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DTP

Diploma in Desktop Publication

COURSE CODE : CP-011

COURSE CONTENT & SYLLABUS

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DTP

Diploma in Desktop Publication

COURSE CONTENTS

COURSE CODE – CP-011

ELIGIBILITY : 10TH CLASS & ABOVE

DURATION : 6 MONTH

MODULE – 1

MODULE SUBJECT

INFORMATION TECHNOLOGY

SUBJECT CODE – NFC

COMPUTER FUNDAMENTALS

FUNDAMENTAL OF COMPUTER

OPERATING SYSTEM (WINDOWS XP/W7)

MICROSOFT OFFICE (WORD/ EXCEL/POWER POINT)

MS ACCESS WITH DATA BASE DESIGNING

INTERNET & E-MAIL

HARDWARE & SOFTWARE INSTALLATION

INTRODUCTION OF NETWORKING

TYPES OF NETWORKING

USES OF NETWORKING

ENGLISH & HINDI TYPING

MODULE – 2

MODULE SUBJECT

DESK TOP PUBLICATION

SUBJECT CODE - NAC

INTRODUCTION OF DTP

ADOBE : PHOTOSHOP, PAGMAKER

INTRODUCTION OF NEWSLETTERS, LETTERHEADS,

CORELDRAW

ADVERTISEMENT & VISITING CARDS

INTRODUCTION OF PAGEMAKER

IMPLEMENTATION OF TEXT EDITING, TEXT FORMATTING IN PAGEMAKER

CREATION OF MASTER PAGES IN PAGEMAKER

IMPLEMENTATION OF GRAPHICS & OBJECTS IN PAGEMAKER

MANAGING & PRINTING PUBLICATION IN PAGEMAKER

INTRODUCTION OF PHOTOSHOP

MANAGEMENT OF FILE IN PHOTOSHOP

PROCESSING ON IMAGE IN PHOTOSHOP

TOOLS OF PHOTOSHOP

LAYERS SELECTION & VIEW

IMPLEMENTATION OF FILTERS IN PHOTOSHOP

DIPLOMA IN DESKTOP PUBLICATION

INTRODUCTION OF COREL DRAW

CREATION & SELECTION OF DRAWING

WORKING WITH TEXT

WORKING WITH IMAGE

WORKING WITH PAGE LAYOUT & BACKGROUND

CREATION OF GREETINGS, WEDDING CARDS, POSTER, VISITING CARD & NAME PLATE

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COURSE SYLLABUS

MODULE -1

INTRODUCTION OF COMPUTER

A. FUNDAMENTAL OF COMPUTER

- A-1 HISTORY OF COMPUTER
- A-2 DEVELOPMENT OF COMPUTER
- A-3 TYPES OF COMPUTER
- A-4 INPUT & OUTPUT DEVICE
- A-5 MEMORY
- A-6 PERSONAL COMPUTER

B. OPERATING SYSTEM

- B-1 INTRODUCTION OF WINDOWS XP, 2007, 2008
- B-2 FUNCTION OF OPERATING SYSTEM
- B-3 TYPES OF OPERATING SYSTEM
- B-4 USER INTERFACE (E.G.:-TASKBAR, ICON, START MENU)

C. DESIGN TOOLS & PROGRAMMING LANGUAGE

- C-1 INTRODUCTION OF DESIGN TOOLS
- C-2 INTRODUCTION OF FLOW CHART
- C-3 INTRODUCTION OF PROGRAMMING LANGUAGE

D. MS WORD 2007

- D-1 INTRODUCTION OF WORD PROCESSING
 - D-1.1 STEPS OF WORD PROCESSING
 - D-1.2 OPENING WORD PROCESSING PACKAGES
 - D-1.3 MENU BAR
 - D-1.4 USING SHORTCUT
 - D-1.5 USING BUTTONS/TOOLS
- D-2 OPENING, CLOSING & PRINTING DOCUMENTS
 - D-2.1 OPENING DOCUMENTS
 - D-2.2 SAVE & SAVE AS
 - D-2.3 PAGE SET-UP
 - D-2.4 PRINTING & PREVIEW
- D-3 DOCUMENT CREATION & MANIPULATION
 - D-3.1 DOCUMENT CREATION
 - D-3.2 EDITING TEXT

