



Information Booklet

Course Name:
Desk Top Publishing
Course Code: B7



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PageMaker

1. Introduction:

This course is designed to impart professional level IT knowledge. This course will breed computer literacy among the masses and help the people to bridge the digital divide. This course comes under the graphic designing with a wide range of career options in print media as well as web media. Plenty of employment opportunities are available at each level.

2. Eligibility:

A minimum educational qualification of being 10th Pass or B1/B2 from ITKC

3. Duration:

150 Hours. Two Hours each day

- Theory 30 hours
- Practical 120 hours

4. Course Details:

Type of course	Professional IT Course
Syllabus	<p>A. PAGEMAKER –</p> <p>1) INTRODUCTION:- Introduction to Desk Top Publishing, Introduction to Page Maker Advantages, Using the Mouse, Components of the Page Maker Window</p> <p>2) CREATING A NEW DOCUMENT:- Setting the Margins, Setting the Page Size, Changing the page Orientation, Setting Page Numbers, Changing the Page Size view, Creating New Document Windows: Displaying the Rulers, Changing the Rulers, Using Rulers, Using Guidelines, Positioning Guidelines, Adding Guidelines to Master Pages, Aligning to Guidelines, Displaying Guidelines, Locking Guidelines, Formatting Types: Changing Font Families, Changing Font Sizes, Changing Typeface Style, Changing Character Specifications : Changing Type leading, Changing Character Widths, Changing Tracking, Changing Type Options, Saving Your Document: Saving a new Document, Saving an existing Document, Saving a Document as another document, Reverting to a Previously Saved Version, Developing Paragraphs: Typing Text, Adding special Characters to Text, Aligning Text, Formatting paragraphs: Changing Indents, Changing the space around Paragraphs, Changing paragraph Alignment, How Paragraphs Break Between Pages and Columns, Adding lines Above or Below Your Paragraphs</p> <p>3 INTRODUCTION TO CREATING FRAMES:- Converting Other Objects to Frames, Threading and Unthreading Text, Threading additional Text, Threading Text to Different Page, Unthreading Text Blocks, Rethreading</p>

Text Blocks, Making Text Blocks Disappear Without Deleting them, Selecting and Dragging Text, Editing Deleting Text, Cut, Copying, Pasting Text, Viewing the Contents of Clipboard, Using Undo and Revert, Inserting and Removing Pages: Inserting and Removing Pages, Adjusting Spacing of Characters, Words, Lines: Adjusting, Spacing and Leading, Setting and changing Tabs.

4. Introduction to Auto Flow, page maker Plug-Ins, Drop Cap, Change Case, Bullets and Numbering.
5. **ADDING DESIGN ELEMENTS- INTRODUCTION:**-Adding Graphics to your Document, Adding Lines, Changing Lines Specifications, Adding Shapes, Changing Shape specifications, Changing Line and fill, Specifications together (Fill and Stroke), Changing Round Corners, Creating Drop-Shadow, Boxes, Text wrap, Changing page maker Options: Adjusting Margins, Setting and Adjusting Columns, Setting Unequal Width Columns, Creating headers and Footers, Creating Graphics in page maker, Rotating Text, Skewing and Mirroring objects with Control Palette, Importing Graphics into page maker: Placing, Sizing, aligning Graphics, Cropping Graphics.
6. **SETTING UP TEMPLATES:**-Setting Up Master page Templates, Creating Custom Page Sizes, Creating Custom Borders, Creating a News Paper Template, Creating New master Pages, Saving an existing Page As a Master Page, Setting UP Custom Styles: Defining Styles, Creating, Editing, Removing Styles and Copying Styles.
7. **INTRODUCTION TO USING LAYERS:**-n- Layers Palette, Moving and creating objects, Introduction to Printing- Selecting a Printer, Printing your Document, printing Document Dialog Box Options
8. **ADDING COLOR:**-Introduction – Using Page Makers Default Color Palette, Opening Color Palette, Adding color to Text, Working with Color Graphics, Defining Custom Colors, Creating Text Screens
9. **DEVELOPING LONG DOCUMENTS:**-Introduction, Using Story Editor: Opening Story Editor, How the Story Editor names, Tories, Switching between Story Editor and Layout Editors, Closing Story Editor and Placing the Story Editor, Differences between Story Editor and layout Editor
10. **SPELLINGS:**-Starting the speller, Correcting Misspelled Words, Correcting Duplicate Words, Adding Words to the different Dictionaries, Correcting Duplicate Words, Using find Feature, Using the change Feature, Creating an Index, Using page Maker Help

Project work

B. PHOTOSHOP CS3-

1) Introduction to Photoshop CS3:-Introduction, Starting Photoshop CS3, Minimum System Requirement, What's New in the Version CS3, Menu Commands, File Menu, Edit Menu, Image Menu, Layer Menu, Select Menu, Filter Menu, View Menu, Window Menu, Help Menu.

2) Tools of Photoshop CS3:-Introduction, Rectangular Marquees, Move Tool,

Lasso Tool, Magic Wand Tool, Cropping Tool, Slice Tool, Airbrush Tool, Brush Tool, Clone Stamp Tool, History Brush Tool, Eraser Tool, Paint Bucket Tool, Blur and Sharpen Tool, Dodge Tool, Path component Selection Tool, Type Tool, Pen Tool, Rectangular Marquee Tool, Notes Tool, Eyedropper Tool, Hand Tool, Zoom Tool, Healing Brush Tool

3) Using Paints and Colours in Photoshop CS3:-Introduction, Colour tools, Colour picker, The Colour Palette, The Swatches Palette, Adding new colours, Saving Foreground as a Swatch, Blending Modes, Smudges, Focus Tool, The Toning Tools, Different Media, Watercolour, Oil Painting, Pencil Filters, Chalk and Charcoal Filters, Undetanding Colours, RGB Model, CYMK Model, HSB Model, CIE Lab, Working Models, Bitmap and Grayscale Mode, Indexed Colours

4) Working with Masks and Layers in Photoshop CS3:-Introduction, Layers, Creating a New layer, Hiding and showing of layers, Working with Multiple Layers

5) Using Transformations in Photoshop CS3:-Introduction, Resizing an image, Resizing a canvas, Resizing a Selection, Rotating, Transforming Image Manually

6) Playing with Text in Photoshop CS3:-Introduction, Layer Effect Working with Text Type, Creating Text to a Curve

7) Working with Images in Photoshop CS3:-Introduction, Combining two images, Restoring the Damaged Areas, Applying a Sepia Tone, Modifications of Pictures, Vignettes and Edges, Creating Edge Masks, Creative Vignette Edges

8) Applying Special Effects in Photoshop CS3:-Applying a Radial Blur, Adding Noise Texture, Creating Halftone pattern, Blending Modes, Applying Ripple Effect, Creating Lighting Effects

9) Keyboard Shortcuts of Photoshop CS3

Project Work

5. Fee:

Rs. 5,000 (exclusive of Service Tax)