

Arts & Commerce College ,Satara

**D.T.P**

2013-14

# Certificate Course in Desktop Publishing (DTP)

## Course Objective:

- Learn the basics of successful design.
- Learn to apply basic design concepts to Commercial Design.
- Understand the proper use of color in publications.
- Understand the appropriate use of captions.
- Understand how to create type on and edit text paths.
- Develop an understanding of basic desktop publishing terminology
- To prepare students for careers in the graphic communications
- To develop skills to operate and use different D.T.P. application Software.
- To impart necessary training to the students in typesetting D.T.P., and finishing techniques so as to prepare them for wage/Self employment.



  
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# Certificate Course in Desktop Publishing (DTP)

## Course Outcomes:

Upon successful completion of this course, student will be able to:

- Use Adobe In Design to create personal and/or business publications following current professional and/or industry standards.
- Use critical thinking skills to independently design and create publications.
- To create and print a multi-page document which incorporates a variety of visual elements including text, graphics, columns and formatting other than the default settings, using advanced layout principles e.g. newsletter, brochure, advertisement or magazine.
- To understand the difference between DTP and how it differs from word processing procedures.
- To understand basic layout principles, e.g. balance, contrast, focal point, consistency and organization, as well as creation of a 'master page' layout.
- To be introduced to the specific DTP software by means of handouts .
- To acquire knowledge of typography e.g. font size, style, kerning, alignment, hyphenation and line spacing .
- To be able to import and manipulate text and images from various sources.
- To use graphic tools e.g. shapes, lines, fills, color and borders, and optional scanning techniques in order to create DTP publications.



  
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# Desk Top Publishing

## Syllabus

### PageMaker (Practical)

Working with tool bar Setting defaults Opening, saving and closing publications Inserting and removing pages Flowing text resizing the object Adjusting graphics or text objects Select multiple elements  
Selecting elements behind the others Mask and group, unmask and ungroup.  
Constrain move vertically/horizontally Paste items, editing objects, rotating text box.

Layout window, viewing pages, changing previous and next pages, zooming and hyperlinks Font style, size, case Subscript and superscript Inserting Special characters, bullets, page numbering Spacing of character, line, word and paragraph Breaking and non breaking Text editing – selecting word, paragraph and a range of text Indenting/Tabs Find

### PageMaker (Theory)

Introduction to various versions, concepts and applications of PageMaker.

### CorelDraw (practical)

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.

### CorelDraw: (Theory)

Introduction to various versions, concepts and applications of Corel Draw.

### Photo Shop (practical)

Photo editing /inserting starting with Setting Up The Interface Managing Palettes Working With Photoshop Tools Working With Layers .

### Photo Shop: (Theory)

Introduction to various versions, concepts and applications of Photoshop.



  
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सातारा मराठा विद्या प्रसारक समाजाचे

कला व वाणिज्य महाविद्यालय सातारा .

दिनांक : 30/09/2023.

## नोटीस

महाविद्यालयामधील सर्व विद्यार्थ्यांना कळविण्यात येते की, डी.टी.पी.

(संगणक) कोर्स दि. १६/८/२०१३ पासूनसुरु होत आहे. तरी ज्या विद्यार्थ्यांना

प्रवेश घेण्याची इच्छा आहे त्या विद्यार्थ्यांनी संगणक कक्षामध्ये त्वरीत संपर्क साधून

आपला प्रवेश निश्चित करावा.

*Ohumal*

संगणक विभाग,

कला व वाणिज्य महाविद्यालय, सातारा.



*[Signature]*

प्राचार्य,

कला व वाणिज्य महाविद्यालय, सातारा.

Satara Maratha Vidya Prasarak Samaj, Satara.

## Arts and Commerce College, Satara.

### Certificate Course in Desktop Publishing (DTP)

Duration – 3 Months ( Aug. 2013 to Nov. 2013)

#### Time Table (2013-14)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2.00 - 3.00	Theory	Theory	Theory	Theory	Theory	Theory
3.00 – 4.00	Practical	Practical	Practical	Practical	Practical	Practical

  
Computer Centre ,  
Arts and Commerce College,  
Satara.



  
Principal,  
Arts and Commerce College,  
Satara.

Satara Maratha Vidhya Prasarak Samajs  
Arts And Commerce College Satara.

Certificate Course in DTP 13 -14

Sr. No.	Name
1	Vrushali Nagesh Jadhav
2	Nilam Manik Ingawale
3	Omkar Sanjay Kharat
4	Shamshudeen M. Sayyad
5	Vaibhavi Sunil Kumther
6	Ashwini Shrikant Mule
7	Priyank Nalawade



  
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