



computer training options

CorelDraw Introduction

Introduction:

Ideal for both professional graphic designers and business people. CorelDraw offers a comprehensive graphics solution

Learning Outcomes:

At the completion of this courseware participants will be able to:

- Create drawings
- Save and print drawings
- Create Basic shapes
- Fit text to a path
- Use Fills and outlines
- Insert Symbols and clipart
- Modify & transform objects
- Text objects & effects
- Apply contours and shadows
- Blend two objects together

Course Content:

- Getting started
- Viewing & moving around documents
- Selecting & manipulating objects
- Arranging objects
- Working with text
- Specifying object outlines & fills
- Adding symbols and clipart
- Special effects
- Exporting documents
- Printing

Target Audience:

This course is intended for people who wish to gain a basic understanding of Corel Draw and its capabilities.

Duration:

2 Days

Courseware:

High quality learning materials are available for purchase by participants. Participants will also be presented with a certificate of achievement upon completion of the course.

Computer Training Options

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Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au



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CorelDraw Introduction

Getting Started

Exploring the CorelDRAW Screen
Getting Assistance
File Management
Setting Up the Page

Moving Around & Viewing Drawings

Moving Around the Current Page
Viewing Modes
Inserting and Deleting Pages
Changing Pages

Selecting and Manipulating Objects

Selecting and Deselecting Objects
Moving Objects
Copying and Deleting Objects
Deleting Objects
Sizing Objects

Drawing and Shaping Objects

Drawing and Shaping Tools
The Freehand Tool
Drawing Lines and Polylines
Drawing Freehand Polygons
Drawing Perfect Shapes and Stars
Reshaping Lines and Polylines
Drawing Curves
Reshaping Curves
Drawing Rectangles
Drawing Circles

Arranging Objects

Arranging Objects
Grouping and Ungrouping Objects
Using Guidelines
Using Snap To
Aligning Objects

Working With Text

The Text Tool
Creating Artistic Text
Editing Text
Formatting Text
Setting Text Options

Creating Paragraph Text
Formatting Paragraphs
Setting Indents Using the Ruler
Importing Text
Using the Spell Checker

Outlining & Filling Objects

The Outline Tool
Choosing Outline Thicknesses
Choosing Outline Colors
The Fill Tool
Copying Attributes

Using Symbols and Clipart

Inserting Characters
Adding Clipart
Using the Scrapbook's Search Feature
to Find Clipart and Photos

Transforming Objects

Mirroring Objects
Rotating and Skewing Objects
Using the Transformation Docker

Special Effects

Fitting Text to a Path
Drawing with the Artistic Media Tool
Shaping an Object with an Envelope
Extruding an Object
Blending Two Objects
Using the Lens Effect
Adding Perspectives
Using PowerClips
Applying Contours
Applying Drop Shadows

Exporting Drawings

Exporting Drawings

Printing

Printing a Document
Choosing Print Options

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