



Presentation Software Training

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CorelDRAW®: Introduction to Advanced

Overview & objectives

This three-day course is designed to take a delegate from the Introduction to the Advanced level of CorelDRAW. A delegate will learn how to create publications, such as logos and brochures for use on the Web or in print. Skills include creating and transforming objects, adding text and color to drawings, creating and modifying symbols, work with bitmaps, import & export etc.

Course Prerequisite

Microsoft Windows

Who should attend?

The course has been designed for delegates who will create professional presentations, brochures, newsletters, etc.

Course Outline

This course consists of 12 modules	
Module One	Getting Started; Introducing the Corel Screen; Menu Bar; Toolbars (Standard & Property); Toolbox; Printable Page; Page Counter; Color Palette; Scroll Arrows; Status Bar; Page Setup (Page Border/Printable Area/Bleed Area); Page Layout Styles; Rulers; Grids & Guidelines; Page Sorter; Dockers
Module Two	Smart Drawing Tool; Rectangles & Squares; 3 Point Rectangles; Ellipses & Circles; 3 Point Ellipses; Arcs & Wedges; Polygons & Stars; Triangles; Spirals; Graph Paper; The Perfect Shape Tool
Module Three	The Shape Tool / Working with Nodes; Knife Tool; Eraser Tool; Smudge Brush Tool; Roughen Brush Tool; Free Transform Tool; Virtual Segment Delete Tool; Zoom Tool; Hand Tool; View Manager; Free-hand Tool; Bezier Tool; Natural Pen / Artistic Media Tool; Dimension Tool; Call-Out Tool; Connector Lines & Flow Lines; Save Command; Backing Up Work; Close Command
Module Four	Selecting Objects; Positioning Objects; Resizing & Scaling Objects; Mirroring Objects; Rotating Objects; Skewing Objects; Copying and Pasting; Duplicating Objects; Cloning Objects; Aligning Objects; Distributing Objects; Order Command; Group & Ungroup Objects; Locking & Unlocking Objects; Object Manager
Module Five	Uniform Fill; Creating Your Own Palettes; Fountain Fill; Interactive Fill Tool; Creating Custom Fountains; Pattern Fill; Creating Your Own Patterns; Texture Fill; PostScript Fill; Mesh Fill; Outline Tool; Setting The Outline Default
Module Six	Artistic Text; Editing & Formatting Text; Adding Graphics, Symbols & Special Characters; Insert Characters; Paragraph Text; Drop Caps; Setting Tabs; Indenting Paragraphs; Adding & Removing Bullets; Adding Columns to Paragraph Text; Spell Check; Grammar Check; Thesaurus; QuickCorrect; Fit Text to Path; Fitting Text to a Closed Path; Placing Text within a Closed Path; Converting Text to Curves; Scrapbook
Module Seven	Shaping Commands on the Property Bar; Combine Command; Break Apart; Intersection Command; Trim Command; Weld Command
Module Eight	Add Perspective; Envelope Effect; Blend Effect; Contour Effect; Distortion Effect; Drop Shadow Effect; Extrude Effect
Module Nine	Lenses; Interactive Transparency Tool; PowerClips
Module Ten	Importing Bitmaps; Cropping a Bitmap; Resample Bitmaps; Tracing Bitmaps; Using the Bitmap Color Mask; Color Adjustment; Bitmap Filter Effects
Module Eleven	Styles; Templates; Importing & Exporting; Printing; More on Color, Ink & Separation
Module Twelve	Customization of CorelDRAW; Moving Toolbars; Moving Toolbar Buttons; Assigning or Changing Keyboard Shortcuts; Setting Defaults for New Documents; Creating Custom Toolbars; Color Palette Appearance

Additional Information

Duration	3 days
Cost	R2 745,00 (excl. VAT)
Includes	Comprehensive Manual Lunch & Refreshments Electronic Certificate (on successful completion of the course) Electronic Trainer Feedback Report Electronic Delegate Feedback Questionnaire

Presentation Software Training has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards.
 Accreditation Number - ACC/2007/02/603.