

SYLLABUS



CERTIFICATE COURSE IN DESK TOP PUBLISHING

1. INTRODUCTION TO COMPUTERS
2. WINDOWS 7, 8

MS-WORD (WORD – 2010)

1. INTRODUCTION TO WINDOWS
1. WORD AS AN EDITOR
 - a. HOME MENU
 - b. INSERT MENU
 - c. PAGE LAYOUT
 - d. REFERANCES MENU
 - e. MAILING MENU
 - f. VIEW MENU
 - g. PRINTING USING WORD

PAGEMAKER

1. INTRODUCTION TO PAGEMAKER
2. CREATING A NEW DOCUMENT
3. INTRODUCTION TO CREATING FRAMES
4. ADDING DESIGN ELEMENTS- INTRODUCTION
5. SETTING UP TEMPLATES
6. ADDING COLOR
7. DEVELOPING LONG DOCUMENTS
8. SPELLINGS
9. INTRODUCTION TO LAYERS

PHOTOSHOP (CS)

1. WHAT IS PHOTOSHOP
2. FILE MENU
3. IMAGE MENU
4. TOOLS
5. LAYER MENU
6. SELECT MENU

7. FILTER MENU
8. WINDOW MENU
9. PRINTING IN PHOTOSHOP

CORELDRAW (X)

1. INTRODUCTION TO CORELDRAW
2. TOOLS
3. FILE MENU, IMPORT, EXPORT
4. EDIT MENU
5. VIEW MENU
6. LAYOUT MENU
7. ARRANGE MENU
8. EFFECTS MENU
9. BITMAPS MENU
10. TEXT MENU
11. TABLE MENU
12. TOOLS MENU
13. PRINTING IN CORELDRAW