



CoreDraw® 12

Level 2

CoreIDRAW® 12: Level 2 (Windows) is designed for students who are already familiar with the CoreIDRAW® 12 application package on an introductory level and want to move up to the next level. Students will use their knowledge of the basic features of CoreIDRAW, in conjunction with new, more advanced techniques, to create even more engaging and dynamic drawings.

CorelDRAW® 12: Level 2

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 courses or have equivalent knowledge:

- Windows XP: Introduction
- CorelDRAW® 12: Level 1

III. Delivery Method

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

IV. What's Next

Students wishing to learn even more advanced CorelDRAW techniques can move on to the next course in the series, CorelDRAW® 12: Level 3.

V. Hardware / Software Requirements

You will need:

- A Pentium II processor, 200 MHz or higher.
- A minimum of 118 MB of RAM (required for Windows XP).
- A minimum of 200 MB of hard-disk space for CorelDRAW 12, 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.

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- A 14.4 Kbps or higher modem. An Internet connection with access to the World Wide Web is necessary to complete a portion of the "Using Clipart, Special Characters, and Symbols" lesson. (Note: Internet access may require payment of a separate fee to a service provider; local charges may also apply.)
- A Typical installation of Windows XP Professional.
- A Typical installation of CorelDRAW Graphics Suite 11.

VI. Performance-based Objectives

- 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.

VII. Course Contents

Lesson 1: Customizing the Environment

Topic 1A: Customizing the Menu Bar and Standard Toolbar

Topic 1B: Working with Workspaces

Lesson 2: Working with Paragraph Text

Topic 2A: Creating and Modifying Paragraph Text

Topic 2B: Finding and Replacing Text

Topic 2C: Fitting Text

Topic 2D: Importing and Editing OCR Text

Lesson 3: Creating and Modifying Styles and Templates

Topic 3A: Creating and Editing a Text Style

Topic 3B: Working with Templates

Lesson 4: Drawing and Modifying Objects

Topic 4A: Drawing and Editing Curves and Lines

Topic 4B: Using Three-point Tools

Lesson 5: Using Clipart, Special Characters, and Symbols

Topic 5A: Inserting and Editing Clipart from the Web

Topic 5B: Inserting Special Characters

Topic 5C: Creating Symbols

Lesson 6: Using Advanced Printing Options

Topic 6A: Creating and Editing a Print Style

Topic 6B: Using the Print Merge Wizard