DIPLOMA IN DESKTOP PUBLICATION

D-3.3 TEXT SELECTION

D-3.4 CUT, COPY, PASTE

D-3.5 TEXT AND PARAGRAPH DELETION

D-4 TEXTS FORMATTING

D-4.1 TEXT FONT & SIZE CHANGE

D-4.2 ALIGNMENT OF TEXT

D-4.3 CASES CHANGING

D-4.4 ALIGNMENT OF PARAGRAPH

D-4.5 SPACING & COLORING OF PARAGRAPH

D-4.6 BULLETS & INDENTATION

D-5 UPADATION OF PAGE LAYOUT

D-5.1 CHANGE OF ORIENTATION OF PAGE

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D-6 VIEW & REVIEW DOCUMENT

D-6.1 CHANGE IN LAYOUT

D-6.2 SHOW/HIDE RULERS & GRIDS

D-6.3 IMPLEMENT ZOOM VIEW

D-6.4 REVIEW OF DOCUMENT SUCH AS CHECKING

SPELLING & GRAMMAR

D-6.5 IMPLEMENT THE ASURUES, COMMENT

D-7 MAILING DOCUMENT

D-7.1 MAIL MERGE PROCESS

D-7.2 PRINTING & SENDING OF MAILS

D-7.3 CREATION OF ENVELOPS, LETTERS & LABELS

D-8 TABLE MANIPULATION

D-8.1 DRAW TABLE

D-8.2 CHANGING CELL WIDTH & HEIGHT

D-8.3 ALIGNMENT OF TEXT IN CELL

D-8.4 DELETION/INSERTION OF ROW & COLUMN

D-8.5 BORDER & SHADING

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E-1.2 SAVING PRESENTATION

E-1.3 PRINTING PRESENTATION

E-2 CREATION OF PRESENTATION

E-2.1 CREATING A PRESENTATION USING A TEMPLATE

E-2.2 CREATING A BLANK PRESENTATION

E-2.3 ENTERING & EDITING TEXT

E-2.4 INSERTING & DELETING SLIDES IN A PRESENTATION

E-3 PREPARATIONS OF SLIDES

E-3.1 ADDING PICTURE, CLIPART, SHAPES

DIPLOMA IN DESKTOP PUBLICATION

E-3.2 INSERT TABLE, CHART, SMART ART, WORD ART

E-3.3 INSERTING OTHER OBJECTS

E-4 FORMATION OF PRESENTATION

E-4.1 WORKING WITH COLOR & TEXTURES

E-4.2 CHANGE FONT & SIZE OF TEXT

E-4.3 CHANGE ALIGNMENT

E-4.4 IMPLEMENT BULLETS, NUMBERING & INDENTATION

E-4.5 SPACING & CASE CHANGE

E-5 VIEW & REVIEW OF PRESENTATION

E-5.1 IMPLEMENTATION OF LAYOUT

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E-6.2 IMPLEMENTATION OF THEMES & BACKGROUND

