

**CERTIFICATE COURSES IN  
DESKTOP PUBLISHING (D.T.P)  
(06 MONTHS)**



**OFFERED BY  
STATE BOARD OF TECHNICAL EDUCATION AND TRAINING  
SANKETHIKA VIDYA BHAVAN, MASAB TANK,  
TELANGANA : HYDERABAD**

## Desk Top Publishing

| SUB<br>CODE | NAME OF THE<br>SUJECT                     | HOURS/WEEK |            | TOTAL<br>PERIODS | SCHEME OF EXAMINATION |                    |                      |                |
|-------------|-------------------------------------------|------------|------------|------------------|-----------------------|--------------------|----------------------|----------------|
|             |                                           | Theory     | Practicals |                  | Duration<br>Hours     | Sessional<br>Marks | End<br>Exam<br>Marks | Total<br>Marks |
| DT-101      | Computer<br>Fundamentals &<br>Office work | 03         | --         | 50               | 03                    | --                 | 100                  | 100            |
| DT-102      | Computer Basic<br>Design work             | 03         |            | 50               | 03                    |                    | 100                  | 100            |
| DT-103      | Computer<br>Fundamentals Lab              | --         | 06         | 75               | 03                    | 40                 | 60                   | 100            |
| DT-104      | Design Work Lab                           | --         | 06         | 75               | 03                    | 40                 | 60                   | 100            |
|             | TOTAL                                     | 06         | 12         | 250              |                       | --                 | --                   | 400            |

**Subject Title: Computer Fundamentals & Office work**  
**Subject Code: DT-101**  
**Periods per Week: 03**  
**Course Duration: 50**

**TIME SCHEDULE**

| S.No | Major Topics             | PROPOSED                  |
|------|--------------------------|---------------------------|
|      |                          | Theory In Hrs<br>(DT-101) |
| 1    | Computer Fundamentals    | 05                        |
| 2    | Windows Operating System | 05                        |
| 3    | Explorer & Folders       | 10                        |
| 4    | MS-WORD                  | 10                        |
| 5    | MS-EXCEL                 | 10                        |
| 6    | MS-POWERPOINT            | 10                        |
|      | <b>Total</b>             | <b>50</b>                 |

**Unit-1 : Computer Fundamentals-** History and importance - Applications –Block Diagram of Computer - ALU, CPU, Memory and Input and Output devices – Hardware components of a computer – Mother board, RAM & ROM, Memory Devices, Floppy disk drives, hard disk drive, tape drive, CD-ROM disk drive, display monitors.

**Unit-2 : WINDOWS Operating System** - Brief history of windows- Task bar- Control panel – Install/uninstall software, hardware, Changing of Date and Time, Regional Settings - Mouse Operations – Using the mouse buttons – Adjusting mouse settings - Desktop screen settings

**Unit-3 :** Explorer – Navigating in Windows explorer – Tool bar – Tools and buttons – File manager – My computer settings - Folders – Creating a new folder, Sub-folder, moving and copying files and folders – Deleting files and folders – Recovering files and folders – Undo command - Shortcuts – Creating, Removing, putting short cuts on the desk top – Adding a program to the Start Menu – Icons – Changing short cut icons- Accessories – Notepad, Wordpad, MS Paint and Calculator

**Unit-4 : MS-Word-**Procedure for starting of MS-Word - Layout - Tool bars - Functional aspects of each of the tool bar - Selecting and deselecting the functional tool bar - Scroll bars and operations - Creation of text and saving of text - Process of insertion of text in the document - Deletion of character, word, line, block of text and undo - Process of selecting text with mouse, moving, copying of text using clipboard - Copying vs. cutting - Procedure for the Character, Paragraph and Page formatting - Procedure for finding and replacing of text in document - Bookmarks and searching for a bookmark - Checking spelling and grammar automatically and using dictionaries - Procedure for loading a text file for printing - Selecting printer for printing - Changing the settings of printer options - Procedure for creating main document and data source file - Creating form letters using mail merge - Creating envelopes using mail merge - Procedure for creating tables in different methods - Adding rows and columns to the existing table - Changing column width and row height - Formatting cells and rows in the table.

