MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI -51

1	Name of Syllabus	**C.C. In Desk Top Publishing** **(101102)**					
2	Max No of Student	25 Students					
3	Duration	6 Month					
4	Type	Part Time					
5	Nos Of Days / Week	6 Days					
6	Nos Of Hours /Days	4 Hrs					
7	Space Required	Practical Lab = 200 Sq feet Class Room = 200 Sq feet TOTAL = 400 Sq feet					
8	Entry Qualification	S.S.C. appeared					
9	Objective Of Syllabus/ introduction	DTP plays a major role in modern publishing process. It is used to design attractive easy-to-read. Professional looking publications. It is used to communicate information in an organized easy-to-follow manner.					
10	Employment Opportunity	**Self-Employment –** It gives exposure to computerization of commercial system and various applications, encountered in any publication and printing, advertising environment, start his own business. **Wage Employment** - As a D.T.P. Operator/ Web Page Designer in any advertising or publishing firm.					
11	Teacher's Qualification	B Sc (CO,IT), DIP(CO WITH DTP COURSE), ITI (DTP)					
12	Training System	**Training System Per Week**					

Training System Per Week

Theory	Practical	Total
06 hrs	18 hrs	24 hrs

13 Exam. System

Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks
1	**10110211**	DESK TOP PUBLISHING	TH-I	3 hrs.	100	35
2	**10110221**	COMPUTER FUNDAMENTALS	PR-I	3 hrs.	100	50
3	**10110222**	DESK TOP PUBLISHING	PR-II	6 hrs.	200	100
		TOTAL			**400**	**185**

Desk Top Publishing (Theory-I)

[I] Fundamentals of computers & operating systems

A) Introduction to computer : Definition of electronic digital computer & their characteristics like: speed, accuracy, storage, diligence, automation & versatility. Computers – micro, mini, mainframe, super computers, pc, pc-xt, pc-at.

B) Structure of computer :- Block diagram & functions of different units of computer.

C) Computer languages :- Machine language, assembly language and high level languages, introduction to compilers and interpreters, (definition and comparison). Overview of representation of data.

D) Input / Output devices :- Study of keyboard, VDU, printer, plotter, and mouse.

E) Secondary storage devices :- Tapes, Disks, Hard disks, Floppy Sectors, Tracks, Cylinders, Memory Capacity, Cartridge, Backup Tapes

F) Security & safety of data :- Security : Like passwords, write protections. Safety : Like monthly, weekly backup, concept of virus & preventive measures.

G) Introduction to operating systems :- Dos, introduction to LAN, windows 98 and introduction to nt, study of commonly used dos internal and external commands like dir, type, cls, date, time, copy, del, erase, disk copy, format, disk comp, md, cd, rd, backup, restore, copy con, deltree, attrib, creating simple batch file, edit command.

[II] Introduction to Internet

A) Concept of Internet www, ISP, Internet protocols, TCP/IP, http, ftp, telnet, browsers, web page.

B) Web surfing, sending and receiving e-mail, sending word document as an attachment.

[III] Microsoft Windows xp, or NT or Higher

A) The Windows Environment. : Structure of a simple window, exploring the Desk Top, the start button, my computer, using help, taskbar working with multiple windows, printing documents, menus, dialog boxes, icons, views and switching views maximizing, minimizing, restoring, resizing, moving, closing, moving, closing window, parent & child window creating icons / shortcuts.

B) Accessories :- Notepad, WordPad, paint, character map, clipboard, media player, phone dialer, calculator.

C) Customizing windows :- Setting colour, patterns, wallpapers and screen savers, date and time, mouse, keyboard.

D) Managing files and folders :- Selecting multiple files/folders, using windows explorer, copy and moving flies/folders, using the recycle bin, by passing the recycle bin globally, creating / renaming files/folders, opening documents.

E) Working with programs :- Starting and closing programs, using run command, adding start menu program, using startup folder, starting programs minimized, cut, copy & paste operation, running ms-dos application.

[IV] PageMaker 6.5 or above

Introduction of PageMaker, entering page setup specification, setting preferences, working with pages. Master page settings, using style, saving the PageMaker file as a template sheets.

Brief introduction of various tools in toolbox. Typing text in layout, define paragraph formats, use of story editor, creating tables using table editor, wrapping text around the object, pasting graphics view, moving and sizing text blocks, editing of text, change type specifications from chipboard, building of templates, creating multiple columns documents, using drop-cap, bullets and numbering, change case facilities in plug-ins using various fill and stroke effects to objects/outline. Importing text with place command, importing graphics created in other programs, use and options of auto flow command. Printing a range of pages, layered objects, link options, introduction of library creation.

