

## Get all the support you need

ICT Trainings offers lots of support to help you prepare for your future.

Find a wide range of support, including official ICT preparation materials –  
[www.ictrainings.com/](http://www.ictrainings.com/)

Find quizzes and learning tips on our Facebook page –  
[www.facebook.com/ICTtrainingsLahore](http://www.facebook.com/ICTtrainingsLahore)

## Register now

You can take the course in a class or online on computer.

**Step 1: Visit ICT Trainings Centre**

Choose from over 50 courses.

**Step 2: Choose from over 50 Courses**

Find out about registering, costs and preparation courses.

**Step 3: Choose your starting date and time**

We have dates every month – and you can register just one week before taking your course.

Find out more at

[www.ict-trainings.com](http://www.ict-trainings.com)

## Show you are serious about your career

Join millions of people that have selected IT and using in official/daily chores.

*ICT Certificates* to show they have the work-focused

IT and Telecom skills for career success. These high-quality international courses are developed by Industry leading professionals

Boost your employability – get the IT skills you need to access the best jobs.

Excel in business-related studies with proven IT skills.

Recognized by top local & multinationals as a quality delivering educational institution.

## Contact us

ICT Trainings Lahore

349 H/3, Johar Town  
Lahore  
Punjab  
Pakistan  
Cell: +92 321 3499131  
LandLine: +92 42 35951406-7



Find us:

website: [ict-trainings.com](http://ict-trainings.com)

<http://facebook.com/ICTtrainingsLahore>

email: [info@ict-trainings.com](mailto:info@ict-trainings.com)

[ict-trainings.com/curriculum/graphicsdesigning-](http://ict-trainings.com/curriculum/graphicsdesigning-)

[leaflet.pdf](#)

ICT develop and produce the most valuable range of qualifications for learners of IT and Telecom.

Over 20000 students trained in Two Decades.

Universities, employers, government, ministries and other organizations recognize us as valuable partner.

ICT Trainings Institute – Engineering Your Career

## Graphics Designing



### Course Guide

Adobe is changing the world through digital experiences. We help our customers create, deliver, and optimize content and applications.



### Adobe is globally accepted exam

The Adobe exams are trusted and accepted by leading employers, educational institutions and governments worldwide.

For a full list of organizations using these market-leading exams, go to [www.adobe.com](http://www.adobe.com)



## Graphics Designing Course Contents

Graphics Designing curriculum follows the Corel and Adobe standards and is designed to meet the requirements of print and electronic media users as well as professionals.

### Corel Draw

#### *Introduction to COREL DRAW*

- Welcome screen + workspace tour + overview
- Vector vs. bitmap
- Customizing the page layout
- Working with multiple pages
- Using snap to + guidelines

#### *Drawing shapes*

- Rectangle tool - ellipse tool - ctrl +shift
- The pick tool + zooming
- Polygons, stars, spirals + graph paper
- The perfect shapes collection
- Selecting objects
- Deleting objects
- Duplicating objects + step + repeat
- Cut, copy, paste
- Undo, redo, repeat
- Arranging objects
- Grouping + un-grouping

#### *Creating custom shapes*

- Curve tools
- Freehand tool
- Bezier tool
- Curves + nodes
- Adding, deleting nodes
- Bending + straightening lines

#### *Colors + Fills*

- Introducing color palettes
- Cmyk, rgb and pantones

#### *Filling objects*

- Using the interactive fill tool
- Solid fills
- Linear, radial, conical + square fills
- Two color patter fills
- Full color pattern fills
- Bitmap pattern fills
- Texture fills
- No fill

### Outlines

- Outlines and advanced outline options
- Converting outlines to objects
- Using the eye dropper and paint bucket tool

#### *Working with artistic text*

- Creating artistic text with the text tool
- Character formatting + fonts
- Spelling + quick correct
- Fitting text to path
- Inserting symbol characters
- Converting text to curves

#### *Working with paragraph text*

- Creating paragraph text with the text tool
- Creating columns
- Additional paragraph features

#### *Shaping objects*

- Using commands: Trim, break-apart, weld, simplify

#### *Working with bitmaps*

- Importing bitmaps
- Cropping bitmaps
- Using the image adjustment lab
- Applying effects to bitmaps
- Using photo-paint + the cut-out lab
- Using the magic wand mask tool
- Using the clone tool
- Resolution
- Re-sampling bitmaps
- Converting vector objects to bitmaps
- Exporting to jpeg + png formats

#### *Using the interactive tools*

- The interactive blend tool
- The interactive contour tool
- The interactive distortion tool
- The interactive drop shadow tool
- The extrude tool
- The interactive transparency tool

#### *Final Assessment*

- Designing a business card
- Designing a flyer
- Designing an invitation
- Designing a logo
- Publishing to pdf for print + web

### Adobe Photoshop

#### *Introduction to Adobe Photoshop*

- Bitmap vs. vector

- Resolution and quality issues
- Viewing/opening documents
- Tool bar
- Most commonly used palettes

#### *Rulers, guides and grids Layers*

- Background v layer, creating layers
- Preserving data
- Re-arranging
- Hiding, locking/unlocking
- Naming, deleting
- Layer opacity

#### *Layers Styles*

- Shadow effect
- Glow effect
- Bevel & Emboss effect
- Color Overlay
- Gradient Overlay
- Pattern Overlay
- Stroke

