

ELECTIVE COURSE II – DATA BASE & DESK TOP PUBLISHING

(THEORY AND PRACTICALS)

Credit Allotted: 4

Max. Marks: 75

Internal Assessment Theory – 15 Marks; Practical – 10 marks
Univ. Exam. Theory – 45 marks Practical – 30 marks

(Theory 60 marks)

Unit I

Database – importance of Database – MS Access – Introduction – Parts of Access Window, Creating a Database, Relationships, Creating Table through Design view – Relationship – Query – Form – Reports.

Unit II

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

Unit III

Importance of Photo creation and editing – Photoshop – The Photoshop Screen – Using the Toolbox – Document and Scratch Sizes – The Info Palettee – Saving and loading custom settings – Opening and saving files – Images – Layers – Channels and Mask – Colour Correction Techniques – Animation.

Practical – (40 marks)

Unit IV

Access – Creation of Database – Creation of relationships – Creating tables through design view – Database for salary, mark sheet, inventory, Form creation.

Unit V

Creating files – 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.