



# Information Booklet

## Information Booklet

**Course Name:**

**Diploma in Web Designing and DTP**

**Course Code: D3**



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## Diploma in Web Designing & DTP

### 1. Introduction:

This course is designed to impart professional level IT knowledge to the people. This course will breed computer literacy among the masses and help the people to bridge the digital divide. On completion of this course the person will be able to make use of computers for various purposes like surfing the net, sending/ receiving emails, preparation of various documents, preparing business documents and presentations, preparing small databases, maintenance of accounts etc.

### 2. Eligibility:

A minimum educational qualification of being 10th Pass or B1/B2 from ITKC

### 3. Duration:

260 Hours. Two Hours each day

- Theory                      50 hours
- Practical                    210 hours

### 4. Course Details:

|                |  |
|----------------|--|
| Type of course | Professional IT Course   |
| Syllabus       | <p><b>Introduction to Internet:-</b> Introduction to internet, How Internet works, Information on Internet, Requirements for connecting to internet, Basic Internet Terms, HTML (Hypertext Markup Language), Net Etiquette, Internet Services and Governance, Information Retrieval, Internet &amp; e-mail, Newsgroups (Usenet), Accessing people, Chat, FTP (File Transfer Protocol), E-commerce, Impact of Internet on society, Crime on Internet</p> <p><b>Internet Technology and Protocols:-</b> Understanding Protocols, TCP/IP Protocols, IP Address in Internet, Class A Networks, Class B Networks, Class C Networks, Internet Addressing System, Domain Name, e-mail Address, Web Address, URL (Uniform Resource Locator), HTTP (Hypertext Transfer Protocol), Search Engines, Workgroup Vs. Domain, Client Server Architecture, Advantages, Disadvantages, FTP for hosting of websites, W3C Standards.</p> <p><b>Introduction to DreamWeaver CS 3:-</b>Introduction, What's New in Dreamweaver CS3, Starting Dreamweaver, The Status Bar, The Property Inspector, Buttons on Object Panel, Customizing Dreamweaver</p> <p><b>Creating a New Page in Dream Weaver CS 3:-</b>Introduction, Creating a New Page, Viewing the Page in a Browser, Entering Text, Adding a Line, Creating Unordered List, Changing Font, Adding New Font, Making Text Bold/Italics, Changing Colour of the Text, Creating a New CSS Style, Changing a CSS Style</p> |

**Adding Graphics and Multimedia Files:-**Introduction, Adding an Image, Adding a Border to an Image, Resizing the Image, Changing Dimensions by Dragging, Wrapping Text Around Image, Adding Horizontal Rule, Adding Background Image, Adding Multimedia Files, Add a Sound File, Add Looping to the Sound, Creating Flash Text, Create a Flash Button, Insert a Java Applet, Downloading Plugins

**Working with Tables in Dream weaver CS3:-**Introduction, Inserting a Table, Inserting Text into Tables, Inserting a Table within a Table, Changing background colour of a Table, Inserting Image in a Table, Inserting Rows or Columns in a Table, Splitting a Table Cell, Merging Cells of a Table, Designing Your Page Layout Using Tables, Using Layout View, Turn your Table into Layers

**Working with Forms in Dream Weaver CS3:-**Introduction, Creating a form, Adding text fields, Adding labels, Adding radio buttons, Adding check boxes, Adding a list of Menu, Adding push buttons and picture buttons, Adding submit and reset buttons, Creating a Jump Menu, Validating the Form

**Working with Frames in Dream Weaver CS3:-** Introduction, Dividing a page into Frames, Adding Contents to Frames, Adding new content to a Frame, Saving Frames pages, Saving the Frameset, Naming Frameset, Deleting Frameset, Naming Frames, Deleting Frames, Hyper-linking to a Frame, Changing Frame dimensions, Setting Frame Borders, Turning off the Borders, Controlling Frame Scroll Bars, Controlling Frame Resizing, Adding Noframes Content, Nesting page Frames, Viewing Library Items, Viewing Templates.

**Working with Stylesheets in Dream Weaver CS3:** Introduction, Creating a HTML Tag, Creating a class, Applying a class, Editing a style sheet class, Using CSS selectors to Modify Links, Creating an External Style Sheet, Creating a Layer, Resizing a Layer, Repositioning a Layer, Adding a Background Color to a Layer, Changing the Stacking Order of Layers

**Creating and Applying Templates in Dream Weaver CS3:-**Introduction, Creating a template, Creating a template from an existing Web page, Create a template from scratch, Make an existing region editable, Make a new editable region, Apply a template to a web page, Make changes to a Template, Use behaviours, styles and timeliness in Templates

**More Commands of Dream Weaver CS3:-**Creating a custom snippet, Editing the keyboard shortcuts, Adding a favorites to the insert bar, Extending dream weaver by using third-party extentions, Using, Saving and Sharing Searches, Making a Menu Command, Using guides, Using visual Aids, Using the zoom and magnification tools, Knowing the panels, Setting the color scheme and other page properties, The tag inspector panel and tag attributes, Edit code in code view, Using the tag inspector panel, Produce clean code, View your page with different style sheets, Label form objects with the tag, Insert FlashPaper, Create a Pop- Up Menu, The CSS styles Panel.

