

Saradha Gangadharan College
Department of Computer Applications
Certificate Course Report 2020 – 2021

Title of the Course: DESKTOP PUBLISHING TOOLS

Date of Commencement: 3.08.2020

Course Facilitators: F. Jenö Sandana Brina Rouvier & S. Roshnara Banu

Course Objectives:

- Desktop publishing software (DTP) is used to create documents like leaflets, brochures and newsletters.
- To understand the basic knowledge of Create, edit, and print long documents including supporting pages.
- Effective design and layout rules used in publication industry. Scanning and importing graphics. Format page layout utilizing master pages tool.
- To practically learn to design using DTP tools Outcomes
- Student will be able to work with editing tools such as Adobe PageMaker, coreldraw and Photoshop

Course Structure:

The course gives an overview of the designs of:

Desk Top Publishing primarily pertains to designing of documents using personal computer loaded with DTP software packages like Page Maker, Coral Draw, Photoshop, MS Word etc. You use DTP software to produce professional-looking documents such as reports, books, posters or leaflets. Desktop publishing combines a personal computer and WYSIWYG (what you see is what you get) page layout software to create publication documents on a computer, for both large scale publishing or small scale local multifunction peripheral output and distribution.

DTP Information Desktop publishing is a term coined after the development of a specific type of software. It's about using that software to combine and rearrange text and images and creating

digital files. So the term "desktop publishing" is commonly used to describe page layout skills. The DTP has many advantages in comparison with the manual process. It is a factual and can quickly edit with minimum mistakes. Text and graphics can be merged into single file. Achieve higher productivity, efficiency and quality in printing and publishing with economy. DTP is used for typesetting, layout, printing, graphics and photographs etc. With the latest DTP software packages it is possible to undertake a variety of work in the field of printing and publishing.

Course Delivery:

The certificate course, **Desktop Publishing Tools** started on 3rd August, 2020. Assistant Professors Ms. F. Jenö Sandana Brina Rouvier & Mrs. S. Roshnara Banu facilitated the progress of the course and it was pursued by the B.C.A. students. The course duration was 40 hours and it was conducted at Conference hall and Computer Lab. Nearly 84 students enrolled for this course and 81 students completed the course by the end of September successfully. Their theoretical understanding and practical experience were systematically assessed after completing the syllabus. For assessing their theoretical understanding, 20 marks were allotted while 30 marks were allotted for assessing their practical experience. It was offered twice in a year.

Positive Outcome:

After successfully completing the course students will be able to

- The ability to create a variety of projects defines the flexibility of a desktop publishing application
 - Layout Tools
 - Text Tools
 - Graphic Tools
 - Printing and Sharing.
- Create supporting pages for multi-page documents, such as index or table of contents.
- Use color appropriately and effectively.
- Create and use template documents.
- Prepare & package documents for professional printing or exporting.
- Learners will be able to distinguish between desktop publishing and other forms of document production with reference to purpose, development process, and specialised DTP roles.

Syllabus

DESKTOP PUBLISHING TOOLS

MODULE – I Adobe PageMaker: Creating and opening publications, using tool box, working with palettes, text and graphics, saving and closing publication, ruler guides, creating columns, creating styles. Adding Graphics to your Document, Adding lines, Shapes, changing Shape Line and fill, Creating DropShadow, Boxes, Text wrap, Changing page maker Options: Adjusting Margins, Setting and Adjusting Columns, Setting Unequal Width Columns, Creating headers and Footers, Creating Graphics in page maker, Rotating Text, Skewing and Mirroring objects with Control Palette. Importing Graphics into page maker: Placing, Sizing, aligning Graphics, Cropping Graphics. Introduction to Using layers.

MODULE – II Adobe CorelDraw: Introduction-Creating A New File - Title Bar-Menu Bar - Work Area - Property Bar - Colour Palette – Toolbox - Status Bar - Drawing Figures: Drawing Toolbox – Selecting, Resizing, Moving an Object - Changing the Shape - Combining Two Objects –Skewing - Welding the Objects – Blending. Media Tool-Rotating an Object – Grouping - Fill Tool Fly Out – Filling - Spray Mode. Text tool - Entering Artistic Text - Entering Paragraph Text-Converting Text-Formatting Text-Changing the Font Size-Arranging Objects-Ordering The Objects-Changing the Font-Bullets-Decorating the Text-Webdings. Image : Bitmap Images-Vector Image-Resizing-Rotating-Skewing-Moving Cropping-Importing.