#### *Transformation*

- Flipping, scaling, rotating, distorting, perspective
- Control options
- Free transform, straighten or tilt

#### *Working with Text*

- Warp Text
- Text with underline and Strikethrough
- Text with mask

#### *Image*

- Image sizes (handout)
- Image size vs. canvas size
- Cropping (and resizing), plus manual
- Image modes
- Basic retouching with clone, heal, patch tools

#### *Color adjustment*

- Basic tonal adjustment/enhancement
- Brightness/contrast: when to use levels (+ auto), shadow/highlight

#### *'Quality' adjustment*

- Dust and scratches, reduce noise
- Blur, Gaussian blur
- Sharpen/unsharpened, and size issues

#### *Selections*

- Various tools, tool options
- Inversing, feathering, grow, smooth, expand, similar
- Pen tool specifics
- Paths to selections

- Selection with Mask
- Outputting for the Web*
- Optimizing for Web colors
- Resizing and compressing an image for quick rendering

### *Saving*

- Save options, file formats for InDesign, web etc.
- Paths to Illustrator
- Keyboard shortcuts

### *Project achievements:*

- House ad/poster
- Duotone photograph
- Repaired photograph

## Adobe Illustrator

### *What is Illustrator?*

- Introduction  
Understanding vector graphics
- Setting preferences
- Exploring the panels
- Illustrator interface
- Creating and saving workspaces

### *Working with Documents*

- Creating files for print & Web
- Managing multiple documents & Navigation
- Using rulers, guides, and grids
- Changing units of measurement
- Locking and hiding artwork
- Creating and using artboards
- Illustrator Artboards

### *Selecting and Transforming Objects*

- Using the Direct Selection and Group Selection tools
- Using the Magic Wand & Lasso tool
- Grouping objects
- Using isolation mode
- Resizing your artwork
- Rotating objects

### *Distorting and transforming objects*

- Reflecting and skewing objects
- Aligning and distributing objects

### *Working with Color*

- RGB vs. CMYK

### *Working with Fills and Strokes*

- Understanding fills and strokes
- Working with fills & strokes
- Creating and editing gradients

- Applying gradients to strokes
- Applying and editing pattern fills

### *Working with Paths*

- Understanding paths
- Understanding anchor points
- Using the Scissors tool and the Knife tool

### *Creating Shapes*

- Working with the Shape Builder tool
- Working with the Blob Brush and Eraser tools
- Working with the Paintbrush and Pencil tools
- Smoothing and erasing paths

### *Pen Tool*

- Exploring the Pen tool
- Drawing straight lines
- Drawing simple curves
- Converting corners and curves
- Tracing artwork with the Pen tool

### *Using Type in Illustrator*

- Adjusting your type settings
- Basic text editing
- Using the type panels
- Creating text on a path
- Converting text into paths
- Saving time with keyboard shortcuts

### *Working with Layers*

- Exploring the Layers panel
- Creating and editing layers
- Targeting objects in the Layers panel
- Working with sublayers
- Hiding, locking, and deleting layers
- Using the Layers panel menu

### *Drawing in Perspective*

- Defining a perspective grid
- Drawing artwork in perspective

### *Printing, Saving, and Exporting*

- Saving & Printing your artwork
- Saving for the web

## Adobe Flash CC

### *Understanding the Interface*

- Timeline, Layer Controls, Edit Bar, Panels

### *Animation Basics*

- Understanding Key frames and Frames
- Frame-by-Frame Animation with Key frames
- What Is the Frame Rate?

- Recommended Frame Rates
- Copying, Reversing, Inserting and Deleting Frames
- Using Onion Skinning
- Testing Movies

### *Motion Tweening and Timeline Effects*

- Classic Tween
- Shape Tweening vs. Motion Tweening
- Understanding Basic Motion Tweening
- Using Tweening Effects Editing Multiple Frames
- Using a Motion Guide
- Animating Text
- Animating with the Blur Filter
- Animating with the Drop Shadow Filter
- Basic use of Bone Tool

### *Working with Bitmaps*

- Understanding the Benefits of Bitmaps
- Compression in Flash
- Importing and Compressing Bitmaps
- Importing Bitmap Sequences
- Converting Bitmaps to Vectors

### *Masking*

- Using Basic Masking
- Using Animated Masks {motion and shape}

### *Buttons*

- Creating Rollover & Invisible Buttons
- Duplicating and Aligning

### *Movie Clip*

- What Is a Movie Clip?
- Creating a Movie Clip
- Animated Graphic Symbols vs. Movie Clip Symbols
- Creating an Animated Rollover Button with movie clips
- Putting an Animated Rollover Button into Action

### *Importing Sounds*

- Creating Background Sound with Sound Effects
- Controlling Animation and Sound with Stop/Play Buttons

### *Publishing and Exporting*

- Creating Projectors
- To Publish or to Export?
- Exporting Image Files
- More About the Publish Settings
- Flash, HTML, GIF, JPEG, and PNG Settings

### *Final Project*

- Create a MOVIE to Audience

[www.ict-trainings.com/curriculum/graphicsdesigning-leaflet.pdf](http://www.ict-trainings.com/curriculum/graphicsdesigning-leaflet.pdf)