**Unit-5 : MS-Excel :** - Procedure for starting of MS-EXCEL - Spreadsheet - Features - Applications - Describe the EXCEL window - Define the term Cell, Current Cell, Cell pointer, Range - Toolbars of EXCEL and their functionality - Procedure to edit the contents of the cell - Format the cells with numbers - Format the text in the cells - Procedure to Change the width of the cells - Change the height of the cells - Define a formula - Operators used in the formula - Procedure to Enter formulae with functions - Procedure to Jump to different work books - Import worksheet from different workbooks - Printing of a worksheet - Different types of graphs -

Procedure to create a graph - Features of data management - Criteria range - Writing criteria and extract the data.

**Unit-6 : MS-Power point - presentation software :** Procedure for starting of MS Power Point - Layout of opening screen - tool bars - Functional aspects of each of the tool bar - Methods of creating a new blank presentation Choosing of Auto Layout for a new slide - Process of insertion and editing of text using text boxes - Inserting pictures into slides - Changing the background of the slide - Procedure of slide transition - Methods of animation - Sounds, order, timing and effects of animation - Different views of slides.

**Subject Title: Computer Basic Design work**

**Subject Code: DT-102**

**Periods per Week: 03**

**Course Duration: 50**

**TIME SCHEDULE**

| S. No | Major Topics                | PROPOSED                  |
|-------|-----------------------------|---------------------------|
|       |                             | Theory In Hrs<br>(DT-102) |
| 1     | PageMaker Basic Tools       | 05                        |
| 2     | Create a Frame in PageMaker | 05                        |
| 3     | Photoshop Introduction      | 10                        |
| 4     | Photoshop Selection Tools   | 10                        |
| 5     | Corel Draw introduction     | 10                        |
| 6     | Corel Draw Design           | 10                        |
|       | Total                       | 50                        |

**Unit-1 : PageMaker Basic Tools :** History - Importance - Explain the procedure to create a New Document - Setting the Margins - Setting the Page Size - Changing the Page Orientation - Setting the Page Numbers - Changing the Page size view - Displaying Rulers - Changing the Rulers Measurement System - Using Rulers and Guides - Adding Guide lines to Master Pages - Aligning to Guidelines - Displaying Guidelines - Locking Guidelines - Explain the procedure of entering Text - Changing the font Families - Changing font size - Changing typeface styles - Changing Character Specifications - Changing type leading - Changing character width - Changing tracking - Procedure to save document - Saving a document as another document - Reverting to a previously saved version - Procedure to develop a Paragraph - Typing a text - Adding special character to text - Aligning text - Formatting Paragraph - Changing Indents - Changing the Space around paragraph - Changing Paragraph Alignment - Controlling How paragraphs break between pages and columns - Adding lines above or below your paragraph

**Unit-2 : Create a Frame in PageMaker** - Converting other objects to Frames - Selecting text & Dragging Text - Editing Text - Cutting, copying and Pasting Text - Using Undo & revert - Procedure to Insert & Removing pages - Procedure to Adjusting Hyphenation - Adjusting Indents and Tabs - Setting and Changing Tabs - Setting and Changing Indents - Settings the Leader Style - Resetting the Tab Ruler - Adding Shapes - Changing lines and fill specifications - Changing Round Corner - Creating Header & Footer - Defining Style - Creating a new style - Editing a style - Removing Style - Copying style - Applying style to text - Changing style - Developing a long Document - Using Story Editor - Switch between story editor and layout editor - Story editor and placing the story - Checking your spelling - Find feature - Using Color - Opening a color palette - Adding color to text - Defining a custom colors - Printing - Printing your document - Printing a proof copies - Setting paper options.

**Unit-3 : Photoshop Introduction-** Introduction of Photo Shop - Procedure to create a New File - Main Selections - Picking color - Filling a selection with color - More ways to choose colors and fill selections - Painting with paintbrush tool - Using the magic wand tool and applying a filter - Saving your document - Color Mode - Gray Scale Color Mode - RGB Color Mode - CMYK Color Mode - Bitmap Mode - Open a file - Preference - Foreground & background - Changing Foreground and Background colors - Using the Large color selection Boxes and small color swatches - Using the Eyedropper tool to sample Image color - Changing the Foreground Color While using a Painting Tool - Using Brushes - Millions of Brushes in One - Selecting the Brush Shape - Drawing a vertical and Horizontal Straight lines with any brush - Drawing connecting Straight Lines ( at any angle) with any brush - Creating a New Brush - Saving Brushes - Loading Brushes - Creating a Custom Brushes - Using the Painting Modes - Fade - Airbrush Options - Pencil Options - Rubber Stamp Options - Rubber stamping an Aligned Clone - Rubber Stamping, Impressionist Style - Using line tool - Using the Editing Tool - The Smudge Tool - The Blur and Sharpen Tool - The Dodge / Burn Tool - Shadows, Mid-tones and Highlights –

