

## O - LEVEL COURSE ( B )

### Course Name : Desk Top Publishing (D.T.P.) / Content Designer

**Objective :** To prepare students having skills to work in the field of content designing or desk top publishing where there is a great scope for them to work in printing Press, News Paper houses, Publishing companies and Advertising Industries.

**Duration :** 144 Hours

**Eligibility :** Standard 10th Pass under 10+2 System with English as one of the subject.

**Content :** Introduction to computers, Windows 2000, Corel draw, Page Maker, HTML, MS Front Page any Gujarati Script.

<b>Sr. No.</b>	<b>Name of Topics</b>	<b>Duration</b>
1	Computer Architecture and Fundamentals	10 Hrs.
2	Operating Systems & MS-DOS	10 Hrs.
3	MS Windows 2000 O.S.	14 Hrs.
4	Microsoft Office-2000	02 Hrs.
5	Microsoft Word-2000	20 Hrs.
6	Page Maker 6.5	24 Hrs.
7	Corel draw 8.0	24 Hrs.
8	Photo Shop 5.0	16 Hrs.
9.	Front page 2000	12 Hrs.
10.	Using photo draw 2000	12 Hrs.
<b>Total</b>		<b>144 Hrs.</b>

### Introduction to Computers

- Computers in Our World
- Introduction
  
- Necessity is the Mother of Invention
- Capabilities of a computer
- Classification of Computer
- Application of Computers
- Generation of computers
- Addition Reading
- Brief History of Computers
- Computers and Hardware
- Computer System
- Input/Output Devices
- Central Processing Unit abbreviated(CPU)
- Brief Introduction to Memory
- In Computers Everything is Binary
- Input Data : Sources & Concepts
- Keyboard
- Graphical Input Devices
- Those using Special Sensitivity
- Those which senses Magnetic Ink

- Industrial Robots
- Output Devices and storage devices
  - ◆ Why output is needed
  - ◆ Monitor
  - ◆ Printers
  - ◆ Impact
    - ◆ Non-impact Printers
    - ◆ Plotters
    - ◆ Storage Device
    - ◆ Primary Devices
    - ◆ Secondary Devices
  - ◆ Magnetic Disks
    - ◆ Those mounted in the computer
    - ◆ Those which can be removed and used on various machines
- Computer Software & Data Communication
  - ◆ Computer Software
    - ◆ Application Software & System Software
    - ◆ Computer and Data Communication
    - ◆ Advantages of Data Communication
    - ◆ concept of network
      - ◆ Classification according to the area covered by networks
- Operating System
  - ◆ Introduction to Operating System
  - ◆ Booting Procedure
    - ◆ Types of Files
      - ◆ DOS PROMPT
      - ◆ Introduction to Dos Commands
- Understanding DOS-I
  - ◆ Internal DOS Commands
  - ◆ Wild Card Character in Dos
  - ◆ Directory Related Commands
  - ◆ File Related Commands
- Understanding DOS II
  - ◆ External DOS Commands AND Utilities
- Filters & Redirection
  - ◆ Redirection
    - ◆ Input Redirection of a command
    - ◆ Filter Commands
    - ◆ Connecting Pipe
    - ◆ Combining Redirection and Filters
- Batch files
  - ◆ Techniques of batch Files
  - ◆ Create your first batch file

- ◆ Suppressing of On-screen display of commands
- ◆ Decision making with Batch files

