

**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY
 TECHNOLOGY EXTENSION DIVISION**

SYLLABUS

DIPLOMA IN DESKTOP PUBLISHING (DDTP)

Duration: 6 Months

Eligibility: SSLC or Equivalent

SCHEME OF STUDY

DDTP 101	PC Software
DDTP 102	DTP Images
DDTP 103	Introduction to Web Technologies
DDTP 104	DTP Tools
DDTP 105	Lab I-DTP (Image Tools)
DDTP 106	Lab II-DTP(Text Tools)

PAPER I - PC SOFTWARE

Module - I (10 Hrs)

Introduction

Generation of computers, types of computers, micro, mini, main frame & super computers, applications, functional units & operation concepts.

Memory Structure

Basic concepts, types of memories from semiconductor RAMs, Memory system Considerations, ROMs, concepts of cache and virtual memory.

Processor Unit

Basic concepts, sequence of operations to execute a complete instruction, hardware control and micro programmed control-brief introduction.

Secondary Storage

Magnetic disk systems-floppy and hard disk -concept of disk operations-characteristics of different types of disk systems-magnetic tape systems-concept of optical storage devices.

I/O Devices

Various I/O devices-concepts of video terminals-video displays-alphanumeric displays-graphic displays.

Printers & Plotters — Types-Specifications-Characteristics.

Module - II (10 Hrs)

Operating System DOS

Introduction, Different Operating Systems, Loading and Quitting the Operating Systems, Important DOS Commands (Internal and External), File and Directory System Concepts in DOS.

WINDOWS

Windows introduction

Operating System

Desktop icons

My Computer, Recycle Bin, Internet Explorer, Network Neighborhood, My Documents.

Working with windows

How to create a Folder, Copying and cutting files, Renaming.

Start icon

Programs, Favorites, Documents, Settings, Find, Run, Shut down, application icons

Module - III (10 Hrs)

Documentation using MSWord & Open Office Writer

An introduction to word

The Word workspace, Starting and quitting Word, Creating and Manipulating Various documents, Editing of proofing files, Merging documents and macros.

How to use mouse and menu

Working with dialog box.

Primary commands in file menu

The open command, The New command, The Save As and Save all commands, The Close command, The Page Setup, The Print Exit command.

Edit menu commands

The Cut, Copy and Paste commands, The Undo and Repeat commands.

Format commands

Font commands, Paragraph command.

Other menu

The View menu, The Inset menu, The Tools menu, The Table menu, The Window menu.

Spread Sheet Preparation Using MS Office & Open Office

Building a simple worksheet

Entering Text, Entering Values, Entering Dates and Times, Moving Around, Selecting Ranges, Using Menu, Using Tool Bar, Using Shortcut Menus, Changing entries, Copying entries, Moving Entries, Inserting and Deleting cells.

Formatting Basics

Changing Character Style, Changing Alignment, Changing Column Width.

Working with Multiple worksheet

Copying entries between work books, Moving sheets between work books, Deleting sheets, Quitting Excel.

Opening existing workbooks

Simple calculations. Doing Arithmetic, Totaling column of values, Naming cells and Ranges.

Formatting Text

Displaying dollars and cents, Formatting decimal places, Formatting dates, Copying style and formats. Formulas that make decisions — Using the IF function, Using the nested IF function, Copying formulas.

Checking Spelling, Printing Worksheets, Preview Worksheets, Setting up the pages.

Sorting data, Keeping Leading in View, Finding records, Adding and deleting Records, Filtering Records.

Plotting charts, Sizing and moving charts, Updating charts, Changing the chart type, Using chart auto format.

Creating Macros, Recording Macros, Running Macros.

