

## Training Schedule

### Desk Top Publishing (613)

(Theory 40 hrs, Practical- 80 hrs)

S. No.	Week	Schedule	Topic Name	Instructions to the Trainer Theory	Instructions to the Trainer Practical	Learning Outcomes
1	1	Day 1	Getting handy with computer – Operating System & Basic Softwares (2 hrs (Th) + 3hrs (Pr))	<ul style="list-style-type: none"> <li>Get familiar with computer operations, functions of OS and working on Windows.</li> </ul>	<ul style="list-style-type: none"> <li>Learners shall get handy in using Windows Explorer, desktop items, control panel and basic Windows terms.</li> </ul>	<ul style="list-style-type: none"> <li>Identify the basic Windows terms like Windows explorer Desktop items and Control Panel etc.</li> </ul>
2	1	Day 2	Introduction to PageMaker (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>Explain about PageMaker, its features and the software and hardware requirements for this program.</li> </ul>	<ul style="list-style-type: none"> <li>Guide them in installation of PageMaker – they shall practice and learn about starting it and all its menus and sub-menus.</li> </ul>	<ul style="list-style-type: none"> <li>Install PageMaker software and identify menus and sub-menus</li> </ul>
3	2	Day 1	Learning about Pages - The Publication (2 hrs (Th) + 3 hrs (Pr))		<ul style="list-style-type: none"> <li>Practice to create a publication by entering all the fields and understand how to use the toolbar and toolbox.</li> <li>Practice to create/open/save the publication and</li> </ul>	<ul style="list-style-type: none"> <li>Create/open/save the publication software</li> </ul>

					design it using different layout and design options.	
4	2	Day 2	Publication – Page Setup & Printing (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Get familiar with character specifications, rulers and margins.</li> </ul>	<ul style="list-style-type: none"> <li>• Practice on all the parameters of page setup in order to face / add / delete / move and edit pages and other layout options</li> <li>• Print the publication and define a master page and setup a different color scheme for master page.</li> </ul>	<ul style="list-style-type: none"> <li>• Create and edit pages</li> </ul>
5	3	Day 1	Adding and formatting text to Publication (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Use advance formatting features and stylesheets.</li> </ul>	<ul style="list-style-type: none"> <li>• Practice on inserting the text into text blocks, add a story editor and place a file with different text flows.</li> <li>• Practice to edit and apply formatting to the text.</li> </ul>	<ul style="list-style-type: none"> <li>• Format text using advance formatting features</li> </ul>
6	3	Day 2	Using Graphics in PageMaker (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain the drawing tools to learners</li> </ul>	<ul style="list-style-type: none"> <li>• Draw figures along with the media text and resize these elements.</li> <li>• Practice using different frames or layers and should also try to import graphics from clipboard and wrap text</li> </ul>	<ul style="list-style-type: none"> <li>• Insert graphics in PageMaker</li> </ul>

					<ul style="list-style-type: none"> <li>around it.</li> <li>• Work on images using picture palette and control palette.</li> </ul>	
7	4	Day 1	Templates and Tables in PageMaker (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain templates to learners and let them try to use existing templates and create new ones.</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss about the table editor utility and invoke the table editor.</li> <li>• Add tables and perform various data operations on it – use these tables to import or export the data to publication.</li> </ul>	<ul style="list-style-type: none"> <li>• Work on tables and perform various data operations on it.</li> </ul>
8	4	Day 2	Advance features of PageMaker (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain how to make a book by combining the publications using PageMaker</li> </ul>	<ul style="list-style-type: none"> <li>• Create a Table of Contents and know how to create index, mark index entries and create the references.</li> </ul>	<ul style="list-style-type: none"> <li>• Create Table of Contents</li> </ul>
9	5	Day 1	Introduction to Corel Draw (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Start Corel Draw and get familiar with the window and its elements and use its various tools.</li> <li>• Explain about different types of graphics that can be used in Corel</li> </ul>	<ul style="list-style-type: none"> <li>• Practice working with lines and draw and differentiate between different types of lines.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the types of graphics can be used in Corel Draw</li> </ul>
10	5	Day 2	Working with Text in Coral Draw (2 hrs (Th) + 3 hrs (Pr))		<ul style="list-style-type: none"> <li>• Create text in Corel with paragraph and artistic text.</li> <li>• Move, rotate, resize, and reshape the text and also to</li> </ul>	<ul style="list-style-type: none"> <li>• Format text</li> </ul>

					<p>fit it on a curved path.</p> <ul style="list-style-type: none"> <li>• Assign the fill color and outline color to the text.</li> </ul>	
11	6	Day 1	Using Shapes and Objects in Coral (1 hr (Th) + 4hrs (Pr))	<ul style="list-style-type: none"> <li>• Guide learners about how to start creating different shapes in Corel Draw like squares, circles, polygons and stars etc and editing them.</li> </ul>	<ul style="list-style-type: none"> <li>• Practice on size and movement if shapes and transforming them.</li> <li>• Import objects in Corel, select it and copy it from Corel Draw.</li> </ul>	<ul style="list-style-type: none"> <li>• Working on shapes in CorelDraw</li> </ul>
12	6	Day 2	Special Effects in Coral (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain the various methods of creating outlines to learners defining particular width through different available methods.</li> </ul>	<ul style="list-style-type: none"> <li>• Work on applying styles on lines by assigning arrows, changing appearance of corners and changing fill/outline colors.</li> <li>• Try to distort or extrude the objects and apply shadow effects.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply styles</li> </ul>
13	7	Day 1	Using Curves in Coral Draw (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain the usage of freehand tool and let learners use it and draw a curve and understand the types of closed curves.</li> <li>• Discuss about dimensions, connectors and flow lines.</li> </ul>	<ul style="list-style-type: none"> <li>• Edit the nodes and segments of the curve.</li> <li>• Use Bezier tool in order to draw a straight line or curve with it and shall also identify other methods of drawing curves.</li> </ul>	<ul style="list-style-type: none"> <li>• Use freehand tool</li> </ul>
14	7	Day 2	Working with Bitmap Images and Web	<ul style="list-style-type: none"> <li>• Explain the properties and advantages of</li> </ul>	<ul style="list-style-type: none"> <li>• Save objects in jpeg or gif formats and</li> </ul>	<ul style="list-style-type: none"> <li>• Work with images</li> </ul>

