DESKTOP PUBLISHING (DTP)

Introduction:- Introduction , characteristics of computers, History of computers, Generations of computers, Classification of computers, Architecture of Computers, computer architecture and I/o Devices, Basic Structure Of Computer, Random Access Memory (RAM), Flow Of Information, Memory Size, Input/Output Units, Description Of Computer Input Dives, Key to Floppy data entry system, Floppy Disk Input Unit, Magnetic Hard Disk, Floppy Disk Drive, (3Theory, 6hrs OJT)
Familiarization of various components & connections.

Windows To Start a Program, To Start MS-DOS, Windows, To shutdown your computer, To find a file or folder, To delete a file or folder, To create a folder, To Change the name of file or folder, To print a document, Browsing using Internet Explorer, To move an icon, Switching applications, To permanently display the taskbar. (2 Theory, 9 hrs. OJT) Other utilities.

Ms-Office Microsoft – Word : To create a new file, To Create a new Document, To open a document, Saving a document, To find a word in the document, To correct spelling and grammar, to change the page margins, To count words & liner in a document, To add a command or other item to a menu, adding page numbers, header and footers, mail-merge, using header source for a mail-merge, styles, paragraph spacing, adding orders, to keep paragraph together, set tabs stops with header characters, comment mark macro, pictures, create hyperlink, create bookmark, add a bookmark, sort, formula, insert table, protect docutement, background, printing, (6 Theory, 18hrs., OJT).

Pagemaker   Introduction to pagemaker adjustment of papar Setting, create layout, explanation about tool box Selection of paper size, utilities :- add continue line, balance coloms, create key line, bullet and numbering, group ungroup, lock unlock, creat page numbers, creat colour library, spell check,links, links info. Format : auto leading, set width, alignment creat custom font, and creat custom colors, Elements : creat round comers, image control, control palette, color palette, table-editor, (30 hrs. OJT)

Corel Draw 11   Introduction to corel draw, features of corel draw, tool box, text format, fit text to path blend effects, envelope rollup, presets, creat symols, creat arrows, creat colors, node edit, background, settings, wire frame, import file, special preferences,(24 Theory,72 hrS, OJT)

Photoshop 7.0   Painting & editing : opening a file, working with palettrs, using with layers palette, using the painting editing tools, sumding a selection, saving a paletters, Selections : tool overview, selecting with the magic wand tool, selecting with the lasso tool, saving & loding selections, transforming a selection, adding a text, cropping the image, promotional place : creating and viewing layers, rearranging layers, changing the mode of a layers, feathering a selection, defining and filling with a pattern, linking layers, adding a layer effect to a type layer, flatting and saving files, using paths : drawing curved paths, filling a path, combing straight and curved lines making a path into a selection, drawing a path around an at work, creating a clipping group, adding adjustment layers, adjusting hue & saturation, removing layer masks, save layered files, understanding color : making color corrections, using the variations command adjustment color with the level command, adjusting color with the curves command, making selective color corrections, lightning, darkening & suturing areas. (20 Theory, 12 hrs. OJT)