Module - IV (10 Hrs)

Database Concepts Using MS Access

Introduction to Database — Database System Concepts, DBMS and RDBMS
Planning and designing a database

Creating a database — Sorting Data in Tables, Fields, Records, Two ways to Create a Database, Creating a Database with Database Wizard

Building and Modifying Tables

Create Tables by using the Table Wizard, Create Tables from Scratch, Field Names

Data Types and Field Properties, Modify Tables Using Design View, Entering Data in a Data sheet, Editing Data in a Datasheet, Changing the Width of Columns and Height of Rows, Changing the Order of Columns, Setting of Primary Key

Defining Relationship — Establish Relationship, Enforce Referential Integrity

Querying a Database — Constructing a Query, Creating the Query, Choose the Tables to Query, Field to Query, Entering the Query criteria, Saving the Results of a Query

Different Kinds of Queries — Crosstab, Update, Delete, Append, Make Table

Building and Modifying Forms — For Entering and Viewing Data, Creating a Form (Design View of Form Wizard), Use the Control Toolbox to Add Controls, Modify Format Properties (Font Style, Size, Color, Caption, etc.) of Controls, Use of Form Sections (Header, Footers and Detail), Use of Calculated Control on a Form.

Module - V (10 Hrs)

Slide Presentation Using MS Office & Open Office

Power Point

Main Features of Power Point

Making the Presentation

Creating Template with the Auto Content Wizard. Creating a Presentation with a Template. Creating a presentation from Scratch

Different Views

Normal Slide, Outline, Slide Sorter, Slide Show, Notes, Slide Master

Animation ,ART and Sound

Controlling Transitions between slides. Animating Different Parts of a slide. Inserting a Motion Clip. Including Sounds in slides.

Including Graphs, Charts, Tables and Columns

Organization Chart Slide, Creating a table Slide. Creating two column Slide, Module 1: Showing A Presentation, Rehearsing/ Timing a Presentation, Designating some slides as “Hidden”, Viewing Slides Anywhere in a Slide Show.

Techniques for Making a Show Livelier

Office Connections

Presenting with the help of other Office Programs Importing the text from a Word Document.— Printing a Presentation.

Reference Texts :-

1. Mastering and Using Microsoft Office — H.Albert Anpier ,Philip J.Judd — Galgotia Publications
2. Learn Microsoft Word — Janet Rampa
3. Mastering Office 2000 ,Professional Edition — Gini Courter ,Annette Marquis

PAPER II – DTP IMAGE

Module - I (10 Hrs)

Introduction to DTP and Windows XP

DTP — Possibilities of DTP — Choosing Paper Quality— Right colors — Fonts — Hardware Requirements for DTP — Scanner — Printers — Design considerations — Relevance — Proportion — Orientation Placing — Consistency — Contrast — Restraint — Total Picture
Text Organization — Headlines— Kickers — Subheads — Captions — Headers and Footers — Nameplates and Logos — Designing Common Media Publications — Newsletters — Letter heads — Advertisements — Visiting Cards— Brochures — Catalogues — Redesigning

Working with Files and Folders

Opening the WordPad Program — Working in a File — Standard toolbar— Format bar — Menu bar — Title bar — Saving a file — Printing a file — Copying a file — Moving a file — Deleting a file / folder — Restoring a file / folder — Control Panel — Fonts

Module - II (10 Hrs)

Text Editing Tool — PageMaker 6.5 / 7

Getting started with PageMaker — PageMaker Program Window — Working in PageMaker — Title Bar — MenuBar — Ruler — Palettes — Styles / Colors Palette — ToolBox — Pasteboard — Page-Page Bar — Master Pages — Scroll Bars — Working with Text-Entering the Text — Working with Text blocks — Multiple Text Blocks — Importing Text, Graphics
Editing Texts — Story Editor — Find Utility — Finding a Word — Searching by Format — Checking Spellings — Undo — Revert Option

Formatting Text — Changing the font — Font Size — Bold Text — Italic Text — Underlining Text — Aligning Text — Tracking — Increasing / Decreasing Space between the words of a Paragraph — Kerning — Increasing / Decreasing Space between the letters of a Word — Leading — Increasing / Decreasing Vertical Space between the lines of a Paragraph — Styles Sheet - Creating Styles — importing Styles — Bullets and Numbering

Master Pages — AutoFlow — Removing unwanted Text Blocks — Master Pages — Placing Elements on Master Pages — Placing Guidelines — Placing Header and Page Number — Creating Master Pages — Adding Header — Apply, Remove, Edit a Master Page — Creating Columns

