

## Syllabus of KLiC DTP (Adobe & CorelDraw)

### Detailed Syllabus:

- \* Purpose of Learning DTP
- \* Getting introduced to the DTP Course
  - \* Understanding what Desktop Publishing is
  - \* Knowing where DTP is used.
  - \* Understanding who uses DTP.
  - \* DTP in marketing: importance and usage
  - \* Learning DTP formats and outputs
  - \* Taking real-life examples of DTP
  - \* Understanding print and online in DTP
- \* Learning about tools for DTP
- \* Working with images
- \* How to choose images
- \* Understanding and using the image Resources
- \* What are copyrights?
- \* Learning about Adobe Photoshop CC
  - \* Learning Adobe Photoshop CC features and tools
    - \* Editing and creating photos quickly
    - \* Other important enhancements
    - \* Creative Cloud Docs
- \* Getting started with Photoshop.
  - \* Introduction to the basics of Photoshop
    - \* Introduction to Photoshop
    - \* Pixels and Resolution
    - \* Introduction to basic tools
- \* Exploring Adobe Photoshop workspace and customization
  - \* Photoshop Interface
  - \* Organizing
  - \* Saving
- \* Image, Color Modification Understanding
  - \* Image Modifications
  - \* Color Modifications
- \* Mastering Adobe Photoshop tools
  - \* Using the basic tools
  - \* Using the selection tools
  - \* Using the drawing and coloring tools
- \* Learning to use the tools of Adobe Photoshop
  - \* Exploring drawing and coloring tools
- \* Case Study - Black & White to Color
  - \* Coloring black and white design
  - \* Finishing up the coloration work
- \* Learning to use the tools of Adobe Photoshop
  - \* Using the advanced tools
  - \* Using the text tools
- \* Let's learn more about Photoshop.
  - \* Learning more about Adobe Photoshop
- \* Advancing in Adobe Photoshop skills

- \* Using the Brush and Paint
  - \* Using the Brush presets
  - \* Using the Colors, and Shapes
- \* Working with Selections
  - \* Making selections with different tools
  - \* Modifying an Existing Selection
  - \* Saving and Loading Selections
- \* Scaling
  - \* Using the Transform tool
  - \* Using the Content Aware Scaling Tool
- \* Knowing the Layers
  - \* Working with layers
- \* Case Study - Photo Collage
  - \* Learning to create a Photo Collage
- \* Discovering Filter Gallery filters
  - \* Using filters and effects in Photoshop
- \* Case Study - Greeting Card
  - \* Creating Greeting Card in Photoshop
  - \* Modifying, completing Greeting Card design
- \* Identifying, applying color adjustments
  - \* Discovering color levels and adjustment levels
  - \* Mastering the color adjustments
- \* Identifying and applying the new color adjustments
  - \* Additional color adjustments: Understanding
- \* Case Study - Photo Manipulation
  - \* Manipulating a photo in Adobe Photoshop
  - \* Completing photo manipulation in Adobe Photoshop
- \* Learning the basics of CorelDRAW
  - \* Understanding what CorelDRAW is
  - \* Exploring the CorelDRAW user interface
  - \* Understanding the Basics in CorelDRAW
- \* Getting to learn more about CorelDRAW.
  - \* Working with the Page Set-Up
  - \* Working with files and documents
- \* Getting Started with CorelDRAW
  - \* Knowing and using the basic controls
- \* Understanding the Color Palette
  - \* Understanding the Viewing Options
  - \* Understanding the psychology of colors
- \* Exploring the Color Palette in CorelDRAW
  - \* Understanding what Harmonious colors are
  - \* Working with colors
  - \* Working with the Color Palette
  - \* Exploring the use of various color fills
- \* Working with Objects in CorelDRAW
  - \* Working with other Fill tools
  - \* Manipulating the objects
- \* Working with Objects in CorelDRAW
  - \* Inserting and formatting text