E-6.3 IMPLEMENTATION OF ANIMATION & SLIDE TRANSITION

E-6.4 IMPLEMENTATION OF MOVIE & SOUND

E-7 SLIDE SHOWS

E-7.1 RUNNING A SLIDE SHOW

E-7.2 TRANSITION & SLIDE TIMING

E-7.3 AUTOMATING A SLIDE SHOW

F. MS EXCEL 2007

F-1 INTRODUCTION OF MS EXCEL

F-1.1 CREATION OF WORKBOOK

F-1.2 OPENING OF SPREADSHEET

F-1.3 SAVING OF SPREADSHEET

F-1.4 PRINTING OF SPREADSHEET

F-2 MANIPULATIONS OF CELLS

F-2.1 ENTERING TEXTS & DATES

F-2.2 EDITING WORKSHEET DATA

F-2.3 INSERTING & DELETING ROW, COLUMN & SHEETS

F-2.4 CHANGING CELL HEIGHT & WIDTH

F-2.5 FORMATTING OF ROW, COLUMN & SHEETS

F-2.6 IMPLEMENTING SORTING & FILTERING

F-3 FUNCTION & CHARTS

F-3.1 USING FORMULAE'S

F-3.2 USING FUNCTION

F-3.3 USING CHART

F-4 VIEW & REVIEW OF WORKSHEET

F-4.1 APPLYING DIFFERENT LAYOUTS OF WORKSHEET

F-4.2 SHOW/HIDE RULER, GRIDLINES, HEADING

F-4.3 VERIFY SPELLING & GRAMMAR

G. MS ACCESS 2007

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- G-1.1 INTRODUCTION OF DATABASE
- G-1.2 INTRODUCTION PRIMARY KEY
- G-1.3 INTRODUCTION OF RELATIONSHIP
- G-1.4 CREATION OF DATABASE
- G-1.5 OPENING & SAVING OF DATABASE
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G-2 INTRODUCTION OF TABLE

- G-2.1 INTRODUCTION OF TABLE
- G-2.2 INTRODUCTIONS OF DATA TYPES
- G-2.3 INTRODUCTION OF TYPES OF DATA TYPES
- G-2.4 CREATION OF TABLE
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G-3 INTRODUCTION OF QUERY

- G-3.1 INTRODUCTION OF QUERY
- G-3.2 CREATION OF QUERY
- G-3.3 OPENING & SAVING OF QUERY
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- G-3.5 FORMATTING OF QUERY

G-4 INTRODUCTION OF FORM

- G-4.1 INTRODUCTION OF FORM
- G-4.2 CREATION OF FORM
- G-4.3 OPENING & SAVING OF FORM
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- G-4.5 FORMATTING OF FORM

G-5 INTRODUCTION OF REPORT

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- G-5.2 CREATION OF REPORT
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- H-1.1 TYPES OF COMMUNICATION
- H-1.2 PROCESS OF COMMUNICATION
- H-1.3 ONLINE & OFFLINE OF COMMUNICATION

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- H-2.1 USING OF E-MAIL
- H-2.2 PROCESS OF SENDING & RECEIVING OF E-MAIL

DIPLOMA IN DESKTOP PUBLICATION

H-2.3 PROCESS OF ATTACHMENT OF DOCUMENT WITH E-MAIL

H-2.4 CREATION & LOGIN PROCESS OF E-MAIL ACCOUNT

H-2.5 DIFFERENT TRANSMISSION MEDIUM

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I-1 INTRODUCTION OF NETWORK

I-1.1 TYPES OF NETWORK

I-1.2 TYPES OF NETWORK TOPOLOGY

I-2 INTRODUCTION OF INTERNET

I-2.1 BASIC STRUCTURE OF INTERNET ARCHITECTURE

I-2.2 INTRODUCTION OF INTERNET SERVICE PROVIDER

I-2.3 INTRODUCTIONS OF INTERNET PROTOCOLS

I-3 SERVICE ON INTERNET

I-3.1 WORLD WIDE WEB & WEBSITES

I-3.2 INTERNET SERVICES

I-3.3 COMMUNICATIONS ON INTERNET

I-4 PREPARING COMPUTER FOR INTERNET ACCESS

I-4.1 ISP'S SUCH AS DIAL-UP/BROADBAND/WI-FI

I-4.2 ACCESS TECHNIQUES

I-5 WEB BROWSERS

I-5.1 INTRODUCTION OF WEB BROWSER

I-5.2 INTRODUCTION OF POPULAR WEB BROWSING SOFTWARE

I-5.3 CONFIGURING WEB BROWSER

I-6 SEARCH ENGINE

I-6.1 INTRODUCTION OF SEARCH ENGINE

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I-6.3 DOWNLOADING/UPLOADING

I-6.4 PRINTING THE WEBPAGE

MODULE - 2

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A-2 INTRODUCTION OF NEWSLETTER & LETTER HEADS

A-3 INTRODUCTION OF ADVERTISEMENT & VISITING CARD

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A-2 IMPLEMENTATION OF PAGEMAKER

A-3 USES OF PAGEMAKER

A-4 WORKING WITH PAGEMAKER

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A-7 INTRODUCTION OF MASTERPAGES

DIPLOMA IN DESKTOP PUBLICATION

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A-10 CHANGING THE VIEW OF PAGES

A-11 IMPORTING TEXT & GRAPHICS

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B-2 OPENING AN EXISTING PUBLICATION