Working with Graphics and Objects — Creating Simple Graphics — Displaying the Color Palette — Wrapping Text around a Graphics — Importing Graphics — Resizing a Graphics — Moving a Graphics — Adding Caption to the Graphics — Cropping a Graphics — Grouping and Ungrouping Elements — Links-Links Manager, Link Status

Managing and Printing a Publication — Page Orientation — Page Numbering — Page Size — Dimensions — Margin — Table of Contents — Managing Books — Printing a Publication

Module - III (10 Hrs)

Image Editing Tool 1 — CorelDRAW 9 / 10

CorelDraw Basics — Creating a New File — CorelDraw Screen — Title Bar— Menu Bar— Standard Tool Bar— Work Area and Printable Page— Property Bar — Page Counter Bar— Color Palette— Tool Box—Status Bar — Drawing Basic Geometric figures— Lines, Ellipses, Circles, Rectangles, Squares, Polygon — Views- View manager

Drawing and Selecting — Selecting , Resizing , Moving, Changing Shape of an Object — Combining two Objects — Skewing an Object — Drawing a Polygon — Welding the Objects — Blending two

objects — Drawing Lines — Artistic Media Tools — Rotating an Object — Grouping Objects — Fill Tool Fly-Out — Artistic Media Tool in Spray Mode

Working with Text — Text Tool - Artistic Text, Paragraph Text — Creating Book Cover — Converting from One Text Type to Another — Formatting Text — Font Size, Applying Bullets, Decorating the Text, Webdings — Text Editor — Alignment, Type Style, Spell Check, Checking Grammar, Searching Synonyms, Find Utility, Editing Characters, Kerning Texts

Working with Images — Bitmap and Vector Images — Importing Images — Resizing, Rotating and Skewing Images — Cropping an Image — Importing Images from a CD — Adding Special Effects to Bitmaps — Converting to Bitmap — Exporting Images to Other Applications

Page Layout and Background — Changing the Page Size - Paper Type, Width and Height of Paper — Changing the Page Layout — Applying Layout Styles — Changing the Page Background — Applying Bitmaps to the Background — Page Frame-Adding a Page Frame, Moving Between Pages

Module - IV (10 Hrs)

Image Editing Tool 2 — Photoshop 6 / 7

Photoshop Program Window — Title bar, Menu bar, Options bar, Image Window, Image Title bar, Navigator Palette, Color Palette, Layers Palette, Screen Modes, Tool Box

Working with Images and colors — Bitmap and Vector Images — Image Size — Image Resolution — Scanning Images — Editing Images — Rotating an Image, Cropping, Hiding Canvas Size

Color Modes- RGB Mode, CMYK Mode, HSB Mode, etc

File Formats - .psd, .bmp, .eps, .tiff, .gif, .jpeg — Setting the Foreground and Background Color — Swatches Palette

Selection Tools — Marquee selection Tools — Marquee Options Bar — Lasso Tools — Magic Wand Tools — The Grow and Similar Commands — Editing, Moving, Filling Transforming, Inverting Selections

Painting and Editing Tools — Painting Tool Options — Paint Brush Tool, Brushes Palette, History Brush Tool, Gradient Tool, Paint Bucket Tool — drawing Tools — basic Geometric Shapes — Custom Shape Tool — editing Tools — Blur, Sharpen, Smudge, Clone Stamp, Pattern Stamp Tools — Toning Tools- Dodge, Burn tools — Eraser Tools- Background Eraser, Magic Eraser, Slice Tool

Layers Palette — Working with Layers — Create, Show, Hide, Delete, Sort, Reposition, Merge, Flatten Layers — Moving Layers between Images — Linking Layers — Working with adjustment Layers — Layer Effects — Transforming Layers — Move, Scale, Rotate, Skew, Flip, Distort Type (Text in Photoshop) — Creating Type-Type Tool, Paragraph Type — Changing the Type Settings— Font, Size, Color, Orientation — Converting Point Type to Paragraph Type — Warping Type — Styles — Converting Type Layers to Standard Layers — Type selection

Filter — Filter Menu — Artistic Filters — Pixelate Filters — Render Filters — Sketch Filters — Stylize Filters — Custom Filters

Module - V (10 Hrs)