[V] Introduction to Shree Lipi orI Leap or Akruti

Marathi DTP packages, operation and interfacing with other packages.

[VI] Corel Draw 8 or above

Advantages of coral draw ,difference between bitmap and vector based image, definitions of work area.

Drawing area, rules, grids, guidelines, and toolbox.

a) Drawing objects using tools in toolbox- polygon, rectangle, ellipse, freehand lines, artistic media tools, and nodes editing options.

b) Applying various fill effects-interactive fill, interactive mesh, interactive transparency tool, paint bucket tool etc.

c) Giving various effects to drawing – interactive contour, blend, distort, envelope, 3D extrude, shadow etc. other shape, zoom tools, adding/removing of toolbars. Entering page setup specification, grids, and rulers settings, snapping the objects various views options (Simple Wire Frame, Wire Frame, Draft, Normal, Enhanced etc.) inserting pages, deleting and renaming the pages, changing page orientation, typing text (Artistic/ paragraph), fitting artistic text to path, changing styles, font size, extruding and blending the text.   For Paragraph Text :- Setting multiple columns, applying bullets and drop caps, setting tabs, formatting text, change case, text alignments etc.Group, ungroup, combine the objects, aligning the objects transformation, arrange the objects in proper order, shape options-weld, trim, intersect, (Form arrange menu). Using power clip, lens effects, copy the effects, clone the effects, 3D effect, art stroke, inserting symbols, using symbols, docker window, use of scrape book, colour management, using coral scripts, creating simple, giving various bitmap effects to bitmap drawings. Using style sheets, importing graphics, printing the page(s), creating different signs, borders, logo etc. And saving the settings using template, acquiring images from scanner and Internet sights.

[VII] Photoshop 5.0 or above :

Use of Photoshop – detailed introduction of various tools used in tool box (with their settings from options dialog box) i.e. selection tools and various selection techniques, drawing the shapes using brush tools, use of history brush. Rubber stamp tools, special effects tools blur, sharpen, smudge, dodge, sponge, burn tool etc. Applying various fill effects using the option in gradients tools, creating text, creating text, creating at the paths/selection using options in pen tool etc., use all these tool effects to appropriate drawings, create logos etc. general settings using preferences options. Creating the brushes. Layer – create layers, duplicate the layer. Arranging and linking the layer, hiding and deleting the layers, merging the layers, grouping the layer with previous layer. Applying special effects to layers such as shadow, bevel and emboss, inner or outer glow etc. various selection option in selection menu i.e. grow similar, color range etc. Creating and modifying the border, using of feathering, saving the particular selection mask – use of mask, apply and remove the mask. Changes Image Modes – Adjust : colour settings, hue-saturation, brightness, replace colour, channel mixer etc. change image size, canvas size and rotation, L cutting/copying. The select objects, fill, stroke options, use of

define pattern Saving the file in new formats i.e. converting the file to gif, tiff, bmp etc. Importing the graphics from scanner, options in scanner dialog box, applying various filter effects, retouching of images and photographs. Stamp tool, transforming the selected objects. Saving –

PRACTICAL I : COMPUTER FUNDAMENTAL

SR.NO.	TOPIC NAME
01	**INTRODUCTION TO OPERATING SYSTEM** **Disk Operating system** Internal and External DOS commands like dir, type, cls, date, time, copy, del, erase, disk copy, format, disk comp, md, cd, rd, backup, restore, copy con, deltree, attrib, creating simple batch file, edit command
	MICROSOFT WINDOWS XP OR NT HIGHER The windows environment :- Structure or a sample window, exploring the desktop, the start button, my computer, using help, taskbar, working with multiple windows, printing documents, menus, dialog boxes, icons, views and switching views maximizing, minimizing, restoring, resizing, moving, closing, closing window, parent & child window creating icons / shortcuts
	Accessories :- Notepad, WordPad, paint, character map, clipboard, viewer media player, phone dialer, calculator
	Customizing windows :- Setting colour, patterns, wallpapers and screen savers, date and time, mouse, keyboard.
	Managing files and folders :- Selecting multiple files/folders, using windows explorer, copy and moving flies/folders, using the recycle bin, by passing the recycle bin globally, creating / renaming files/folders, opening documents.
	Working, with programs :- Starting and closing programs, using run command adding start menu program, using startup folder, starting programs minimized, cut, copy & paste operation, running ms-dos application
02	**INTRODUCTION TO SHREE LIPI OR I LEAP OR AKRUTI** Marathi DTP packages, operation and interfacing with other packages.
03	**INTRODUCTION TO INTERNET** Concept of Internet www, ISP, Internet protocols, TCP/IP, http, ftp, telnet, browsers, web page
	Web surfing, sending and receiving e-mail, sending word document as an attachment.