## **Operating System - MS DOS**

Importance of an Operating System  
 A Guarantee to an Instant Start on MS-DOS  
 Getting Started on DOS with Booting the System  
 MSDOS.SYS  
 Command COM  
 Telling DOS the Date and Time  
 Concepts Review  
 Getting and Interpreting a Directory  
 Making use of Pause Key to freeze scrolling  
 Getting a Printed Copy of a Directory  
 Using Wild Card Character  
 What is a Wild Card Character ?  
 Concepts Review  
 Making use of Hierarchical Directories  
 What are Hierarchical Directories ?  
 Hierarchical Directory System  
 Making use of MKDIR or MD command  
 Making use of CHDIR or CD command  
 Making use of the RMDIR or RD command  
 Concepts Review  
 Copying commands  
 Copy command  
 Copy Source file Destination file  
 Disk copy source Destination  
 Concepts Review  
 Displaying the file contents  
 Syntax  
 Type Filename  
 Print Filename(s)  
 DEL Filename(s)  
 Erase Filename(s)  
 Formatting Disks  
 FORMAT <DRIVE:>/<SWITCHES>  
 Renaming Files  
 Rename Original Filename New filename  
 Clearing the Screen  
 Displaying the Version Number  
 VER  
 Find  
 Sort Filename

## **INTRODUCTION TO WINDOWS 2000**

Introduction to Operating System  
 What is an Operating system ?  
 Why is it required ?  
 What are the types of an Operating System ?  
 What are the functions of an Operating System ?

Terms often used for Windows 2000  
Introduction to Windows 2000  
Specialties of Windows 2000  
Terms often used in Windows 2000

### **TASKBAR - WHAT IS GOING ON ?**

What is the Taskbar ?  
What are its functions ?  
Launching of applications with help of Launching Pad  
Explanation of title bar and buttons  
Switching between applications  
Changing the size and position of the Taskbar  
Properties of the Taskbar

### **DESKTOP - HOW DO I LOOK ?**

Introduction to the Desktop  
Main Icons on the Desktop  
Properties of the Desktop

### **AN APPLETT TEMPORARILY KEEPS APPLICATIONS AWAY**

what does an Applet mean ?  
Different Applets under Windows 2000  
Clipboard Viewer  
Character Map  
Calculator  
Clock  
Games  
Media Player  
Paint  
Sound Recorder  
WordPad & Notepad

### **RECYCLE BIN - FLUSHING IS REQUIRED**

Introduction to Recycle Bin  
Working with Recycle Bin  
Properties of Recycle Bin

### **MY BRIEFCASE - TAKE ME HOME**

What is Briefcase in Windows 2000 ?  
Linking files from the main computer to the laptop  
Copying back the updated files

### **WINDOWS EXPLORER-NOTHING IS HIDDEN FROM ME**

Two modes in which Windows Explorer works  
My Computer  
Windows Explorer  
File Management Tools under Windows Explorer

### **NETWORK NEIGHBORHOOD-LOVE THY NEIGHBORS**

Introduction  
Network Neighborhood in Open window  
Network Neighborhood in Explore window

- Sharing
- Sharing of files and folders
- Sharing of hard disk
- Sharing of Printers
- Connecting a device temporarily

### **CONTROL PANEL-MY TOOL KIT**

- Introduction to Control Panel
- Tools under Control Panel
- Accessibility Options
- Add new Hardware
- Add Remove Programs
- Date/Time
- Display
- Fonts
- Keyboard
- Mouse
- Multimedia
- 32bit ODIALOG BOXC
- Passwords
- Printers
- Regional Settings
- Sounds

### **SHORTCUTS-SHORT BUT STRONG CUTS**

- What are shortcuts ?
- Creating a shortcut on the Desktop
- Creating a shortcut in the Start menu
- Short-cut for Send To
- Properties of short-cut

### **IN-BOX LET'S TALK WITH THE WHOLE WORLD**

- At a glance :
  - Introduction to In Box
  - Sending & Receiving e-mail
  - Sending & Receiving Fax

### **MULTIMEDIA-SINGING ALL THE WAY**

- What is a multimedia ?
- Playing of a CD with CD Player
- Playing of a CD with Media Player
- Working with a Sound Recorder

## **INTRODUCTION TO MS OFFICE-2000**

- What is Windows
- What is suite of Software
- Selecting in Office Programs
- Using Tools and Menus
- Working in Documents
- Cutting, Copying, and pasting
- Saving a Document
- Getting Help
- Advantages of Word Processing under Windows
- Various Word Processors available under Windows

