

## **GGN KHALSA COLLEGE, LUDHIANA**

### **Certificate Course in Desktop Publishing**

#### **Section –A**

#### **INTRODUCTION TO COMPUTERS/WINDOWS**

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.

#### **Section-B**

#### **CORELDRAW**

Introduction to corel draw , Toolbars , Components of Corel draw, Introduction to corel draw , Duplicate , Clone, Full screen Preview , Grid and ruler setup, Insert page , Delete page , Switching page Orientation , Page setup, Introduction , Transformation , Order , Behind , Group , Shaping, Adjust , Transform , Artistic Media , Contour , Extrude, convert to bitmap , Mode , 3d Effect, Charcol , Pastels , Pen & ink , Scrap oared , Sketchpad , Watercolor , Blur , Smooth, Color transform , Halftone, Edge Detect , Find edge, Crafts , Glass black , Sample glass, Blocks , swirl, Add Noice, Edit text , Fit text to path.

#### **Section-C**

#### **PHOTOSHOP**

Introduction to Photoshop , About work area , Toolbox overview, What is new in file, What is s new in file , Transform & Patten, Mode , Rotate image, New layer , Layer styles , New fill layer , Add layer mask, Inverse, Feather , Modify , Grow, Extract , Artistic , Blur , Brush stroke , Distort , Pixel ate , Render ,Sharpen , Sketch

## **Section-D**

### **INTERNET**

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.