**Unit-4 : Photoshop Selection Tools** - Making Rectangular and Square Selections - Feathering a Selections - Lasso Features - Lasso Options - Making selections by color or Gray Scale value using the Magic Wand - Moving an anchor point or Direction point to change the shape of curve - Adding and Removing Anchor points - Moving Path - Saving, Loading and Creating New Path - Filling & Stroking Path - Introduction of layers - Creating & editing New layers - Adding a background - Creating Layer Mask - Layer Masks - Adjustment Layers - Adding Fills and Gradients - Filling with paint bucket tools - Filling type with gradient Fills - Applying Filters - Blur Filters - Render Filters - Sharpen Filters - Sketch Filters - Texture Filters - Other Special Filters - Printing your document - Save your file - Save file as a JPEG, TIFF, GIF, PNG

**Unit-5 : Corel Draw introduction** : Introduction of CorelDraw - Menus - Toolbox - Tools - Arranging Objects - Layering - Combining and Grouping Objects - Stacking Order - Aligning Objects - Type Casting - Typeface or Font - Types of Typeface - Using and manipulating type - Fonts in your Drawings and in other Documents - Colour & Fills - Colour Scheme - Colour Models - Using Colour in your document - Colour in presentations - Using Fills ,

**Unit-6 : Corel Draw Design-** Texture and patterns - Special Effects - Using Envelops - Using extrude - Using blend - Using Lenses - Using perspective - Rotating and skewing objects with transform Roll-up - Stretching and mirroring - Printing Your Document - Save & Close & open file - Export file

**Subject Title: Computer Fundamentals Lab**

**Subject Code: DT-103**

**Periods per Week: 06**

**Course Duration: 75**

**TIME SCHEDULE**

| S.No | Major Topics             | PROPOSED                      |
|------|--------------------------|-------------------------------|
|      |                          | Practicals In Hrs<br>(DT-103) |
| 1    | Computer Fundamentals    | 06                            |
| 2    | Windows Operating System | 09                            |
| 3    | Explorer & Folders       | 15                            |
| 4    | MS-WORD                  | 15                            |
| 5    | MS-EXCEL                 | 15                            |
| 6    | MS-POWERPOINT            | 15                            |
|      | Total                    | 75                            |

**Unit-1 : Computer Fundamentals-** History and importance - Applications –Block Diagram of Computer - ALU, CPU, Memory and Input and Output devices – Hardware components of a computer – Mother board, RAM & ROM, Memory Devices, Floppy disk drives, hard disk drive, tape drive, CD-ROM disk drive, display monitors.

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**Unit-6 : MS-Power point - presentation software :** Procedure for starting of MS Power Point - Layout of opening screen - tool bars - Functional aspects of each of the tool bar - Methods of creating a new blank presentation Choosing of Auto Layout for a new slide - Process of insertion and editing of text using text boxes - Inserting pictures into slides - Changing the background of the slide - Procedure of slide transition - Methods of animation - Sounds, order, timing and effects of animation - Different views of slides.

**Subject Title: Design work Lab**  
**Subject Code: DT-104**  
**Periods per Week: 06**  
**Course Duration: 75**

#### **TIME SCHEDULE**

| S.No | Major Topics                       | PROPOSED                      |
|------|------------------------------------|-------------------------------|
|      |                                    | Practicals In Hrs<br>(DT-104) |
| 1    | <b>PageMaker Basic Tools</b>       | <b>06</b>                     |
| 2    | <b>Create a Frame in PageMaker</b> | <b>09</b>                     |
| 3    | <b>Photoshop Introduction</b>      | <b>15</b>                     |
| 4    | <b>Photoshop Selection Tools</b>   | <b>15</b>                     |
| 5    | <b>Corel Draw introduction</b>     | <b>15</b>                     |
| 6    | <b>Corel Draw Design</b>           | <b>15</b>                     |
|      | <b>Total</b>                       | <b>75</b>                     |