MODULE – III Adobe Photoshop: Image Modifications, Color Modifications, Basic Tools, Selection Tools, Drawing and Coloring Tools, Advanced Tools, Text Tools, Tools Presets, Brush Presets Color and Shapes, Making Selections with Different Tools, Modifying an Existing Selection, Saving and Loading Selections, Working with Layers Layer Options, Layer Effects, Mask Types Modifying Masks, Filters and Effects, Additional Filters

Saradha Gangadharan College
Department of Computer Applications
Add-on Course Desktop Publishing Tools


S. No	Register Number	Student Name	Batch	Marks		
				Theory(20)	Practical(30)	Total(50)
1	18CA0301	AARTHI M	BCA(2018-21)	19	28	47
2	18CA0302	AISHWARYA K	BCA(2018-21)	16	24	40
3	18CA0306	ARUN V	BCA(2018-21)	14	24	38
4	18CA0305	ARUN M	BCA(2018-21)	15	20	35
5	18CA0304	ARUN ISSACK E	BCA(2018-21)	17	24	41
6	18CA0307	ARUNKUMAR M	BCA(2018-21)	19	30	49
7	18CA0311	BHARANIDHARAN N	BCA(2018-21)	15	26	41
8	18CA0312	CHANDRAN M	BCA(2018-21)	A	A	A
9	18CA0313	DEENATH A	BCA(2018-21)	18	28	46
10	18CA0314	DHANUSH N	BCA(2018-21)	16	30	46
11	18CA0315	DHARANI V	BCA(2018-21)	17	29	46
12	18CA0316	EVELISE GHISLAINEMARY J	BCA(2018-21)	12	27	39
13	18CA0317	GOPALAKRISHNAN R	BCA(2018-21)	19	30	49
14	18CA0318	GOWRI M	BCA(2018-21)	16	26	42
15	18CA0319	GURUPRASATH P	BCA(2018-21)	19	21	40
16	18CA0320	HARIHARAN P	BCA(2018-21)	13	25	38
17	18CA0321	HEMAVARSHINI B	BCA(2018-21)	10	20	30
18	18CA0322	KISHORE T	BCA(2018-21)	13	21	34
19	18CA0323	LEENA @ SAIDHA S	BCA(2018-21)	11	22	33
20	18CA0324	MARIA PRASHANTH M	BCA(2018-21)	10	29	39
21	18CA0325	MOHAMED BASHEER K	BCA(2018-21)	15	25	40
22	18CA0326	MONISHA S	BCA(2018-21)	16	28	44
23	18CA0327	MUGILAN A	BCA(2018-21)	14	29	43
24	18CA0328	MURALIDHARAN S	BCA(2018-21)	18	26	44
25	18CA0329	NANDHAKUMAR V	BCA(2018-21)	A	A	A
26	18CA0330	PALANIVELU E	BCA(2018-21)	19	29	48
27	18CA0331	PRASANNA K	BCA(2018-21)	17	26	43
28	18CA0332	PRAVEENKUMAR L	BCA(2018-21)	15	24	39
29	18CA0333	RAMYA I S	BCA(2018-21)	10	24	34
30	18CA0334	SAKTHIDASAN M	BCA(2018-21)	15	23	38
31	18CA0335	SANDHIYA S	BCA(2018-21)	16	28	44
32	18CA0336	SANJAI S	BCA(2018-21)	17	24	41
33	18CA0337	SANJAY J	BCA(2018-21)	19	30	49
34	18CA0339	SANTHIYA S	BCA(2018-21)	19	30	49
35	18CA0340	SANTHOSHRAJ R	BCA(2018-21)	16	29	45
36	18CA0341	SHAKILA S	BCA(2018-21)	19	30	49
37	18CA0342	SIVA ATHIRI V	BCA(2018-21)	15	23	38
38	18CA0343	SRIJAYAKUMAR S	BCA(2018-21)	19	26	45
39	18CA0344	SUBHASREE K R	BCA(2018-21)	19	30	49
40	18CA0346	SUSHMITHA S	BCA(2018-21)	17	26	43
41	18CA0347	SWETHA K M	BCA(2018-21)	18	28	46
42	18CA0348	THINAKARAN T	BCA(2018-21)	17	25	42
43	18CA0350	VIGNESH P	BCA(2018-21)	11	24	35
44	18CA0349	VIGNESH B	BCA(2018-21)	19	29	48


