



(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 Computer Teacher Training

Batch Name: DCTT

Eligibility: 12th

Course Start: 1st of Every Month

Course Duration: 350 Hours

Courses / Modules Paper

Module 1

Paper 1
Fundamentals, MS-Office, Internet (Digital Services)

Module 2: Opt. Any three papers

Paper 1	Paper 2	Paper 3	Paper 4
Advance Excel	Tally ERP9, Accounting Concepts (Payroll)	Language C	Language HTML,CSS
	Paper 5	Paper 6	
	Adobe InDesign, Illustrator	DTP(CorelDraw, PhotoShop, PageMaker)	

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

4 : Internet and Networking

- 4.1 Internet
- 4.2 Advantages & Disadvantages of Internet
- 4.3 Search Engines and Web Browsers
- 4.4 Website
- 4.5 Domain Name
- 4.6 E-Commerce
- 4.7 Email
- 4.8 Computer Security Threats
- 4.9 Networking
- 4.10 Network Topology

MS 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 Macro

MS 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

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

MS Power Point

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

MS Access

20:MS Access-Overview

- 20.1 What is MS Access?
- 20.2 Advantages and Features of MS Access
- 20.3 Difference between Access and Excel
- 20.4 Architecture of MS Access
- 20.5 MS Access Objects
 - Tables
 - Queries
 - Forms
 - Reports
- 20.6 Other MS Access Objects
 - Macro
 - Module
- 20.7 Creating MS Access Database
 - Create Blank Database
- 20.8 Data Types Used in MS Access
 - Short Text
 - Long Text

21:MS Access-Creating Tables

- 21.1 Create Tables
- 21.2 Storing Data in Tables
- 21.3 Table Design View

22:MS Access-Query Data

- 22.1 What is Query in MS Access?
- 22.2 Create Select Query
- 22.3 Query Criteria
- 22.4 Action Queries
- 22.5 Types of Action Queries

23:MS Access-Relating Data

- 23.1 Introduction
- 23.2 Normalization
- 23.3 Defining Relationships
- 23.4 Types of Relationships
 - One-to-Many Relationships
 - Many-to-Many Relationships
 - One-to-One Relationships
 - Make-Table
- 23.5 Creating Relationships

24:MS Access-Grouping Data

- 24.1 Aggregate Query
- 24.2 Aggregate Query Functions
 - Sum
 - Avg
 - Min
 - Max
 - Count
 - StDev
 - Var
- 24.3 Concatenation of Data
- 24.4 Summarizing Data
 - Cross Tab Query

25:Joins and Query Wizard

- 25.1 What is Join?
- 25.2 Types of Joins in Access
 - The Inner Join
 - The Outer Join
 - The Left Outer Join
 - The Right Outer Join
 - Self Join
- 25.3 Concatenation of Data
- 25.4 Summarizing Data
 - Cross Tab Query
- 25.5 Query Wizard
 - Duplicated Query wizard
 - Unmatched Query Wizard

26:MS Access- Forms

- 26.1 Creating Forms
- 26.2 Two Basic Types of Forms
 - Bound Forms
 - Unbound Forms
- 26.3 Types of Bound Forms
 - Single Item Form
 - Multiple Item Form
 - Bound Forms
 - Split Forms
- 26.4 Creating Forms
- 26.5 Form Design
- 26.6 Modify Form
 - Themes
- 26.7 Navigation Form
- 26.8 Form Controls
 - Combo Box
 - Text Box
 - Label
 - Tab Control
 - Hyperlink
 - Check Box
 - List Box
 - Attachment
 - Image

27:MS Access- Reports

- 27.1 Creating Report
- 27.2 Create Report by Report Design
- 27.3 Formatting Reports

28:MS Access- Macros & Built-in Functions

- 28.1 What are Macros?
- 28.2 Creating a Macro
- 28.3 Formatting Reports
- 28.4 Built-in Functions

29: Data Import and Export

- 29.1 Import Different Types of Data
 - MS Excel
 - ODBC Database
 - Text Files
 - XML Files
- 29.2 Data Export
- 29.3 Data Export Formats
 - MS Excel
 - MS Access, XML Files
 - ODBC Database, Text Files

