



अखिल भारतीय सूचना प्रौद्योगिकी संगठन
All India Information Technology Association
New Delhi

WORK RELATED TO MINISTRY OF INFORMATION TECHNOLOGY (GOVT. OF INDIA)

CERTIFICATE IN DESKTOP PUBLISHING (DTP)

Eligibility : 10th

Duration : 6 Months

Course Code : CR-03

Computer Fundamentals

Introduction To Computers , Types Of Computer , History Of Computer , Generation Of Computer , PC & Its Components , Disk Defragmentor , Categories Of PC , Evolution Of Micro Processors , Registers Of Micro Processors , Basic Components Of Computer System , Input Output & Storage Units , Software , Types Of Software , Types Of Operating System , Categories Of OS , Example Of Utility Program , Programming Languages , Generations Of Programming Language , Application Software , User & Example Of Application Software , Viruses , Types Of Virus , Virus Detection & Prevention , Communication Process , Communication Protocols , Communication Channel/Media , Modem , Components Of LAN , Types Of Internet Connections , Internet & Its Advantages , Internet Services , WWW & Common Technologies of Internet

Windows

Windows XP :-- Introduction To Window XP And Its Features , Hardware Requirements Of Windows , Window Structure, Desktop, Taskbar, Start Menu , Working , With Recycle Bin – Restoring A Delete File , Emptying The Recycle Bin , Managing Files, Folders And Disk Navigating Between Folders , Manipulating Files And Folders , Creating New Folder , Searching Files And Folder My Computer Exploring Hard Disk , Copying And Moving Files And Folder from One Drive To Another Formatting Floppy Drive , Windows Accessories- Calculator , Notepad , Paint, Wordpad , Character Map, Paint

Windows Fundamental :-- Windows is an operating system , XP Home Addition , XP Professional Addition , Active desktop , Multi user account , Data protection features , Playing MP3 Sound and XP , Windows desktop fundamental , Desktop , Taskbar , Icons , My computer , My Document , Recycle bin , Folder.

Pagemaker

Adobe Pagemaker :-- Components of Pagemaker , ToolBox , Palettes , Working with text

Constructing a Publication :-- Creating a new Page , Save publication , Preferences

Edit Text :-- Edit Story , Master Pge , Measurement , Ruler & guideline , Pge numbers

Layout menu :-- Sorting page , Deleting Pge

Text formatting :-- Type Menu , Control Palette , Expert Tracking , Indents And Tab

Element Menu :-- Fill , Fill and Stroke , Create a Frame , Arrange , Wrap textGroup Object , Image Control , Using PhotoShop Effect , Change the Shape Of Polygon/ Rectangle

Utilities Manu :-- Checking Spelling & Grammer , Change Case , Intex Entry



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Coreldraw

Introduction to corel draw , Toolbars , Components of Corel draw

What is New in edit Menu :- Introduction to corel draw , Duplicate , Clone

View menu :- Full screen Preview , Grid and ruler setup

Layout Menu :- Insert page , Delete page , Switching page Orientation , Page setup

Arrange menu :- Introduction , Transformation , Order , Behind , Group , Shaping

Effects Menu :- Adjust , Transform , Artistic Media , Contour , Extrude

Bitmap Menu :- convert to bitmap , Mode , 3d Effect

Art Strokes :- Charcol , Pastels , Pen & ink , Scrap oared , Sketchpad , Watercolor , Blur , Smooth , Color transform , Halftone

Art Stockes :- Edge Detect , Find edge

Creative :- Crafts , Glass black , Sample glass

Distort :- Blocks , swirl

Noice :- Add Noice

Text menu :- Edit text , Fit text to path

Tools & windows

Photoshop

Introduction to Photoshop , About work area , Toolbox overview

File menu :- What is new in file

Edit menu :- What is s new in file , Transform & Patten

Image menu :- Mode , Rotate image

Layer menu :- New layer , Layer styles , New fill layer , Add layer mask

Select menu :- Inverse , Feather , Modify , Grow

Filter menu :- Extract , Artistic , Blur , Brush stroke , Distort , Pixel ate , Render , Sharpen , Sketch

Introduction to Quark Express

INTRODUCTION :- Introduction to students and teacher , fill out info card , getting on to the internet , welcome to the cyberclassroom , quarkxpress demonstration , buy (1) IBM ZIP disk , start clipping folder!

THE BASICS :- Quark screen , the mouse , terms , menus , dialog boxes , tool palette , measurements palette , shortcuts , balloon help , measurements systems , bring in favorite advertisements from magazine

CREATING A DOCUMENT :- Launch application , new files , saving , reverting to saved , duplicating a file , modifying page size , open , close and quitting documents

GETTING AROUND THE PAGE :- Changing views , moving through a document , creating a text box , resizing boxes , deleting boxes , moving text boxes , input text , highlight text , delete text , clipboard , frames , insets , rotation , wrapping text , modifying , saving text



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FORMATTING TEXT :-- Page insertion , import text , insert pages , delete pages , rearrange pages , link and unlink text boxes , indents , leading , tracking , line breaks , paragraph rules , hyphenation , invisibles

TYPOGRAPHY AND PICTURES :-- Resizing , fonts , horizontal and vertical alignment , scaling , baseline shift , special characters , creating a picture box , move a picture box , create a bleed , import and resize pictures , cropping , deleting , rotate , easter eggs , odd shape picture boxes , save page as eps

FIRST IN-CLASS PROJECT :-- Create a two color mini poster using text and graphics , bring disk

LINES AND STYLE SHEETS :-- Style sheets , edit a style , create align , edit a line , move a line , master pages , automatic page numbers , rename master page , apply master page , delete a master page , number sections , get diskette for project 2

COLOR :-- Create a spot color , create a process color , edit a color , apply colors , create a blend

LIBRARIES :-- Create a library , open a library , retrieve a library , label a library

COLLECT AND PRINT :-- Group , modify , lock , duplicate , step and repeat , anchor a box , check spelling , find/change , font usage , suitcase II , bring another favorite design from magazine

REVIEW :-- A review of Quark XPress and discussion about "real world" application , get diskette.

Bring in your favorite pocket folder.Option : Have your own resume typed.

INTERNET

Introduction to HTML :-- Introduction to html , HTML element and tags , Evolution of HTML , Creating HTML document , Body element , Block formatting element , Heading element , Marquee element , Paragraph element , List element , Anchor element , Graphics element , Table element , Form element , Frame element

Java Script :-- Introduction to java script , Event in java script , Script element , Functions in java script , variables , Operators , Comment Indicator , Conditional branching Statement , The switch Statement , Loops , Arrays , System defined function , Catching Errors , Cookies , Event handles , Object Hierarchy model

VB Script :-- Introduction to VB Script , Variables , Operators , Conditional branching statement , Conversion functions , Predefined functions , String handling functions , Data type functions , Date Function

Dynamic HTML :-- DHTML features , Event , DHTML property , Example of DHTML , Style Sheet , Cursor CSS properties , The inner HTML property , The Div element , Text Positioning , Multi media effects

Macromedia Dream viewer



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