Advanced Topics of Image editing softwares

Basics of creating Web Graphics in CorelDRAW 9 — Web page basics — HTML files

— Creating a GIF file — Fine tuning a GIF file — Dithering, Paletted Images — Creating Transparent Graphics — Creating Interlaced Graphics — The JPEG format. — Using Graphics as backgrounds

An Introduction to PHOTO-PAINT —Difference between CorelDRAW and PHOTO-PAINT —
Converting Images – Gray scale, Duotone ,Paletted etc. — Searching and Replacing Pixels — Clone
tool fundamentals — Masking-Lassoing and Colorizing

Basics of creating Web Graphics in Photoshop 7 — Web file formats - GIF,JPEG,PNG

— Image optimization — Creating Web Photo Gallery — Web Photo gallery options

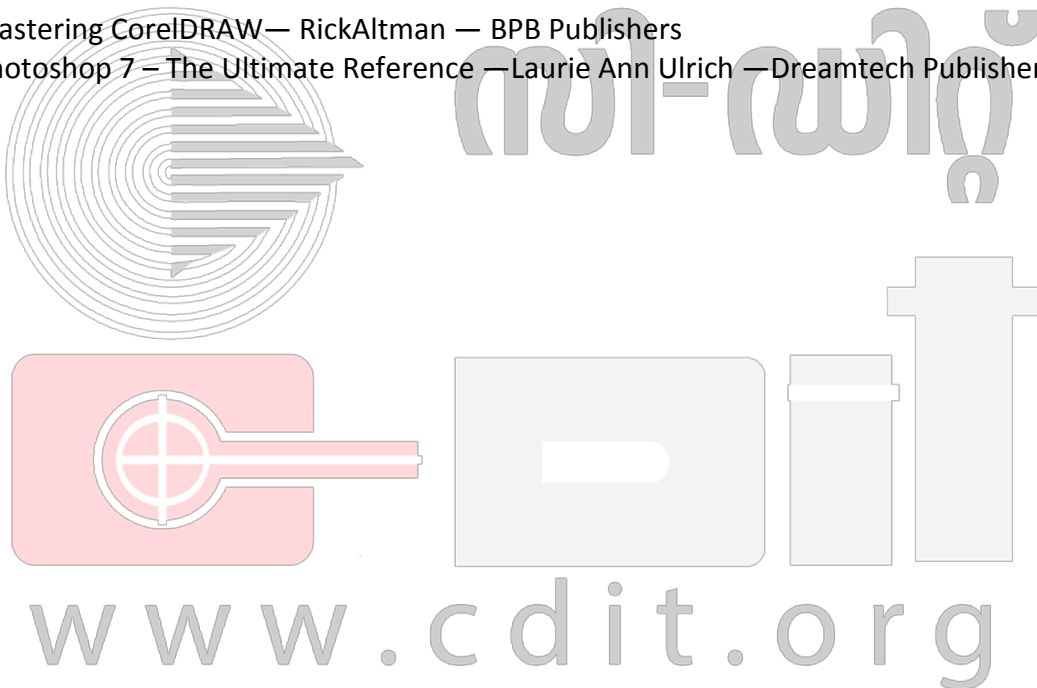
An Introduction to ImageReady 7.0 — Understanding ImageReady — Working with animated GIF
files — Tools and Palettes — Comparing Photoshop and Image Ready

Text Book

Comdex Desktop Publishing Course Kit — Vikas Gupta — Dreamtech Publishers

Reference Books

1. Mastering CorelDRAW— RickAltman — BPB Publishers
2. Photoshop 7 – The Ultimate Reference —Laurie Ann Ulrich — Dreamtech Publishers



PAPER III – INTRODUCTION TO WEB TECHNOLOGIES

Module - I (10 Hrs)

Basics of Internet – Getting connected – Addresses and Names – web objects –sites – E-mail- setting up E-mail – Creating Mail Messages – Editing Mail Messages – Attaching a file – Sending and Receiving Mail – www-File Transfer – Telnet – Usenet – Gopher – Wais – Archie – Veronica – Internet Chat.

Web server – Proxy server – Fast Ready Connections – Web Browsers – Netscape Communication Suite – Internet Explorer – Firewalls – Data Security.

