



(A Venture of Chandigarh ETC Services Pvt. Ltd.)

An ISO 9001:2015 Certified Organisation with Completely Online Management System

Website : www.citcchandigarh.com

Course Syllabus: Diploma in Desktop Publication

Batch Name: DDTP

Eligibility: 10th

Course Start: 1st of Every Month

Course Duration: 180 Hours

Courses / Modules Paper

Module 1: Both the papers are compulsory

Paper 1	Paper 2
Fundamentals, MS-Office, Internet	Corel Draw, PhotoShop, PageMaker, InDesign

Module 1:

Paper 1: Fundamentals, MS-Office, Internet

1: Fundamentals of Computer

- 1.1 Introduction to Computer
- 1.2 Block Diagram of Computer
- 1.3 Classification of Computer
- 1.4 Characteristics of computer
- 1.5 Generations of Computer
- 1.6 Uses of Computer
- 1.7 Input Devices
- 1.8 Output Devices
- 1.9 Computer Memory
- 1.10 Computer Hardware
- 1.11 Computer Software
- 1.12 Operating System

2: Number System

- 2.1 Introduction
- 2.2 types of Number Systems
- 2.3 Conversion of Number system

3 : Windows-7

- 3.1 Introduction to Windows
- 3.2 User Interface of Microsoft Window 2007
- 3.3 Changing Desktop Background
- 3.4 Changing Window Color
- 3.5 Changing Screen Saver
- 3.6 Changing Screen Resolution
- 3.7 Changing Data/Time
- 3.8 Making Empty Recycle Bin
- 3.9 Restoring Deleted File
- 3.10 Hard Drives
- 3.11 File and Folder Views
- 3.12 Copying File and Folder
- 3.13 Opening a File and Folder
- 3.14 Deleting a File and Folder
- 3.15 Renaming File and Folder
- 3.16 Working with Calculator
- 3.17 Working with Paint
- 3.18 Working with Notepad
- 3.19 Windows 7 vs Windows 10

Microsoft Word

1: MS Word Home Tab

- 1.1 Introduction
- 1.2 Elements of MS Word
- 1.3 Explaining the Ribbons

2: MS Word Insert Tab

- 2.1 Insert
- 2.2 Pages
- 2.3 Tables
- 2.4 Illustrations
- 2.5 Links
- 2.6 Headers and Footers
- 2.7 Text Group
- 2.8 Symbols

3: MS Word Mailing

- 3.1 Create
- 3.2 Start Mail Merge

4: MS Word References

- 4.1 Table of Contents
- 4.2 Footnotes
- 4.3 Citation and Bibliography
- 4.4 Caption
- 4.5 Index
- 4.6 Table of Authorities

5: MS Word Review

- 5.1 Proofing
- 5.2 Comments
- 5.3 Tracking
- 5.4 Changes
- 5.5 Compare
- 5.6 Protect

6: MS Word Views

- 6.1 Document View
- 6.2 Show/Hide
- 6.3 Zoom Group
- 6.4 Window
- 6.5 Macro

Microsoft Excel

7: Introduction to Excel

- 7.1 Introduction
- 7.2 History of Excel
- 7.3 Uses of MS Excel
- 7.4 Important Components of Excel
- 7.5 Excel Window Overview
- 7.6 Font
- 7.7 Alignment
- 7.8 Clip Board
- 7.9 Number Formatting

- 7.10 Conditional Formatting
- 7.11 Format as Table
- 7.12 Cell Styles
- 7.13 Cells
- 7.14 Editing

8: MS Excel: Data

- 8.1 Get External Data
- 8.2 Sort and Filter
- 8.3 Data Tools

9: MS Excel: Insert

- 9.1 Tables
- 9.2 Illustrations
- 9.3 Charts
- 9.4 Links
- 9.5 Spark-Lines
- 9.6 Text Group

10: MS Excel: Page Layout

- 10.1 Themes
- 10.2 Page Setup
- 10.3 Scale to Fit
- 10.4 Sheet Options
- 10.5 Arrange

11: MS Excel: Review

- 11.1 Proofing
- 11.2 Comments
- 11.3 Changes

12: MS Excel: View

- 12.1 Workbook Views
- 12.2 Show/Hide
- 12.3 Zoom
- 12.4 Window Group
- 12.5 Macros

