

<b>Course Code</b>	: <b>D004</b>	<b>Registration Fee</b>	: <b>₹ 200</b>
<b>Course Name</b>	: Diploma in DTP	<b>Exam Fee</b>	: <b>₹ 400</b>
<b>Duration</b>	: 6 Months	<b>Fee</b>	: <b>₹ 6000</b>
<b>Number of Exam</b>	: 2	<b>Total</b>	: <b>₹ 6600</b>
<b>EMI</b>	: 1 <sup>ST</sup> : ₹3299+ ₹600 2 <sup>ND</sup> : ₹3299		

SNO	Topic	Content	Duration
1	MS Paint	The Tools- Selection tool, Eraser, Pencil, Fill, Magnifying, Rectangle, Circle, Line, Paint Brush, Text, Curve, Polygon, Rounded Rectangle. The Color Palette. Activity- Drawing with MS-Paint	3 Days
2	Notepad	Create File, Edit File, Save File. How to cut, copy, paste text. Format text. Find and Replace Text	2 Days
3.	MS Word	Create a new document, Open, save and print a document, Edit and format text, Change the page layout, background and borders, Insert headers and footers, Insert and edit tables, Shapes, Proofing, Protection. Insert clip art and pictures to documents, Perform a mail merge.	15 Days
4.	MS Excel (Basic)	Navigating with the Mouse and Keyboard, Entering Text and Numbers, Entering Dates, Editing Text Dates and Numbers, Editing within a Cell: Copying, Moving, Pasting and Inserting Cells. Deleting and Clearing Cells: Deleting and Inserting Rows, Deleting and Inserting Columns, Finding and Replacing Text as well as Numbers; Selecting, Inserting, Deleting, Renaming, Moving and Copying Worksheets. Sorting Data; Filtering Data using Auto Filter. Date and Text functions. Creating a Chart Sheet in a Workbook; Selecting Items in a Chart; Adding Data Labels, Titles, and Other Items to a Chart Validation, Conditional Formatting, Protection, Proofing, Goal Seek.	21 Days
7.	MS Power Point	Create a new presentation, Modify presentation themes, Add and edit text to slides, Add new slides to a presentation, Insert clipart images and shapes to slides, Insert and modify tables and charts, Add sound and video to a slide presentation, Insert and edit animations and slide transitions, Display a speaker-lead and self-running presentation.	5 Days
8.	MS Access	Understand the Access Program Screen, Add, Edit and Delete Records in Table View, Add, Edit and Delete records in Forms Open and run a query, Open and run a report, Understand Primary Keys, Understand data types, Create a database, Create a table Create a query, Create a form, Use the form wizard, Sort records Filter records, Understand table relationships, Create relationships between tables	5 Days
9.	Adobe Photoshop	Getting to Know the Work Area, Basic Photo Corrections, Working with Selections, Layer Basics, Correcting and Enhancing Digital Photographs,	45 Days

		Masks and Channels, Typographic Design, Vector Drawing Techniques, Advanced Compositing, Editing Video, Painting, Working with 3D Images, Preparing Files for the Web	
<b>10.</b>	Corel Draw	Introduction to Corel Draw, Features of Corel Draw, Corel Draw Interface, Tool Box, Moving from Adobe Illustrator to Corel Draw, Common Tasks, Drawing and Coloring, Mastering with Text, Applying Effects, Working with Bitmap Commands, Corel Draw- Web resources	45 Days
<b>11.</b>	Adobe Pagemaker	Introduction to PageMaker, Placing and Manipulating Text, Importing and Manipulating Graphics, Integrating Text and Graphics. Creating Templates, Using Templates, Working with Graphics, Defining Colours, Graphic Formats, Advance Printing, Document Setup, Colour Management, Trapping	30 Days