### **Introduction to MS Word-2000**

- Opening a New Document
- Opening an Existing Document
- Recently opened files
- Opening from the Documents menu
- Exporting and Importing Files
- Setting Up Your Pages
- Choosing page Size and Orientation
- Changing page Size
- Changing Orientation
- Setting Margins
- Centering Page
- Controlling Page Breaks
- Typing in the Document
- Inserting Today's Date
- Moving Around in the Document
- Creating Sections
- Inserting a Section break
- Formatting a Section
- Viewing Sections
- Using Columns
- Numbering Pages
- On Your Own
- Saving a File
- Quitting Word

### **Formatting Text**

- Formatting Characters
- Choosing Fonts
- Enhancing Text Appearance
- Inserting Special Characters
- Changing Character Spacing
- Formatting Paragraphs
- Aligning Paragraphs
- Indenting Paragraph
- Setting Tabs
- Changing Line Spacing
- Adding Borders and Shading
- Creating a Bulleted List
- Creating a Numbered List
- On Your Own

- Selecting Styles
- Selecting Text
- Deleting Text
- Correcting Mistakes
- Using Undo
- Using Redo
- Using Auto Correct
- Moving Text
- Using Menu Commands to Move Text
- Using Drag-and-Drop Editing
- Copying text
- Checking Your Document
- Finding and Replacing Text
- Finding Text
- Replacing Text
- Checking Your Spelling
- Checking Your Grammar
- Looking Up Words in the Thesaurus
- Inserting a Picture from the Clip Art Gallery
- Inserting a Picture
- Adding a Border

### **Creating Headers and Footers**

- Adding Footnotes and Endnotes

### **Working with Tables and Graphics**

- Use a Wizard to help create and format a table.
- Enter and edit data in a table.
- Add borders and shading to a table.
- Convert a table to text.
- Add clip art to a document
- Using Wizard to Create and Format a Table
- Starting the Table Wizard
- Using Table Auto Format
- Entering Data into a Table
- Moving Around in the Table
- Entering Text
- Working with Columns and Rows
- Inserting and Selecting Columns and Rows
- Deleting Columns and Rows
- Inserting Columns and Rows
- Changing Cell Height
- Adding Borders and Shading
- Applying Shading
- Converting Text into a Table

### **Mail Merge**

- What is a Mail Merge ?
- Setting up the mail merge
- Creating a main document
- Building the data source
- Placing the merge fields

### **Templates, Wizards and Printing Techniques**

- Understanding Templates
- Using Templates
- Using Wizards

## **Printing Techniques**

### **Viewing the Document before Printing**

- Viewing the Document before Printing
- Changing to Print Preview
- Using Print Preview
- Printing Your Document

## **Page Maker 6.5**

### **1. Creating 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
- Using Guides
- Adding Guide lines to Master Pages
- Aligning to Guidelines
- Displaying Guidelines
- Locking Guidelines

### **2. Entering Text**

- Changing the font Families
- Changing font size
- Changing typeface styles
- Changing Character Specifications
- Changing type leading
- Changing character width
- Changing tracking

### **3. Saving your document**

- Saving a new document
- Saving Existing Document
- Saving a document as another document
- Reverting to a previously saved version

### **4. Developing a Paragraph**

- Typing a text
- Adding special character to text
- Aligning text

### **5. 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

### **6. Creating a Frame**

- Converting other objects to Frames
- Selecting text & Dragging Text

- Editing Text
  - Cutting , copying and Pasting Text
  - Using Undo & revert
7. Inserting & Removing pages
  8. Adjusting Hyphenation
  9. Adjusting Indents and Tabs
    - Setting and Changing Tabs
    - Setting and Changing Indents
    - Settings the Leader Style
    - Resetting the Tab Ruler
  10. Adding Shapes
  11. Changing lines and fill specifications
  12. Changing Round Corner
  13. Creating Header & Footer
  14. Defining Style
    - Creating a new style
    - Editing a style
    - Removing Style
    - Copying style
    - Applying style to text
    - Changing style
  15. Developing a long Document
    - Using Story Editor
    - Switch between story editor and layout editor
    - Closing the story editor and placing the story
    - Checking your spelling
    - Using find feature
  16. Using Color
    - Opening a color palette
    - Adding color to text
    - Defining a custom colors
  17. Printing
    - Printing your document
    - Printing a proof copies
    - Setting paper options

