

TENTATIVE LESSON PLAN FOR SESSION :2018-19

NAME OF EMPLOYEE: Guest Faculty
DEPARTMENT:COMPUTER ENGINEERING
DESIGNATION: LECTURER
SUB: DESKTOP PUBLISHING
TEACHING LOAD:6(p)
SEMESTER: 2nd

WEEK NO.	THEORY DAY	PRACTICALS TOPICS COVERED
1	1	Introduction overview of desktop
	2	introduction of various keys in the keyboard functions.
2	1	Page maker
	2	Publisher
3	1	Document needs,creating a document,editing and formatting
	2	Saving and printing a document inserting text and graphics
4	1	Inserting columns fonts and styles
	2	Integrating images and graphics
5	1	Drawing package in the document making transparencies
	2	Arrange text image control
6	1	Expert tracking indent/tabs/styles,type styles,
	2	Layout tool bar (page setting)
7	1	Introduction exploring Corel Draw screen using dialog boxes
	2	Create /open file ,save file ,import/export files,print file.
8	1	Use of ribbon bar ,use of tool box select object shaping objects
	2	using zoom tool ,filling object ,outline objects use of line tool
9	1	Setting up new drawing ,setting multi page document
	2	Undo /redo mistakes, repeat ,cut copy paste delete
10	1	Insert object paste special copy attributes
	2	All drawing objects selecting objects.
11	1	Page setup, insert /delete page use of layers rollup
	2	Guideline setup
12	1	Formating objects
	2	Arranging objects align order group ungroup
13	1	Arranging objects:combine ,break apart
	2	Weld intersection trim separate
14	1	Creating special effects: Transform roll up clear transformation
	2	Add Perspective envelope rollup
15	1	Working with text character ,paragraph ,text frame
	2	Indents bullets bullets spacing in paragraph text.