- \* Case Study: Letterhead with Logo
  - \* Learning to design a Letterhead with Logo
- \* Working with Objects in CorelDRAW
  - \* Settings for Typing in Shree-Lipi
- \* Case Study: Visiting Card
  - \* Creating a Visiting Card in CorelDraw
  - \* Formatting the Visiting Card in CorelDraw
- \* CorelDRAW controls and features: Understanding
  - \* Working with Layers
- \* Case Study: Sticker
  - \* Designing a Sticker in CorelDRAW
- \* Getting to know other controls and features in CorelDRAW.
  - \* Working with Tables
- \* Case Study: Flex Banner
  - \* Creating a Flex Banner in CorelDraw
  - \* Modifying the Flex Banner design
- \* Case Study: Wedding Card
  - \* Designing a Wedding Card in CorelDRAW
  - \* Wedding Card design: Completing and exporting.
- \* Case Study: Flyer with Coupon
  - \* Designing a Flyer with Coupon
  - \* Completing the design of Flyer with Coupon
- \* Learning about the other features
  - \* Studying about Bitmaps
  - \* Going 3D
- \* Meeting the client
  - \* Client Brief
  - \* Content and Graphics
  - \* Marketing Plan
  - \* Look n feel.
- \* How to start designing an output
  - \* What are primary sketches?
  - \* The process of designing an output
  - \* What is a Moodboard?
  - \* Outcome
- \* Printing and scanning basics: Understanding.
  - \* Listing various types of printers
    - \* Printers based on technology: Learning.
    - \* Printers based on characteristics: Learning.
    - \* Learning about the different printer qualities
- \* Case Study: Brochure
  - \* Learning about shapes and designing a Brochure
  - \* Designing Shapes, Completing Brochure design
- \* Learning about the printing concepts
  - \* Learning about the printing terms
- \* Case Study: Product Box Package
  - \* Creating a nice Product Box Package design
  - \* Formatting, exporting Product Box design.
- \* Learning about the printing concepts

- \* Understanding DPI & Resolution
- \* Defining the printing fonts
- \* Identifying the ideal file formats
- \* Learning about the printing technologies
  - \* Identifying various printing methods
- \* Learning about the printing technologies
  - \* Studying Digital Printing vs. Offset Printing
- \* Defining the types of printer papers
  - \* Types of printer papers: Understanding
  - \* Suitable papers for printer types: Understanding
  - \* Attributes of printer papers: Learning
- \* Post Press – Print Project Finishing
  - \* Completing a Print Project
- \* Case Study: Book Cover
  - \* Creating, designing Book Cover in new document
  - \* Finishing Book Cover design
- \* Introduction to another version of CorelDRAW
  - \* Introduction to CorelDRAW
    - \* Introduction to new version of CorelDRAW
    - \* Choosing a workspace in CorelDRAW
    - \* CorelDRAW default workspace: Understanding and use.
- \* Case Study: Newspaper advertising
  - \* Designing an advertisement in CorelDRAW
  - \* Enhancing and completing the Newspaper advertising
- \* Introduction to CorelDRAW
  - \* Customizing Toolbars
  - \* Customizing the Property Bar
  - \* Corel Font Manager
  - \* Customizing Workspace Appearance
- \* Getting to know the new CorelDRAW.
  - \* Design anything easily using CorelDRAW.
  - \* Suitable platforms for using CorelDRAW.
  - \* Design graphics with purpose.
  - \* Bring out your creativity.
  - \* Other enabling tools
- \* Exploring the new features of CorelDRAW
- \* Using CorelDRAW smartly for impressive work
- \* Using the shortcut keys for smart work
- \* Case Study- Hoarding Design
  - \* Objective
  - \* Designing Hoarding in new CorelDRAW document
  - \* Enhancing the Hoarding design
  - \* Summary
  - \* Outcome
- \* Exploring new features
  - \* Enable powerful machine learning.
  - \* Using cutting-edge typography
  - \* Some user-inspired enhancements
  - \* Putting these features into practice

