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RAYS Computer Education

[A Unit of Rays Edutech Pvt. Ltd.]

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COURSE TITLE

DESKTOP PUBLISHING (DTP)

DETAILED SYLLABUS

SR. No	NAME OF CHAPTERS & DETAILS	HOURS ALLOTTED
	DTP	
1.	CONCEPT OF DTP Introduction, Parts of a letter, Hardware Requirements, Beginning a Design, Small Advertisement, Exe.	
2.	ADOBE PAGEMAKER 7 Introduction, Features, PageMaker 7 Program Window, Working in PageMaker, Working with Text, Importing Text, Importing Graphics, Saving the Publication, Closing the Publication, The Story Editor, Correcting Mistakes, Changing the Font, Aligning the Text or Paragraph, Style Sheets, Bullets and Numbering, Indents, Tab Stops, Auto Flow, Master Pages, Working with Columns, Getting Familiar with Graphics, Cropping a Graphics, Grouping and Ungrouping Elements, Lock Objects, Links, Table of Contents, Printing a Publication, Exercise.	

3.	<p>ADOBE PHOTOSHOP CS</p> <p>Introduction, Getting Started with Photoshop, Opening an Existing File, The Photoshop Program Window, The Toolbox, Creating a New File, Saving Files, Reverting Files, Closing Files, Bitmap and Vector Images, Editing Images, Color Modes, The Color Picker Palette, The Selection Tools, The Lasso Tools, The Magic Wand Tool, The Grow and Similar Command, Moving a Selection, Filing Selection, Transforming Selection, Inverting a Selection, The Painting Tools, The History Palette, The Gradient Tool, The Paint Bucket Tool, The Editing Tools, The Eraser Tools, Layers, Layer Effects, Type, Filter, Exercise.</p>	
4.	<p>COREL DRAW X5</p> <p>Introduction, Getting Started with CorelDraw, The Corel DRAW Screen, Work Area and Printable Page, Toolbox, Drawing Basic Geometric Figures, Saving a File, Closing a File, Views, Getting Started with the Project, Getting Started with the Book Cover, Bitmap and Vector Images, Importing/Exporting Images, Changing the Page Size, Changing the Page Background, Exercise.</p>	
5.	<p>SCANNING, USE OF DIGITAL CAMERA, PRINTING WORKS</p>	
6.	<p>ASSIGNMENT & PROJECT</p>	