



MAA SARASWATI EDUCATION

BALAJI COMPUTER

& TECHNICAL INSTITUTE – GUTHANI (SIWAN) 841435.

COMPUTER

Duration :- 03 Month

DTP

(Desktop Publishing)

Module :- I Computer Fundamental

- ❖ Introduction of Computer, Monitor, CPU, Keyboard, Mouse, Printer, Binary Number System, Memory, Input, Output, Processing etc...

Module :- II MS-Window

- ❖ MS-Windows 7/8/10 (Paint or WordPad....

Module :- III Adobe PageMaker

- ❖ Getting Started with PageMaker, Introduction Basics of PageMaker, Grids Rulers and Guides, Creating a New Document, Working with Text, Formatting Text, Working with Color, Locking Objects, Publishing and Printing Your Documents, Create Marriage Invitation Card , Pamphlet - Design, Handbill, Receipt etc.....

Module :- IV Adobe Photoshop / Photoshop

- ❖ Getting Started with Photoshop, Photoshop Basic, Photoshop Learning Tools, Photoshop Image Effects, Artistic Effects, Black & White, Photoshop Text Effects, Photoshop Frame and Borders, Photoshop Textures & Patterns, Create Best Photo, Color Setting, Adjustment, Layer, Filter, Liquify etc.....

Module :- V CorelDRAW Graphics Suite – Corel R.A,V.E. 3

- ❖ Getting Started with CorelDRAW, Vectors and Bitmaps, Set View, CorelDRAW Basic Toolbox, Line & Character Spacing, Create Column, All About CorelDRAW Pattern Fills, CorelDRAW Objects, CorelDRAW Shortcut Key, Create any Design as Logo, Graphics, Vector Graphics, Imaging and Textures Patterns etc.....

(Project Work & Assignment)

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