
1. MS Access

Unit – I

1. Introduction to Database-Database Concepts- So What is Database? Manual Database System, Comparison between a manual and, Computerized Database System, Common DBMS, Introduction to Microsoft Access, Features of Access, Starting Access, Access Terminology, Exiting Access, Microsoft Access Hardware & Software Requirements
2. Designing a Database- About designing a database, Steps in designing a database, Creating a Database-Creating a Database using blank database, Creating a Database using Database Wizard, Opening a existing database

Unit – II

1. Tables- Introduction to Tables, Different Ways of creating a table, Guidelines for naming fields, controls and objects, Creating a table by entering data in a datasheet, Create a table using the Table Wizard, Working with Tables
Designing a Table- Create a table from scratch using Design view, Field/Variable name Conventions, About the Data types, Setting Primary Keys, Field Properties - Field Size, Format, Decimal Places, Input Mask, Caption, Default Value, Data Validation, Required, Allow Zero Length, Indexed, Sorting and Filtering Data
2. Modifying the Table Design - To insert the field within the table, Rename a field name in a table, Deleting Fields, Moving Fields, Changing a Field Size, Saving a Table, Working with Tables in Datasheet View - Viewing the Table in Datasheet view, Adding Records, Sizing the Columns, Navigating the Datasheet - Using the navigation Buttons, Using the Go To Menu, Finding a Specific Value - Using Wildcards, Editing And Deleting Records, Editing Records, Deleting Records, Undoing Edits, Cutting, Copying and Pasting Data ,Sorting and Filtering Data in a Datasheet - Quick-Sort Feature ,Filter By Selection ,Filter By Form ,Printing Tables ,Importing Objects and Data into Tables

Unit–III

1. Relationship - Relationship in a Database, How to relationship work, Types of Relationships- One-To-One, One-To-Many, Many-To-Many, Define Relationships- Relationships between tables, To Delete a Relationship, Working with Multiple Tables and Relationships, Working with Subdatasheets.
2. Operators and Functions Operators - Types of Operators, Mathematical Operators, Relational Operators, String Operators, Boolean Operators, Miscellaneous Operators, Operator Precedence.
3. Functions - Some Common Functions- Expression Builder

4. Query Basics- What is a Query? Usage of Queries, Types of Queries, Steps for Creating a Query, The Design View, Working With Fields, Changing the order of Fields, Removing a Field, Inserting a Field, Hiding Fields, Sorting in Query. Perform Calculation in a Query, Creating a Query, Query by Criteria, Examples of select query, Example of Cross Tab query, Creating Cross Tab Query, Working with Action Queries, Creating Make Table Query, Creating Append Query, Creating Delete Query, Creating Update Query, Setting Query Properties

Unit – IV

Form Basics

1. Introduction to Forms, Types of Forms, Columnar Forms, Tabular Forms, Main/Sub Form, Ways of Creating Forms, Creating a Form with Auto form, creating a Form with The Form Wizard.
2. Designing a Form, Controls are of Three Types, Creating the Form, Using the Form Window, Moving Between Fields and Records in a Form, Displaying Data with a Form, Saving Record and the Form, Printing a Form, Creating buttons on Form, Main/Sub form, Create a Sub form, Create a form and sub form at the same time, Create a sub form and add it to existing form, Add an existing form to another existing form to create a form with a Sub form, Move between a main form and sub form in form view.
3. Viewing Forms, Editing Forms, Creating Form with Multiple Pages or Tabs, Page Break Control, Using Filters.

Unit – V

1. Report, Introduction, Parts of a Report, Creating a Report, Creating a Columnar Report with Auto Report, Tabular Auto report, Creating Reports with Wizards, Examples of Report, Getting Department wise Subtotals, Designing your own report, Creating a field, Add a control to a form or report, Crating a text box, Creating a calculated control, Resizing a control, Moving a control, Change the properties of a control, Insert date/ time in a report.
2. Preview report from the database window, Printing a Report, Creating Mailing Labels, Review Exercise.
3. Macros and Import/Export of Data, What is macro? Creating macros, Running macro, Run a macro directly, Import/Export of Data, Importing from Excel Workbook, Exporting a Table to Excel sheet, Editing a Macro, Assigning a Macro to a Command Button, Saving and Closing Macro Window.

2. Internet and Web Page Designing

Unit – I

Internet

- Evolution, Protocols, Interface Concepts, Internet Vs Intranet, Growth of Internet, ISP, Connectivity – Dial-up, Leased line, VSAT etc. URLs, Domain names, Portals, Application-Mail
- Concepts, POP and WEB Based E-mail, merits, address, Basic of Sending & Receiving, E-mail Protocols, Mailing List, and Free E-mail services.

Unit – II

File Transfer Protocols, Telnet & Chatting

- Data Transmission Protocols, Client/Server Architecture & its Characteristics, FTP & its usages. Telnet Concept, Remote Logging, Protocols, Terminal Emulation. Message Board, Internet chatting – Voice chat, text chat, video chat.

Unit – III

Word Wide Web (WWW)

- History, Working, Web Browsers, Its functions, Concept of Search Engines. Searching the Web, HTTP, URLs, Web Servers, Web Protocols.

Unit – IV

Web Publishing

- Concepts, Domain name Registration, Space on Host Server for Web site, HTML, Design tools, HTML editors, Image editors, Issues on Web site creations & Maintenance, FTP software for upload web site.

Unit – V

HTML

Concepts of Hypertext, Versions of HTML, Elements of HTML syntax, Head & Body Sections, Building HTML documents, Inserting texts, Images, Hyperlinks, Backgrounds and Colour controls, Different HTML tags, Table layout and presentation, Use of font size & Attributes, List types and its tags.