



भारत सरकार द्वारा मान्यता प्राप्त कम्प्यूटर सेंटर

An ISO 9001:2008 Certified Institute

GLOBAL INFOTECH

Power House Road , Panjlasa Chowk , Naraingarh , Distt. Ambala , Haryana

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Affiliated from NIELIT (National Institute of Electronics and Information Technology)

Ministry of Electronics & IT

Government of India

Affiliation No. 88004590

Duration:- 6 Months

DTP

Total Fees :- Rs. 17000/-

Diploma in Desktop Publishing

Module-1

Computer Fundamentals	Introduction to Computer , Application / System Software's, Digital process of Computer System.
Operating Systems	Windows 10 Pro
MS Office	MS Word : To write rich text documents. MS Excel (Spreadsheet) : Data sheets,Functions/Methods MS Power Point : To create slides for presentation.
Multimedia	Using external disks(CD,Pen Drive,etc.) , Scanner Zip / Unzip , Audio , Video Process.
Internet Applications	E-mail , Search Process , Messengers Services, Google Earth, Remote Login. Downloading & Uploading , Outlook Express.

Module-2

Graphic Designing	Types of Graphic Files , Types of Images , Tools for Graphic Designing , Purpose of Graphic Designing , Etc.
Photoshop	Working with Layers ,Using Tool Box , Save different types of files, Import Files , Feather,Cropping Image,Modify Selection, Image Rotating , Color Picker & Color Panel,Masks , Deleting Layers.
Coreldraw	Application Window ,Workspace Tools , Standard Toolbar , Importing and Exporting , Drawing rectangles and squares , drawing ellipses , circles,arc, and pie shapes. Working With Objects , Grouping Objects , Combining objects , Filling Objects , Shaping Objects , Creating Layers , Changing Layers Properties. Adding and formatting text , Inserting Table , working with table rows ,cols, cells.

Terms & Conditions :-

1. Admission Fee Rs. 1000/-
2. Fee would be paid in instalment: Rs. 2500 * 6 = 15000/-
3. Fees once paid would not be refundable.
4. Examination Fee would be Rs. 1000/-
5. To submit one passport size Photo and a copy of Aadhaar Card is must at admission time.