**Unit-1 : PageMaker Basic Tools :** History - Importance - Explain the procedure to create a New Document - Setting the Margins - Setting the Page Size - Changing the Page Orientation - Setting the Page Numbers - Changing the Page size view - Displaying Rulers - Changing the Rulers Measurement System - Using Rulers and Guides - Adding Guide lines to Master Pages - Aligning to Guidelines - Displaying Guidelines - Locking Guidelines - Explain the procedure of entering Text - Changing the font Families - Changing font size - Changing typeface styles - Changing Character Specifications - Changing type leading - Changing character width - Changing tracking - Procedure to save document - Saving a document as another document - Reverting to a previously saved version - Procedure to develop a Paragraph - Typing a text - Adding special character to text - Aligning text - Formatting Paragraph - Changing Indents - Changing the Space around paragraph - Changing Paragraph Alignment - Controlling How paragraphs break between pages and columns - Adding lines above or below your paragraph

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**Unit-6 : Corel Draw Design-** Texture and patterns - Special Effects - Using Envelops - Using extrude - Using blend - Using Lenses - Using perspective - Rotating and skewing objects with transform Roll-up - Stretching and mirroring - Printing Your Document - Save & Close & open file - Export file

# **PRACTICALS**

## **WINDOWS O.S.**

Task bar- Control panel – Install/uninstall software, hardware, Date and Time, Regional Settings. Mouse Operations – Using the mouse buttons – Adjusting mouse settings. Desktop – screen settings – Recycle bin operations. Explorer – Navigating in Windows explorer – Tool bar – Tools and buttons – File manager – My computer settings – changing Windows display. Folders – creating a new folder, sub folder, moving and copying files and folders – Deleting files and folders – Recovering files and folders – Undo command. Short cuts – Creating, Removing, putting short cuts on the desk top – Adding a program to the Start Menu – Icons – Changing short cut icons. Accessories – Notepad, Wordpad, MS Paint and Calculator

## **MS - WORD- word processing software**

Tool bars in opening screen – Lay Out – Functional aspects - Creation of Text – Moving around the document – Inserting text – Deleting text – Undo – Redo - Selecting text with mouse – Moving and copying of text – Formatting the document – Character formatting – Page formatting – Search and replace of Text – Spell Check – Mail Merge – Creation of Tables– Printing of documents.

## **MS - POWER POINT- presentation software**

Starting of Power Point – Tool bars in opening screen – Lay Out – Functional aspects – Creation a new blank presentation – Choosing of Auto Layout – Organization Chart - Insertion of text and pictures – formatting the text – changing the background layout – Slide transition – effects – Animation – Custom animation – effects of animation – sounds, order and timing – Views of slides.

## **MS – EXCEL**

MS EXCEL – Building up of the spreadsheet – Saving and retrieving of the files – Workbooks, Row/column markers – Multiple Undo – Graphics support and Toolbars – Database management - Excel Toolbars – Standard Toolbar, Formatting Toolbar, etc. - Entering, Formatting numbers - creating series of numbers – Entering, formatting and importing text - Entering Formula – Functions – Copying and moving of cells - Printing of spreadsheet - Splitting of Screen – Freezing the Titles - Creating and formatting of charts - Formatting of charts, Exporting of charts.

## **PageMaker**

1. Creating a New Document
  - a) Setting the Margins, Page Size and Page Numbers
  - b) Changing the Page Orientation
  - c) Changing the Page size view
  - d) Displaying Rulers
  - e) Changing the Rulers Measurement System
  - f) Using Rulers and Guides
  - g) Adding Guide lines to Master Pages
  - h) Aligning to Guidelines
  - i) Displaying Guidelines
  - j) Locking Guidelines
2. Entering Text
  - a) Changing the font, font size
  - b) Changing typeface styles
  - c) Changing Character Specifications
  - d) Changing type leading
  - e) Changing character width
  - f) Changing tracking

3. Saving your document
  - a) Saving a new document
  - b) Saving Existing Document
  - c) Saving a document as another document
  - d) Reverting to a previously saved version
4. Developing a Paragraph
  - a) Typing a text
  - b) Adding special character to text
  - c) Aligning text
5. Formatting Paragraph
  - a) Changing Indents
  - b) Changing the Space around paragraph
  - c) Changing Paragraph Alignment
  - d) Controlling How paragraphs break between pages and columns
  - e) Adding lines above or below your paragraph
6. Creating a Frame
  - a) Converting other objects to Frames
  - b) Selecting text & Dragging Text
  - c) Editing Text
  - d) Cutting, copying and Pasting Text
  - e) Using Undo & revert
7. Inserting & Removing pages
8. Adjusting Hyphenation
9. Adjusting Indents and Tabs
  - a) Setting and Changing Tabs
  - b) Setting and Changing Indents
  - c) Settings the Leader Style
  - d) Resetting the Tab Ruler
10. Adding Shapes
11. Changing lines and fill specifications
12. Changing Round Corner
13. Creating Header & Footer
14. Defining Style
  - a) Creating a new style
  - b) Editing, removing and copying a style
  - c) Applying style to text
  - d) Changing style
15. Developing a long Document
  - a) Using Story Editor
  - b) Switch between story editor and layout editor
  - c) Closing the story editor and placing the story
  - d) Checking your spelling
  - e) Using find feature
16. Using Color
  - a) Opening a color palette
  - b) Adding color to text
  - c) Defining a custom colors
17. Printing
  - a) Printing your document
  - b) Printing a proof copies
  - c) Setting paper options

