

DESKTOP Publishing

Basic Fundamentals

MS-word, Excel, PowerPoint, Front Page

Windows Operating System

Internet & outlook Express

Creating Publications using PageMaker

Construction & Design of a Publication

Editing

Formatting

Graphic Manipulation

Graphic Designing with CorelDraw

Creating Text & Vector Objects,

Special Effects,

Calligraphy,

Creating Symbols,

Styles,

Adjusting & Tracing Bitmap media/images,

Printing

Image Editing using Photoshop

Bitmap media/images and Vector Shapes

Colour Modes and Models

Digital Painting

Layers,

Designing Greeting Card,

Image Retouching, Colour Adjustments

Mask

Filters

Action and Plug-ins

Print

Typing in Vernacular Language

To cater to the needs of the Indian language publishers, this section teaches composing documents in Indian languages using software utilities