

ADOBE PAGEMAKER 7.0

DAY	CHAPTER	TOPICS	HOURS
Day 1	Introduction to PageMaker, Uses of PageMaker, Explanation about Structure.	<ul style="list-style-type: none"> • visiting cards, wedding cards, loose letters, brochures, and booklet creation purpose 	1
Day 2	Creating Page numbers, Use of Master Pages, and Creating Master pages. Saving files in different file formats	<ul style="list-style-type: none"> • Bill book creation • Publication template • A copy in 6.5 formats 	1
Day 3	About Tools in PageMaker	<ul style="list-style-type: none"> • Pointer Text tool Rotating tool • Cropping tool Rule tool Line tool • Rectangle tool Normal Rectangle • Frame rectangle Ellipse tool • Normal ellipse Frame ellipse • Polygon tool Polygon Frame tool • Zoom tool Hand tool 	1
Day 4	Text formatting and word processing	<ul style="list-style-type: none"> • open an original doc • copy of selected 	1
Davy 5	Exporting document s in to PDF and HTML Files, Importing Pictures, taking printouts	<ul style="list-style-type: none"> • Text properties 	1
Day 6	About Print settings and resolutions, inserting tables, importing charts and presentations	<ul style="list-style-type: none"> • importing charts and presentations 	1

DAY	CHAPTER	TOPICS	HOURS
Day 7	About Columns and guides, inserting data using auto flow	<ul style="list-style-type: none"> • Paper Size • Paper type • Page Options • Facing pages 	1
Day 8	About adobe Table	<ul style="list-style-type: none"> • Adobe PDF • Html • Graphic • text 	1
Day 9	Numbering pages in a multiple-publication document	<ul style="list-style-type: none"> • Indexing a publication 	1
Day 10	Creating index entries Generating an index Creating a table of contents	<ul style="list-style-type: none"> • Tips for planning a long document 	1
Day 11	Wedding Card, Visiting Card, Booklets, advertisements, Brochures	<ul style="list-style-type: none"> • About Data Merge, Using Scripts 	1
Day 12	Balance columns To make two or more columns align Build Book let	<ul style="list-style-type: none"> • Bullets and numbering • Change case 	1
Day 13	Display master items To make a nonprinting object	<ul style="list-style-type: none"> • document versions of your publication 	1
Day 14	Headers & Footer Key line	<ul style="list-style-type: none"> • Headers and Footers plug-in 	1

CORELDRAW SYLLABUS

DAY	CHAPTER	TOPICS	HOURS
Day 1	CorelDraw Workspace, CorelDraw terms, Workspace Tools, Application Window, and CorelDraw Basics	<ul style="list-style-type: none"> • Corel draw • Corel Photo paint • Corel rave • Corel trace 	1
Day 2	Use of CorelDraw, About Corel tutor. CorelDraw preferences, increasing undo actions, about Tools, Color palates	<ul style="list-style-type: none"> • Exploring the toolbox • Working with color • Creating custom color palettes 	1
Day 3	Lines, Shapes, and out lines. Drawing Shapes Shaping Objects	<ul style="list-style-type: none"> • Working with lines, outlines, and brushstrokes • Drawing rectangles and squares 	1
Day 4	Drawing ellipses, circles, arcs, and pie shapes	<ul style="list-style-type: none"> • To draw an ellipse or a circle by dragging diagonally 	1
Day 5	Objects, symbols and layers Working with Objects Working with layers	<ul style="list-style-type: none"> • Selecting objects • Transforming objects • Copying, duplicating, and deleting objects 	1
Day 6	Colors and Fills Working with Fills Filling Objects	<ul style="list-style-type: none"> • Managing color for display, input, and output • Understanding the Color Management dialog box 	1
Day 7	Special Effects Using Lens with Objects Applying Lens, Editing Lens	<ul style="list-style-type: none"> • Brighten • Color add • Color limit • Custom color map 	1
Day 8	Adding 3 Dimensional effects to objects. Contouring Objects	<ul style="list-style-type: none"> • Creating 3d text • Contouring objects • To set the fill color for a contour object 	1
Day 9	Changing the transparency of objects	<ul style="list-style-type: none"> • Applying transparencies • To apply a uniform transparency 	1

DAY	CHAPTER	TOPICS	HOURS
Day 10	Adding and formatting text Adding and selecting text	<ul style="list-style-type: none"> • To add artistic text • To add paragraph text 	1
Day 11	Hyphenating text To hyphenate paragraph text automatically	<ul style="list-style-type: none"> • To insert an optional hyphen 	1
Day 12	To modify hyphenation settings	<ul style="list-style-type: none"> • Fitting text to a path • To add text along a path 	1
Day 13	Using writing tools	<ul style="list-style-type: none"> • Capitalize first letter of sentences • Correct two initial, consecutive capitals • Capitalize names of days • Automatic hyperlink • Replace text while typing 	1
Day 14	Working with bitmaps	<ul style="list-style-type: none"> • Converting vector graphics to bitmaps 	1
Day 15	Working with raw camera files	<ul style="list-style-type: none"> • Bringing raw camera files into Corel DRAW 	1
Day 16	Adjusting the color and tone of raw camera files	<ul style="list-style-type: none"> • Color depth • White balance 	1
Day 17	To adjust the color and tone of a raw camera file	<ul style="list-style-type: none"> • Sharpening and reducing noise in raw camera files • To sharpen a raw camera file 	1
Day 18	Printing your work	<ul style="list-style-type: none"> • To set printer properties To print your work 	1