

UNIVERSITY OF MADRAS
BACHELOR OF COMPUTER APPLICATIONS (BCA)
DEGREE PROGRAMME
SYLLABUS WITH EFFECT FROM 2023-2024

Year: II

Semester: III

Desktop Publishing Practical	220S32
Common for B.C.A. , B.Sc.-SA , B.Sc.-CSc , B.Sc.-CSc-wAI , B.Sc.-CSc-wDS	
Credits 2	Lecture Hours:2 per week
<p>Learning Objectives: (for teachers: what they have to do in the class/lab/field)</p> <ul style="list-style-type: none"> • The objective of the course is to provide the participants understanding of the techniques essential to build their career in desktop publishing using suitable hardware and software tools. • This course offers a range of topics of immediate relevance to industry and makes the participants exactly suitable for DTP Industry. 	
<p>Course Outcomes: (for students: To know what they are going to learn)</p> <p>CO1:Understand basics of computer and its related terminology.</p> <p>CO2:Write, Edit & Print documents using MS-WORD & EXCEL</p> <p>CO3:Understand various software used for Desktop Publishing and would be able to create and design documents with text and graphics like newspaper ad, wedding cards, visiting cards, greeting cards etc.</p> <p>CO4:Using PageMaker, CorelDraw & Photoshop. Understand Colour concept in Printing</p>	

Units	Contents
I	Computer Fundamentals - Generations of Computer, Advantage and disadvantage of Computer, Block Diagram of a Computer, Description of Different parts of a computer. System Software and Application Software MS Office Introduction to MS Office, Word Processing Software, Electronic Spreadsheet, MS Paint
II	PageMaker Introduction to various versions, concepts and applications of PageMaker Guides & rulers. Drawing tools. Fills & outlines Photo Shop -History & introduction, the file menu, the tools, Drawing lines & shapes Photo editing inserting starting with Setting Up, introduction of layers, Understanding Design principles and color theory
III	Coral Draw-Drawing-lines, shapes inserting-pictures, objects, tables, templates, Use of various tools such as Pick tools, Zoom tools, Free hand tool, square tool, rectangle tool, Text tool, Fill tool etc. and all fonts used in designing of monograms, logos, posters, stickers, greeting cards, wedding cards, visiting cards, etc Design Principles & Color Harmony Introduction to colors Primary and Secondary in both RGB & CMYK schemes/modes
List of Programs	
<ol style="list-style-type: none"> 1. Using windows explorer and other windows elements 2. Creating and opening a document in page maker 3. Formatting and editing a document 4. Saving and printing a given document 5. Insertion of text and graphics in a given document from external source 	

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6. Using columns utility, to give the document column look
7. Using various fonts and styles to make a document more beautiful
8. Use of page maker to make transparencies
9. Saving and printing a file that has been created
10. Formatting a given file by using undo/redo, repeat, cut, copy, paste, delete, duplicate and clone utilities
11. Inserting objects in the drawing, aligning, ordering, grouping and ungrouping of those objects
12. Use of combine, break apart, weld, intersection, trim and separate tools in given drawing
13. Use of mode edit tools ie, to line, to curve, to stretch, and rotate
14. 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
15. To insert character and paragraph text in a drawing and frame, setting of tabs, indents, bullets and spacing in paragraph text
16. Filling of text to a given path, aligning it to base line, straighten text and edit text
17. Using tools such as spell checker, and thesaurus
18. Using find and replace text utility and type assist
19. Adding various symbols to a drawing and creating different pattern

Learning Resources:

1. Desk Top Publishing From A to Z by Bill Grout and Osborne; McGraw Hill
2. DTP (Desk Top Publishing) for PC user by Houghton; Galgotia Publishing House Pvt. Ltd., Daryaganj, New Delhi.
3. ADOBE PAGEMAKER 6.5 - Shashank Jain & Satish Jain - First Edition 2001, BPB Publications
4. DESKTOP PUBLISHING ON PC-M.C. Sharma, BPB Publications
5. Corel draw the Official Guide By Gray David Bouton, Corel Press.
6. The complete Reference Getting Started with Page Maker, McGraw-Hills
7. Adobe Photoshop CS2 Classroom In A Book (2020), Adobe Press.
8. Computers Today S.K.Basandra, Galgotia Publications.
9. Microsoft Office: Will Train, Gini Courter, Annette Marquis BPB Publication.

Suggested equivalent online courses:

[http://www.nptelvideos.com/adobe/adobe photoshop tutorials.php](http://www.nptelvideos.com/adobe/adobe%20photoshop%20tutorials.php)

[https://onlinecourses.swayam2.ac.in/cec20 cs05/preview](https://onlinecourses.swayam2.ac.in/cec20%20cs05/preview)

[https://eskillindia.org/Course/course detail/117206920200221051647](https://eskillindia.org/Course/course%20detail/117206920200221051647)

<https://www.udemy.com/course/desktop-publishing-for-you/>

<https://www.youtube.com/watch?v=FJYgNUYUvZe>