

Arts & Commerce College ,Satara

DTP

2014-15

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.




Principal
Arts & Commerce College
Satara.

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.




Principal
Arts & Commerce College
Satara.

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.




Principal
Arts & Commerce College
Satara.

सातारा मराठा विद्या प्रसारक समाजाचे

कला व वाणिज्य महाविद्यालय सातारा .

दिनांक : ०१/०८/२०१४.

नोटीस

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

(संगणक) कोर्स दि. १५/८/२०१४ पासूनसुरु होत आहे. तरी ज्या विद्यार्थ्यांना

प्रवेश घेण्याची इच्छा आहे त्या विद्यार्थ्यांनी संगणक कक्षामध्ये त्वरीत संपर्क साधून

आपला प्रवेश निश्चित करावा.



संगणक विभाग,

कला व वाणिज्य महाविद्यालय, सातारा.





प्राचार्य,

कला व वाणिज्य महाविद्यालय, सातारा.

Satara Maratha Vidya Prasarak Samaj, Satara.

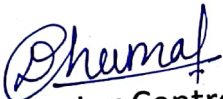
Arts and Commerce College, Satara.

Certificate Course in Desktop Publishing (DTP)

Duration – 3 Months (Aug. 2014 to Nov. 2014)

Time Table (2014-15)

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 2014-15

Sr. No.	Name
1	Ashwini G. Mane
2	Shivani Prasad Kumthekar
3	Shradha Shridhar Shelar
4	Vidya Jasing Salunkhe




Principal
Arts & Commerce College
Satara.