Microsoft Powerpoint

13: Power Point: Home

- 13.1 Starting MS Power Point
- 13.2 Elements of MS Power Point
- 13.3 Clip Board
- 13.4 Slides
- 13.5 Font Group
- 13.6 Paragraph
- 13.7 Drawing Groups
- 13.8 Editing Group

14: Power Point: Insert

- 14.1 Insert: Introduction
- 14.2 Tables
- 14.3 Illustrations Group
- 14.4 Links
- 14.5 Text Group
- 14.6 Media Group

15: Power Point: Design

- 15.1 Page Setup
- 15.2 Adding Themes to Presentation
- 15.3 Changing Slide Background
- 15.4 Variants

16: Power Point: Animation

- 16.1 Animations: Introduction
- 16.2 Timing Group
- 16.3 Add Custom Animation to Objects
- 16.4 Add Animations to Text
- 16.5 Custom Animation as Exact Effect
- 16.6 Motion Path under Custom Animation
- 16.7 Removing Animation
- 16.8 Transition to This Slide Tab
- 16.9 Advance slide

17: Power Point: Slide Show

- 17.1 Slide Show: Introduction
- 17.2 Slide Show Starting from the Beginning
- 17.3 Setup Group

18: Power Point: Review

- 18.1 Proofing
- 18.2 Comments
- 18.3 Protect Presentation

19: Power Point: View

- 19.1 View: Introduction
- 19.2 Presentation View Group
- 19.3 Show/Hide
- 19.4 Zoom
- 19.5 Color Tab
- 19.6 Window Tab
- 19.7 Macro

Paper 2: Corel Draw, PhotoShop, PageMaker, InDesign

Corel Draw

1: Getting Started with Corel Draw

- 1.1 Introduction to Corel Draw
- 1.2 Features of Corel Draw
- 1.3 Corel Draw Interface
- 1.4 Toolbox
- 1.5 Common Tasks
- 1.6 Setting up a Page in Corel Draw
- 1.7 Creating Drawings/Pages

2: Drawing and Coloring

- 2.1 Starting and Opening Drawings
- 2.2 Selecting Objects
- 2.3 Creating Basic Shapes
- 2.4 Reshaping Objects
- 2.5 Applying Color Fills and Outlines
- 2.6 Saving Drawings
- 2.7 Backing-up and Recovering Files
- 2.8 Choosing Colors
- 2.9 Creating Custom Color Palettes

3: Working with Lines, Outlines and Brush Strokes

- 3.1 Drawing Lines
- 3.2 Formatting Lines and Outlines
- 3.3 Closing Multiple Line Segment
- 3.4 Applying Brush Strokes
- 3.5 Spraying Objects along a Line
- 3.6 Drawing Flow and Dimension Lines

4: Drawing Shapes

- 4.1 Drawing Rectangles and Squares
- 4.2 Drawing Ellipses, Circles and Arcs
- 4.3 Drawing Polygons and Stars
- 4.4 Drawing Spirals
- 4.5 Drawing Grids
- 4.6 Drawing Pre-defined Shapes
- 4.7 Drawing Using Shape Recognition

5: Working With Objects

- 5.1 Selecting Objects
- 5.2 Copy, Duplicate, and Deleting Objects
- 5.3 Copying Object Properties and Effects
- 5.4 Positioning Objects
- 5.5 Aligning and Distributing Objects
- 5.6 Changing the Order of Objects
- 5.7 Rotating and Mirroring Objects
- 5.8 Grouping Objects
- 5.9 Combining Objects

6: Working With Symbols

- 6.1 Creating, Editing, and Deleting Symbols
- 6.2 Using Symbols in Drawings
- 6.3 Managing Collections and Libraries
- 6.4 Sharing Symbols between Drawings

7: Filling Objects

- 7.1 Applying Uniform Fills
- 7.2 Applying Fountain Fills
- 7.3 Applying Pattern Fills
- 7.4 Applying Texture Fills
- 7.5 Applying Mesh Fills

8: Applying Effects

- 8.1 Blends
- 8.2 Distortion
- 8.3 Contour Effects
- 8.4 Lens Effects Transparency
- 8.5 Power Clips

