

**CorelDRAW® 12: Level 1**



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## **Level 1**

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This course is designed for students with little or no experience using CorelDraw® 11. Students will use their knowledge of graphical design in conjunction with the basic features of CorelDraw to create engaging and dynamic drawings.

## I. Course Specification

*Duration 15 hours*

*Pricing: 490 L.E.*

## II. Prerequisites

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

- *Windows XP: Introduction*

## III. Delivery Method

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

## IV. What's Next

Students wishing to expand their CorelDraw skill set can move on to the next course in the series, *CorelDraw® 12 : Level 2*.

## V. Hardware / Software Requirements

You will need:

- A Pentium II, 200 MHz or higher processor.
- A minimum of 118 MB of RAM (required for Windows XP).

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- A minimum of 200 MB of hard disk space for CorelDraw 11, after Windows XP is installed.
- Either a local CD-ROM drive or access to a networked CD-ROM drive.
- A mouse.
- A monitor with 1024 x 768 screen resolution.
- A 14.4 Kbps or higher modem.
- A Typical installation of Windows XP Professional.
- A Typical installation of CorelDRAW Graphics Suite 11.
- A Typical installation of any browser (preferably Internet Explorer 5.5 or higher) and an Internet connection.

## VI. 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.

## VII. Course Contents

### **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

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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