## **PHOTOSHOP**

1. Introduction of Photoshop
2. Creating a New File.

- a) Main Selections
  - b) Picking color
  - c) Filling a selection with color
  - d) More ways to choose colors and fill selections
  - e) Painting with paintbrush tool
  - f) Using the magic wand tool and applying a filter
  - g) Saving your document
3. Color Mode
- a) Gray Scale Color Mode
  - b) RGB Color Mode
  - c) CMYK Color Mode
  - d) Bitmap Mode
  - e) Open a file
  - f) Preference
4. Foreground & background
- a) Changing Foreground and Background colors
  - b) Using the Large color selection Boxes and small color swatches
  - c) Using the Eyedropper tool to sample Image color
  - d) Changing the Foreground Color While using a Painting Tool
5. Using Brushes
- a) Millions of Brushes in One!
  - b) Selecting the Brush Shape
  - c) Drawing a vertical and Horizontal Straight lines with any brush
  - d) Drawing connecting Straight Lines ( at any angle) with any brush
  - e) Creating a New Brush
  - f) Saving Brushes
  - g) Loading Brushes
  - h) Creating a Custom Brushes
  - i) Using the Painting Modes
  - j) Fade
  - k) Airbrush Options
  - l) Pencil Options
6. Rubber Stamp Options
- a) Rubber stamping an Aligned Clone
  - b) Rubber Stamping, Impressionist Style
  - c) Using line tool
7. Using the Editing Tool
- a) The Smudge Tool
  - b) The Blur and Sharpen Tool
  - c) The Dodge / Burn Tool
  - d) Shadows, Mid-tones and Highlights
8. Selection Tools
- a) Making Rectangular and Square Selections
  - b) Feathering a Selections
  - c) Lasso Features
  - d) Lasso Options
  - e) Making selections by color or Gray Scale value using the Magic Wand
  - f) Moving an anchor point or Direction point to change the shape of curve
  - g) Adding and Removing Anchor points
  - h) Moving Path
  - i) Saving, Loading and Creating New Path
  - j) Filling & Stroking Path
9. Introduction of layers
- a) Creating & editing New layers
  - b) Adding a background

10. Creating Layer Mask
  - a) Layer Masks
  - b) Adjustment Layers
11. Adding Fills and Gradients
  - a) Filling with paint bucket tools
  - b) Filling type with grading Fills
12. Applying Filters
  - a) Blur Filters
  - b) Render Filters
  - c) Sharpen Filters
  - d) Sketch Filters
  - e) Texture Filters
  - f) Other Special Filters
13. Printing your document
14. Save your file
15. Save file as a JPEG, TIFF, GIF, PNG

## **Corel Draw**

1. Introduction of CorelDraw
2. The CorelDraw Menus
3. The Draw Toolbox
  - a) Using the Drawing Tools
  - b) Using the Zoom Tool
  - c) Using the Text Tool
  - d) Using Pick Tool
  - e) Using node editing (Shape) Tool
  - f) Using the Outline Tool
  - g) Using Fill tool
4. Arranging Objects
  - a) Layering
  - b) Combining and Grouping Objects
  - c) Stacking Order
  - d) Aligning Objects
5. Type Casting
  - a) Typeface or Font
  - b) Types of Typeface
  - c) Using and manipulate type in CorelDraw
  - d) Using Fonts in your Drawings and in other Documents
6. Colour & Fills
  - a) Colour Scheme
  - b) Colour Models
  - c) Using Colour in your document
  - d) Using Colour in presentations
  - e) Using Fills , Texture and patterns
7. Special Effects
  - a) Using Envelops
  - b) Using extrude
  - c) Using blend
  - d) Using Lenses
  - e) Using perspective
  - f) Rotating and skewing objects with transform Roll-up
  - g) Stretching and mirroring
8. Printing Your Document
9. Save & Close & open file
10. Export file