



# Desktop Publishing Tools

## DESCRIPTION & OBJECTIVES COURSE DESKTOP PUBLISHING TOOLS:

### 1. DESCRIPTION

This course introduces students to the principles of design applicable to publications created using desktop publishing software and computer technology. Special attention is given to design principles, typography, and layout and production techniques. This class focuses on gaining professional-level skills and knowledge. In this course, the students will discover how to use the essential building blocks of design type, art and line in new and creative ways, learn clever ways to locate and use resources such as graphics and scanned art, learn to think about audience and medium and how those affect the way you craft your message and also be learning to use new technical tools to create those effective messages. In the end, the students will have a more critical eye for design and production techniques, be able to "talk the talk of desktop publishing" and will know how to design and create attractive publications. In short, the students have valuable skills that you can use in social or professional settings, from creating a newsletter for an organization. This class will follow a step-by-step process that gives you usable amounts of information in "byte-size" pieces; each assignment builds on what you have already learned. Teaching methods combine presentation, examples and discussion with considerable hands-on production and personal feedback.

### 2. OBJECTIVES:

The principal goal for this class is to develop specific skills, competencies and points of view needed by professionals who use computer hardware and software in the hands-on production of publications. These skills include: expertise in the use of the DTP page layout program, InDesign, from basic page setup through use of specialized techniques such as type manipulation and graphic effects ways to find, adapt and create art even if you are NOT an artist understanding graphic formats and conventions that give publications a quality look writing and editing copy to enhance your message.

To develop the skills listed above, it is important that you: Gain factual knowledge that provides a context for desktop publishing (DTP), including the history of publishing and how computers fit into that history DTP terms and jargon trends and projections for jobs that require DTP skills Develop creative capacities based on skillfully integrating typefaces and illustrations designing functional and inviting layouts creatively using white space and design principles writing to persuade and inform.



### 3. Eligibility:

The course is meant for the Intermediate in any stream Passed Exam, for the purpose of eligibility and can apply.

### 4. Duration of the Course

S.No.	Course	Semester	Duration
1.	Certificate in Desk Top Publishing	1 (One)	Six Month (6 Month)

### 5. No. of students to be admitted: 20 (twenty)

### 6. Course & Scheme of Examination

Course Code	Course Title	Credits
DTP101	Fundamentals of Computer & Desktop Publishing	3
DTP102	Basics of MS Word ,MS Power Point & MS Excel	3

### 7. Practical Training

Being a practical oriented program, the focus will be more on practical training. The Candidate shall undergo practical training of the computer laboratory.

### 8. Requirement to appear for examination

Candidate should put in a minimum of 75% attendance to appear for the examinations.

### 9. Passing Criteria

The Passing Criteria for the candidates should score at least 36% marks in each subject and 40% marks in aggregate. A candidates failing in any one of the subject has to reappear for that particular component in the back examinations.

### 10. Details of Syllabus

**Course Code: DTP 101**

**Course Title: Fundamentals of Computer**

**Course credits: 3**

**Course Objectives:**

The primary objective of this course is

- To understand the fundamentals & concepts of computers
- To give the students a hands on experience on GUI



