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CorelDRAW® 12: Level 1 – Two days

Course Description

CorelDRAW® 12: Level 1 (Windows) is designed for students with little or no experience using CorelDRAW® 12. Students will use their knowledge of graphical design in conjunction with the basic features of CorelDRAW to create engaging and dynamic drawings.

Prerequisites: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- *Windows XP: Introduction*

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities.

Performance-Based Objectives

- Identify the components of the CorelDRAW environment, open and close a drawing, and find information using Help.
- Set up a drawing page, draw shapes, lines, and arrows, add and format text, use the Artistic Media Sprayer tool, and save a drawing.
- Import a file, ungroup and modify objects, and add graphic images.
- Add fills to objects, modify outlines, add and clone drop shadows, rotate an object, fit text to a path, group objects, and add a background.
- Format text with bullets, modify paragraph spacing, wrap text around graphic objects, spell check text in a drawing, and preview and print a drawing.
- Customize the CorelDRAW environment.
- Create and edit paragraph text.
- Create and modify styles and templates.
- Draw and modify advanced objects.
- Work with clipart, special characters, and symbols.
- Set advanced printing options.

Course Content

Lesson 1: Getting Started with CorelDRAW

- Topic 1A: Starting CorelDRAW
- Topic 1B: Working with Command Bars
- Topic 1C: Opening and Navigating in a Drawing
- Topic 1D: CorelDRAW Help
- Topic 1E: Closing a Drawing

Lesson 2: Drawing Tools

- Topic 2A: The Drawing Area
- Topic 2B: Drawing Objects
- Topic 2C: Drawing Lines
- Topic 2D: Saving a Drawing
- Topic 2E: Working with Text

Topic 2F: The Artistic Media Tool

Lesson 3: Working with Objects

Topic 3A: Importing a File
Topic 3B: Modifying Objects
Topic 3C: Adding a Graphic Image
Topic 3D: Working with Text Objects—Copying

Lesson 4: Formatting Objects

Topic 4A: Working with Fills
Topic 4B: Modifying Outlines
Topic 4C: Working with Drop Shadows
Topic 4D: Rotating an Object
Topic 4E: Fit Text to Path
Topic 4F: Additional Formatting Techniques

Lesson 5: Working with Text

Topic 5A: Artistic and Paragraph Text
Topic 5B: Formatting Paragraph Text
Topic 5C: Wrapping Text

Lesson 6: Customizing the Environment

Topic 6A: Customizing the Menu Bar and Standard Toolbar
Topic 6B: Working with Workspaces

Lesson 7: Working with Paragraph Text

Topic 7A: Creating and Modifying Paragraph Text
Topic 7B: Finding and Replacing Text
Topic 7C: Fitting Text
Topic 7D: Importing and Editing OCR Text

Lesson 8: Creating and Modifying Styles and Templates

Topic 8A: Creating and Editing a Text Style
Topic 8B: Working with Templates

Lesson 9: Drawing and Modifying Objects

Topic 9A: Drawing and Editing Curves and Lines
Topic 9B: Using Three-point Tools

Lesson 10: Using Clipart, Special Characters, and Symbols

Topic 10A: Inserting and Editing Clipart from the Web
Topic 10B: Inserting Special Characters
Topic 10C: Creating Symbols

Lesson 11: Using Advanced Printing Options

Topic 11A: Creating and Editing a Print Style
Topic 11B: Using the Print Merge Wizard