

## Certificate in Desk Top Publishing (CDTP)

Course Module	Module Details
Fundamental	<ul style="list-style-type: none"> <li>• History and Generations of Computer.</li> <li>• Advantage and disadvantage of Computer Block Diagram of a Computer.</li> <li>• Description of Different parts of a Computer.</li> <li>• System Software and Application Software.</li> <li>• Identification of Different parts of a Computer System.</li> <li>• Turning a computer system on and off.</li> </ul>
Windows OS	<ul style="list-style-type: none"> <li>• Identifying different Desktop Icons. My Computer, My Documents</li> <li>• Changing Desktop Backgrounds, Mouse Pointer, Screen Saver Notepad, WordPad, MS Paint</li> </ul>
MS Word	<ul style="list-style-type: none"> <li>• Introduction to MS Office.</li> <li>• Word Processing Software.</li> <li>• Document formatting options.</li> <li>• Tables, Bullets and Numbering.</li> <li>• Font, Alignment, paragraph formatting</li> <li>• Insert Picture, Clipart, Shapes, WordArt</li> <li>• Header &amp; Footer, Text Box</li> <li>• Page Layout, Mail Merge</li> <li>• Spelling &amp; Grammar</li> </ul>
Adobe PageMaker	<ul style="list-style-type: none"> <li>• Introduction to various versions, concepts and applications of PageMaker</li> <li>• Guides and rulers. Drawing tools. Fills and outlines.</li> <li>• Creating new Filets</li> <li>• Entering text</li> <li>• Defining style</li> <li>• Saving files</li> <li>• Creating Frame</li> <li>• Inserting and removing pages</li> <li>• Adding shapes</li> <li>• Creating header and footer</li> <li>• Using story Editor</li> <li>• Developing long documents</li> <li>• Using colour</li> <li>• Printing</li> <li>• Practice on Multilingual software like INDIC</li> </ul>
CorelDraw	<ul style="list-style-type: none"> <li>• Study Printing technology and uses</li> <li>• Introduction to colors</li> <li>• Primary and secondary in both RGB and CMYK schemes/modes.</li> <li>• Importance of each primary and secondary color.</li> <li>• Proper Application of colors.</li> <li>• Analyze colors applied in different print media.</li> <li>• Visualize look and feel of a print or a web to apply colors</li> <li>• Study different fonts and typography issues with Web design</li> <li>• Study Designing standards, Print layout Design and creative visualization for intuitive layouts</li> <li>• Introduction to various versions, concepts and applications of Corel Draw Know the difference between Vector Graphics and Raster Graphics.</li> </ul>

CorelDraw	<ul style="list-style-type: none"> <li>• Know the difference between Screen Graphics and Pixel Graphics. Understand the following formats: .pdf, .eps, .svg, .svgz, .psd, mp, .gif, .jpg, .pcx, .pct, .png, .raw, .sct, .tga, .tiff, .vst</li> <li>• Drawing—lines, shapes .inserting-pictures, objects, tables, templates,</li> <li>• Use of various tools such as Pick tools, Zoom tools, Free hand tool, square tool, rectangle tool, Text tool, Fill tool etc. and all fonts used in designing of monograms, logos, posters, stickers, greeting cards, wedding cards, visiting cards, etc.</li> <li>• Adding special effects, Exporting drawings, outlining and filling objects,</li> <li>• Inserting symbols and Clip arts.</li> <li>• Exporting file</li> <li>• Use features of Corel draw to create artistic characters and shapes.</li> </ul>
Bengali Type	Bengali typing practice using Bangla Word