- \* Career opportunities
  - \* Designing field: Various job opportunities
  - \* Requirements to start your designing career.
- \* Introduction to building blocks of publication.
  - \* Role of CorelDRAW in Print Media
- \* Combine Case Study Adobe Photoshop-CorelDRAW
  - \* Case Study - Brochure
    - \* Objective
    - \* Designing Tri-fold Brochure in Adobe Photoshop
    - \* Modifying Tri-fold Design in CorelDRAW
    - \* Summary
  - \* Case Study-Magazine Cover and Back
    - \* Objective
    - \* Creating Magazine Cover and Back Page: Beginning
    - \* Enhancing, exporting Magazine Cover design
    - \* Summary
- \* Case Study-e-Book
  - \* Objective
  - \* Creating an e-Book in Inkscape
  - \* Formatting and completing the e-Book design.
  - \* Summary
- \* Case Study-Business Proposal
  - \* Objective
  - \* Creating a Business Proposal in CorelDRAW
  - \* Modifying, finishing Business Proposal
  - \* Summary
- \* Understanding the objective behind merging data
- \* CSV file and its role in data merging: Understanding
- \* CorelDRAW for data merging: Understanding utility.
- \* Data Merging from a Microsoft Excel document
  
- \* Data Merging from a Microsoft Word file
- \* Data Merging from a PDF file
- \* Getting started with Adobe Illustrator
  - \* Learning the basics of Adobe Illustrator
    - \* Getting introduced to Adobe Illustrator
    - \* Learning about colors in Illustrator
    - \* Basic tools of Illustrator: Introduction
- \* The Working Place
  - \* Getting to know the user interface.
- \* Customizing the designs
  - \* Organizing files
  - \* Saving files
  - \* Understanding Artboards
- \* Tools
  - \* Learning about the Selection tools
  - \* Drawing and painting tools: Introduction
  - \* Efficient use of drawing, painting tools
- \* Tools

- \* Mastering the use of artistic tools
- \* Using artistic tools
- \* Learning best way to use artistic tools.
- \* Learning more tools for drawing, painting
- \* Using the painting and drawing tools
- \* Tools
  - \* Mastering artistic tools and more
  - \* Using new drawing and painting tools
  - \* Discovering the Type tool
  - \* Using the Zoom and Moving tools
- \* Introduction to Layers and its options
  - \* Layers, options for better organization
- \* Case Study- Business Card
  - \* Creating a Business Card
- \* Using Pen, Pencils, and Paths
  - \* Paths and options: Learning more
- \* Using the Brush and Paint
  - \* Exploring the Brushes
  - \* Exploring the Brush Library
  - \* Painting in Illustrator
  - \* Blending in Adobe Illustrator
- \* Mastering the next level in Adobe Illustrator
  - \* Using the specialized tools
    - \* Using the Reshaping tools
- \* Using the specialized tools
  - \* Using the Graph Tools
  - \* Using the slicing and cutting tools
  - \* Using the Symbol tool
- \* Getting Creative with Types
  - \* Using and Modifying a Type
  - \* Using Character and Paragraph Palettes
  - \* Understanding what Area Type is
  - \* Understanding what Path Type is
- \* Using the Symbols
  - \* Learning to use the Symbol option.
  - \* Exploring the Symbol Library
- \* Designing Graphics
  - \* Using Graphics
- \* Designing Graphics
  - \* Applying graphic styles
- \* Using and applying effects and filters
  - \* Applying Effects
- \* Using and applying effects and filters
  - \* Using Effects for enhancement
- \* Playing With Palettes
  - \* Arranging the Workspace
- \* Case Study- Coupon
  - \* Creating a coupon design in Adobe Illustrator
- \* Learning about various color palettes

