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Website : [www.citcchandigarh.com](http://www.citcchandigarh.com)

## Course Syllabus: Certificate in Graphic Designing

Batch Name: CGD  
Eligibility: 10th  
Course Start: 1st of Every Month  
Course Duration: 90 Hours

### Courses / Modules Paper

Module 1: Both the papers are compulsory

Paper 1	Paper 2
Corel Draw, Photoshop	Adobe Illustrator, InDesign

Module 1:  
Paper 1: Corel Draw, PhotoShop,  
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

## Paper 2: Adobe Illustrator, InDesign Adobe Illustrator

### 1: Getting Started

- 1.1 Installation
  - Requirements
  - Install the software
  - Activate the Software
- 1.2 Adobe Help
- 1.3 Resources
- 1.4 Superior Design Features
- 1.5 Advance Drawing tools and Controls
  - Control Panel
  - Path Editing
  - Font Selection
  - Point Alignment
  - Eraser Tool
  - Crop Area Tool

### 2: Work Area

- 2.1 Work Space Overview
- 2.2 About Screen Modes
- 2.3 Using the status bar

- 2.4 Panels and Dialog Boxes
- 2.5 Control Panel Overview
- 2.6 Customizing the Workspace
  - Move Panels
  - Add and Remove Docs and Panles
  - Manipulate Panel Groups
  - Stack Free- Floating Panles
  - Resize and Minimize Panel
- 2.7 Rename or Duplicate of Workspace
- 2.8 Save, Delete and switch between Workspace
- 2.9 Tools
  - Select Tools
  - Drawing Tools
  - Type Tool Gallery
  - Painting Tool Gallery
  - Reshaping Tool Gallery
  - Symbolism Tool Gallery
  - Graph Tools Gallery
  - Slice and Cutting Tools
  - Moving and Zooming Tools Gallery
- 2.10 Files and templates
- 2.11 Cropping ArtWork
- 2.12 Viewing Art Work
- 2.13 Rulers, Frids and Guides
- 2.14 Setting Preferences
- 2.15 Recovery, Undo and Automation

### 3: Drawing

- 3.1 Drawing Basics
- 3.2 Direction Lines and Direction Points
- 3.3 Drawing, Simple Line and Shapes
  - Draw Straight Line
  - Draw Rectangle and Squares
  - Draw Ellipses
  - Draw Polygons
  - Draw Star
  - Draw Arcs, Spirals and Grids
- 3.4 Drawing Flares
- 3.5 Drawing with Pencil Tools
- 3.6 Drawing with Pen Tools
- 3.7 Editing Paths
- 3.8 Tracing Artwork
- 3.9 Symbols
- 3.10 Symbolism Tools and Symbol Sets

### 4: Colors

- 4.1 About Colors
  - RGB
  - CMYK
  - HSB
  - Grayscale
  - Colors paces and Gamuts
- 4.2 Selecting Colors
- 4.3 Color Picker
- 4.4 Color Panel
- 4.5 Using and Creating Swatches
- 4.6 Managing Swatches
  - Duplicate Swatches
  - Group Swatches
  - Replace, Merge or Delete Swatches
  - Move and Import Swatches
- 4.7 Working With Color Groups
- 4.8 Adjusting Colors
  - Blend Colors
  - Convert Colors to Grayscale
  - Convert GraySsale Images to RGB, CMYK
  - Adjust the saturation of multiple colors

### 5: Color Management

- 5.1 Understanding Color Management
- 5.2 Keeping Color Consistant
- 5.3 Color Managing Imported Images
- 5.4 Color Managing Document for Online Viewing
- 5.5 Proofing Colors
  - Soft Proofing Colors
  - Save or Load a Custom Proof Setup
- 5.6 Color Management Documents and Printing
  - Printing with Color Management
  - Color managing PDFs For Printing
- 5.7 Working with Color Profiles
- 5.8 Color Settings

### 6: Painting

- 6.1 Painting with Fills and Strokes

- 6.2 Live Paint Groups
- 6.3 Brushes
  - About Brushes
  - Work with Brush Libraries
  - Apply Brush Strokes
  - Paint Brush Tool Options
  - Remove Brush Strokes
  - Create and Modify Brushes
- 6.4 Transparency and Blending Modes
- 6.5 Gradients, Meshes and Color Blends
- 6.6 Patterns