## **Corel Draw – 8**

1. Introduction of CorelDraw
2. The CorelDraw Menus
3. The Draw Toolbox
  - Using the Drawing Tools
  - Using the Zoom Tool
  - Using the Text Tool
  - Using Pick Tool
  - Using node editing (Shape) Tool
  - Using the Outline Tool
  - Using Fill tool

4. Arranging Objects
  - Layering
  - Combining and Grouping Objects
  - Stacking Order
  - Aligning Objects
5. Type Casting
  - Typeface or Font
  - Types of Typeface
  - Using and manipulate type in CorelDraw
  - Using Fonts in your Drawings and in other Documents
6. Colour & Fills
  - Colour Scheme
  - Colour Models
  - Using Colour in your document
  - Using Colour in presentations
  - Using Fills , Texture and patterns
7. Special Effects
  - Using Envelops
  - Using extrude
  - Using blend
  - Using Lenses
  - Using perspective
  - Rotating and skewing objects with transform Roll-up
  - Stretching and mirroring
8. Printing Your Document
9. Save & Close & open file
10. Export file

## **PHOTOSHOP-5**

1. Introduction of PhotoShop
2. Creating 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
3. Color Mode
  - Gray Scale Color Mode
  - RGB Color Mode
  - CMYK Color Mode
  - Bitmap Mode
  - Open a file
  - Preference
4. 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
5. 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
6. Rubber Stamp Options
- Rubber stamping an Aligned Clone
  - Rubber Stamping, Impressionist Style
  - Using line tool
7. Using the Editing Tool
- The Smudge Tool
  - The Blur and Sharpen Tool
  - The Dodge / Burn Tool
  - Shadows, Mid-tones and Highlights
8. 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
9. Introduction of layers
- Creating & editing New layers
  - Adding a background
10. Creating Layer Mask
- Layer Masks
  - Adjustment Layers
11. Adding Fills and Gradients
- Filling with paint bucket tools
  - Filling type with grading Fills
12. Applying Filters
- Blur Filters
  - Render Filters
  - Sharpen Filters
  - Sketch Filters
  - Texture Filters
  - Other Special Filters
13. Printing your document
14. Save your file
15. Save file as a **JPEG, TIFF, GIF, PNG**

## Front page 2000

Introducing FrontPage

Uses and Users

Power with Ease

Creating a Web Site

What's New

Increasing Your Productivity

Supporting HTML Document Format

Integrating with Office

Supporting Multilingual Users

Programming

Working with FrontPage

Creating a Web Site

Viewing a Web Site Structure

Building a Web Page

- Developing a Web Page Structure
- Adding a Content
- Choosing a View in the FrontPage Editor
- Changing Object Properties

Changing the Look of a Web Page

- Applying a Theme to Web Pages
- Using Styles on a Web page
- Importing Content to a Web Page
- Organizing Navigation of Web Pages

Using Tables and Frames

- Creating a Table
- Using Frames

Crating Interactive Web pages

- Building Web Pages with Forms
- Using Components
- Reporting Business Information

Publishing a Web Site

- Preparing to Publish
- Publishing Options

## Maintaining a Web Site

- Maintaining a Site
- Creating Sub-webs
- Using Advanced Features
- Using Multilingual Features

## **Using PhotoDraw 2000**

### Introducing PhotoDraw 200

- Creating All-In-One Graphics
- Producing Powerful Business Graphics

### Working with PhotoDraw

- Using PhotoDraw Tools
- Exploring the PhotoDraw Workspace
- Learning about PhotoDraw

