Certificate in Desktop Publishing (DTP)

CCE offers many job oriented computer courses.”Certificate in Desktop Publishing (DTP)” is one of the CCE approved course.The detailed contents of this course is in the attachment.

COURSE CODE : CCE-CC14

ELIGIBILITY : 10th

DURATION : 6 Months

SYLLABUS

Computer Fundamentals

- Introduction To Computers , Types Of Computer , History Of Computer , Generation Of Computer , PC & Its Components , Disk Defragmentor , Categories Of PC , Evolution Of Micro Processors , Registers Of Micro Processors , Basic Components Of Computer System , Input Output& Storage Units , Software , Types Of Software , Types Of Operating System , Categories Of OS , Example Of Utility Program , Programming Languages , Generations Of Programming Language , Application Software , User &Example Of Application Software , Viruses , Types Of Virus , Virus Detection &Prevention , Communication Process , Communication Protocols , Communication Channel/Media , Modem , Components Of LAN , Types Of Internet Connections , Internet& Its Advantages , Internet Services , WWW & Common Technologies of Internet

Windows

Windows XP

- Introduction To Window XP And Its Features , Hardware Requirements Of Windows , Window Structure,Desktop,Taskbar,Start Menu , Working ,With Recycle Bin –Restoring A Delete File ,Emptying The Recycle Bin , Managing Files, Folders And Disk Navigating Between Folders ,Manipulating Files And Folders ,Creating New Folder ,Searching Files And Folder My Computer Exploring Hard Disk ,Copying And Moving Files And Folder from One Drive To Another Formatting Floppy Drive ,Windows Accessories-Calculator ,Notepad ,Paint, Wordpad ,Character Map,Paint

Windows Fundamental

- Windows is an operating system , XP Home Addition , XP Professional Addition , Active desktop , Multi user account , Data protection features , Playing MP3 Sound and XP , Windows desktop fundamental , Desktop , Taskbar , Icons , My computer , My Document , Recycle bin , Folder.

Pagemaker

Adobe Pagemaker

- Components of Pagemaker , ToolBox , Palettes , Working with text

Constructing a Publication

- Creating a new Page , Save publication , Preferences

Edit Text

- Edit Story , Master Pge , Measurement , Ruler & guideline , Pge numbers

Layout menu

- Sorting page , Deleting Pge

Text formatting

- Type Menu , Control Palette , Expert Tracking , Indents And Teb

Element Menu

- Fill , Fill and Stroke , Create a Frame , Arrange , Wrap text Group Object , Image Control , Using PhotoShop Effect , Change the Shape Of Polygon/ Rectangle

Utilities Manu

- Checking Spelling & Grammer , Change Case , Intex Entry

Coreldraw

- Introduction to corel draw , Toolbars , Components of Corel draw

What is New in edit Menu

- Introduction to corel draw , Duplicate , Clone

View menu

- Full screen Preview , Grid and ruler setup

Layout Menu

- Insert page , Delete page , Switching page Orientation , Page setup

Arrange menu

- Introduction , Transformation , Order , Behind , Group , Shaping

Effects Menu

- Adjust , Transform , Artistic Media , Contour , Extrude

Bitmap Menu

- convert to bitmap , Mode , 3d Effect

Art Strokes

- Charcol , Pastels , Pen & ink , Scrap oared , Sketchpad , Watercolor , Blur , Smooth , Color transform , Halftone

Art Stockes

- Edge Detect , Find edge

Creative

- Crafts , Glass black , Sample glass

Distort

- Blocks , swirl

Noice

- Add Noice

Text menu

- Edit text , Fit text to path

Tools & windows

Photoshop

- Introduction to Photoshop , About wark area , Toolbox overview

File menu

- What is new in file

Edit menu

- What is s new in file , Transform & Patten

Image menu

- Mode , Rotate image

Layer menu

- New layer , Layer styles , New fill layer , Add layer mask

Select menu

- Inverse , Feather , Modify , Grow

Filter menu

- Extract , Artistic , Blur , Brush stroke , Distort , Pixel ate , Render , Sharpen , Sketch

Introduction to Quark Express

INTRODUCTION

- Introduction to students and teacher , fill out info card , getting on to the internet , welcome to the cyberclassroom , quarkxpress demonstration , buy (1) IBM ZIP disk , start clipping folder!

THE BASICS

- Quark screen , the mouse , terms , menus , dialog boxes , tool palette , measurements palette , shortcuts , balloon help , measurements systems , bring in favorite advertisements from magazine

CREATING A DOCUMENT

- Launch application , new files , saving , reverting to saved , duplicating a file , modifying page size , open , close and quitting documents

GETTING AROUND THE PAGE

- Changing views , moving through a document , creating a text box , resizing boxes , deleting boxes , moving text boxes , input text , highlight text , delete text , clipboard , frames , insets , rotation , wrapping text , modifying , saving text

FORMATTING TEXT

- Page insertion , import text , insert pages , delete pages , rearrange pages , link and unlink text boxes , indents , leading , tracking , line breaks , paragraph rules , hyphenation , invisibles

TYPOGRAPHY AND PICTURES

- Resizing , fonts , horizontal and vertical alignment , scaling , baseline shift , special characters , creating a picture box , move a picture box , create a bleed , import and resize pictures , cropping , deleting , rotate , easter eggs , odd shape picture boxes , save page as eps

FIRST IN-CLASS PROJECT

- Create a two color mini poster using text and graphics , bring disk

LINES AND STYLE SHEETS

- Style sheets , edit a style , create align , edit a line , move a line , master pages , automatic page numbers , rename master page , apply master page , delete a master page , number sections , get diskette for project 2

COLOR

- Create a spot color , create a process color , edit a color , apply colors , create a blend

LIBRARIES

- Create a library , open a library , retrieve a library , label a library

COLLECT AND PRINT

- Group , modify , lock , duplicate , step and repeat , anchor a box , check spelling , find/change , font usage , suitcase II , bring another favorite design from magazine

REVIEW

- A review of Quark XPress and discussion about "real world" application , get diskette.Bring in your favorite pocket folder.Option : Have your own resume typed.

INTERNET

Introduction to HTML

- Introduction to html , HTML element and tags , Evolution of HTML , Creating HTML document , Body element , Block formatting element , Heading element , Marquee element , Paragraph element , List element , Anchor element , Graphics element , Table element , Form element , Frame element

Java Script

- Introduction to java script , Event in java script , Script element , Functions in java script , variables , Operators , Comment Indicator , Conditional branching Statement , The switch Statement , Loops , Arrays , System defined function , Catching Errors , Cookies , Event handles , Object Hierarchy model

VB Script

- Introduction to VB Script , Variables , Operators , Conditional branching statement ,Conversion functions , Predefined functions , String handling functions , Data type functions , Date Function

Dynamic HTML

- DHTML features , Event , DHTML property , Example of DHTML , Style Sheet , Cursor CSS properties , The inner HTML property , The Div element , Text Positioning , Multi media effectsMacromedia Dream viewer