Internet

1 :Internet and Networking

- 1.1 Internet
- 1.2 Advantages & Disadvantages of Internet
- 1.3 Search Engines and Web Browsers
- 1.4 Website
- 1.5 Domain Name
- 1.6 E-Commerce
- 1.7 Email
- 1.8 Computer Security Threats
- 1.9 Networking
- 1.10 Network Topology

Module 2:

Paper 1: Advance Excel

1: Excel: Chart Recommendations

- 1.1 Change in Charts Group
- 1.2 Chart Recommendations
- 1.3 Fine Tune Charts
 - Chart Elements
 - Chart Styles and Colors
 - Chart Filters
- 1.4 Select/ Deselect Chart Elements
- 1.5 Format Style
- 1.6 Format Color
- 1.7 Filter Data displayed on the Chart

2: Format Charts

- 2.1 Format Axis
- 2.2 Combo Charts

3: Chart Design

- 3.1 Ribbon of Chart tools
- 3.2 Quick Layout
- 3.3 Change Colors
- 3.4 Chart Styles
- 3.5 Switch Row/Column
- 3.6 Move Chart

4: Richer Data Labels

- 4.1 Formatting Data Labels
- 4.2 Look of the Data Labels
- 4.3 Shape of the Data Labels
- 4.4 Resize a Data Label
- 4.5 Add a Field to a Data Label

5: Leader Lines

- 5.1 What is Leader Line?
- 5.2 Add a Leader Line
- 5.3 Format Leader Lines

6: Functions

- 6.1 Functions by Category
- 6.2 Date Functions
- 6.3 Time Functions
- 6.4 Text Functions
- 6.5 Lookup and References Functions
- 6.6 Information Functions
- 6.7 Logical Functions
- 6.8 Statistical Functions
- 6.9 Maths and Trigonometry Functions
- 6.10 Financial Functions
- 6.11 Engineering Functions
- 6.12 Another Functions
- 6.13 User Defined Functions in Add-ins
 - CALL
 - EUROCONVERT
 - REGISTER.ID
 - SQL.REQUEST
- 6.14 Web Functions

7: PivotTable Recommendations

- 7.1 Recommended Pivot Tables
- 7.2 Analyze External Data
- 7.3 Connect to new External Data Source
- 7.4 Using the Field List Option
- 7.5 PivotTable Based on Multiple Tables

8: Slicers and Flash Fill

- 8.1 What is Slicers?
- 8.2 Inserting Slicers to Tables
- 8.3 Flash Fill Overview
- 8.4 Using Flash Fill Feature

9: Data Model

- 9.1 Data Model Introduction
- 9.2 Add Data from Files
- 9.3 Explore Data Using Pivot Table
- 9.4 Create Relationship between Tables

10: Power Pivot

- 10.1 What is Power Pivot?
- 10.2 Using Power Table
- 10.3 Data Model using Calculated Columns
- 10.4 Relationship using Calculated Columns

11: Power View and Format Reports

- 11.1 What is Power View
- 11.2 Create a Power View Sheet
- 11.3 Format Reports
- 11.4 Hyperlinks
- 11.5 Printing

12: Excel Templates and File Formats

- 12.1 Using different Templates
- 12.2 Margin Properties
- 12.3 Margin-Shorthand Property
- 12.4 the Auto Value
- 12.5 The Inherit Value
- 12.6 File Formats in Excel
- 12.7 Save Workbook in another File Format
 - Excel File Format
 - Text file Format
- 12.8 Other File Formats
 - PDF
 - OpenDocument Spreadsheet
 - XPS Document
 - DBF 3 and DBF 4

Paper 2: Tally ERP9, Accounting Concepts

1: Accounting Info: Functioning of Software

- 1.1 Introduction
- 1.2 Book Keeping
- 1.3 Objectives of Book keeping
- 1.4 What is accounting?
- 1.5 Accounting Process
- 1.6 Advantages of Accounting
- 1.7 Limitations of Accounting

2: Basic Accounting Terms

- 2.1 Accounting Terms

3: Accounting Principles & Assumptions

- 3.1 Introduction
- 3.2 Generally Accepted Accounting Principles
- 3.3 Basis of Accounting
- 3.4 Accounting standards
- 3.5 Benefits of accounting standards

