

Desk Top Publishing

1. **Name:** Desk Top Publishing
2. **Sector:** Information & Communication Technology (ICT)
3. **Code:** ICT203
4. **Entry Qualification:** Minimum 8th Std. & 14 years and Above &
 - MES Module on Computer Fundamentals, MS-Office, Internet & Soft Skills
5. **Terminal Competency:** After completion of the training, participants would be able to:
 - Understand various software used for Desktop Publishing and would be able to create documents with text and graphics like news paper ad, wedding cards, visiting cards, greeting cards etc. using PageMaker, CorelDraw & Photoshop.
6. **Duration:** 150 hrs.
7. **Contents:** Given below :

Practical Competencies	Underpinning Knowledge (Theory)
<p style="text-align: center;"><u>PageMaker</u></p> <ul style="list-style-type: none"> • Working with tool bar • Setting defaults • Opening, saving and closing publications • Inserting and removing pages • Flowing text, resizing the object • Adjusting graphics or text objects • Select multiple elements • Selecting elements behind the others • Mask and group, unmask and ungroup. • Constrain move vertically/horizontally • Paste items, editing objects, rotating text box • Layout window, viewing pages, changing previous and next pages, zooming and hyperlinks Font style, size, case • Subscript and superscript • Inserting Special characters, bullets, page numbering Spacing of character, line, word and paragraph • Breaking and non breaking • Text editing □ selecting word, paragraph and a range of text • Indenting/Tabs • Find and change dialogue box • Text recomposition • Compress paint, JPG and GIF files • Using Palletes control, colour palletes, styles palet and master pages pallet • Removing master page objects from pages, control pallets • Making tables, editing data in tables. • Filling, stroking, frames, arranging, text • Wrapping, grouping and ungrouping, locking and unlocking, mask/unmask image, polygon • setting, rounded corners 	<p style="text-align: center;"><u>PageMaker</u></p> <ul style="list-style-type: none"> • introduction to various versions, concepts and applications of PageMaker

<p><u>CorelDraw</u></p> <ul style="list-style-type: none"> • Use of various tools such as Pick tools, Zoom tools, Free hand tool, square tool, rectangle tool, Text tool, Fill tool etc. and all fonts used in designing of monograms, logos, posters, stickers, greeting cards, wedding cards, visiting cards, etc. <p><u>Photo Shop</u></p> <p>Photo editing /inserting starting with</p> <ul style="list-style-type: none"> • Setting Up • The Interface • Managing Palettes • Working With Photoshop Tools • Working With Layers 	<p><u>CorelDraw:</u></p> <ul style="list-style-type: none"> • Introduction to various versions, concepts and applications of Corel Draw <p><u>Photo Shop:</u></p> <ul style="list-style-type: none"> • Introduction to various versions, concepts and applications of Photoshop
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Tools & Equipment

Hardware

- PCs With latest configuration
- Laser Printer

Software

- Microsoft Windows
- PageMaker Latest Version
- Adobe Photoshop latest version
- Corel Draw