### Creating Pictures

- Drawing and Painting
- Using Templates
- Using the Clip Gallery

### Editing Pictures

- Modifying Pictures
- Editing Digital Photographs

### Adding Text

- Adding Text Objects
- Creating Text Effects

### Enhancing Pictures

- Modifying Lines and Outlines
- Applying Fills
- Using Color
- Applying Effects

### Placing Your Pictures

- Coordinating with Office
- Creating Pictures for the Web

### Printing

### Creating Complete Project Work

## **Syllabus & Course content for Spoken English Course (72 hours)**

Effective communication in English is absolutely mandatory for success in today's intensely competitive world. Individual's professional achievements may be hindered by lack of good communication skills. It is more so with English- a language that is in fact the global business language. In India the appropriate and effective use of language in listening, speaking, reading and writing is crucial to anybody's growth and success.

The English language-teaching course should cater to individuals who desire to make their English language communication more effective. This course should be quite different from the usual classroom English lessons. Lessons should provide exhaustive practice in the active use of English in day to day situations.

### **OBJECTIVES: -**

- to enable the students to develop their speaking skill
- to enable the students to communicate efficiently and with ease in a given situation.
- to teach the students to react properly at the time of group discussion.
- to enable the students to express views on a given topic in simple English.
- to develop personality & public speaking ability in English.
- to develop interactive skill in English Communication.

### **ENGLISH TODAY: -**

It will be a three months course for those who are looking for a short-term English improvement study along with computer training. At the end of each lesson there will be suitable exercise to reinforce the more important learning points. At the successful completion of the course one would have no difficulty in using English as a means of communication as per the demands of the situations.

### **SPEAK BETTER: -**

A comprehensive course in spoken English, which will comprise of 72 lessons catering to the needs of those who are looking to improve their English speech. Exhaustive practice in pronunciations and conversations, which are based on daily life situations, should be provided throughout the course. The course is meant for all those learners who know the structure of English language but are not able to communicate effectively while speaking. The course is an attempt to improve their everyday conversational fluency and pronunciations so that they are able to communicate more fluently, intelligibly and productively. Learners will be made to learn phonetic symbols and the "Pronunciation Drill" will provide additional practice.

### **TRAINING METHODOLOGY: -**

The methodology should consist of a mix of teacher talk and student centered activities, which allows the student to put theories into practice and try out models that are presented. This will be simulated and practiced through various audiocassettes and CD's and various video sessions to enhance their personality and give a feel of real life situations. All forms of modern communication equipment viz., Multimedia would be a part of the methodology from the second week of the course, conversation in English will be mandatory for all the students.

**THE SYLLABUS WILL INCLUDE: -**

- (a) **Basic Speaking Skills :-** Conversational work will include topics like introduction, greetings, requests, apologies, telephone talks and situational dialogues, Vocabulary improvement.
- (b) **Grammar :-** Speech, tense and Common structure, building sentences through extensive use of oral & written exercise.
- (c) **Speech Work :-** Pronunciation practice along with drills.
- (d) **Listening :-** Includes listening to English Cassettes & holding question - answer sessions on them.
- (e) **Reading :-** With library facilities available in the class, reading of English books, magazines & newspapers.
- (f) The syllabus will also focus on Writing, role play, Words & Expression development exercise, story writing conversational skills, vocabulary improvement, expression, dialogue listening, Image creation through speech, spellings, sentences structure, writing essays, letters etc., group discussions & public speaking, party talk & table manners. Some lectures will be on time management & personality development.

- Class room Aids :
- 1) Language library with recommended reading material.
  - 2) Audio - Visual Aids
  - 3) Mike, Stage.
  - 4) Black board.

The Evaluation : Weekly tests will be conducted to evaluate the progress which will include.

- 1) Written Test
- 2) Speeches & Public Speaking
- 3) Comprehensive / Letter & Essay writing.

