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SIT INTERNATIONALTM

SMARTBTR INSTITUTE OF TECHNOLOGY INTERNATIONAL



GOSSAIGAON, KOKRAJHAR BTR ASSAM



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Course Title : Desktop Publishing

Course Duration: 3 months

Course Fees: INR. :: Rs. 3,000 **Eligibility:** Not Required

Prerequisites: No experience required

course overview

The Certificate in DTP is a curriculum for skill creation. It is a vocational training programme, in other words. In areas such as computer applications, DTP software, printing technology, graphic design, etc. the curriculum will train you

Topic 1: MS-Windows

- Introduction to Computer , Computer Basic , Creating Folder , Directories

Topic 2: MS Office: (Ms-word, excel, power point)

- MS Word
- Introduction to MS Word interface
- Creating, opening, and saving documents
- Basic text formatting (font style, size, color)
- Paragraph formatting (alignment, indentation, line spacing)
- Inserting and formatting images and shapes
- Working with tables and columns
- Headers and footers
- Spell check and grammar check
- Printing documents
- MS Excel
- Introduction to MS Excel interface
- Creating, opening, and saving workbooks
- Entering and formatting data in cells
- Basic mathematical operations (sum, average, etc.)
- Working with multiple worksheets
- Page layout and printing options
- MS PowerPoint
- Introduction to MS PowerPoint interface
- Creating and saving presentations
- Adding and formatting text
- Inserting and formatting images, shapes, and SmartArt
- Applying transitions and animations
- Slide show setup and navigation
- Adding speaker notes

Topic -3: PageMaker

- Type Settings for Publication, Page Layout, Word Wrapping, Grouping, Merging two or more files, Creating columns, Tab settings, Paragraph settings, Hyphenation, Paper Style, Index & Table of Contents, Fonts, Mixing Text & Graphics, Linking objects, Printing facility.

Topic-4: CorelDraw

- Logo Designing, Frame Settings Graphical Tools, Bitmap & Shadow Effects Special Effects such as Perspective Blending, Text Settings into objects Alignment Setting Tabs, Power Line Power Clip Contour Import & Export Facility

Topic-5: Photoshop

- All Tools (Marquee Tool, Magnetic Tool, Slice Tool, Patch Tool, Clone Stamp Tool, Gradient Tool, Smudge Tool, Blur Tool, Text Tool etc.) Fill, Stroke Option Histogram, Group, Ungroup Lock Object, Color Range Feather, Modify, Grow, Filter Liquify, Artistic Blur, Video Option etc.



**Contact Us For
More Info**



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