#### **PAGEMAKER –**

**INTRODUCTION:-**Introduction to Desk Top Publishing, Introduction to Page Maker Advantages, Using the Mouse, Components of the Page Maker Window

**CREATING A NEW DOCUMENT:-** Setting the Margins, Setting the Page Size, Changing the page Orientation, Setting Page Numbers, Changing the Page Size view, Creating New Document Windows: Displaying the Rulers, Changing the Rulers, Using Rulers, Using Guidelines, Positioning Guidelines, Adding Guidelines to Master Pages, Aligning to Guidelines, Displaying Guidelines, Locking Guidelines, Formatting Types: Changing Font Families, Changing Font Sizes, Changing Typeface Style, Changing Character Specifications : Changing Type leading, Changing Character Widths, Changing Tracking, Changing Type Options, Saving Your Document: Saving a new Document, Saving an existing Document, Saving a Document as another document, Reverting to a Previously Saved Version, Developing Paragraphs: Typing Text, Adding special Characters to Text, Aligning Text, Formatting paragraphs: Changing Indents, Changing the space around Paragraphs, Changing paragraph Alignment, How Paragraphs Break Between Pages and Columns, Adding lines Above or Below Your Paragraphs

**INTRODUCTION TO CREATING FRAMES:-**Converting Other Objects to Frames, Threading and Unthreading Text, Threading additional Text, Threading Text to Different Page, Unthreading Text Blocks, Rethreading Text Blocks, Making Text Blocks Disappear Without Deleting them, Selecting and Dragging Text, Editing Deleting Text, Cut, Copying, Pasting Text, Viewing the Contents of Clipboard, Using Undo and Revert, Inserting and Removing Pages: Inserting and Removing Pages, Adjusting Spacing of Characters, Words, Lines: Adjusting, Spacing and Leading, Setting and changing Tabs.

Introduction to Auto Flow, page maker Plug-Ins, Drop Cap, Change Case, Bullets and Numbering.

**ADDING DESIGN ELEMENTS- INTRODUCTION:-**Adding Graphics to your Document, Adding Lines, Changing Lines Specifications, Adding Shapes, Changing Shape specifications, Changing Line and fill, Specifications together (Fill and Stroke), Changing Round Corners, Creating Drop-Shadow, 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.

**SETTING UP TEMPLATES:-**Setting Up Master page Templates, Creating Custom Page Sizes, Creating Custom Borders, Creating a News Paper Template, Creating New master Pages, Saving an existing Page As a Master Page, Setting UP Custom Styles: Defining Styles, Creating, Editing, Removing Styles and Copying Styles.

**INTRODUCTION TO USING LAYERS:-**n- Layers Palette, Moving and creating objects, Introduction to Printing- Selecting a Printer, Printing your Document, printing Document Dialog Box Options

**ADDING COLOR:-**Introduction – Using Page Makers Default Color Palette, Opening Color Palette, Adding color to Text, Working with Color Graphics, Defining Custom Colors, Creating Text Screens

**DEVELOPING LONG DOCUMENTS:-**Introduction, Using Story Editor: Opening Story Editor, How the Story Editor names, Tories, Switching between Story Editor and Layout Editors, Closing Story Editor and Placing the Story Editor, Differences between Story Editor and layout Editor

**SPELLINGS:-**Starting the speller, Correcting Misspelled Words, Correcting Duplicate Words, Adding Words to the different Dictionaries, Correcting Duplicate Words, Using find Feature, Using the change Feature, Creating an Index, Using page Maker Help

### **PHOTOSHOP CS3-**

**Introduction to Photoshop CS3:-**Introduction, Starting Photoshop CS3, Minimum System Requirement, What's New in the Version CS3, Menu Commands, File Menu, Edit Menu, Image Menu, Layer Menu, Select Menu, Filter Menu, View Menu, Window Menu, Help Menu.

**Tools of Photoshop CS3:-**Introduction, Rectangular Marquees, Move Tool, Lasso Tool, Magic Wand Tool, Cropping Tool, Slice Tool, Airbrush Tool, Brush Tool, Clone Stamp Tool, History Brush Tool, Eraser Tool, Paint Bucket Tool, Blur and Sharpen Tool, Dodge Tool, Path component Selection Tool, Type Tool, Pen Tool, Rectangular Marquee Tool, Notes Tool, Eyedropper Tool, Hand Tool, Zoom Tool, Healing Brush Tool

**Using Paints and Colours in Photoshop CS3:-**Introduction, Colour tools, Colour picker, The Colour Palette, The Swatches Palette, Adding new colours, Saving Foreground as a Swatch, Blending Modes, Smudges, Focus Tool, The Toning Tools, Different Media, Watercolour, Oil Painting, Pencil Filters, Chalk and Charcoal Filters, Undetanding Colours, RGB Model, CYMK Model, HSB Model, CIE Lab, Working Models, Bitmap and Grayscale Mode, Indexed Colours

**Working with Masks and Layers in Photoshop CS3:-**Introduction, Layers, Creating a New layer, Hiding and showing of layers, Working with Multiple Layers

**Using Transformations in Photoshop CS3:-**Introduction, Resizing an image, Resizing a canvas, Resizing a Selection, Rotating, Transforming Image Manually

**Playing with Text in Photoshop CS3:-**Introduction, Layer Effect Working with Text Type, Creating Text to a Curve

**Working with Images in Photoshop CS3:-**Introduction, Combining two images, Restoring the Damaged Areas, Applying a Sepia Tone, Modifications of Pictures, Vignettes and Edges, Creating Edge Masks, Creative Vignette Edges

**Applying Special Effects in Photoshop CS3:-**Applying a Radial Blur, Adding Noise Texture, Creating Halftone pattern, Blending Modes, Applying Ripple Effect, Creating Lighting Effects

**Keyboard Shortcuts of Photoshop CS3**

**Project Work**

**5. Fee:**

Rs. 7500/- (exclusive of Service Tax).