4: Accounting Equations

- 4.1 What is Accounting Equations?
- 4.2 Breaking down Accounting

5: Accounting Vouchers

- 5.1 Introduction
- 5.2 Vouchers
- 5.3 Cash Memo
- 5.4 Cash Receipt
- 5.5 Payment Receipt
- 5.6 Purchase Voucher
- 5.7 Sales Vouchers
- 5.8 Debit Note
- 5.9 Credit Note
- 5.10 Difference b/w Debit & Credit Note

6: Accounting Rules

- 6.1 Introduction
- 6.2 Account
- 6.3 Meaning of Debit & Credit
- 6.4 Types of Credit
- 6.5 Golden Rule of Accounting

7: Journal

- 7.1 Definition
- 7.2 Practical Questions

8: Ledger

- 8.1 What is Ledger?

9: Cash Book

- 9.1 Introduction
- 9.2 Features
- 9.3 Kind of Cash Book
- 9.4 Practical Questions

10: Trial Balance

- 10.1 Trial Balance

11: Final Accounts

- 11.1 Introduction
- 11.2 Trading Account
- 11.3 Profit & Loss Account

12: Introduction to Tally ERP9

- 12.1 How to install Tally ERP9
- 12.2 Activate License
- 12.3 Work on Education Mode

13: Company Formation

- 13.1 Creating a Company
- 13.2 Tally vault Password
- 13.3 Select Company
- 13.4 Alter & Modify Company
- 13.5 Shut a Company
- 13.6 Gateway of Tally

14: Ledger Creation

- 14.1 Introduction
- 14.2 Main Functions
- 14.3 Groups by Defaults
- 14.4 Creating Groups
- 14.5 Creating Ledgers

15: Voucher Entries

- 15.1 Introduction
- 15.2 Accounting Vouchers
- 15.3 Contra Vouchers
- 15.4 Payment Vouchers
- 15.5 Receipt Vouchers
- 15.6 Journal
- 15.7 Purchase
- 15.8 Sales
- 15.9 Debit note and Credit note

16: Course Centres and Budgets

- 16.1 Introduction to Cost Centres
- 16.2 Budgets

17: Inventory Info

- 17.1 Introduction
- 17.2 Inventory Information
 - To Create Stock Group
 - Create Stock Items
 - Displaying and Altering Stock items

18: Purchase Order

- 18.1 Purchase Order

19: Sales Order

- 19.1 Sales Order

Paper 3: Language C

1: Introduction of C

- 1.1 History
- 1.2 Why C language
- 1.3 Getting started with C
- 1.4 Writing first program: hello world
- 1.5 Algorithm and flowchart
- 1.6 Understanding the structure and syntax of C
- 1.7 C programming style

2: Fundamentals of C

- 2.1 Introduction
- 2.2 Character set
- 2.3 Keywords
- 2.4 Identifiers
- 2.5 Variables
- 2.6 Data types
- 2.7 Constants
- 2.8 Declaring a keyword
- 2.9 Reading data from keyboard

3: Operators and expressions

- 3.1 Introduction
- 3.2 Arithmetic operator
- 3.3 Increment and Decrement operator
- 3.4 Assignment operator
- 3.5 Relational operator
- 3.6 Logical operator
- 3.7 Conditional operator

4: Control Statements

- 4.1 Introduction
- 4.2 Branching statements
 - If
 - Nested if
 - If else
 - Nested if else
- 4.3 Looping statement
 - For loop
 - While loop
 - Do while loop
- 4.4 Jumping statement
 - Goto
 - Break
 - Continue

5: Function in C

- 5.1 Introduction
- 5.2 Types of functions
- 5.3 Types of user define functions
 - No return type with no arguments
 - Return type with no arguments
 - No return type with arguments
 - Return type with arguments
- 5.4 Need of functions
- 5.5 Scope rules
- 5.6 Recursion
- 5.7 Function using arguments
 - Call by value
 - Call by reference

6: Array in C

- 6.1 Introduction
 - Declaration of Array
 - Initializing an array
 - Accessing an Array
- 6.2 One-dimensional array
- 6.3 Two-dimensional array
 - Nesting of loops
- 6.4 Multi-dimensional array
- 6.5 Dynamic Array

