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Website : www.citcchandigarh.com

Course Syllabus: Certificate in Desktop Publication

Batch Name: DTP

Eligibility: 10th

Course Start: 1st of Every Month

Course Duration: 90Hours

Courses / Modules Paper

Module 1:

Paper 1	Paper 2	Paper 3
Corel Draw	Photoshop	PageMaker

Module 1:
Paper 1: 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

Paper 2: 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

- 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



Paper 3: 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