9: Working with Pages

- 9.1 Specifying the Page Layout
- 9.2 Choosing a Page Background
- 9.3 Adding, Renaming and Deleting Pages
- 9.4 Using Rulers
- 9.5 Setting the Grids
- 9.6 Setting up Guidelines
- 9.7 Setting the Drawing Scale

10: Working with Text

- 10.1 Adding and Selecting Text
- 10.2 Changing the Appearance of Text
- 10.3 Text Tool
- 10.4 Artistic and Paragraph Text
- 10.5 Embedding Objects into Text
- 10.6 Wrapping Text around Object
- 10.7 Linking Text to Objects
- 10.8 Aligning and Spacing Text
- 10.9 Shifting and Rotating Text

11: Working with Bitmaps

- 11.1 Converting Vector Graphics to Bitmaps
- 11.2 Adding Bitmaps
- 11.3 Cropping and Editing Bitmaps
- 11.4 Applying Special Effects to Bitmaps
- 11.5 Applying Color and Tone Effects
- 11.6 Removing Dust and Scratch Mark

12: Publishing to Web

- 12.1 Preparing Files & Objects for Web Publishing
- 12.2 Publishing to HTML

13: Publishing to PDF

- 13.1 Save Document as PDF File
- 13.2 Reducing PDF File Size
- 13.3 Preparing PDF Files for a Service Bureau
- 13.4 Optimizing PDF Files

14: Web Resources

- 14.1 Importing Files
- 14.2 Exporting Files

Photoshop

1: Introduction to photoshop cs4

- 1.1 Introduction
- 1.2 Navigating Photoshop
- 1.3 Menus and Panels
- 1.4 Opening new file
- 1.5 Opening existing file

2: Getting started with Photoshop

- 2.1 Exploring the Toolbcx
- 2.2 Application Bar and option Bar
- 2.3 Exploring panels and menus
- 2.4 Creating and Viewing a new document
- 2.5 Customizing the interface
- 2.6 Setting Preferences

3: Working with Images

- 3.1 Zooming and panning Images
- 3.2 Working with Multiple images
- 3.3 Undoing steps with history
- 3.4 Adjusting Color with new Adjustments Panel
- 3.5 The new Master page
- 3.6 The new note Tool
- 3.7 Auto-Blend and Auto-Align Layers Command
- 3.8 3D commands

4: Resizing and Cropping Images

- 4.1 Understanding Pixels and resolution
- 4.2 The Image size Command
- 4.3 Interpolation Option
- 4.4 Resizing for print and web
- 4.5 Cropping and Straightening an Image
- 4.6 Adjusting Canvas size and canvas rotation

5: Working with basic selection

- 5.1 Selection with Elliptical Marque tool
- 5.2 Using Magic Wand and Free Transform Tool
- 5.3 Selection with Regular and Polygonal Lasso Tool
- 5.4 Combining selection
- 5.5 Using Magnetic Lasso tool
- 5.6 Using Quick Selection tool and Refine Edge
- 5.7 Modifying Selections

6: Getting Started with Layers

- 6.1 Understanding the Background Layer
- 6.2 Creating, Selecting, Linking and Deleting the Layers
- 6.3 Locking and Merging Layers
- 6.4 Copying Layers, Using Perspective and Layer Styles
- 6.5 Filling and Grouping Layers
- 6.6 Introduction to Blending Modes
- 6.7 Blending Modes, Opacity and Fill
- 6.8 Creating and Modifying Text

7: Printing in Photoshop

- 7.1 Using the Brush tool
- 7.2 Working with Color and Swatches
- 7.3 Creating and using Gradients
- 7.4 Creating and working with Brushes
- 7.5 Pencil and Eraser Tools
- 7.6 Painting with Selection

8: Photo Retouching

- 8.1 The Red Eye Tool
- 8.2 The Clone Stamp Tool
- 8.3 The Patch Tool & Healing Brush Tool
- 8.4 The Spot Healing Brush Tool
- 8.5 The Color Replacement Tool
- 8.6 The Toning and Focus Tool

9: Color Correction

- 9.1 Color Spaces and Color Modes
- 9.2 The Variation Command
- 9.3 Auto Commands
- 9.4 Adjusting Levels
- 9.5 Adjust Curves, Non Destructively with Adjustment Layers

10: Using Quick Mask Mode

- 10.1 Quick Mask Option
- 10.2 Painting a Selection
- 10.3 Saving and Removing a Selection from Background

