॥ अंतरी पेटवू ज्ञानज्योत ॥

Rs 1 ...

North Maharashtra University, Jalgaon

Syllabus for

T.Y.B.A.

COMPUTER KNOWLEDGE AND APPLICATIONS - III

(With effect from June, 2004)

PAGEMAKER:

Introduction to Pagemaker

Publication Setup

- Automatic page-numbering
- Creating a page with different numbers of columns
- Creating multiple columns
- Defaults
- Nonprinting guides
- Opening, naming and saving publications
- Targeting your printer
- Working with master pages, and a measuring system
- Working with templates

Text

- Character size, spacing, and leading
- Controlling hyphenation
- Editing text and word processing
- Paragraph alignment
- Using the Control palette
- Working with styles
- Working with text flow and text blocks

Graphics and Text Blocks

- Copying and pasting objects
- Transforming objects
- Moving and sizing objects
- Manipulating objects with the Control palette
- Working with inline graphics
- Compressing and decompressing a TIFF image
- Wrapping text around art

Indexes, Contents, and Pagination

- Creating an Index
- Page numbering
- Using a table of contents
- Working with books

Colour

- Apply colours to text and imported graphics
- Copy colours from another PageMaker publication
- Create tints
- Remove colours
- Converting spot colours to process colours
- Replace colours with other colours

Importing, Linking and Exporting

Compressing TIFF files
Exporting text
Importing files into PageMaker
Managing imported objects
Pasting to create links in layout view and story editor
Revising imported objects in other programs

Printing

Changing the target printer
Colour printing
Printing proofs of a publication
Speciality printing
Targeting your printer.

Practicals :

1. Making a Sales Order Form
2. Creating Brochure.
3. Generating as Annual Report
4. Planning and Designing News Letter.
5. Building a Catlog.

COREL-DRAW

1. Introduction to Corel-Draw
2. Setting the size and orientation of the Printable Page
3. Setting up the Printable Page
4. Adding and removing a printable background in a drawing
5. Sizing the CorelDRAW windows
6. Creating a new drawing
7. Opening a drawing
8. Opening a drawing using drag and drop
9. Saving a new drawing
10. Printing a drawing
11. Choosing commands
12. Choosing tools
13. Working with dialog boxes
14. Working with text boxes

Practicals :

1. Creating a new file
2. Creating a new design
3. Applying colours
4. Planning and designing.
5. Saving a file.
6. Printing a file.

PHOTOSHOP :

Introduction to Photoshop

Looking at the work area

- Using the toolbox
- Using the tool options bar
- Using the palette well
- Using tool present
- Using palettes
- Using content menus
- Using palettes
- Using context menus
- Viewing images
- Correcting mistakes
- Reverting to a previous version of an image
- Duplicating images
- Using rulers, columns, the measure tool, guilds and the grids

Getting Images into Photoshop and ImageReady

- About bitmap images and vector graphics
- About image size and resolution
- Changing image size and resolution
- Scanning images
- Importing images using WIA (Windows Image Acquisition) Support
- Creating new images
- Opening and importing images

Working with Color

- About color modes and models
- Color gamuts
- Adjusting the monitor display
- Channels and bit depth
- Converting between color modes
- Converting between Grayscale and Bitmap modes
- Conversion options for indexed-color images
- Customizing indexed color tables

Making Color and Tonal Adjustments :

- Basic steps for correcting images
- Checking scan quality and tonal range
- Using the color adjustment tools
- Comparing corrections in CMYK and RGB
- Identifying out-of-gamut colors
- Using the Levels dialog box
- Using the Curves dialog box
- Using target values to set highlights and shadows
- Setting auto correction options
- Adjusting the gamma value of an image
- About the color wheel

Using the Color Balance command
Using the Hue/Saturation command
Using the Replace Color command
Using the Selective Color command
Making quick overall adjustments to an image
Applying special color effects to images
Sharpening images

Selecting

About selections
Making pixel selections
Adjusting pixel selections
Softening the edges of a selection
Moving, copying, and pasting selections and layers
Using the Snap command
Saving and loading selections
Deleting selections
Removing fringe pixels from a selection
Extracting objects from their background

Transforming and Retouching

Changing the size of the work canvas
Rotating and flipping entire images
Cropping images
Transforming perspective while cropping
Transforming objects in two dimensions
Transforming objects in three dimensions
Cloning and repairing images
Retouching images
Using the Liquify command

Drawing

About drawing and painting
Drawing shapes and paths
Using the shape tools
Using the pen tools
Editing shape layers
Using the Paths palette
Editing paths
Managing paths
Converting between paths and selection borders
Adding color to paths

Painting

Using the painting tools
Using the painting tools
Erasing
Using the art history brush tool
Working with brushes
Setting options for painting and editing tools
Using the gradient tool

Using the paint bucket tool
Filling and stroking selections and layers
Creating and managing patterns
Using the Pattern Maker
Choosing foreground and background colors
Using the Adobe Color Picker
Using other color pickers

Using Channels and Masks

About channels
Using the Channels palette
Managing channels
Deleting channels
Mixing color channels
Adding spot colors
Using channel calculations to blend layers and channels
About masks
Creating temporary masks in Quick Mask mode
Storing masks in alpha channels

Using Layers

About layers
Using the Layers palette
Creating layers and layer sets
Working with layered images
Managing layers
Setting opacity and blending options
Using layer effects and styles
Using adjustment layers and fill layers
Masking layers
Creating clipping groups
Applying Filters for Special Effects :
About plug-in filters
Using filters
Tips for creating special effects
Improving performance with filters
Choosing a filter effect
Artistic filters
Blur filters
Brush Stroke filters
Distort filters
Noise filters
Pixelate filters
Render filters
Sharpen filters
Sketch filters
Stylize filters
Texture filters
Video filters
Other filters
Digimarc filters
Lighting Effects filter

Using Type

About type
Creating type
Working with type layers
Formatting characters
Checking for spelling errors
Finding and replacing text
Formatting paragraphs
Controlling hyphenation and justification
Working with composition
Setting options for Chinese, Japanese, and Korean type

Saving and Exporting Images

Saving images
Exporting images in ZoomView format
About file formats
Adding file information
Adding digital copyright information
Setting preferences for saving files
Creating multiple-image layouts
Placing Photoshop images in other applications

Printing

About printing
Printing images
Positioning and scaling images
Setting output options
Selecting halftone screen attributes
Printing part of an image
Choosing a print encoding method
Printing vector graphics
Using color management when printing
Creating color traps
Printing duotones
Printing color separations

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