7: Pointers in C

- 7.1 Introduction
- 7.2 Declaration of pointers
- 7.3 Initialization of pointers
- 7.4 Accessing variable through pointer
- 7.5 Pointer to a pointer
 - Declaring a double pointer
- 7.6 Operation on pointer
 - Increment and decrement operator
 - Addition & subtractions of constant value
 - Subtracting two pointers
 - Comparison between two pointers
- 7.7 Pointer to array
- 7.8 Array to pointer
- 7.9 Passing pointer as a function
- 7.10 Pointer to structure

8: Structures in C

- 8.1 Introduction
- 8.2 Defining a structure
- 8.3 Declaring a structure member
 - Declaring structure variable separately
 - Declaring structure variable along with Definition
- 8.4 Accessing structure member
 - With Dot operator
 - With arrow operator
- 8.5 Structure initialization
- 8.6 Array of structure
- 8.7 Using structure as a function argument
 - Passing structure member as an argument
 - Passing structure variable as an argument
 - Passing structures pointer as an argument

9: Union in C

- 9.1 Introduction
- 9.2 Declaration of union
- 9.3 Accessing union member
- 9.4 Bit field

10: Input and output

- 10.1 Introduction
- 10.2 Standard files
- 10.3 Formatted input output
 - Scanf()

- printf()
- 10.4 Unformatted input output
 - getchar()
 - Getch()
 - gets()
 - putchar()
 - puts()
- 10.5 Error Handling
 - errno
 - strerror
 - Perror

11: File I/O

- 11.1 Introduction
- 11.2 Needs of files
- 11.3 Types of files
 - Text files
 - Binary files
- 11.4 Files operations
 - File creation
 - Opening a file
 - Reading data from file
 - Writing data to file
 - Closing a file
- 11.5 Reading writing text files
 - getc()
 - putc()
 - getw()
 - putw()
 - getchar()
 - putchar()
 - fprintf()
 - fscanf()
- 11.6 Reading writing binary files
 - fread()
 - Fwrite()

Paper 4: Language HTML, CSS Language HTML

1: Starting with HTML

- 1.1 Introduction to HTML
- 1.2 What is HTML
- 1.3 HTML Versions
- 1.4 Web Browsers
- 1.5 HTML Editors
- 1.6 HTML Tags

2: HTML Images

- 2.1 HTML Images
- 2.2 alt attribute with images
- 2.3 style Attribute
- 2.4 Change the Height and Width of Image
- 2.5 Images as a Floating
- 2.6 HTML Images as a Link
- 2.7 Background Images
- 2.8 The <picture> Element
- 2.9 HTML Images vs Title Attribute

3: Links in HTML

- 3.1 Link
- 3.2 HTML Links
- 3.3 The Target Attribute
- 3.4 Images as Link
- 3.5 HTML Links Titles
- 3.6 External Paths
- 3.7 HTML Link Colors

4: HTML Lists

- 4.1 List
- 4.2 Types of Lists in HTML
 - Unordered List
 - Ordered List
 - Definition List

5: HTML Tables

- 5.1 Table Introduction
- 5.2 HTML Table-Adding Borders
- 5.3 HTML Table-Collapsed Borders
- 5.4 The Empty-cells Property
- 5.5 Table Heading Alignment
- 5.6 Cell Padding and Border Spacing
- 5.7 Cells that Span many Columns
- 5.8 Cells that Span many Rows
- 5.9 Adding a Caption
- 5.10 Table Styling

6: HTML Forms

- 6.1 The <form> Element
- 6.2 Text
- 6.3 Radio Button Input
- 6.4 The Submit Button
- 6.5 Attributes

- 6.6 Grouping Form Data with <fieldset>
- 6.7 The <select> Element
- 6.8 The <option> Element
- 6.9 Visible Values
- 6.10 Allow Multiple Selection
- 6.11 The <textarea> Element
- 6.12 The <datalist> Element
- 6.13 The Output Element
- 6.14 Input Type Password
- 6.15 Input Type Reset
- 6.16 Checkboxes
- 6.17 Input Type Color
- 6.18 Input Type Date
- 6.19 Input Type Email
- 6.20 Input Type Number
- 6.21 Input Type Range
- 6.22 Input Type Search
- 6.23 Input Type Tel
- 6.24 Input Type Time
- 6.25 Input type URL
- 6.26 Input Type Week
- 6.27 Input Attributes