B-3 EDITING IN A PUBLICATION

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B-5 OPENING STORY EDITOR

B-6 FINDING & REPLACING OF A WORD IN STORY

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B-8 CLOSING THE STORY EDITOR

B-9 CORRECTING MISTAKES

B-10 USE OF REVERT OPTION

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C-2 CHANGING FONT

C-3 ADJUSTING THE GRAPHIC ALONG THE TEXT

C-4 CHANGING FONT SIZE & STYLE

C-5 TRACKING & KERNING STYLES

C-6 INTRODUCTION OF STYLE SHEET

C-7 CREATING STYLE SHEET

C-8 SPECIFYING CHARACTER & PARAGRAPH ATTRIBUTES OF STYLE

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- E-2 GETTING FAMILIAR WITH THE TOOLS
- E-3 CREATION OF GRAPHICS
- E-4 DISPLAY COLOR PALETTE
- E-5 ADDING TEXT TO THE GRAPHICS
- E-6 WRAPPING TEXT AROUND A GRAPHICS
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- F-3 INTRODUCTION OF TABLE CONTENTS
- F-4 SETTING HEADING LEVELS FOR TOC
- F-5 CREATING A TOC
- F-6 CREATION OF BOOK
- F-7 PRINTING A PUBLICATION
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- A-2 INTRODUCTION OF PHOTOSHOP PROGRAM WINDOWS
- A-3 INTRODUCTION OF TOOLBOX
- A-4 USES OF TOOLS OF PHOTOSHOP

B. MANAGEMENT OF FILE

- B-1 INTRODUCTION OF MANAGEMENT
- B-2 OPENING FILE IN PHOTOSHOP
- B-3 FILLING COLOR
- B-4 SAVING A FILE
- B-5 ADDING INFORMATION TO FILE
- B-6 SETTING PAGE SETUP
- B-7 ADDITION OF EXTRA FILES IN PHOTOSHOP
- B-8 FILE BROWSING
- B-9 CREATION OF WEB PHOTO GALLERY

C. PROCESSING ON IMAGE

C-1 INTRODUCTION OF PROCESSING ON IMAGE

C-2 CHANGING MODE OF PHOTO

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C-4 MAINTAIN COLOR BALANCE

C-5 APPLY STROKE

C-6 APPLYING FREE TRANSFORMATION

C-7 APPLYING ROTATION, SKEW & SCROLLING

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D-3 FINDING & CHECKING OF WORD

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E-2 USE OF DIFFERENT TOOLS

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F-6 TYPES OF LAYERS

F-7 COLOR BALANCE OF LAYERS

F-8 FEATHER & MODIFIED OF LAYERS

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G-2 TYPES OF FILTERS

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- A-5 DRAW GEOMETRIC FIGURES
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- B-3 SELECTING AN OBJECT
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- B-13 ROTATING AN OBJECT
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- C-2 INTRODUCTION OF ARTISTIC & PARAGRAPH TEXT
- C-3 CREATION OF BOOK COVER
- C-4 FORMATTING THE TEXT
- C-5 ARRANGING OBJECTS
- C-6 ORDERING THE OBJECTS
- C-7 USES OF WEBDINGS

D. WORKING WITH IMAGE

- D-1 INTRODUCTION OF IMAGE
- D-2 TYPES OF IMAGES

DIPLOMA IN DESKTOP PUBLICATION

D-3 IMPORTING IMAGES

D-4 RESIZING, ROTATING & SKEWING IMAGES

D-5 MOVING & CROPPING OF IMAGE

D-6 IMPORTING IMAGES FROM A CD

D-7 ADDING SPECIAL EFFECTS TO BITMAPS

D-8 INTRODUCTION OF 3D EFFECTS

D-9 EXPORTING IMAGE TO OTHER APPLICATIONS

E. WORKING WITH PAGE LAYOUT & BACKGROUND

E-1 INTRODUCTION OF PAGE LAYOUT & BACKGROUND

E-2 CHANGING PAGE SIZE, TYPE, ORIENTATION

E-3 CHANGING THE PAGE LAYOUT & USE OF DIFFERENT LAYOUT

E-4 APPLYING LAYOUT STYLES

E-5 CHANGING PAGE BACKGROUND

E-6 APPLYING BITMAPS TO BACKGROUND

E-7 ADDING PAGE FRAME

E-8 ADDING PAGES

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