Searching and Web – Casting Techniques – Introduction – Search Engines – Search Tools – Get Found or Hidden Data – Subscribing – Channels – Channels Push Technology.

News Groups and Relay chat. – Trends in Internet – Web TV – Internet Telephone – Network Computer – Internet – E-commerce – E-Publishing.

Internet and Society – Commercial – Political – Linguistic – Changing life styles – Moral Values.

Viruses, Types of viruses – File infectors – Boot Sector Virus – Macro Viruses – Worms – Real Time Messaging Viruses – Web Applet Viruses – Polymorphic Viruses – Multipartite Viruses – Stealth Viruses – Trojan Horses – Time Bombs-Logic Bombs – Viruses Hoaxes – Viral Symptoms – Detection and Prevention.

Module - II (10 Hrs)

HTML - Concepts of Hypertext, Versions of HTML – Elements of HTML syntax, Head & Body Sections – Building HTML documents – Inserting texts, Images, Hyperlinks, Backgrounds and Color controls, Different HTML tags, Table layout and presentation, Use of font size & Attributes, List types and its tags, Use of Frames and Forms in web pages.

Module - III (10 Hrs)

DHTML

Introduction to DHTML – Cascading Style Sheets – Font Attributes , color and Background Attributes , List Attributes – Text attributes , Border attributes , Margin Related Attributes – External Style Sheets.

Module - IV (10 Hrs)

JAVASCRIPT

Introduction to JavaScript – JavaScript in WebPages, Advantages of JavaScript – Writing JavaScript into HTML – Building JavaScript Syntax ,Basic Programming Techniques – JavaScript Array, Operators and Expressions – Programming Constructs – Functions in JavaScript – Built-in function, User defined functions – Dialog Boxes – Alert, Prompt ,Confirm – JSS DOM – Handling Events using JavaScript – Forms used by a Website – Cookies, setting a cookie.

Module - V (10 Hrs)

FRONT PAGE

Introduction to FrontPage – Advantages of using FrontPage – Building documents / forms – Formatting and Aligning Text – Adding Lists – Linking pages – Working with images – Working with frames.

PAPER IV – DTP TOOLS

Module - I (10 Hrs) Page Maker—Part 1

Introduction to DeskTop Publishing, Introduction to PageMaker Advantages, Using the Mouse, Components of the PageMaker Window.

Setting the Margins, Setting the Page Size, Changing the page Orientation, Setting Page Numbers, Changing the Page Size view, Creating New Document Windows: Displaying the Rulers, Changing the Rulers, Using Rulers, Using Guidelines, Positioning Guidelines, Adding Guidelines to Master Pages. Aligning to Guidelines, Displaying Guidelines, Locking Guidelines. Formatting Types: Changing Font Families, Changing Font Sizes, Changing Typeface Style, Changing Character Specification: Changing Type leading, Changing Character Widths, Changing Tracking, Changing Type Options. Saving Your Document: Saving a new Documents, Saving an existing Document, Saving a Document as another document, Reverting to a Previously Saved Version. Developing Paragraphs: Typing Text, Adding special Characters to Text, Aligning Text. Formatting Paragraphs: Changing Indents, Changing the space around Paragraphs, Changing Paragraph Alignment, Controlling How Paragraphs Break Between Pages and Columns, Adding lines Above or Below Your Paragraphs.

Converting Other Objects to Frames, Threading and Unthreading Text. Threading additional Text, Threading Text to Different Page. Unthreading Text Blocks, Rethreading Text Blocks, Making Text Blocks Disappear Without Deleting them, Selecting and Dragging Text, Editing Deleting Text, Cut, Copying, Pasting Text, Viewing the Contents of Clipboard, Using Undo and Revert. Inserting and Removing Pages: Inserting and Removing Pages, Adjusting Spacing of Characters, Words, Lines: Adjusting, Spacing and Leading, Setting and changing Tabs.

Introduction to Auto Flow, PageMaker Plug-Ins, Drop Cap, Change Case, Bullets and Numbering.

