

# ZED AGE SYLLABUS

## CorelDRAW

### ► BASICS OF CORELDRAW

Introduction-Getting Started-Creating A New File - Title Bar-Menu Bar-Work Area-Printable Page-Property Bar-Page Counter Bar-Colour Palette-Toolbox-Status Bar-Drawing Figures-Lines-Ellipse-Circles-Rectangle-Square-Polygon-Saving-Closing-Opening-Views-Normal View-Preview-Wire Frame View-Draft View-Zoom-View Manager-Creating a View.

### ► DRAWING

Introduction - Toolbox-Selecting an Object-Resizing an Object-Moving an Object-Changing the Shape-Combining Two Objects-Skewing-Welding the Objects-Blending-Curve Lines-Straight Lines-Continuing a Line-View Mode-Changing-Media Tool-Rotating An Object-Grouping-Fill Tool Fly Out-Filling-Spray Mode.

### ► TEXT

Introduction-Text Tool-Entering Artistic Text-Entering Paragraph Text-Converting Text-Formatting Text-Changing the Font Size-Arranging Objects-Ordering The Objects-Changing the Font-Bullets-Decorating the Text-Webdings-Text Editor-Opening-Changing the Alignment-Type Style-Spell Checking-Grammar-Searching Synonyms-Find-Replace-Editing-Kerning-Formatting Characters.

### ► IMAGE

Bitmap Images-Vector Image-Resizing-Rotating-Skewing-Moving-Cropping-Importing Images-Adding Special Effects-Converting to Bitmap-Exporting Images.

### ► PAGE LAYOUT

Changing the Page Size-Changing the Layout-Applying Styles-Applying Bitmaps to the Background - Changing the Background-Adding a Page Frame-Moving Between Pages.

