

### CorelDraw:- Basic Tools of Knowledge

<u>INTRODUCTION TO CORELDRAW</u>	<u>BASIC DRAWING TOOLS</u>
<ul style="list-style-type: none"> <li>Overview of CorelDRAW interface</li> <li>Creating a new document</li> <li>Navigating and customizing the workspace</li> <li>Saving and exporting files</li> </ul>	<ul style="list-style-type: none"> <li>Using the Shape tools (Rectangle, Ellipse, Polygon, etc.)</li> <li>Freehand drawing with the Pen tool</li> <li>Working with lines, curves, and shapes</li> <li>Manipulating objects (select, move, resize, rotate)</li> </ul>
<u>WORKING WITH TEXT</u>	<u>COLOR AND FILLS</u>
<ul style="list-style-type: none"> <li>Adding and formatting text</li> <li>Text effects (bold, italic, underline)</li> <li>Creating artistic text</li> <li>Formatting paragraphs and text styles</li> </ul>	<ul style="list-style-type: none"> <li>Understanding color modes (RGB, CMYK)</li> <li>Applying color fills and outlines</li> <li>Using the Color Palette</li> <li>Creating custom color palettes</li> </ul>
<u>WORKING WITH LAYERS</u>	<u>TRANSFORMATIONS AND EFFECTS</u>
<ul style="list-style-type: none"> <li>Managing and organizing layers</li> <li>Arranging objects within layers</li> <li>Locking, hiding, and renaming layers</li> </ul>	<ul style="list-style-type: none"> <li>Scaling, skewing, and mirroring objects</li> <li>Applying basic and artistic effects</li> <li>Working with transparency and blending modes</li> <li>Using the PowerClip tool</li> </ul>
<u>OBJECT ALIGNMENT AND DISTRIBUTION</u>	<u>WORKING WITH BITMAPS</u>
<ul style="list-style-type: none"> <li>Aligning and distributing objects</li> <li>Using the Align and Distribute docker</li> <li>Grouping and ungrouping objects</li> <li>Combining and intersecting shapes</li> </ul>	<ul style="list-style-type: none"> <li>Importing and editing bitmap images</li> <li>Using the Image Trace tool for vectorization</li> <li>Applying bitmap effects</li> <li>Working with clipart and photos</li> </ul>
<u>PAGE LAYOUT AND PRINTING</u>	<u>PROJECT AND PRACTICAL EXERCISES</u>
<ul style="list-style-type: none"> <li>Setting up page size and</li> </ul>	<ul style="list-style-type: none"> <li>Create a simple flyer or poster</li> </ul>

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## Computer Institute

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orientation <ul style="list-style-type: none"><li>• Adding and managing multiple pages</li><li>• Preparing designs for print</li><li>• Print and export options</li></ul>	<ul style="list-style-type: none"><li>• Design a logo or symbol</li><li>• Develop a business card layout</li><li>• Create a basic illustration</li></ul>
<b><u>TIPS AND TRICKS</u></b>	
<ul style="list-style-type: none"><li>• Keyboard shortcuts for efficiency</li><li>• Useful plugins and add-ons</li><li>• Troubleshooting common issues</li><li>• Best practices in CorelDRAW</li></ul>	

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