**BON SECOURS ARTS AND SCIENCE COLLEGE FOR WOMEN**

**MANNARGUDI**

**PC-Package-II**

**Unit I**

**2 Marks:**

1. Define MS Access.
2. Define Parts of Access Window.
3. How to create the database?
4. What is meant by relationship of the table?
5. Define View.
6. Define key.
7. Define Primary Key.
8. **Marks:**
9. Explain about the MS.Access.
10. Explain about the Parts of Access Window.
11. Write short notes on Creating a Database.
12. How to relationships the table. explain it.
13. Explain the about the forms.

**10 marks**

1. Explain about the macros using in Ms.Access.
2. Explain about the reports using in Ms.Access.
3. Explain about the Relationship of the Table.
4. Explain about the Database Design View.
5. Explain about the Data types.

**Unit II**

**2 Marks**:

1. Define Page Maker.
2. How to open page maker window.
3. How to close page maker window.
4. How to save page maker window.
5. Define Layout.
6. Define Indent.
7. Define News Letter.
8. Define element.
9. Define Window.
10. Define page Column.

**5 Marks:**

1. Explain about the Page maker Windows Tools.
2. Explain about the Layout windows.
3. Explain about the Story, type and elements.
4. Explain about the open, close, save the file.
5. Explain about the utilities menu.

**10 Marks:**

1. Explain about the page maker indent.
2. Explain about the Edit menu.
3. Explain about the window menu.
4. Explain about the file menu.
5. Explain about the tool menu.

**Unit III**

**2 Marks:**

1. Define Photoshop.
2. List out the any four tools in Photoshop.
3. Define Documents.
4. How to open the Photoshop window?
5. How to save the Photoshop window?
6. How to close the Photoshop window?
7. How to crop the photo?
8. Define hand tool.
9. Define magnifier.
10. Define foreground Color.

**5 Marks:**

1. Explain about the Tool box using in Photoshop.
2. Explain about the different layer in Photoshop.
3. Explain about the Animation.

**10 Marks:**

1. Explain about the Photoshop window.
2. Explain about the saving and loading screen.
3. Explain about the Images.