Module - II (10 Hrs) Page Maker—Part 2

Adding Design Elements – Introduction

Adding Graphics to your Documents, Adding Lines, Changing Lines Specifications, Adding Shapes, Changing Shape Specifications, Changing Line and fill, Specifications together (fill and Stroke), Changing Round Corners, Creating Drop-Shadow, Boxes, Text wrap, Changing PageMaker Options: Adjusting Margins, Setting and Adjusting Columns, Setting Unequal Width Columns, Creating headers and Footers, Creating Graphics in PageMaker, Rotating Text, Skewing and Mirroring objects with Control Palette. Importing Graphics into PageMaker: Placing, aligning Graphics, Cropping Graphics.

Setting up Templates

Setting Up Master Page Templates, Creating Custom Page Sizes, Creating Custom Borders, Creating a News Paper Template, Creating New master Pages, Saving an existing Page As a Master Page. Setting UP Custom Styles: Defining Styles, Creating, Editing, Removing Styles and Copying Styles.

Introduction to Using layers, n-Layers Palette, Moving and creating objects. Introduction to Printing – Selecting a Printer Printing your Document, Printing Document Dialog Box Options.

Adding Color

Introduction – Using PageMaker Default Color Palette, Opening Color Palette, Adding color to Text, Working with Color Graphics, Defining Custom Colors, Creating Text Screens.

Developing Long Documents

Introduction – Using Story Editor: Opening Story Editor, How the Story Editor names, Tories, Switching Between Story Editor and Layout Editors, Closing Story Editor and Placing the Story Editor, Differences between Story Editor and layout Editors.

Spellings

Starting the speller, Correcting Misspelled Words, Correcting Duplicate Words, Adding Words to the different Dictionaries, Correcting Duplicate Words, using find Feature, Using the change Feature, Creating an Index, using PageMaker Help.

Module - III (10 Hrs) ADOBE PHOTOSHOP

Elements of Photoshop — The Elements Environment — Exploring the Photoshop Elements Work Area — Basic Tools and Palettes

Modifying an Image—Making Minor Adjustments to your Image — Adjusting the Lighting in Your Image

Enhancing an Image — Enhancing an Image with Text — Enhancing an Image with the Painting Tools — Enhancing an Image with Layer Effects — Enhancing an Image with Filters

Composite Images — Creating a Composite Image — Create an Animated GIF —Creating Composite Images using Photo merge

The Finished Product — Saving Images for the Web and Creating a Web Gallery — Photoshop Elements Print Options

Module - IV (10 Hrs) CORELDRAW — Part 1

Basics of CorelDraw

Introduction — Getting Started-Creating A New File-Title Bar-Work Area-Printable Page-Property Bar-Page Counter Bar — Color Palette-Toolbox-Status Bar-Drawing Figures-Lines- Ellipse- Circles - Rectangle - Square - Polygon- Saving- Closing — Opening - Views-Normal View-Preview-Wire Frame View-Draft View-Zoom-View Manager- Creating View

Drawing

Introduction-Toolbox-Selecting an Object-Resizing an Object-Moving-Moving An Object- Changing the Shape-Combining Two Objects-Skewing-Welding the Objects-Blending-Curve Lines-Straight Lines-Continuing a Line-View Mode-Changing —Media Tool Rotating An Object- Grouping-Fill Tool Fly Out-Filling — Spray Mode.

Text

Introduction — Text Tool-Entering Artistic Text-Entering Paragraph Text- Converting Text — Formatting Text — Changing the Font Size- Arranging Objects — Ordering the objects — Changing the Font- Bullets — Decorating the Text — Welding — Text Editor — Opening — Changing the Alignment — Type Style-Spell Checking — Grammar — Searching Synonyms — Find — Replace — Editing — Kerning — Formatting Characters.

Module - V (10 Hrs)

CORELDRAW — Part 2

Images

Bitmap Images — Vector Images — Resizing — Rotating — Skewing — Moving —Cropping — Importing Images — Adding Special Effects — Converting to Bitmap — Exporting Images.

Page Layout

Changing the Page Size- Changing the Layout — Applying Styles — Applying Bitmaps to the Background — Changing the Background — Adding a Page Frame- Moving Between Pages.

Reference

Text Book -Comdex Desktop Publishing Course Kit — Vikas Gupta — Dreamtech Publishers