- \* Printing and its concepts
  - \* Understanding the basics of printing
  - \* Understanding the Artboard printing techniques
  - \* Learning about colors in printing
- \* Exporting the design output
  - \* Exporting documents in different file formats
  - \* Exporting documents for Adobe Applications
- \* Elements of print-ready output for publication
  - \* Understand Illustrator's role in print media.
- \* Working smartly in Adobe Illustrator - I
- \* Using the shortcut keys for smart work
- \* Getting started with Adobe InDesign
  - \* Getting introduced to Adobe InDesign
  - \* Understanding Quick Preview
  - \* Getting Started with InDesign
  - \* Exploring the Workspace
- \* Getting started with Adobe InDesign
  - \* Using Toolbox
  - \* Working with Documents
  - \* Working with Panels
  - \* Getting Help while you work
- \* Creating and Viewing a Document
  - \* Creating a New Document
  - \* Creating a New Document from a Template
  - \* Creating New Document Using Presets
  - \* Setting up a Document
  - \* Using the Zoom and Hand tools
  - \* Working with Rulers
  - \* Working with Guides
- \* Creating and Viewing a Document
  - \* Using Smart Guides
  - \* Using Grids
  - \* Working with the Info Panel
  - \* Creating and Displaying Workspaces
  - \* Changing the Display View
  - \* Using Undo and Redo
- \* Managing the pages and books in an InDesign document
  - \* Using the Pages Panel
  - \* Inserting pages
  - \* Navigating pages
  - \* Deleting or Moving Pages
  - \* Working with Page Spreads
- \* Managing the pages and books in an InDesign document
  - \* Creating Master pages
  - \* Working with Master Pages
  - \* Working with Page Number and Sections
  - \* Working with Chapter Numbers
  - \* Creating and Using Text Variables
  - \* Creating a Book

- \* Managing Books
- \* Creating a Table of Contents
- \* Adjusting Layouts
- \* Inserting and arranging text in InDesign
  - \* Using the Type tool
  - \* Adding Text to Frame
- \* Inserting and arranging text in InDesign
  - \* Threading text
  - \* Editing text
  - \* Using the Find/Change feature
  - \* Working with Glyphs and Special Characters
  - \* Using Spell-check and Language Dictionaries
- \* Formatting and enhancing the text
  - \* Formatting text
  - \* Changing Fonts and Font Size
  - \* Text Leading
  - \* Kerning and tracking
  - \* Formatting paragraphs
- \* Aligning text
- \* Bullets and Numbering
- \* Text Composition
- \* Tabs and indents
- \* Mastering the next level in Adobe InDesign skills
  - \* Placing and working with Graphics
    - \* Placing Graphics
    - \* Placing Multiple Graphics
    - \* Using the Links Panel
    - \* Embedding links
    - \* Editing Original Graphics
- \* Case Study- Flyer
  - \* Setting up Flyer in Adobe InDesign
  - \* Modifying and finishing the Flyer design
- \* Placing and working with graphics
  - \* Setting Frame-fitting Options
  - \* Setting compound paths
  - \* Colorizing images
  - \* Controlling Graphics Display Performance
  - \* Displaying XMP Graphics Information
- \* Inserting and working with objects
  - \* Creating a New Object
  - \* Creating Lines
  - \* Selecting objects
  - \* Using Basic Strokes and Fills
  - \* Using advanced strokes
- \* Inserting and working with objects
  - \* Using Transparency
  - \* Adding Drop Shadows
  - \* Applying Feathering
- \* Case Study- Menu Card



- \* Designing Menu Card using Type tool
  - \* Enhancing, completing Menu Card design creatively
- \* Using Other Effects to Format Objects
- \* Using the Eyedropper tool
- \* Case Study- Brochure
  - \* Create Brochure in Adobe InDesign, set up document.
  - \* Enhancing and completing the Brochure design
- \* Arranging, managing, and transforming objects
  - \* Stacking objects
  - \* Creating a New Layer
  - \* Using Layers
  - \* Nesting Objects
  - \* Editing Frame and Path Shapes
  - \* Understanding Corner Options
- \* Arranging, managing, and transforming objects
  - \* Grouping and Locking Objects
  - \* Aligning and Distributing
  - \* Using Anchored Objects
  - \* Transforming Objects
  - \* Duplicating and Flipping Objects
- \* Working with Points and Paths
  - \* Drawing with the Pen Tool
  - \* Selecting and Moving Points and Segments
  - \* Converting Points
  - \* Adding and Deleting Anchor Points
  - \* Splitting Paths
  - \* Using the Smooth tool
  - \* Using the Pencil Tool
- \* Working with Points and Paths
  - \* Working with Pathfinder
  - \* Joining and Closing Anchor Points
  - \* Reshape Paths
  - \* Creating a Compound Path
- \* Case Study- Book Cover
  - \* Creating a Book Cover in Adobe InDesign
  - \* Finalizing book cover design in InDesign
- \* Applying and Managing Color
  - \* Working With Color Modes
  - \* Applying Color
  - \* Using the Eyedropper Tool
  - \* Working with the Color Panel
  - \* Working with Swatches
  - \* Tints
- \* Applying and adjusting the colors
  - \* Applying Gradients
  - \* Mixing Inks
  - \* Using Colors from Imported Graphics
- \* Inserting and working with Tables
  - \* Creating a Table

