standard toolbar.

The Save As dialog will be displayed on your screen. Here you can type any name that you wish to give to your file and click on Save. If the file is to be saved in a different folder (directory), select the folder name after typing the file name and then click on Save. The file will be saved with the extension.

Creating a New File:

To create a new file, save the current file and use any one of the following methods.

- Select File\New and Select Blank Document in General category and click on OK.
- Press Ctrl + N
- Press on New icon In the standard toolbar.
- The screen will be cleared and a new file will be created.

Opening A File:

To open the file, which is already created, use any one of the following four methods.

- Select File\Open
- Press Ctrl + O
- Click on Open icon in the standard toolbar.
- Click on the name at the end of the File menu, if the file name is visible there.
- Closing a File o To close the open file, choose File\Close

EDITING TEXT:

The process of changing the appearance of the text, deleting a portion of the text, duplicating or moving a part of the text, is called editing. To make these changes you must first select the portion of text, which needs the change.

To select portion of the text is called a Block. When the text is blocked, it will be highlighted. You will find below some of the methods to block or select a portion of the text.

- Click and Drag: Click in the place from where the text is to be selected and drag to the place at the end of selection and release the mouse button
- Click and Shift + Click: Click in the place from where the text is to be selected and Shift + click in the place where the selection has to end
- Double Click on the word to block a word
- Click on the selection area (space at the left side of the screen — after the ruler but before the text) of line to block a line
- Ctrl + Click anywhere on the sentence to block a sentence
- Double Click in the selection area of any line to block a paragraph
- Ctrl + Click in the selection area of any line to block entire document
- Keeping Alt key pressed, click and drag to lock the text column wise

FORMATTING TEXT: The text-formatting feature includes — font, font size, bold, italic, underline, text color, and background and text border. To format the text you have to block the text (select the text), and click on the appropriate icon in the formatting toolbar. For e.g. to change the font size, block the text to be formatted, click on the drop down list box displayed after the font size and click on the desired font size number (8 to 72). If you want to remove boldface, underline from your document, block the text again and click on the appropriate icon in the formatting toolbar.

Text Color:

In Word 97, to color a portion of your text, or to highlight a portion of your text, first block the text and click on the arrow mark pointing downwards, in formatting toolbar and click on the desired color.

Text Border:

Text Border is used to put a border to the selected portion of the text Microsoft Word. For example to put the text border, you can block the text and click on the Border list box and select the border. Advanced Formatting:

The text advanced formatting features include — different types of underlines, subscript, superscript, spacing between characters and animation:

is to be inserted in that place. Select Symbol and select the desired symbol by selecting appropriate font. To start typing the footnote or endnote text, click or OK. If Footnote is selected the insertion point will appear at the bottom of the page by displaying the footnote number or symbol where the footnote text can be typed. (if Endnote is selected, insertion point will appear at the end of document.) To return to the text click outside the footnote area.

VIEWS: A document can be edited by displaying it in different ways on the screen called views. Word has six different views. The Normal View, Online Layout View, Page Layout View, Print Preview, Outline View, and Master Document. These different views (except Print Preview) can be selected from View Menu. Normal View is the default view in Word. It is an all-purpose view for typing, editing and formatting the text. Normal view shows text formatting but simple files the layout of the page so the typing and editing can be done faster. To return to Normal View from any other view, select View Normal. It will be display side-by-side column positioning, footers, headers or the printing position of framed objects. Page breaks are shown as dotted lines. Manual page breaks are shown with dotted line containing the word Page break. Online Layout View optimizes the layout to make online reading easier. Text appears larger and wraps to fit the window. It will not display the text the way in which it is actually printed. By default, online layout view includes a resizable navigation pane called Document Map, which shows the outline view of the document's structure. By clicking on outline topic of the document, the cursor can be moved to that part of the document. Background pictures can be included only in the online layout view. To switch to Online Layout view, select View Online Layout.

Page layout View displays the text and graphic objects, as it will appear when printed. This view is useful for editing headers and footers, for adjusting margins and working with columns, drawing objects, inserting pictures etc. Both horizontal and vertical margins will be displayed allowing the user to set the tabs and margins easily. To return to page layout View, Select View Page Layout. Print Preview displays one or multiple pages of a document in a reduced size to display the document, as it will be on a printed page. One or more page will be displayed. This view is useful to check the layout of the document by displaying the header, footer, and margins and allows the user to edit or format before printing the document. To return to Print Preview, select File Print Preview To return to document from Print Preview, select close from the tool bar displayed at the top of print preview window. Outline View makes it easy to look at the structure of a document and to move, copy and reorganize text. In the outline view, there is a provision to collapse the document to see only the main headings or the document can be expanded to see the entire document. To return to Outline View, select View Out line. Master Document view makes it easier to organize and maintain a long document, such as a book with chapters. Use master document view to group several word documents into one master document. After this, an

- Data mining - extraction of consumer information from a database by utilizing software that can isolate and identify previously unknown patterns or trends in large amounts of data. There are a variety of data mining techniques that reveal different types of patterns. Some of the techniques that belong here are Statistical methods (particularly Business statistics) and Neural networks as very advanced means of analyzing data.
- Business performance management (BPM).

INDUSTRIAL APPLICATIONS

Information technology plays a primary role in industries. You'd be hard pressed to find an industry that does not heavily rely on technology initiatives to help run the operational and/or strategic aspects of the business. Technology is integrated in most, if not all, areas of business and organizations have come to depend upon technology being available. Imagine a business environment without a website, electronic cash registers, customer databases, human resource systems, electronic payroll systems (including direct deposit) and other important areas an organization needs to run.

When thinking about it from this respect it is not hard to realize just how much information technology is relied upon. In addition to the day to day business needs, here are a few other ways for achieving them its better to use information technology for developing industries applications

COMPETITIVE ADVANTAGE

Integrating the latest and greatest technology is useless unless it can be used to improve the business' processes and transactions and offer a viable advantage. Technology has become increasingly significant and plays a vital role for organizations to use in acquiring a competitive advantage.

1. INCREASE EFFICIENCY AND SPEED

valuable electronic assets. Information security is one area that is making significant growth due to the importance of securing valuable data and ensuring its availability. Many career opportunities are evolving for this field. Business continuity has become an essential component of any business plan and strategy because without running technology, a business can suffer tremendously in the event of a disruption.

The role of information technology in industry has become a centralized role because there are little, if any, areas of a company that does not use some sort of information system. Many of the major segments of any given business use computers or other kind of automation. Businesses today can't afford to do without it else they'll likely lose a strong position in their respective markets.

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