Co-Ordinator


HOD

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2	19CA0302	ARAVINDHAN A	BCA(2019-22)	17	30	47
3	19CA0303	ARIPRAVINA S	BCA(2019-22)	12	22	34
4	19CA0304	ASWIN G	BCA(2019-22)	12	20	32
5	19CA0305	BADHRI NARAYANAN S	BCA(2019-22)	19	30	49
6	19CA0307	CELSIA RITA C	BCA(2019-22)	20	29	49
7	19CA0309	DEVISRI S	BCA(2019-22)	15	25	40
8	19CA0310	DINESH KUMAR P	BCA(2019-22)	20	20	40
9	19CA0311	GANESH S	BCA(2019-22)	16	25	41
10	19CA0313	JEMIMA E	BCA(2019-22)	17	20	37
11	19CA0314	KALAIMANI N	BCA(2019-22)	18	25	43
12	19CA0315	KAMALESH K	BCA(2019-22)	11	30	41
13	19CA0316	KARTHIKEYAN S	BCA(2019-22)	18	28	46
14	19CA0317	KAVITHA S	BCA(2019-22)	19	28	47
15	19CA0318	KEERTHANA DEVI N	BCA(2019-22)	16	28	44
16	19CA0320	MANIKANDAN A	BCA(2019-22)	15	25	40
17	19CA0323	MIDHUNAN A	BCA(2019-22)	11	22	33
18	19CA0324	MOHAMMED ASIQ A	BCA(2019-22)	16	23	39
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21	19CA0327	PRABAGARAN K	BCA(2019-22)	A	A	A
22	19CA0328	PRASATH G	BCA(2019-22)	13	24	37
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24	19CA0331	PRINCE JAIN S	BCA(2019-22)	10	20	30
25	19CA0332	RAJKUMAR V	BCA(2019-22)	10	28	38
26	19CA0333	SANDHIYA S	BCA(2019-22)	18	28	46
27	19CA0334	SARLINA REHANSI R	BCA(2019-22)	18	28	46
28	19CA0335	SONIA T	BCA(2019-22)	18	28	46
29	19CA0336	SODHAAGAR V	BCA(2019-22)	12	26	38
30	19CA0338	SRINATH S	BCA(2019-22)	13	30	43
31	19CA0339	SUBASH V	BCA(2019-22)	13	24	37
32	19CA0340	SUBASHREE K	BCA(2019-22)	18	26	44
33	19CA0341	SUBRAMANIASIVA V	BCA(2019-22)	19	30	49
34	19CA0342	SURENDHAR S	BCA(2019-22)	19	30	49
35	19CA0343	SURENDRAN K	BCA(2019-22)	19	30	49
36	19CA0344	SUSHANT V	BCA(2019-22)	15	23	38
37	19CA0345	SWARUN K	BCA(2019-22)	15	23	38
38	19CA0347	THAMIZHSELVAM V	BCA(2019-22)	16	25	41
39	19CA0348	VIGNESH K	BCA(2019-22)	16	27	43
40	19CA0350	YESWANTH S	BCA(2019-22)	16	27	43


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(Accredited by NAAC) (Affiliated to Pondicherry University)

Lake Road, Velrampet, Puducherry - 4.

DEPARTMENT OF COMPUTER APPLICATIONS

CERTIFICATE OF COURSE COMPLETION

This to certify that

Name: **GOPALAKRISHNAN. R**

Reg.no: **18CA0317**


Course/Year: **III BCA**

has successfully completed the Certificate Course

“DESKTOP PUBLISHING TOOLS”

offered in the Academic Year 2020-21

conducted from 3rd Aug to 22nd Sep 2020.


Mrs. S. Roshnara Banu
Co-Ordinator


Ms. F. Jeno Sandana Brina Rouvier
Head, Dept. of Computer Applications



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DEPARTMENT OF COMPUTER APPLICATIONS

CERTIFICATE OF COURSE COMPLETION

This to certify that

Name: **VIGNESH. B**

Reg.no: **18CA0349**

Course/Year: **III BCA**

has successfully completed the Certificate Course

“DESKTOP PUBLISHING TOOLS”

offered in the Academic Year 2020-21

conducted from 3rd Aug to 22nd Sep 2020.


Mrs. S. Roshnara Banu

Co-Ordinator


Ms. F. Jeny Sandana Brina Rouvier

Head, Dept. of Computer Applications



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DEPARTMENT OF COMPUTER APPLICATIONS

CERTIFICATE OF COURSE COMPLETION

This to certify that

Name: **PRAVEEN. R**

Reg.no: **19CA0329**


Course/Year: **II BCA**

has successfully completed the Certificate Course

“DESKTOP PUBLISHING TOOLS”

offered in the Academic Year 2020-21

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Mrs. S. Roshnara Banu

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Ms. F. Jeny Sandana Brina Rouvier

Head, Dept. of Computer Applications