- \* Selecting Rows and Columns
- \* Inserting and working with Tables
  - \* Adding and Deleting Rows and Columns
  - \* Formatting a Table
  - \* Formatting Cells
  - \* Adding Headers and Footers
  - \* Applying Table Styles
  - \* Placing Graphics in Cells
  - \* Adding Microsoft Word and Excel Tables
- \* Applying and working with Styles
  - \* Using the Styles Panels
  - \* Applying Character Styles
  - \* Applying Paragraph Styles
  - \* Creating GREP Style
  - \* Creating a Style Group
  - \* Using Nested Styles
- \* Adobe InDesign for bulk output creation
- \* Get job-ready with best software training.
- \* Using Object Styles
- \* Creating Table and Cell styles
- \* Using Quick Apply
- \* Case Study- User Manual
  - \* Designing a User Manual in Adobe InDesign
  - \* Entering content and Finishing up User Manual
- \* Mastering the last level in InDesign
  - \* Finalizing Documents
    - \* Using Custom Dictionaries
    - \* Finding and Changing Fonts
    - \* Using Find and Change
    - \* Searching for Text
    - \* Searching using GREP
- \* Finalizing the InDesign documents
  - \* Searching for Glyphs
  - \* Searching for Objects
  - \* Working with Hyphenation
  - \* Keeping Lines together
  - \* Changing Justification Options
  - \* Changing Case
  - \* Using the Story Editor
- \* Finalizing the InDesign documents
  - \* Adding Footnotes
  - \* Working with Notes
- \* Exporting a document in Adobe InDesign
  - \* Exporting a Document
  - \* Understanding Export File Formats
  - \* Exporting as PDF File
- \* Case Study- News Paper Article
  - \* Designing newspaper article in Adobe InDesign
- \* Exporting document in Adobe InDesign

- \* Exporting as an EPS
- \* Exporting Cross-Media Files
- \* Exporting as a JPEG
- \* Printing and Outputting a Document
  - \* Printing Presets
  - \* Printing a Document
  - \* Setting General and Setup Print Options
- \* Printing an exported document
  - \* Setting Marks and Bleed Options
  - \* Setting Graphics Options
  - \* Previewing Color Separation
  - \* Setting Output options
  - \* Setting trapping options
- \* Printing an exported document
  - \* Setting Advanced Options
  - \* Setting color management options
  - \* Creating a print Summary
  - \* Printing spreads in a booklet
  - \* Using Live Preflight
  - \* Inserting File Information
- \* Setting Preferences
  - \* Setting General Preferences
  - \* Setting Interface Preferences
  - \* Setting Type Preferences
  - \* Setting Advanced Type Preferences
  - \* Setting Composition Preferences
  - \* Setting Units and increments Preferences
  - \* Dictionary Preferences
  - \* Spelling Preferences
  - \* Note Preferences
  - \* Black Preferences
  - \* Story Editor Display Preferences
  - \* File Handling Preferences
- \* Setting preferences to use the application effectively.
  - \* Clipboard Handling Preferences
  - \* Shortcut Keys
  - \* Customizing Menus
  - \* Customizing Plug-ins
  - \* Customizing the Control Panel
- \* Case Study- Magazine Cover Page
  - \* Creating magazine cover page in Adobe InDesign
  - \* Finishing up designing Magazine Cover Page
- \* Getting to know about Adobe InDesign CC
  - \* Updates in Graphic Designing
  - \* Required skills to design graphics.
  - \* Tools for designing.
- \* Exploring new features in InDesign
  - \* Designing graphics rapidly
  - \* Creating quirky designs