WEEK	SUBJECT	DISCUSSION TOPICS	HOMEWORK	VOCABULARY COVERED
1	Introduction of course and conduction Importance of English Word Family Vowels, Consonants, Sounds Greetings and Partings Nouns Singular and Plural Adjectives Degrees of Comparison Verbs, Adverbs Pronouns (with possessives) Lecture on TIME MANAGEMENT	Self Introduction Ice - Breaking exercise  Phonetics - use cassette  Comparison of people  My Family and I  TEST	Comparison of weather  Family Tree	things used in daily routine  describing things and people  Relatives and age groups
2	Simple Sentence Construction (SVO) Articles  Aux. as Main Verbs Simple Present Tense  Simple Past Tense Simple Future Tense Continuous Tense Pres / Past / Future Use of 'There' Perfect Tense Pres / Past / Future  Revision of Tenses	My Daily Routine  My Childhood My Sunday Plans Visit to a zoo  An accident on the road Discussing a favorite TV programmes	Introduction of someone who he is, what he does, what he has etc.  A Postman's daily routine A Nurse's daily routine My school days  A visit to a beach  Compare 'Year 2000 & Year 2001' using Adjectives & Perfect Ten. My Future goals	Occupations and Professions  Animals, birds, etc
3	Modal Auxiliary (can, could, may, etc.) Interrogative Words (what, where, why, etc.)  Question Formation Prepositions Lecture on Etiquette and Manners  Conjunctions Exclamations Active and Passive Voice	Welcoming a guest & offering something Dialogue - meeting a friend  A Street – Directions  TEST  joy, sadness, grief, beauty, accident, scenery, etc.	What I could do ten years back, today, 10 years hence Dialogue - bank enquiry  Your house	Things found at home

WEEK	SUBJECT	DISCUSSION TOPICS	HOMEWORK	VOCABULARY COVERED
4	Direct & Indirect Speech Dialogue Practice Sentences showing comparisons Indefinite Pronouns & Adjectives Lecture on Body Language	Dialogue - At the market Conversion of dialogue Listening - At a post office At a tea stall as...as, the same as, similar to, like, alike, differ, different from, more than, as many as' some, any, something, anything, someone, anyone, either, neither, each, every, one, ones, other, another' TEST	Buying a shirt Comparison of India & America short story students in college'	
5	Sentences showing quality and quantity Other common words Dialogue Practice Sentences showing time frame Reading Practice Dialogue Practice Lecture on Facing Interviews	more, less, little, few, many, much, so much, too, very' such as, instead of, despite in spite of, though, even if, yet, but' Listening - at the doctor's fast, late, sometime, sometimes, once, while, no longer, during, for, since Mini talks, lectures, etc Using Compact Disc Test 4 - Oral dialogues		
6	Other common words Sentences showing necessity Discussing incidents Sentence Formation with Reading Practice Sentences using determiners Lecture on Public Speaking	used to, know how to, had better, would rather' essential, important, necessary, imperative Visit to a supermarket An incident to remember ask, demand, desire, insist, prefer, propose, recommend, request, require, suggest, urge Newspaper, Story whatever, wherever, whenever, however, whoever, whomever etc. TEST	Dialogue with parents	
7	Listening / Comprehension & Test			
8	Spoken English & Test & Vocabulary	Request, apology, inquiry, office talk, with a doctor, while shopping, thanks giving	exercise	

<b>WEEK</b>	<b>SUBJECT</b>	<b>DISCUSSION TOPICS</b>	<b>HOMEWORK</b>	<b>VOCABULARY COVERED</b>
<b>9</b>	Letter Writing, application writing & Interview Lecture on Positive Mental Attitude	Exercises  Techniques & Test	Letter to your father. Application for a job	
<b>10</b>	Etiquette / Party talk / Table manners Group Discussions Test	At a party  Current Topics	At a party  Exercise Newspaper Reading	
<b>11</b>	How to use a dictionary Communication Skills in Different situations	in the classroom at an interview in a group discussion conversation with a friend inquiring about health in the office At a party at a shopping complex making a phone call	Exercise	
<b>12</b>	Spoken English & Communication Skills	Discussion Topics: Good wishes, felicitation, congratulations, business, bon voyage, office talk appointment, railway / airport inquiry	sentences about the discussion topics	