

Course Outline – Corel Draw

Aims: This course introduces users to the key features of the Corel Draw software. On completion of the course delegates will be able to create logos, publications and web graphics using drawing tools and text techniques

Pre-requisites: A good understanding of the Windows or Mac OS X environment

Duration: Two Days

Corel Environment

The Window and Navigation Interface
Palettes and Tools
Creating a New Document and Page Setup
Rulers and Guides
Opening and Saving
Roll ups and Toolbox

Working with Objects

Drawing Tools
Creating Basic Shapes and Objects
Selecting Objects
Importing Pictures and Graphics
Manipulating Objects, Pictures and Graphics
Transforming - Mirror, Scale, Rotate, Skew
Groups and Layers

Working with Lines

Lines and Curves - Defaults
Changing Line Attributes
Freehand and Bezier Methods
Editing

Working with Text

Getting Text on the Page - Artistic and Paragraph Text
Importing Text
Editing and Formatting
Word Processing Features
Long Document Features
Text Effects

Graphics

Adding Symbols
Using Clip Art

Colour

Basic Colour Theory
Choosing the Appropriate Colour Model
Applying Colour to Text and Objects
Colour Effects - Fills and Patterns

Working with Other Software

Importing/Exporting Documents

Printing

Printing In-House
Preparing and Sending Documents for Commercial Printing

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