

INFORMATIVE TRAINING COMPUTER CENTRE

OPP- Maa Laxmi Plaza, Sahu complex

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Jharkhand

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Software Development

AND

Training Centre



Page Maker 6.5

1. Creating a New Document

- Setting the Margins
- Setting the Page Size
- Changing the Page Orientation
- Setting the Page Numbers
- Changing the Page size view
- Displaying Rulers
- Changing the Rulers Measurement System
- Using Rulers
- Using Guides
- Adding Guide lines to Master Pages
- Aligning to Guidelines
- Displaying Guidelines
- Locking Guidelines

2. Entering Text

- Changing the font Families
- Changing font size
- Changing typeface styles
- Changing Character Specifications
- Changing type leading
- Changing character width
- Changing tracking

3. Saving your document

- Saving a new document
- Saving Existing Document
- Saving a document as another document
- Reverting to a previously saved version

4. Developing a Paragraph

- Typing a text
- Adding special character to text
- Aligning text

5. Formatting Paragraph

- Changing Indents
- Changing the Space around paragraph
- Changing Paragraph Alignment
- Controlling How paragraphs break between pages and columns
- Adding lines above or below your paragraph

6. Creating a Frame

- Converting other objects to Frames
- Selecting text & Dragging Text

7. Editing Text

- Cutting , copying and Pasting Text
- Using Undo & revert
- Inserting & Removing pages
- Adjusting Hyphenation
- Adjusting Indents and Tabs
- Setting and Changing Tabs
- Setting and Changing Indents
- Settings the Leader Style
- Resetting the Tab Ruler
- Adding Shapes
- Changing lines and fill specifications
- Changing Round Corner
- Creating Header & Footer
- Defining Style

- Creating a new style
- Editing a style
- Removing Style
- Copying style
- Applying style to text
- Changing style
- Developing a long Document
- Using Story Editor
- Switch between story editor and layout editor
- Closing the story editor and placing the story
- Checking your spelling
- Using find feature
- Using Color
- Opening a color palette
- Adding color to text
- Defining a custom colors
- Printing
- Printing your document
- Printing a proof copies
- Setting paper options

Coral Draw X4

1. Introduction of CorelDraw
2. The CorelDraw Menus
3. The Draw Toolbox
 - Using the Drawing Tools
 - Using the Zoom Tool
 - Using the Text Tool
 - Using Pick Tool
 - Using node editing (Shape) Tool

- Using the Outline Tool
- Using Fill tool
- Arranging Objects
- Layering
- Combining and Grouping Objects
- Stacking Order
- Aligning Objects

4. Type Casting

- Typeface or Font
- Types of Typeface
- Using and manipulate type in CorelDraw
- Using Fonts in your Drawings and in other Documents
- Colour & Fills
- Colour Scheme
- Colour Models
- Using Colour in your document
- Using Colour in presentations
- Using Fills , Texture and patterns

5. Special Effects

- Using Envelops
- Using extrude
- Using blend
- Using Lenses
- Using perspective
- Rotating and skewing objects with transform Roll-up

- Stretching and mirroring

6. Printing Your Document

- Save & Close & open file
- Export file

Photoshop

1. Introduction of PhotoShop

- Creating a New File.
- Main Selections
- Picking color
- Filling a selection with color
- More ways to choose colors and fill selections
- Painting with paintbrush tool
- Using the magic wand tool and applying a filter
- Saving your document
- Color Mode
- Gray Scale Color Mode
- RGB Color Mode
- CMYK Color Mode
- Bitmap Mode
- Open a file
- Preference
- Foreground & background
- Changing Foreground and Background colors
- Using the Large color selection Boxes and small color swatches
- Using the Eyedropper tool to sample Image color
- Changing the Foreground Color While using a Painting Tool

- Using Brushes
- Millions of Brushes in One!
- Selecting the Brush Shape
- Drawing a vertical and Horizontal Straight lines with any brush
- Drawing connecting Straight Lines (at any angle) with any brush
- Creating a New Brush
- Saving Brushes
- Loading Brushes
- Creating a Custom Brushes
- Using the Painting Modes

2. Fade

- Airbrush Options
- Pencil Options
- Rubber Stamp Options
- Rubber stamping an Aligned Clone
- Rubber Stamping, Impressionist Style
- Using line tool
- Using the Editing Tool
- The Smudge Tool
- The Blur and Sharpen Tool
- The Dodge / Burn Tool
- Shadows, Mid-tones and Highlights
- Selection Tools
- Making Rectangular and Square Selections
- Feathering a Selections
- Lasso Features
- Lasso Options
- Making selections by color or Gray Scale value using the Magic Wand

- Moving an anchor point or Direction point to change the shape of curve
- Adding and Removing Anchor points
- Moving Path
- Saving, Loading and Creating New Path
- Filling & Stroking Path
- Introduction of layers
- Creating & editing New layers
- Adding a background
- Creating Layer Mask
- Layer Masks
- Adjustment Layers
- Adding Fills and Gradients
- Filling with paint bucket tools
- Filling type with grading Fills
- Applying Filters
- Blur Filters
- Render Filters
- Sharpen Filters
- Sketch Filters
- Texture Filters
- Other Special Filters
- Printing your document
- Save your file
- Save file as a JPEG, TIFF, GIF, PNG

CERTIFICATION

Certificates will be provided to each successful participant at the end of the training.

In case of any clarification please feel free to get in touch with us.

Thanks and Regards

ITCC

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***Conditions Apply**