

GURUKUL EDUCATIONAL AND RESEARCH INSTITUTE

CERTIFICATE IN GRAPHIC DESIGN

Subject and Syllabus



2022-23

Syllabus

CERTIFICATE IN GRAPHIC DESIGN

DURATION:- 6 MONTHS

DESKTOP PUBLICATION

542 DTP

A-1 introduction of dtp

A-2 Introduction of newsletter & letter heads

A-3 Introduction of advertisement & visiting card

543 PAGEMAKER

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-5 adding 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-11 cropping a graphics

E-12 grouping & ungrouping elements

E-13 links & setting default link option

E-14 links manager

E-15 changing the link option



548 MANAGING & PRINTING PUBLICATION

EDUCATIONAL AND RESEARCH INSTITUTE, HARIDWAR

विद्यः संपत्तिः अस्ति

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-7 printing 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

