




**Syllabus & Curriculum
For Certificate Course In
CorelDRAW**



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1. Course Description

CorelDRAW is a vector-based, graphic drawing program or application that lets you create professional artwork and illustrations, from simple logos to advertisements. This software from Corel, works with both Windows and Mac.

2. Pre-requisite

Students need to be comfortable using mouse, opening and saving files, and the general operations of computer and its Operating System

3. Hardware & Software requirements

Hardware: Personal Computer or a terminal with 115MB free Hard disk space and 256MB RAM for reasonably good performance.

Software: CorelDRAW12 or 11 with Windows (XP, 2000, or 98)/ MAC OS

4. Course objectives and content

Upon completion of this course students will :

- Become familiar with the CorelDraw environment by opening and navigating in a document; using drawing tools to create shapes, lines, and text objects; modifying objects; formatting objects; and creating and modifying text objects.
- Experts to create dynamic graphics using advanced drawing and editing tools, styles and templates, clipart and special characters.
- Demonstrate good skills in creating professional and multi-page brochures.

5. Suggested reference material

a. Text books

- 1 CorelDRAW® 9 Bible (Paperback)
by Deborah Miller
- 2 CorelDRAW 12: The Official Guide by Steve Bain

3 CorelDRAW X3 by Collectif

4 CorelDRAW 12 Unleashed

b. Recommended Web sites

2. http://www.insidegraphics.com/corel_draw/
3. www.tutorio.com/coreldraw-tutorials4.html
4. www.softwaretrainingtutorials.com/coreldraw
5. <http://www.clicknlearn.com/>

c. CDs

- 1 CorelDRAW Graphics Suite X3 Essential Training CD
- 2 CorelDRAW12 Personal Tutor
- 3 VTC - CorelDRAW 11 Training CD

6. Examination /Evaluation scheme

The evaluation will be done based on one theory Examination of 2 hours and practical examination of 3-hour duration.

- Theory Examination: The examination will be of 2 hours duration and will contain 100 objective type questions with maximum marks of 100.
- The questions will be in proportion to the weightage of the modules described in this curriculum.
- Practical Examination: One Practical examination of 3 hours duration will be conducted on the modules described in the curriculum. The maximum marks will be 100.

7. Suggested duration for Theory, Practical sessions and Project

Sl.No	Modules	Duration in hrs			Weightage of Modules
		Theor y	Lab	Final Project	
1	CorelDRAW Basics and Interface	10	5	10	20%
2	Objects- Creation and Manipulation	25	25		30%
3	Working with Special effects and Texts	25	15		30%
4	Page Layout, Printing, Export and Advanced Features	20	15		20%
Total		80	60	10	100%

Detailed Syllabus

Contents

Module 1: CorelDRAW Basics and Interface

Module 2: Objects- Creation And Manipulation

Module 3: Working With Special Effects And Texts

**Module 4: Page Layout, Printing, Exporting And
Advanced Features**

Module 1 CorelDRAW Basics And Interface

Getting Started

- Exploring the CorelDraw Screen
- File Management

- Setting Up the Page

Moving Around and Viewing Drawings

- Moving Around the Current Page
- Viewing Modes
- Inserting and Deleting Pages
- Changing Page

Customizing Options

- Using Multiple Workspaces
- Customizing the Toolbars
- Using Shortcuts
- Saving Defaults
- Setting File Backups

Module 2 Objects- Creation And Manipulation

Drawing and Shaping Objects

- Drawing and Shaping Tools
- Using the Freehand Tool
- Drawing Lines and Polylines
- Drawing Freehand Polygons
- Drawing Perfect Shapes

- Reshaping Lines and Polylines
- Drawing Curves
- Reshaping Curves
- Drawing Rectangles
- Drawing Circles

Selecting & Manipulating Objects

- Selecting and Deselecting Objects
- Moving Objects
- Copying and Deleting Objects
- Deleting Objects
- Sizing Objects

Transforming Objects

- Mirroring Objects
- Rotating and Skewing Objects
- Using Transform Docker

Outlining & Filling Objects

- Eyedropper and Paint bucket Tools
- The Outline Tool
- Choosing Outline Thickness
- Choosing Outline Colors
- Using Fill Tool

- Uniform Fill, Fountain Fill, Pattern Fill
- Interactive Mesh fill
- Copying Attributes
- Setting Outline and Fill Defaults

Arranging Objects

- Arranging Objects
- Grouping and Ungrouping Objects

- Using Guidelines
- Using Dynamic Guides
- Using Snap To
- Aligning Objects
- Group and Child Objects
- Combining and Breaking Objects
- Welding Objects
- Using Intersection
- Using Trim

Using Layers

- About Layers
- Editing Layers
- Setting Up a Master Layer
- Moving, Copying, and Locking Layers
- Reordering Layers
- Using the Object Manager

Module 3 Working With Special Effects And Texts

Special Effects

- Drawing With the Artistic Media Tool
- Shaping an Object with an Envelope
- Extruding an Object
- Blending Two Objects
- Using the Lens Effect
- Adding Perspectives

- Using Power Clips
- Applying Contours
- Applying Drop Shadows
- Using Interactive Fills
- Applying Distortions
- Using Interactive Transparencies
- Applying Mesh Fills

Working with Text

- The Text Tool
- Creating Artistic Text
- Editing Text
- Formatting Text
- Setting Text Options
- Creating Paragraph Text
- Choosing Paragraph Options
- Setting Indents Using the Ruler
- Importing Text
- Using the Spell Checker

Working With Paragraph

- Text Implementing Color Management
- Creating Custom Color Palettes
- Choosing a Color Using Color Harmonies
- Applying Colors Using the Color Docker
- Automatically Creating Color Styles
- Importing and Sizing Paragraph Text
- Flowing Text Between Frames
- Formatting Paragraph Frames

- Wrapping Paragraph Text Around Objects
- Applying Drop Caps
- Typing Text Into Objects

Special Text Effects

- Fitting Text to a Path
- Converting Text to Curves
- Creating Blended Text Shadows
- Special Text Effects
- Jumpy Text
- Neon Text
- Glowing Text
- Chrome Text
- Bevel Text
- Creating Enveloped Text

Using Symbols and Clipart

- Inserting Text Symbols
- Adding Clipart
- Modifying Clipart

Working With Bitmaps

- What is a Bitmap
- Importing Bitmap Options

- Adjusting Color
- Hiding Certain Colors in a Bitmap
- Applying Special Bitmap Effects
- Creating Web Images
- Advanced GIF Options

Module 4 Page Layout, Printing, Exporting and Advanced Features

Special Page Layouts

- Creating a Greeting Card
- Print Previewing the Layout
- Creating Labels

Printing

- Print Options
- Print Previewing

Exporting Drawings

- Exporting to Graphic Formats
- Copy and Pasting Into Other Applications

Using Styles and Templates

- About Styles and Templates
- Creating a Style
- Applying a Style
- Copying Properties

Custom Creation Tools

- Creating Custom Patterns
- Managing and Using Symbols

Using Corel Trace

- Types of Graphic Formats
- About Corel Trace
- Tracing Images
- Importing Traced Files into CorelDraw
- Special Trace Effects

Using Corel R.A.V.E.

- About Corel RAVE
- Playing sample RAVE animations
- Performing the five steps necessary to create RAVE animations
- Working with the Timeline Docker
- Tweening objects to create animation
- Exporting to Macromedia Flash format
- Publishing to the web Create web rollovers
- Inserting hyperlinks
- Creating sprites and adding behaviors
- Creating interactive movies



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