PRACTICAL II : DESK TOP PUBLISHING (DTP)

SR. NO.	TOPIC NAME
01	**PAGE MAKER** Introduction of PageMaker, entering page setup specification, setting preferences, working with pages. Master page settings, using style, saving the PageMaker file as a template sheets.
	Brief introduction of various tools in toolbox. Typing text in layout, define paragraph formats, use of story editor, creating tables using table editor, wrapping text around the object, pasting graphics view, moving and sizing text blocks, editing of text, change type specifications from chipboard, building of templates, creating multiple columns documents, using drop-cap, bullets and numbering, change case facilities in plug-ins using various fill and stroke effects to objects/outline.
	Importing text with place command, importing graphics created in other programs, use and options of auto flow command. Printing a range of pages, layered objects, link options, introduction of library creation.
02	**COREL DRAW** Introduction of CORELDRAW. Drawing area, rules, grids, guidelines, and toolbox.
	Drawing objects using tools in toolbox- polygon, rectangle, ellipse, freehand lines, artistic media tools, and nodes editing options.
	Applying various fill effects-interactive fill, interactive mesh, interactive transparency tool, paint bucket tool etc
	Giving various effects to drawing – interactive contour, blend, distort, envelope, 3D extrude, shadow etc. other shape, zoom tools, adding/removing of toolbars
	typing text (Artistic/ paragraph), fitting artistic text to path, changing styles, font size, extruding and blending the text. For Paragraph Text :- Setting multiple columns, applying bullets and drop caps, setting tabs, formatting text, change case, text alignments
	Group, ungroup, combine the objects, aligning the objects transformation, arrange the objects in proper order, shape options-weld, trim, intersect, (Form arrange menu).
	Using power clip, lens effects, copy the effects, clone the effects, 3D effect, art stroke, inserting symbols, using symbols, docker window, use of scrape book, colour management, using coral scripts
	use of scrape book, colour management, using coral scripts, creating simple, giving various bitmap effects to bitmap drawings.
	Using style sheets, importing graphics, printing the page(s), creating different signs, borders, logo etc. And saving the settings using template, acquiring images from scanner and Internet sights.

03	**ADOBE PHOTOSHOP** Use of Photoshop – detailed introduction of various tools used in tool box (with their settings from options dialog box) i.e. selection tools and various selection techniques, drawing the shapes using brush tools, use of history brush. Rubber stamp tools, special effects tools blur, sharpen, smudge, dodge, sponge, burn tool etc. Applying various fill effects using the option in gradients tools, creating text, creating text, creating at the paths/selection using options in pen tool etc., use all these tool effects to appropriate drawings, create logos etc. general settings using preferences options. Creating the brushes.
	Layer – create layers, duplicate the layer. Arranging and linking the layer, hiding and deleting the layers, merging the layers, grouping the layer with previous layer. Applying special effects to layers such as shadow, bevel and emboss, inner or outer glow etc. various selection option in selection menu i.e. grow similar, color range etc. Creating and modifying the border, using of feathering, saving the particular selection mask – use of mask, apply and remove the mask.
	Changes Image Modes – Adjust : colour settings, hue-saturation, brightness, replace colour, channel mixer etc. change image size, canvas size and rotation, L cutting/copying. The select objects, fill, stroke options, use of define pattern Saving the file in new formats i.e. converting the file to gif, tiff, bmp etc. Importing the graphics from scanner, options in scanner dialog box, applying various filter effects, retouching of images and photographs.stamp tool, transforming the selected objects. Saving –
	Total HRS

List of Tools / Equipments / Software's :

Sr. No.	Description of Tools/Equipment/Software	Nos. Required
1	Pentium based processor having minimum configuration • Min 400 MHZ • 10 GB HDD • 64 MB RAM • 1.44 MB Floppy Drives • 48xCD-ROM Drive • SVGA Colour Monitors.	One
2	Pentium based processor having minimum configuration • Min 166 MHZ • 4.3 GB HDD • 32 MB RAM • 1.44 MB Floppy Drives • CD-ROM Drive (Minimum one) • SVGA Colour Monitors.	Five
3	Scanner	One
4	Desk/Ink Jet Printer or Dot Matrix Printer (80/132 column)	One
5	Windows 98 or NT or higher version Page maker 6.5, Photo shop 5.0, Ileap / Akruti, Coreldraw 8 or above	As required
6	56 KBPS External Modem	One

Reference Books :

1	Fundamental of Computers	Raja Raman
2	Mastering Corel Draw 9	Altman
3	Adobe Photoshop 5.5 short order	Lennox
4	Mastering Page maker 6.5	Altman
5	Page Maker 6.5	David Busch
6	Mastering Photoshop 6	Romaniello
7	Introduction to Internet	

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