DESKTOP PUBLISHING & COMPUTER BASED FINANCIAL ACCOUNTING SYSTEM

A. **What is DTP ?** (10%)

DTP system, tradition v/s DTP system, H/W for DTP unit, (laser printer, scanner, mouse) DTP package/software such as pagemaker, corel draw.

B. **PAGE MAKER.** (30%)

Basics :

Menus and commands, Dialog boxes, Starting a Page Maker document, The New command, Screen components, Title bar, The toolbox, Style and Color palettes, The Control palette, The Library palette, Page number icons, The page, The pasteboard, The rules, The scroll bars, Page views, The preferences command, Undo command, Close command, The Open command, The Exit command, The Save/Save As command.

Placing Files

Working with Text Blocks

Editing Text :

Changing text, Moving the insertion point, Deleting more than one character at a time, Cut, Copy, Paste, Clear, and Multiple paste, Changing text attributes (Type menu), Font, Size, Leading, Set width, Track, Type style, Type specs command, The Control palette and text, Paragraph command, Indents/tabs command, The Control palette and Paragraph view, Hyphenation, Alignment, Style and Define styles, Creating new text files, Exporting text.

Creating Graphics :

Selecting graphics, Changing line and fill, Fill and line, Moving, Resizing, Rotating graphics, Editing graphics, The Control palette and graphics, The Apply button, The Proxy, The nudge buttons, Moving a graphic with the Control palette, Resizing graphics with the Control palette, Proportional scaling, Rotating and skewing graphics with the Control palette, Reflecting graphics with the Control palette, Remove transformation, Changing the printing order of graphics, Drawing round-cornered rectangles, Rulers, Ruler guides, Setting the graphic defaults, Maintaining aspect ratio, Wraparounds.

Master Pages :

Master page icons, Master page guides, Adding text and graphics, Headers, footers, and page numbers, Removing master items.

Templates :

Creating templates, Text and graphics placeholders, Graphic placeholders, Text placeholders, Heading placeholders.

PageMaker Styles :

Creating new styles, Defining styles from scratch, Applying styles, editing styles, Based on, Next styles, Removing styles, Renaming styles, Copying styles, Importing styles, Overriding styles, Changing styles from Story editor view.

Printing

C. COREL DRAW

(1) Using the CorelDraw screen
- Start coreldraw, coreldraw screen, exploring various bar such as menubar, scroll bar, tool bar etc... corel tutor.

(2) Drawing objects
- Selection technique, working with lines, curves, ellipse, circles, rectangles, squares, grid, ruler, guidelines, snapping to objects, use of roll-up.
- Beizer curves, polygon, natural pen tool, working with nodes, adding & deleting nodes, rotating/skewing nodes.

(3) Text Work
- Text tool, Creating artistic text, paragraph text, changing typeface, type size, appling text effects, aligning text, adjusting spacing, shifting & rotating text.

(4) Outlining & Filling objects
- Working with preset outlines, setting outline widths, colors, styles, applying outline arrows, editing arrows.
- Applying uniform fills, pattern fills, using two color & full color pattern fills, bitmap pattern fills, fountain & texture fills, copying fills, setting fill defaults.

(5) Working with files
- Save, import, export, insert object & print the files.

(6) Page Layout
- Applying a layout style, setting the page size, creating a custom page size, setting page orientation, hiding the page border, working with facing pages, setting the start page.

(7) Printing & Publishing
- Selecting printer, selecting what to print, preriewing before printing, using print styles, using layout styles, proofing aids, printing to a files, publishing to the Internet.

**D. Use of any computer based Financial Accounting System package
(such as Tally, Profit, Vyapar etc...)** (30%)

Advantage of computer based Accounting compare to manual Accounting.

Accounting terms
Asset, liabilities, debts, capital, drawing, debtors, creditors, bad debts, bad debts return, discount (frade & cash), closing & opening stock, vouchers, profit, loss & goods.

Accounting groups
Capital Account, reserve surplus, loans, bank OD , secured & unsecured loan, fixed asset, profit & loss, sales & purchase etc...
Old Balance entry, Check entry, Cash entry, Sales entry, Purchase entry, Interest calculation.
- Various Accounts such as Accounts receivable, payable, bank accounts, cash in hand etc...
- Cash book bank register, purchase book, sales book, ledger, trial balance, trading A/C., profit & loss A/C., balance sheet.
- Various reports such as Account receivable, payable, daily balance, ledger

References	Author	Publication
CorelDraw 7/9 in easy step	setphen opestaker	comdex (pustak mahal)
CorelDraw 7/9 Bible	Deborah millar	I & G (pustak mahal)
PageMaker 5 by example (W/D)	Webster	BPB
Mastering pagemaker 6/6.5 (W/CD)	Allman	BPB
Page maker 6.5 complete	Shamms	Techmedia
Coreldraw 9 in 24 hours	Karlins	Techmedia
Mastering CorelDraw 9	Altman	BPB
Teach yourself PageMaker 6.5	Busch	BPB
Computerised Financial Accounting using Tally	Rajan chougale	Modern pub.
Implmenting Tally 5.4	K.K. Nadhani	BPB

-INTERNET AND HTML SCRIPTING

A   **Internet**   (30%)
- - Introducing the Internet
  - - How Internet Developed
  - - How Internet Works
  - - Domain Names and Address
  - - Internet Connections
  - - URL
- - Services available on Internet
  - - WWW
  - - E-mail
  - - FTP
  - - Telnet
  - - Newsgroups
  - - Chat

B   **Web Page designing**   (70%)
- - Tools available
- - HTML scripting
  - - Understanding HTML and the WEB
  - - HTML document structure
  - - HTML comment
  - - HTML tags
  - - Text Alignment, Formatting and Font Control
  - - Tables
  - - Lists
  - - Styles
  - - Images, Sound and Animation
- -   Introduction to FrontPage to create web document
- -   E-commerce: An introduction

Text/Reference

1.   Internet: An Introduction
      - CISTEMS, TATA Mc-GRAW HILL
2.   Internet 6 in 1
      - Joe Kraynak and Joe Habraken , Que & PHI Pub.
3.   Internet for Beginners (Gujarati)
      - Hemang Antani CISTEMS, TATA McGRAW HILL

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