KARNATAKA STATE OPEN UNIVERSITY

Mukthagangothri, Mysore – 570 006, India

Skill Development Programme

Syllabus – Undergraduate Programmes

<u>DESK TOP PUBLISHING (DTP)</u>

Level I – First Year

Page Maker:

Getting Started with Adobe Page Maker 7.0, Creating a Publication, Working with Text, Modifying Text, Working with Multiple Pages, Developing a Paragraph, Formatting Paragraph, Creating a Frame, Inserting & Removing pages, Adjusting Hyphenation, Adjusting Indents and Tabs, Adding Shapes, Changing lines and fill specifications, Changing Round Corner, Creating Header & Footer, Defining Style, Developing a long Document, Using Color, Printing. Working with Graphics, Formatting Text, Using Advanced Graphics, Adding Color and Using Mail Merge, Working with Long Publications, Publishing Electronically

Level II – Second Year

CorelDraw

CorelDRAW Basics, Drawing and Selecting, Working with Text, Working with Images, Page Layout and Background, The CorelDraw Menus, The Draw Toolbox, Arranging Objects, Type Casting, Colour&Fills, Special Effects, Printing Document, Save & Close & open file, Export file.

Level III – Third Year

Photoshop

Introduction of Photoshop, Creating a New File, Color Mode, Foreground & background, Using Brushes, Rubber, Stamp Options, Using the Editing Tool, Selection Tools, Introduction of layers, Creating Layer Mask, Adding Fills and Gradients, Applying Filters, Printing document, Save file as a JPEG, TIFF, GIF, PNG.

List of Practicals

1) To Create a Letterhead
2) To Create a Newspaper advertisement
3) To Create a Letterhead
4) To Create an Invitation/Thank you card
5) To Create a Brochure
6) To Create a Business Card
7) To Create a CD Cover

References:

- Adobe PageMaker 7.0, Kevin Proot, Cengage Learning
- DTP Course Kit, Vikas Gupta, Dreamtech Press, 2009.
- BPB Adobe Photoshop (2009). BPB Publications, New Delhi.
- Learning Desk Top Publishing, Bangia, Ramesh (2011), Khanna Book Publishing, New Delhi.
- Comdex Desk Top Publishing Course List .Gupta, Vikas (2004), Dream tech Press,New Delhi.
- DTP Course , Jain and Satish , BPB Publications.
- Teach Yourself Adobe Photoshop , Rose Carla