

Syllabus for Under Graduate Studies under NEP-2020
Vocational Course
Desktop Publishing (DTP)

Course outcomes (CO):

Credit: 3

After studying this Course the Student will be able to:

- Understand basics of computer and its related terminology.
- Write, Edit & Print documents using MS-WORD & EXCEL.
- Understand and Using PageMaker & Photoshop and used for Desktop Publishing and would be able to create and design documents with text and graphics like newspaper, brochure, wedding cards, visiting cards, greeting cards etc.

Course Title : Desktop Publishing

Course Type : Vocational

Max Marks : 100 Total No. Of Lectures per week (in hours per week): 3

Content of Course

Unit - I

11 Hours

Fundamentals of Computer & MS Paint: Introduction to Computer, Introduction to MS Paint, Presentation and setup of user interface and help, Open and save an image, Knowledge of available file types (JPG, TIFF, ICO, PNG, GIF...), Set opened image as desktop wallpaper, Display options (zoom, miniature, grid, etc.), Define or resize the size of an image (non functional transparency), Drawing tools overview, Colors selection with right click/left click in the palette, Copy/Paste from selection with or without transparency, Insert an extern

Unit - II

11 Hours

MS Office: Introduction to MS Office, Word Processing Software, Creating and opening a document, Saving and printing a given document, Insertion of text and graphics in a given document from external source, Using various fonts and styles to make a document more beautiful, Formatting and editing a document, Creating and editing Electronic Spreadsheet,

Unit - III

12 Hours

Photoshop :All Tools (Marquee Tool, Magnetic Tool, Slice Tool, Patch Tool, Clone Stamp Tool, Gradient Tool, Smudge Tool, Blur Tool, Text Tool etc.) Fill, Stroke Option Histogram, Group, Ungroup Lock Object, Color Range Feather, Modify, Grow, Filter Liquify, Artistic Blur, Video Option etc.

Unit - IV

11 Hours

PageMaker : Type Settings for Publication, Page Layout, Word Wrapping, Grouping, Merging two or more files, Creating columns, Tab settings, Paragraph settings, Hyphenation, Paper Style, Index & Table of Contents, Fonts, Mixing Text & Graphics, Linking objects, Printing facility

Suggested Reading:

1. Desk Top Publishing From A to Z by Bill Grout and Osborne; McGraw Hill
2. ADOBE PAGEMAKER 6.5 - Shashank Jain & Satish Jain — First Edition 2001, BPB Publications.
3. DESKTOP PUBLISHING ON PC — M.C. Sharma, BPB Publications
4. The complete Reference Getting Started with Page Maker , McGraw-Hills
5. Adobe Photoshop CS2 Classroom In A Book (2020) , Adobe Press.