



MAA SARASWATI EDUCATION

**BALAJI COMPUTER**

**& TECHNICAL INSTITUTE – GUTHANI (SIWAN) 841435.**

COMPUTER

Duration :- 02 Month

PageMaker

( Adobe PageMaker )

Introduction of DTP and Adobe PageMaker

Objectives

Adobe PageMaker Topics

- + Open the Adobe PageMaker.
- + Menu Bar & Using The Help.
- + Using The Icons Below Menu Bar ( Formatting Bar ).
- + Opening and Closing the PageMaker Documents.
- + Save and Save As , Document Setup Option.
- + Page Setup or Printing of Documents.
- + Page Size and Page Margins.
- + Toolbox (All tools :- Text, Rotating, Pointer, Rectangle, Oval, Hand etc.)
- + Undo and Redo, Cut, Copy and Paste.
- + Objects, Images, Color Pallets or Master Page.
- + Photo Framing, Fort Folio, E-Mail the Create Documents.
- + Setting the font, Font Size and Style, Leading, Expert Tracking, Alignment.
- + Control Palette, Window Menu :- Show/Hide the Tools/Colors/Styles/Layers.
- + Column Guide, Insert Page, Remove Page, Sort Pages, Go to Page, Go Back.
- + Paste Multiple, Insert Object, Polygon, Bullets and Numbering.
- + Drawing Tools, Editing and Formatting Text.
- + Importing Graphics, Working with Objects, Utilities, Story.
- + Shortcut in Adobe PageMaker etc.

**( Project Work & Assignment )**

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