

# GURUKUL EDUCATIONAL AND RESEARCH INSTITUTE

## CERTIFICATE IN GRAPHIC DESIGN

### Subject and Syllabus



			2022-23

## Syllabus

# CERTIFICATE IN GRAPHIC DESIGN

**DURATION:- 6 MONTHS**

### **DESKTOP PUBLICATION**



- A-1 introduction of dtp
- A-2 Introduction of newsletter & letter heads
- A-3 Introduction of advertisement & visiting card

- A-1 Introduction of pagemaker
- A-2 implementation of pagemaker
- A-3 uses of pagemaker
- A-4 working ith pagemaker
- A-5 Introduction of pagemaker windows
- A-6 Introduction of tools of pagemaker
- A-7 Introduction of masterpages
- A-8 working with publication

A-9 working with text

A-10 changing the view of pages

A-11 importing text & graphics

A-12 saving & closing of publication

## **544 TEXT EDITING**

B-1 Introduction of editing publication

B-2 opening an existing publication

B-3 editing in a publication

B-4 iv Introduction of story editor

B-5 opening story editor

B-6 finding & replacing of a word in story

B-7 vii checking spelling in the publication

B-8 closing the story editor

B-9 correcting mistakes

B-10 use of revert option



## **545 TEXT FORMATTING**

C-1 introduction of text formatting

C-2 changing font

C-3 adjusting the graphic along the text

C-4 changing font size & style

C-5 tracking & kerning styles

C-6 introduction of style sheet

C-7 creating style sheet

C-8 specifying character & paragraph attributes of style

C-9 applying a style from style sheet

C-10 importing styles

C-11 applying bullets & numbering

## **546 MASTER PAGES**



D-1 introduction of master pages

D-2 adding text to the publication

D-3 introduction of autoflow

D-4 creation of master pages

D-5 placing elements on master pages

D-6 placing header & page number

D-7 adding columns to the publication

D-8 applying a master pages

D-9 editing a master pages

D-10 applying alignments & leading

## **547 GRAPHICS & OBJECTS**

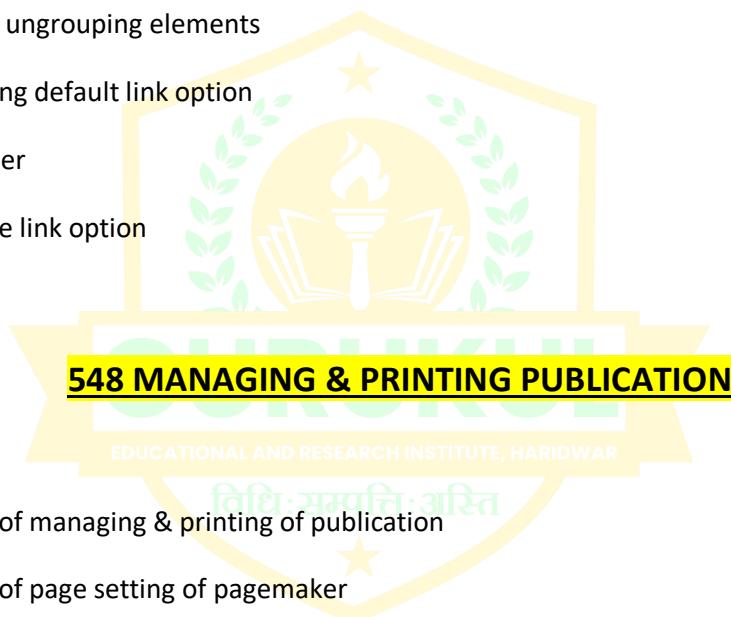
E-1 introduction of graphics & objects

E-2 getting familiar with the tools

E-3 creation of graphics

- E-4 display color palette
- E-5adding text to the graphics
- E-6 wrapping text around a graphics
- E-7 importing graphics
- E-8 resizing a graphics
- E-9 moving a graphic
- E-10 adding caption for the graphics
- E-11cropping a graphics

- E-12 grouping & ungrouping elements
- E-13 links & setting default link option
- E-14 links manager
- E-15 changing the link option



- F-1 introduction of managing & printing of publication
- F-2 introduction of page setting of pagemaker
- F-3 introduction of table contents
- F-4 setting heading levels for toc
- F-5 creating a toc
- F-6 creation of book
- F-7printing a publication
- F-8 using print dialog box

## **549 PHOTOSHOP**

### **A.INTRODUCTION OF PHOTOSHOP**

A-1 loading process of photoshop

A-2 introduction of photoshop program windows

A-3 introduction of toolbox

A -4 uses of tools of photoshop

