

**First Allied Course II – PC PACKAGES II**

Theory : 60 marks    UE: 45 marks    IA: 15 marks

**Unit I:**

MS Access – MS Access – Introduction – Parts of Access Window, Creating a Database, Relationships, Creating Table through Design View – Relationship – Query – Form – reports.

**Unit II:**

Page Maker – DTP – Menu – File, Edit, Utilities, Layout, Story, Type, Element, Window, Help – Working with Page Column – Indent.

**Unit III:**

Photoshop – The Photoshop Screen – Using the Toolbox – Document and scratch Sizes – The Info Palette – Saving and loading custom settings – opening and saving files – Images – Layers – Channels and Mask – Colour Correction Techniques – Animation.

(Practical – 40 marks    UE: 30 marks    IA: 10 marks)

**Unit IV:**

Creation of Database – Creation of relationships – Creating tables through design view – Database for salary, Mark Sheet, Inventory, Form creation.

**Unit V:**

Photoshop – Saving and loading custom settings – Creating new file – Use of painting tools – Copying and pasting selections – Moving selections – Grow and similar command – Editing Points – Use of Colour Balance Dialogue box.

**Reference Books:**

1. Photoshop 6 in easy steps – Robert Shufflebotham, Dreamtech Press.
2. Page Maker 6.5 Vishnu Priya Singh, Meenakshi Singh, Asian Publications Limited
3. MS Office 2000 (Access only) Sanjay Sexana, Vikas Publishing House
4. Computer Applications in Business (Access only) Srinivasa Vallabhan Sultan Chand & Sons, New Delhi.
5. Desk Top Publishing, Sk Yadava, Yatin Publishers, Delhi.