7: HTML Blocks and Classes

- 7.1 HTML Blocks Introduction
- 7.2 The <div> Element
- 7.3 The Element
- 7.4 Using the Class Attribute
- 7.5 Using the id Attribute
- 7.6 HTML Iframes

CSS

8: Starting with CSS

- 8.1 What is CSS?
- 8.2 CSS Syntax
- 8.3 CSS Selectors
 - The id Selector
 - The class Selector
- 8.4 Grouping Selectors
- 8.5 CSS Comments
- 8.6 CSS File Inclusion
- 8.7 Multiple Style sheets
- 8.8 Cascading Order

9: CSS Colors

- 9.1 CSS Colors
- 9.2 Background Color
- 9.3 Text Color
- 9.4 Border color
- 9.5 Color Values
- 9.6 RGB Values
- 9.7 HEX Value
- 9.8 HSL Value
- 9.9 Saturation
- 9.10 Lightness
- 9.11 RGBA Value
- 9.12 HSLA Value

10: CSS Background

- 10.1 CSS Backgrounds
 - Background Color
 - Background Image
 - Background-Shorthand Property

11: CSS Borders

- 11.1 CSS Borders
 - Border Style Property
 - Border width Property
 - Border Color Property
 - Border-Individual Sides
 - Border -Shorthand Property
 - Rounded Borders

12: CSS Margins

- 12.1 CSS Margins
- 12.2 Margin Properties
- 12.3 Margin-Shorthand Property
- 12.4 the Auto Value
- 12.5 The Inherit Value

13: CSS Padding

- 13.1 CSS Box Model
- 13.2 CSS Padding Properties
 - Padding-Top
 - Padding-Bottom
 - Padding-Left
 - Padding-Right
 - Padding
- 13.3 Giving only one value to Padding

14: CSS Text

- 14.1 CSS Text Properties
- 14.2 Types of CSS Text Properties
 - Color Property
 - Text-Align Property
 - Text-Decoration Property
 - Letter-Spacing Property
 - Word-Spacing Property
 - Text-Indent Property
 - Direction Property
 - White-Space Property
 - Line-Height Property
 - Text-Shadow Property
 - Text-Transform Property

15: CSS Font

- 15.1 CSS Font Properties
- 15.2 Types of CSS Font Properties
 - Font-Family Property
 - Font-Style Property
 - Font-Size Property
 - Font-Weight Property
 - Font-Variant Property
 - Font Property

16: CSS Lists

- 16.1 CSS List Properties
- 16.2 Types of CSS List Properties
 - List-Style-Type Property
 - List-Style-Image Property
 - List-Style-Position Property
 - Marker -Offset Property
 - List-Style Property
- 16.3 Styling with Colors

17: CSS Scrollbars

- 17.1 CSS Overflow/Scrollbar Properties
- 17.2 Types of Overflow Properties Values
 - Visible
 - Hidden
 - Scroll
 - Auto
- 17.3 Overflow-x and Overflow-y

18: CSS Tables

- 18.1 CSS Tables Properties
- 18.2 Types of CSS Table Properties
 - Border Property
 - Border-Collapse Property
 - Width and Height Property
 - Vertical Align Property
 - Border-Spacing Property
 - Caption-Side Property
 - Empty-Cells Property
 - Table-Layout Property
 - Border-Bottom Property
 - Zebra-Striped Property
- 18.3 :hover Selector

Paper 5: Adobe InDesign, Illustrator Adobe InDesign

1: Introduction to InDesign

- 1.1 Introduction
- 1.2 Get Started with InDesign
- 1.3 System Requirements
- 1.4 Toolbox
- 1.5 Create Documents

2: Working with Text

- 2.1 Add Text
- 2.2 Wrap text around Objects
- 2.3 Glyphs and Special Characters
- 2.4 Bullets and Numbering
- 2.5 Add Text to Frames
- 2.6 Edit Text

3: Add and Transform Graphics

- 3.1 Add Graphics
- 3.2 Move, Resize, and Fit Graphics
- 3.3 Linked Graphics
- 3.4 Warp Text around Objects
- 3.5 Align Text
- 3.6 Format Text

4: Styles

- 4.1 Character Style
- 4.2 Paragraph Style
- 4.3 Object Styles
- 4.4 Drop Caps
- 4.5 Nested Styles