11: Working With Pen Tool

- 11.1 Understanding Paths and Pen Tool
- 11.2 Creating Straight and Curve Paths
- 11.3 Creating Combo Paths
- 11.4 Creating Clipping Paths

12: Special Effects

- 12.1 Getting Started With Photoshop Filters
- 12.2 Smart Filters
- 12.3 Creating Text Effects
- 12.4 Applying Gradient to Text

PageMaker

1: Introduction to publishing

- 1.1 Overview of traditional Publishing
- 1.2 Overview of Desktop Publishing
- 1.3 Overview of PageMaker
- 1.4 Starting PageMaker

2: Introduction to PageMaker

- 2.1 Starting a new Publication
- 2.2 Page Setup
- 2.3 Target Printer
- 2.4 Saving a Publication
- 2.5 Using a story editor to create and place text
- 2.6 Working with Text Blocks
- 2.7 Enhancing the Publication
- 2.8 Printing a Publication

3: Placing and Manipulating

- 3.1 Assembling one page publication by importing
- 3.2 Assembling multi page publication by importing
- 3.3 Processor
- 3.4 Text flow option
- 3.5 Manual
- 3.6 Automatic
- 3.7 Semi-Automatic
- 3.8 Placing text in columns

4: Importing and Manipulating Graphics

- 4.1 Importing Graphics
- 4.2 Placing Graphics within a document
- 4.3 Working with graphics on the pasteboard
- 4.4 Cropping a graphic
- 4.5 Resizing a graphic

5: Text and Graphic

- 5.1 Additional Story Editor features
- 5.2 Find/Change
- 5.3 Spell Check
- 5.4 Combining graphics with text
- 5.5 Text Wrap and Standoff
- 5.6 Customizing the Graphics boundary

6: Selection

- 6.1 Using pagemaker template to create new Publications
- 6.2 Master Pages
- 6.3 Locking and Merging Layers
- 6.4 Copying Layers, Using Perspective and Layer
- 6.5 Header
- 6.6 Footer
- 6.7 Page number
- 6.8 Styles

7: Printing in Photoshop

- 7.1 Using the Brush tool
- 7.2 Working with Color and Swatches
- 7.3 Creating and using Gradients
- 7.4 Creating and working with Brushes
- 7.5 Pencil and Eraser Tools
- 7.6 Painting with Selection

Adobe Indesign

1. Introduction to Indesign

- 1.1 New Features Summary
- 1.2 Paragraph Border
- 1.3 Object height, width styles
- 1.4 Size and Position
- 1.5 Html Export Improvements
- 1.6 Other Enhancements
- 1.7 Create Documents
- 1.8 Templates and Presets
- 1.9 Excess the new Document Dialog
- 1.10 Create a Document using Presets
- 1.11 Create Documents using Templates
- 1.12 System Requirements

2: Workspace and Workflow

- 2.1 GPU Performance
- 2.2 System Requirements

- 2.3 Benefits of GPU
- 2.4 Enable GPU Performance and Settings
- 2.5 Workspace Basics
 - Start Workspace
 - Create Documents
 - Recent Files Workspace
- 2.6 Workspace Overview
- 2.7 Manage Windows and Panels
- 2.8 Save and Switch Workspace
- 2.9 Screen Modes
- 2.10 Control Panel Overview

3: Layout and Design

- 3.1 Creating Table of Contents
- 3.2 Update and Edit Table of Contents
- 3.3 Create Book Fonts
- 3.4 Synchronize Book Documents
- 3.5 Add Basic Page Numbering
 - Change Page numbering Style
 - Common Page Numbering Task
- 3.6 Generate QR Codes
- 3.7 Create Text and Text Fonts
- 3.8 About Pages and Spreads
- 3.9 Create an Index
- 3.10 Create Documents
 - Customize the paste Board and Guides
 - Change Document Setup, Margins and Columns
- 3.11 Text Variables
- 3.12 Create Type on a Path
- 3.13 Linked Content
- 3.14 Align and Distribute Objects
- 3.15 Format Grids
- 3.16 Layout Frames and Pages
- 3.17 Clipping Paths

