

INDIRA TECHNICAL EDUCATION SOCIETY, NASHIK

CERTIFICATE COURSE DESKTOP PUBLISHING (DTP)

EXAM SCHEME: THEORY PAPER 100 MARKS – 3 HRS.
PRACTICAL 100 MARKS – 2 HRS.

[DTP / ADTP – I / DGA - I]

THEORY SYLLABUS

1) PageMaker – I

Process Overview, Environment, Toolbox, Dialog Box, Working with Ruler & Guides, Additional Help Resources, Working with Text, Text option, Using Story Editor, Printing.

2) PageMaker – II

Layout Solutions Working with Leading, Advance Character Formatting, Insertion & Removing Pages, Working with Columns, Graphics: An Overview, Drawing with PageMaker, Working with Graphics, Getting started with Colors, Creating Color Library.

3) PageMaker – III

PageMaker Styles, Using Master Pages, Using PageMaker Templates, Working with the Add Continued Line, Balancing Columns, Applying Case of Text, Working with the Drop Cap, Using the Grid Manager, Using the Build Booklet Plug-In, Using Running Header & Footers, Header & Footer

4) Introduction To Coreldraw

Objects. Vs. Bitmaps, Corel Interface, Corel draw Controls, Working with Menus & Toolbars, Using Zoom & Pan Tools, Working With Dockers & Getting Help.

5) Star-Up & File Handling

Launching CorelDraw, Creating new Document, Opening Document, Importing Graphics & Text, Saving Drawing, Making Backup Files, Exporting Drawings.

6) Select, Move, Copy & Size

Selecting Objects, Moving, Copying, Resizing & Deleting Objects.

7) Complex Shape

Polygon and Stars, Creating Spirals, Drawing Grids and Drawing Perfect Shapes.

8) Nodes & Paths

Three Types of Nodes, Converting an Object to Curves and Working with Nodes.

9) Line & Curves

Using the Freehand Tool, Bazar Tool, Setting the Line Properties, Adding Arrowhead, Calligraphic Lines, Cutting Object Apart, Using Eraser Tool and Artistic Media Tool.

10) Page & Document Setup

Page Size & Orientation, Background Setting, Adding & Deleting Pages, Document Navigation and Viewing Document Info.

11)Tools For Precision

Working with the Rulers, Setting the Unit of Measures, Using Guidelines & Grid, Using Status Bar and Aligning Object.

12)Color And Fills

Solid Color Fills and Outline, Using Color Palettes, Using Eyedropper and Paint bucket, Color Management, Creating Fountain Fills, Adding Pattern to Objects, Adding a Textures Fill & Interactive Mesh Fill Tool.

13)Working With Text

Adding Text to a document, Formatting Text, Importing text, Text layout, Embellishing Text.

14)Text Special Effects

Skewing and Rotating Text, Creating Drop Shadows, Fitting Text to Path, Extruding Text and The Neon Effects.

15)Stacking & Layers

Changing the Staking Order and Working with Layers

16)Object Arrangement

Grouping Objects, Locking Objects, Combining & Breaking Objects Apart, Transforming Object and Shaping Objects.

17)Special Effects

Using Envelops, Blends, Adding Perspective, Creating Shadow Objects, The Power clip Command, Interactive Transparency Tool, Interactive Distortion Tool, Interactive, Contour Tool and Lens Docker.

18)Symbols, Clip Art & Bitmaps

Working with Symbols, Using the Scrapbook Dockers, Working with Bitmap Images, Acquiring Images.

19)Printing

Basic Printing, Printing Oversized Drawings, Alternate Printer Paper Options, Using a Service Bureau, Preflight and Print Preview, Creating PDF File.

20)Introduction To Photoshop

Getting Familiar with the Welcome Window, Introducing the Work Area, Working with Palettes, A Closer Look at the Image Window, Navigating Menu Commands.

21)Customizing Adobe Photoshop Elements

Adjusting Color-Management Settings, Choosing Setting in the Preset Manager, Personalizing Your Preferences.

22)Acquiring Images From Scanner And Digital Cameras

Installing Plug-In Files, Adjusting Scanner Settings, Scanning Different Kinds of Images, Scanning the Final Image, Accessing Images on the Camera Saving Images.

23)Creating, Opening & Converting

Creating a New Document, Document Setting for Print, Document Setting for Web Images, Opening and Browsing Image Files and Converting Image Information.

24)Printing Images

Printing Digital Images, Consideration for Printing Images with Text, Improving Printer Output.

25)Photoshop Elements & Color

Color Theory, Computers and Color, Color and Photoshop Elements, Photoshop Elements Color Correction Tools, Color and Composite Images.

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26)Tonal range and color correction.

Introducing Selection Tools, Correcting Tonal Range, Using the Histogram with Tonal Range Tools, Changing Colors with Color Effect Tools, Replacing Colors, Introducing Color-Correction Tools, and Color-Correction Variations.

27)Applying Filter And Effects

Previewing Filters and Effects, Introducing Blur Filters, Introducing Filter Effects with Toolbox Tools, Variation with Blur Filters, Applying Artistic Filter, Exploring Effectcs.

28)Working With Layers & Layer Style

Introducing the Layers Palette, Introducing Fill Layers, Introducing Adjustment Layers, Correcting Images with Layers, Merging Layers.

29)Adding Text & Shapes To Images

Introducing the Type Tool, Adding Graphics to an Image, Drawing and Painting Tools, Creating Transparent Text, Modifying Custom Shapes.

30)Repairing Images

Repairing Folds and Tears, Fine-Tuning the Image, Rebuilding a Damaged Photo.

GUIDELINE FOR PAPER SETTER

- Q. 1. : Compulsory and objective type. 20 Marks.**
- Q. 2. to Q. 7. : Candidate has to solve any Five out of these Six. 16 Marks each**

WEIGHTAGE

Topic 1,2,3,4,5,6,7,8,9,10: 35% Topic 10,11,12,13,14,15,16,17,18,19,20: 35%
Topic 21,22,23,24,25,26,27,28,29,30: 30%

RECOMMENDED TEXT

