

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code:</b> CECS103	<b>Total Credit : 3</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper:</b> Desktop Publishing	

<b>Unit</b>	<b>Description</b>	<b>Weighting</b>
I	<b>Introduction</b> Publishing – meaning and planning Graphics and desktop publishing, Publication purpose and effectiveness, Introduction to a popular desktop publishing software and key features	20%
II	<b>Using DTP Software-I (Page Maker)</b> Working with document - creating, saving, printing, etc. Working with tools and pallets, navigation Working with margins, indents, tabs and ruler Working with text , paragraph and graphics	20%
III	<b>Using DTP Software-II (Page Maker)</b> Working with multipage documents Working with master pages, hyperlinks Working with frames, text frames, Using tables Using styles and story board, Working with objects, forms Working with templates, Importing and exporting	20%
IV	Corel Draw Introduction, Surfing the Interface, Getting to know the status bar. Getting to scrollbar and color palette. Understanding Dialog box, Exploring the standard toolbar, Toolbox. Browsing the Menus, File, Edit, View, Layout, Arrange, Effect, Bitmaps, Text, Tools, Drawing and working with Lines and Curves. Drawing and working with Rectangles, Ellipse and Polygons, Adding Text and Formatting Text, Working with Objects, Defining Outline and Fill Color, Working with outlines, The outline pen dialog, The outline color dialog, Understanding fills, Fountain fills, Pattern fills, Creating Special Effects, Using an envelope, Creating perspective effects, Blending objects	20%
V	Photo Shop Photoshop's Environment Graphics and Environment Elements Navigating in Photoshop. Sizing Images, Image Size and Resolution Cropping. Selecting Image Areas. The Rectangular and Elliptical Marquee Tools. The Lasso Tools and Saving Selections. The Magic Wand Tool. The Magnetic Lasso Tool and Modifying Selections Layers, Feathering Edges: Image Modes, Color and Painting, Selecting Colors, Painting Tools and the Clone Stamp Tool. Text, Layer Effects, and Filters, Filters, Merging, and Flattening. Adjusting Images, Brightness/Contrast and Levels Adjustment Layers, Toning Tools and Hue/Saturation	20%

<b>Basic Text &amp; Reference Books :-</b>	
1.	Jain S. : PageMaker 7 Training Guide, BPB, 2008
2.	Busch : Teach Yourself PageMaker 6.5 for Mac & Windows, BPB, 2002
3.	Connally C. : PageMaker (R) 7 – The Complete Reference, McGraw-Hill/Osborne Media, 2002
4.	Mastering Corel Draw by Rick Altman, BPB 4th Edition

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<b>Paper Code:</b> CECS103	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper:</b> Desktop Publishing	

<b>Unit</b>	<b>Description</b>		<b>Total Marks</b>
I	Q.1(A) Short / Medium Questions (With Internal Option)	06	14
	Q.1(B) Short / Medium Questions (With Internal Option)	08	
II	Q.2(A) Short / Medium Questions (With Internal Option)	06	14
	Q.2(B) Short / Medium Questions (With Internal Option)	08	
III	Q.3(A) Short / Medium Questions (With Internal Option)	06	14
	Q.3(B) Short / Medium Questions (With Internal Option)	08	
IV	Q.4(A) Short / Medium Questions (With Internal Option)	06	14
	Q.4(B) Short / Medium Questions (With Internal Option)	08	
V	Q.5(A) Short / Medium Questions (With Internal Option)	06	14
	Q.5(B) Short / Medium Questions (With Internal Option)	08	