

## Course Overview

The Certificate in DTP is a curriculum for skill creation. It is a vocational training programme, in other words. In areas such as computer applications, DTP software, printing technology, graphic design, etc. the curriculum will train you.

**Duration:** 3 Months

## Course Content

### MS-Windows

- Introduction to Computer
- Computer Basic
- Creating Folder
- Directories

### PageMaker

- Type Settings for Publication,
- Page Layout, Word Wrapping,
- Grouping, Merging two or more files,
- Creating columns, Tab settings,
- Paragraph settings, Hyphenation,
- Paper Style, Index & Table of Contents,
- Fonts, Mixing Text & Graphics,
- Linking objects, Printing facility.

### CorelDraw

- Logo Designing, Frame Settings
- Graphical Tools, Bitmap & Shadow Effects
- Special Effects such as Perspective
- Blending, Text Settings into objects
- Alignment Setting
- Tabs, Power Line
- Power Clip
- Contour
- Import & Export Facility

### Photoshop

- All Tools (Marquee Tool, Magnetic Tool, Slice Tool, Patch Tool, Clone Stamp Tool, Gradient Tool, Smudge Tool, Blur Tool, Text Tool etc.)
- Fill, Stroke Option
- Histogram, Group, Ungroup
- Lock Object, Color Range
- Feather, Modify,
- Grow, Filter
- Liquify, Artistic
- Blur, Video Option etc.