			(1 hr (Th) + 4hrs (Pr))	bitmap images to learners and how they can manipulate these images.	also to apply effects to them. <ul style="list-style-type: none"> <li>• Design and publish a webpage from Corel and in turn publish that webpage as an HTML file.</li> </ul>	and publish a webpage
15	8	Day 1	Getting started with Adobe Photoshop (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Apprise learners about the features of Photoshop and get them started with the application, its menu items and shortcuts.</li> </ul>	<ul style="list-style-type: none"> <li>• Work on transparency, history tool and try all different menu commands.</li> <li>• Try the multiple image layout and the contrast/brightness options.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify Photoshop menu items and shortcuts</li> </ul>
16	8	Day 2	Selection Tools – Pillars of Photoshop (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> <li>• Guide learners about the different selection tools available in Photoshop, namely, marquee tool, lasso tool, magic wand tool and feather tool and let them practice well.</li> </ul>	<ul style="list-style-type: none"> <li>• copy and paste frames</li> <li>• crop the images.</li> </ul>	<ul style="list-style-type: none"> <li>• Use tools in Photoshop</li> </ul>
17	9	Day 1	Paintbrush & Art Tools (1 hr (Th) + 4hrs (Pr))	<ul style="list-style-type: none"> <li>• Direct learners about how to use paintbrush, airbrush or pencil tool.</li> </ul>	<ul style="list-style-type: none"> <li>• Practice using the history brush tool.</li> <li>• Use eraser tool quite well.</li> </ul>	<ul style="list-style-type: none"> <li>• Use tools - Paintbrush, airbrush, pencil, eraser.</li> </ul>
18	9	Day 2	Importance of Colors in Photoshop (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain in detail about the different modes of color and also the comparison of bitmap and grayscale modes.</li> <li>• Learners should</li> </ul>	<ul style="list-style-type: none"> <li>• Practice in specifying the color matching options</li> </ul>	<ul style="list-style-type: none"> <li>• Convert RGB image to indexed image</li> </ul>

				identify indexed colors and learn to convert the RGB image to indexed image.		
19	10	Day 1	Using Transformation In Photoshop (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Guide learners about resizing by changing the pixel dimension in order to resize the image/canvas or selection.</li> </ul>	<ul style="list-style-type: none"> <li>• Practice how to rotate or flip the entire image and apply any specific transformation.</li> </ul>	<ul style="list-style-type: none"> <li>• Use transformation in Photoshop</li> </ul>
20	10	Day 2	Using paints in Photoshop (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Guide learners about using the color picker, color palette and swatches palette.</li> </ul>	<ul style="list-style-type: none"> <li>• Practice on adding colors and use eye dropper tool properly and blending modes.</li> <li>• Edit and retouch the color/paints.</li> <li>• use chalk &amp; Charcoal filter.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply color using color picker tool</li> </ul>
21	11	Day 1	Layers and Masks (1hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> <li>• Instruct learners about creating layers in Photoshop and how they can hide/show the different layers.</li> </ul>	<ul style="list-style-type: none"> <li>• Work on multiple layers and merge them in one another.</li> <li>• Use layer effects and adding / editing / removing the layer masks.</li> </ul>	<ul style="list-style-type: none"> <li>• Hide and show different layers in Photoshop</li> </ul>
22	11	Day 2	Using Filters in Photoshop (1 hr (Th) + 4hrs (Pr))		<ul style="list-style-type: none"> <li>• Practice all different Blur filters available in Photoshop.</li> <li>• Practice the sharpen filter and artistic filter and also work on colored pencil and palette</li> </ul>	<ul style="list-style-type: none"> <li>• Use filters in Photoshop</li> </ul>

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23	12	Day 1	Basic Works in Photoshop (2 hrs (Th) + 3 hrs (Pr))		<ul style="list-style-type: none"> <li>Practice to open an image, draw a box, type the text matter in Photoshop.</li> <li>Change the brush size frequently while working.</li> <li>Rotate the picture and change its size.</li> </ul>	<ul style="list-style-type: none"> <li>Work in Photoshop</li> </ul>
24	12	Day 2	Photoshop – Image Effects (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> <li>After the basics now it's time for learners to get proficiency in effects – guide them about shadow and glow effect.</li> </ul>	<ul style="list-style-type: none"> <li>Practice using Bevel &amp; Emboss Effects and should understand Plastic Wrap Effect.</li> <li>Practice using the sponge effect and radial blur effect.</li> </ul>	<ul style="list-style-type: none"> <li>Use image effects in Photoshop</li> </ul>
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