- \* Enhancing the document
- \* The SVG image support
- \* Career opportunities for a bright future
  - \* Recruitment and various job profiles
  - \* Being careful and aware
  - \* Requirements to begin a career.
- \* Combine Case Study Adobe Illustrator – InDesign
  - \* Case Study-Entry Pass Design
    - \* Objective
    - \* Designing an Entry Pass in Adobe Illustrator
    - \* Continuing Entry Pass design in Adobe Illustrator
    - \* Completing Entry Pass design in Adobe InDesign
    - \* Summary
    - \* Outcome
- \* Case Study-Creating a book.
  - \* Objective
  - \* Designing a book in Adobe InDesign
  - \* Editing in Photoshop, finalizing in Adobe InDesign
  - \* Summary
- \* Working smartly in Adobe InDesign
- \* Combine Case Study Adobe Photoshop – InDesign
  - \* Case Study- Bill Book
    - \* Objective
    - \* Setting up a document and designing a Bill Book
    - \* Creating and exporting a Bill Book
    - \* Summary
- \* Working smartly in Adobe InDesign
  - \* Using the shortcut keys for smart work
  - \* Shortcuts and Conclusion
- \* Grabbing and merging data in Adobe InDesign
  - \* Understanding the objective behind merging data
  - \* Exploring benefits of data merging in InDesign
  - \* Listing requirements for merging data in InDesign
  - \* Merging data in InDesign using data source file
- \* Understanding more about Data Merging
  - \* Using three tabs in merged document creation
- \* Merging data using other source files
  - \* Merging data with MS Excel document
  - \* Merging data to enter numbers on tickets.
  - \* Merging MS Word and PDF documents in InDesign
  - \* Comparing Print and Data Merge in InDesign
- \* Understanding what asset handling is
  - \* Learning the meaning and objectives
  - \* Exploring InDesign's asset handling capabilities
  - \* Exploring tools for managing assets in InDesign
- \* Choosing the templates smartly
  - \* What are templates?
  - \* Creating visuals using templates in InDesign
  - \* Understanding the benefits of using templates

- \* Finding useful sites for downloading templates
- \* Envato
  - \* Learning what Envato is
  - \* Understanding the use of Envato
  - \* Getting the overview of user interface
  - \* Learning the smart tips for working
  - \* Outcome
- \* Recalling key factors of ready-to-use templates
  - \* Discovering the major factors about templates
  - \* Exploring when to and how to use templates.
- \* Efficient Designing within Deadlines
  - \* Identifying templates for various mediums
  - \* Identifying software using templates for work
  - \* Understanding how templates can ease and speed up your work.
  - \* Outcome
- \* Learning Presenter Media and template use
  - \* What is PresenterMedia and its use?
  - \* Alternatives to PresenterMedia?
  - \* Use of Templates in PresenterMedia
  - \* Use of Templates in other websites
  - \* Interface Overview of PresenterMedia
  - \* Smarter tips for PresenterMedia, other sites
  - \* Outcome
- \* What is Canva and what are its uses?
- \* What are free Templates in Canva?
- \* Essential Elements in Canva
- \* Interface Overview of Canva
- \* Smart tips to work in with Canva.
- \* Combine Case Study Adobe Illustrator – Scribus
  - \* Case Study-Product Manual
    - \* Objective
    - \* Product Manual: Understanding and Designing
    - \* Customizing and finalizing the Product Manual
    - \* Summary
    - \* Outcome
- \* Case Study- Story Board
  - \* Objective
  - \* Beginning to design a storyboard.
  - \* Designing screens in storyboard with page setups
  - \* Summary
  - \* Outcome
- \* Copyright