**MOTHER TERASA COLLEGE OF ARTS AND SCIENCE**

**METTUSALAI, ILLUPPUR.**

**SUBJECT :**  PC PACKAGES II

**CLASS :** I – B.Com(CA)

**1. What is Microsoft Access used for?**

 Microsoft Access is an information management tool that store information for reference, reporting and analysis. Microsoft Access analyze large amounts of information and manage related data more efficiently than Microsoft Excel or other spreadsheet applications

**2. What are the components of Microsoft Access?**

 (1) Tables (2) Relationships

 (3) Queries (4) Forms

 (5) Reports (6) Macros

**3. Define : Query.**

 A query is a request for data results and for action on data. A query to answer a simple question, to perform calculations , to combine data from different tables or even to add, change or delete table data.

**4. What are the types of form?**

* Simple Form
* Split Form
* Multiple Form

**5. Define : Macro.**

 A Macro is a tool that allows to automate tasks and functionality to your forms, reports and controls. Macros in access work a bit different from macros in word or excel.

**6. What is PageMaker?**

 A full-featured desktop publishing program for windows and Macintosh from Adobe. PageMaker was the de facto standard in the graphics arts industry for many years for creating ads, brochures, newsletters and books of all sizes and kinds.

**7. Who invented PageMaker?**

 Aldus Corporation was a software company that developed desktop publishing (DTP) software. It is known for developing PageMaker, an early product in the desktop publishing field.

**8. What is Element menu in PageMaker?**

 To create and transform your graphics, the Element menu is the place to go. PageMaker graphics are usually used in conjunction with text blocks to set then apart from standard body copy or transformed into frames for text or graphics.

**9. What are the File Menu commands?**

 (1) Save (2) Close

 (3) Save As (4) Revert

**10. What do story editors do?**

 A story editor is a member of the screenwriting staff edits stories for screenplays. The story editor has many responsibilities, including finding new script/breakdown writers, developing stories with writers and ensuring that scripts are suitable for production.

**11. What are the different uses of Photoshop?**

 (1) Image Writing (2) Website designing

 (3) Project Layout (4) Graphics Creation

**12. What are the shortcut keys in Adobe Photoshop?**

 (1) W - Magic Wand (2) M - Rectangular Marquee

 (3) L - Lasso (4) I - Eyedropper

**13. Where are Photoshop files stored?**

 The operating system treads the Appdata folder Adobe Photoshop files are auto saved as a hidden folder. Windows settings to show hidden files and folders

**14. How do adjust scratch disk preferences?**

* Choose Edit>Preferences>Scratch Disks(Windows)or Photoshop>Preferences>Scratch Disks(Mac).
* In the Preferences dialog, select or deselect the active check box to enable or disable a scratch disk. To change the scratch disk order, click the arrow buttons.
* Click ok.

**15. What are the Animation Software?**

* Autodesk
* Blender
* Cinema 4D