## 7: Selecting and Arranging Objects

- 7.1 Selecting Objects
- 7.2 Grouping and Expanding Objects
  - Group or Ungroup Objects
  - Expand Objects
  - Moving, Aligning and Distributing Objects
- 7.3 Rotating and Reflecting Objects
  - Rotate Objects
  - Rotate xy-axis of Document
  - Reflect Objects
- 7.4 Using Layers
  - Create a New Layer
  - Move an Object to a Different Layer
  - Release Icons to Separate Layers
  - Consolidate Layers and Groups
- 7.5 Locking, Hiding and Deleting Objects
- 7.6 Stacking Objects
- 7.7 Duplicating Objects

## 8: Imporing, Exporting and Saving

- 8.1 Importing Files
- 8.2 Importing Bitmap Images
- 8.3 Importing Adobe PDF Files
- 8.4 Importing EPS, DCS and AutoCAD Files
- 8.5 Importing Artwork From Photoshop
- 8.6 Saving and Importing Artwork
- 8.7 Creating Adobe PDF Files
- 8.8 Adobe PDF Options
- 8.9 File Information and Matadata

## 9: Type

- 9.1 Creating and Importing Type
  - Entering Text
  - Import Text Files into Artwork
- 9.2 Working with Area type
  - Resize text area
  - Change margin around text area
  - Create rows and columns of text
  - Threading text between Objects
  - Wrap text around and Objects
- 9.3Working with type on a Path
- 9.4 Scaling and Rotating Type
- 9.5 Spelling and Language Dictionaries
- 9.6 Fonts
- 9.7 Formatting type
- 9.8 Land and Character Spaces
- 9.9 Special Characters
- 9.10 Formatting Paragraphs
- 9.11 Hyphenations and Line Breaks
- 9.12 Tabs
- 9.13 Character and Paragraphs styles
- 9.14 Exporting Text

## 10: Creating Special Effects

- 10.1 Appearance Attributes
- 10.2 Working with Effects and Filters
- 10.3 Summary of Effects and Filters
- 10.4 Drop Shadows, Glows and Feathering
  - Create Drop Shadow
  - Apply Inner/Outer Glow
  - Feather Edges of an Object
- 10.5 Creating Sketches and Mosaic
- 10.6 Changing Vector Graphics to Bitmap Images
- 10.7 Graphics Styles

## 11: Web Graphics

- 11.1 Creating Web Graphics
- 11.2 Slices and Images Maps
- 11.3 SVG
  - About SVG
  - Apply SVG Effects
  - Import Effects
  - SVG Interactivity Panel Overview



- SVG Events
- 11.4 Creating Animations
  - Create Flash Animation
  - Working with Illustrator and Flash
- 11.5 Optimizing Images
- 11.6 Web Graphics Optimizations Options
  - Web Graphics Formats
  - JPG Optimizations Options
  - GIF, PNG-8 Optimizations Options
  - Optimize Transparence in GIF and PNG Images
- 11.7 Output Setting for Web Graphics

## 12: Printing

- 12.1 Basic Printing Tasks
- 12.2 Printing Color Separation
- 12.3 Setting a Pages for Printing
- 12.4 Printer's Marks and Bleeds
- 12.5 PostScript Printing
- 12.6 Printing with Color Management
- 12.7 Printing Gradients, Meshes and Color Blends
- 12.8 Printing and Saving Transparent Artwork
- 12.9 Over Printing
- 12.10 Trapping
- 12.11 Print Presets

## 13: Graphs

- 13.1 Creating Graphs
- 13.2 Formatting Graphs
- 13.3 Adding Pictures and Symbols to Graph

## 14: Keyboard Shortcuts

- 14.1 Default Keyboard Shortcuts

# Adobe Indesign

## 1. Introduction to Indesign

- 1.1 New Features Summary
- 1.2 Paragraph Border
- 1.3 Object heigh, 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
- 4.10Text 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
- 6.15 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