- To impart the basics of Desktop Publishing

**Course contents/Syllabus:**

	<b>Weightage (%)</b>
<b>Module 1: Fundamental &amp; Basics of Computer</b>	
Introduction to computer, History of computer, Computer Generation, Characteristics of computers, Application of computer, Components of computer, hardware, Software, Types of Software, Use of System & Application Software, Assembler, compiler, interpreter, computer languages, Data processing: concepts of data processing, Definition of Information and data, Basic data types, Storage of data/Information as files, Representation of data/Information	<b>25%</b>
<b>Module 2: Operating System &amp; its GUI</b>	
Operating system and basics of Windows, The User Interface: Using Mouse and Moving icons on the screen, The My Computer Icon, The Recycle Bin, Status Bar, Start and Menu & Menu selection, Running an Application, Windows Explorer Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows, Windows Setting: Control Panels, Wall paper and Screen Savers Setting the date and Sound, Concept of menu Using Help, Advanced Windows: Using right Button of the Mouse, Creating Short cuts, Basics of Window Setup, Notepad	<b>25%</b>
<b>Module 3: Input &amp; Output Devices</b>	
Input / Output Devices: Keyboards, mouse, joysticks, trackballs, digitizer, voice-recognition, optical-recognition, scanners, terminals, point-of-sale terminals, machine-vision systems. Hard-copy devices: Impact printers - DMPs, Daisy-wheel printers, Line-printers. Non-impact printers - Inkjet, Laser, Thermal; Plotters, Memory & Mass Storage Devices: Characteristics of memory systems, types of memory, RAM, ROM, magnetic disks - floppy disk, hard-disk; optical disks - CD, CD-I, CD-ROM; Magnetic tapes; Concepts of Virtual and Cache memory	<b>25%</b>
<b>Module 4: introduction to Desktop Publishing</b>	
Introduction to Desktop Publishing, Merits & Demerits of Desktop Publishing, Design Principles of Desktop Publishing, Comparative Analysis between DTP and traditional composing processes, Typography, Hardware Requirements of DTP, General Text Organization, Designing Common Media Publications	<b>25%</b>

**Course Code: DTP 102**

**Course Title: Basics of MS Word, MS PowerPoint & MS Excel**

**Course credits: 3**

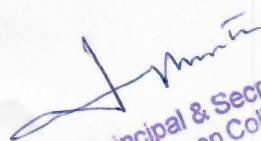
**Course Objectives:**

The primary objective of this course is to give the students a hands on experience on MS Word, MS PowerPoint & MS Excel



Course contents/Syllabus:

	Weightage (%)
<b>Module 1: Fundamental of Ms. Word</b>	
Basics of word processing, Interface of Ms. Word layout, <b>Apply character formatting:</b> Change fonts and font sizes, Apply font styles, character styles, and special character effects, Change the case of text, Highlight text in a document, Insert symbols and special characters <b>Format paragraphs:</b> Add bullets, numbering, borders, and shading, Set line and paragraph spacing, Align and indent paragraphs, Insert page breaks, Create and modify headers and footers, Apply paragraph styles, Create outlines. <b>Customize tables :</b> Use special table features, Perform calculations in a table, Use table styles, Use tab stops in a table, Convert text to a table, Merge and split table cells.	25%
<b>Module 2: Working with Ms. Word</b>	
<b>Use the mail merge wizard:</b> Explain the steps of the mail merge process, Define the main document, Select the data source, Merge the main document and data source <b>Work with columns, pictures, diagrams, and charts:</b> Create and use newspaper columns, Insert pictures, Create diagrams, Create and modify a data chart. <b>Compare and merge documents:</b> Track changes to a document, View and edit comments, Compare and merge documents, Convert documents into web pages. <b>Sort text and tables:</b> Sort dates, Sort lists, Sort paragraphs, Sort tables. <b>Work with drawing objects and graphics:</b> Create drawing objects, Add decorative page borders, Use WordArt special text effects, Insert, position, and delete pictures, Insert and edit text boxes, Create and edit an organization chart, Create an equation.	25%
<b>Module 3: Introduction to Ms. PowerPoint</b>	
Introduction, Interface layout of PowerPoint, Creating and enhancing a presentation, Adding and Modifying Text, Applying and Modifying Templates, Using a Color Scheme, Drawing and Modifying Objects, Inserting Information into PowerPoint, Producing a Slide Show, Creating a Multimedia Presentation	25%
<b>Module 4: Introduction to Ms. Excel</b>	
Introduction to Ms. Excel, Interface layout, Application usage of Electronic Spread Sheet, Opening of Spread Sheet, and menu bar, Creation of cells and addressing of cells, Cell inputting, Manipulation of cells: Enter texts numbers and dates, Creation of tables, Cell Height and Widths, Copying of cells. Functions: Using functions: mathematical, statistical and financial function.	25%

  
Principal & Secretary  
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