4; Text

- 4.1 Threading Text
- 4.2 Wrap text around Objects
- 4.3 End notes
- 4.4 Glyphs and Special Characters
- 4.5 Bullets and Numbering
- 4.6 Find and Change
- 4.7 Anchored Objects
- 4.8 Footnotes
- 4.9 Spell-check and Language Dictionaries
- 4.10 Text Frame Fitting Options
- 4.11 Add Text to Frame
 - Add Text to a Document
 - Paste Text
 - Drag and Drop text
 - Import Text
 - Edit Text
- 4.12 Captions
 - Generate a Caption From an Image
 - Specify Caption Setup Options
 - Create Caption using Variables
- 4.13 Track and Review Changes

5: Styles

- 5.1 Paragraph and Character Style
- 5.2 Map Styles
- 5.3 Convert Word Styles
- 5.4 Apply Styles
- 5.5 Object Styles
- 5.6 Drop Caps and Nested Styles
- 5.7 Create GREP Styles
- 5.8 Work With Styles
 - Duplicate Styles
 - Group Styles
 - Create, Copy Styles
 - Expand and Delete Styles
 - Move and Reorder Styles

6: Typography

- 6.1 Tabs and Indents
- 6.2 Specify Character for Decimal Tabs
- 6.3 Text Composition
 - Compose Text
 - Composition Methods
 - Set Composition Preferences
- 6.4 Hyphenate Text
- 6.5 Prevent Unwanted Word Breaks
- 6.6 Format Paragraphs
- 6.7 Create Hanging Punctuation
- 6.8 Create Paragraph Border
- 6.9 Align Text

- 6.10 Using Fonts
- 6.11 Arabic and Hebrew Features in InDesign
- 6.12 Format Characters
- 6.13 Leading
- 6.14 Kerning and Tracking
- 615 Work With Type kit Forms

7: Tables

- 7.1 Format Tables
- 7.2 Create Tables
- 7.3 Tables and Cell Styles
- 7.4 Select and Edit Tables
- 7.5 Tables Strokes and Fills

8: Interactivity

- 8.1 Hyperlinks
 - Create Hyperlinks
 - Edit Hyperlinks
 - Manage Hyperlinks
- 8.2 Dynamic PDF Documents
 - Create PDF Fonts
 - Use Presentation Mode
- 8.3 Bookmarks
 - Create Bookmarks For PDF
 - Manage Bookmarks
- 8.4 Buttons
- 8.5 Interactive Web Document For Flash
- 8.6 Animation
- 8.7 Cross Reference
- 8.8 Structure PDFs
- 8.9 Page Transitions
- 8.10 Movies and Sounds

9: Drawing and Painting

- 9.1 Apply Line Settings
- 9.2 Draw with Line and Shapes
- 9.3 Edit Paths
- 9.4 Draw with Pencil Tool
- 9.5 Change Corner Appearance
- 9.6 Draw with Pen Tool
- 9.7 Compound Path and Shapes

10: Color

- 10.1 Apply Color
- 10.2 Use Colors from Imported Graphics
- 10.3 Work with Swatches
- 10.4 Mix Inks
- 10.5 Tints
- 10.6 Understand Spot and Process Color
- 10.7 Gradients

11: Transparency

- 11.1 Flatten Transparent Art Work
- 11.2 Add Transparency Effects
 - About Transparency
 - Effects Panel Overview
 - Apply Transparency Effects
 - Transparency Effects
 - Use Global Light
 - Apply Transparency to Groups
- 11.3 Blend Colors

12: Export and Publish

- 12.1 Publish Online
- 12.2 Adobe PDF Options
- 12.3 Export Content to HTML
- 12.4 Export to Adobe PDF
- 12.5 Export to JPG Format
- 12.6 Export XML

13: Printing

- 13.1 Print Booklets
- 13.2 Printers, Marks and Bleeds
- 13.3 Print Documents
- 13.4 Inks, Separations and Screen Frequency
- 13.5 Create Post Scripts and EPS Files
- 13.6 Pre-Flight Files before Handoff
- 13.7 Print Thumbnails and Over Sized Documents
- 13.8 Print PDFs for Service Providers
- 13.9 Prepare to Print Separations
- 13.10 Trap Pre seta
- 13.11 Trapping Documents and Books
- 13.12 Print Graphics and Fonts
- 13.13 Manage Color
- 13.14 Adjust Ink Options for Trapping