5: Tables

- 5.1 Create Tables
- 5.2 Format Tables
- 5.3 Table and Cell Styles
- 5.4 Select and Edit Tables
- 5.5 Table Strokes and Fills

6: Interactivity

- 6.1 Hyperlinks
- 6.2 Bookmarks
- 6.3 Buttons
- 6.4 Animation
- 6.5 Page Transition
- 6.6 Movies and Sounds

7: Drawing and Painting

- 7.1 Apply Line(Stroke) Settings
- 7.2 Draw Lines and Shapes
- 7.3 Edit Paths
- 7.4 Understand Paths and Shapes
- 7.5 Draw with Pencil Tool
- 7.6 Change Corner Appearance
- 7.7 Draw with the Pen Tool

8: Working with Colors and Effects

- 8.1 Apply Color
- 8.2 Use Colors from Imported Graphics
- 8.3 Work with Swatches
- 8.4 Tints
- 8.5 Gradients
- 8.6 Add Effects like Drop Shadow

9: Transparency

- 9.1 Flatten Transparent Artwork
- 9.2 Add Transparency Effects
- 9.3 Blend Colors

10: Export and Publish

- 10.1 Publish Online
- 10.2 Adobe PDF Options
- 10.3 Export Content to HTML
- 10.4 Export to Adobe PDF
- 10.5 Export to JPEG Format
- 10.6 Export XML

11: Printing

- 11.1 Print Booklets
- 11.2 Print Documents
- 11.3 Overprinting
- 11.4 Prepare to Print Separations
- 11.5 Print Graphics and Fonts
- 11.6 Manage Color

Illustrator

1: Introduction to Illustrator

- 1.1 Introduction
- 1.2 Get Started with Illustrator
- 1.3 System Requirements
- 1.4 Toolbox
- 1.5 Create Documents

2: Drawing

- 2.1 Drawing Basics
- 2.2 Draw pixel-perfect Art
- 2.3 Draw Simple Lines and Shapes
- 2.4 Perspective Drawing
- 2.5 Symbols
- 2.6 Create 3D Objects

3: Color

- 3.1 About Color
- 3.2 Adjust Colors
- 3.3 Select Colors
- 3.4 Use the Adobe Color Themes Panel
- 3.5 Use and Create Swatches
- 3.6 Color Groups

4: Painting

- 4.1 About Painting in Illustrator
- 4.2 Gradients
- 4.3 Paint with Fills and Strokes
- 4.4 Brushes
- 4.5 Stroke an Object

5: Select and Arrange Objects

- 5.1 Select Objects
- 5.2 Move, Align, and Distribute Objects
- 5.3 Layers
- 5.4 Stack Objects
- 5.5 Group and Expand Objects
- 5.6 Lock, Hide and Delete Objects

6: Reshape Objects

- 6.1 Crop Images
- 6.2 Cut, Divide and Trim Objects
- 6.3 Transform Objects
- 6.4 Puppet Wrap
- 6.5 Combine Objects
- 6.6 Blend Objects

7: Import, Export and Save

- 7.1 Import Artwork Files
- 7.2 Save Artwork
- 7.3 Export Artwork
- 7.4 Import Bitmap Images
- 7.5 Create Adobe PDF Files
- 7.6 Change Corner Appearance
- 7.7 Draw with the Pen Tool

8: Working Special Effects

- 8.1 Appearance Attribute
- 8.2 Graphics Styles
- 8.3 Create Sketches
- 8.4 Create a Drop Shadow
- 8.5 Glows and Feathering
- 8.6 Add Effects like Drop Shadow

9: Printing

- 9.1 Set up Document for Printing
- 9.2 Print with Color Management
- 9.3 Overprint
- 9.4 Change the Page Size and Orientation
- 9.5 White Overprint

Paper 6: CorelDraw, Photoshop, PageMaker

CorelDraw

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 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

- 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, 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 & Straightening an Image
- 4.6 Adjusting Canvas size

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 Lasso Tool
- 5.4 Combining selection
- 5.5 Using Magnetic Lasso tool
- 5.6 Using Quick Selection Tool
- 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
- 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

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

Page Maker

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 & 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 Page Maker

- 7.1 Using the Brush tool
- 7.2 Working with Color and Swatches
- 7.3 Creating and using Gradients

