# Lession Plan

Name of Faculty        :        Sh Rakesh Kumar

Discipline         :        Computer Engg.

Semester         :        2nd

Subject         :        Desktop Publishing

Lession Plan Duration    :        15 Weeks (from jan-2018 to April-2018

Work Load (Lecture / Practical ) per Week ( in h)  :  Lecture - 0        Practical - 6

| Week | Theory | | Practical | |
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| | Lecture Day | Topic ( including assignment/test) | Practical Day | Topic |
| 1 | | | 1 | Overview of Desktop Publishing (DTP), Introduction of various keys in the keyboard  and their functions. |
| | | | 2 | Document needs, creating a document, editing and formatting a document |
| 2 | | | 1 | saving and printing a document, inserting text and graphics, inserting columns, fonts and styles, integrating images and graphics from a drawing package in the document |
| | | | 2 | making transparencies, elements, frame option, arrange text, image control, expert tracking, indent/tabs, styles, type styles, layout, tool bar (page setting) |
| 3 | | | 1 | Introduction, exploring Corel Draw screen, using dialog boxes, using roll ups |
| | | | 2 | create/open file, save file, import/export files, print file |
| 4 | | | 1 | PRACTICALS 1. Using windows explorer and other windows elements |
| | | | 2 | PRACTICALS 2  Creating and opening a document in page maker/publisher/scribus |
| | | | 1 | Use of ribbon bar, use of tool box, select object, shaping objects using zoom tool |

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| 5 | | | 2 | filling objects, outline objects, use of line tool ⏹ Setting up new drawing, setting multi-page document |
| 6 | | | 1 | undo/redo mistakes, repeat, cut, copy, paste, delete, duplicate, clone |
| | | | 2 | Practical 3   Formatting and editing a document<br>Practical 4. Saving and printing a given document |
| 7 | | | 1 | Insert object, paste special, copy attributes from select all, drawing objects, selecting objects |
| | | | 2 | Page setup, insert/delete page, use of layers, roll up, grid and scale set up, guideline set up |
| 8 | | | 1 | Practical 5.   Insertion of text and graphics in a given document from external source |
| | | | 2 | Practical 6. Using columns utility, to give the document column look |
| 9 | | | 1 | Formatting objects ⏹ Arranging objects: align, order, group, ungroup |
| | | | 2 | ⏹ Arranging objects: combine, break apart, weld, intersection, trim, separate |
| 10 | | | 1 | Mode edit: to line, to curve, stretch, rotate, align, convert to curves ⏹ Creating special effects: Transform roll up, clear transformation, add perspective, envelope roll up |
| | | | 2 | Practical 7. Using various fonts and styles to make a document more beautiful<br>Practical 8. Use of page maker to make transparencies |
| 11 | | | 1 | Creating special effects: blend roll-up, extrude roll up, counter roll up, power line, power-clip clear effects |
| | | | 2 | Working with text: Character, paragraph text, frame, setting of tabs, indents, bullets, spacing in paragraph text |

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| 12 | | | 1 | Practical 9. Formatting a given file by using undo/redo, repeat, cut, copy, paste, delete, duplicate and clone utilities Practical 10. Inserting objects in the drawing, aligning, ordering, grouping and ungrouping of those objects |
| | | | 2 | 11. Use of combine, break apart, weld, intersection, trim and separate tools in a given drawing 12. Use of mode edit tools i.e. to line, to curve, to stretch, and rotate |
| 13 | | | 1 | 13. Creating special effects i.e. transform roll-up, envelop roll up, add perspective, extrude roll up, contour roll up, power line, power clip, clear effects |
| | | | 2 | 14. To insert character and paragraph text in a drawing and frame, setting of tabs, indents, bullets and spacing in paragraph text |
| 14 | | | 1 | 15. Filling of text to a given path, aligning it to base line, straighten text and edit text |
| | | | 2 | 16. Using tools such as spell checker, and thesaurus |
| 15 | | | 1 | 17. Using find and replace text utility and type assist |
| | | | 2 | 18. Adding various symbols to a drawing and creating different patterns |