

TRAINING COURSE OUTLINES
Adobe Photoshop - CorelDraw - Opus XE
Supplemented with
Adobe Acrobat & InDesign

MS Front Page
MS Excel



These outlines can be easily adapted for all versions of the above applications and to all levels of requirement including bespoke courses.

Roger Grigson *Pikkz* © 2005 2006 2007 2008 2009
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TABLE OF CONTENTS

ADOBE PHOTOSHOP	1
CORELDRAW	5
DIGITAL WORKSHOP OPUS	9
OPUS PRO XE	10
MICROSOFT FRONT PAGE	12
MICROSOFT EXCEL 2000 - 2003.....	14
SUPPLEMENTAL COURSES.....	17
ADOBE ACROBAT	17
ADOBE INDESIGN	17



ADOBE PHOTOSHOP



The following outline details most of the topics covered in the various levels of Photoshop training for Adobe Photoshop.

From these outline ELEMENTS, Introduction, Advanced & Refresher courses are constructed.

Client specific ELEMENTS within these outlines can also be developed and included in the courses.

Each level of training should be delivered over a recommended two days to ensure a thorough working knowledge of the program is achieved.

All files used during the training are either supplied by the trainer and/or if requested, by the client.

ELEMENT ONE

- Starting Adobe Photoshop
- The Preference File
- Preferences – Program settings
- Opening files - Using Adobe Bridge
- Getting to Know the Work Area
- Menu bars
- Interactive Toolbar
- Palettes/Panels & The Palette Well
- Status bar
- Toolbox

ELEMENT TWO

- Calibrating & characterizing your monitor using Adobe Gamma
- Colour settings.

ELEMENT THREE

- File types & saving - destination
- Bitmaps – Greyscale – RGB – CYMK – INDEX
- Values of RGB – CYMK, HEX numbers
- 8 bit images (1 + 2 + 4 + 8 + 16 + 32 + 64 + 128 =256)
- 16 bit images (256 x 256 =16.7 million)
- Evaluating an image
- What needs to be done to it – if anything
- What needs to be removed
- What needs to be adjusted
- What need to be repaired

ELEMENT FOUR

- Dealing with Images
- Cropping & straightening images
- Adjusting images using Adjustment Layers
- Levels & Curves
- Shadows & Highlights, Exposure
- Burn, Dodge & Saturation tools
- Making Selections from images
- Selection tools overview
- The Rectangular & Elliptical marquee tools
- Moving & copy a selection
- The Magic Wand tool
- The Lasso, Polygon & Magnetic Lasso tools
- Selecting by Colour Range
- Adding to & subtracting from selections
- Combining selection tools
- Saving & loading a selection
- The Extraction tool
- Repairing Images
- Clone & Pattern Tools
- Patch, Spot Healing, Healing Brush & Red Eye tools

ELEMENT FIVE

- Masks & Channels
- Working with masks & channels
- Creating a quick mask
- Editing a quick mask
- Editing a channel mask
- Loading a mask as a selection & applying an adjustment
- Applying a filter effect to a masked selection
- Creating a gradient mask
- Applying effects using a gradient mask
- Mixing colour channels.

ELEMENT SIX

- Layers
- Organizing artwork on layers
- Creating, Deleting & viewing layers
- Rearranging layers
- Changing the opacity & mode of a layer
- Linking layers
- Adding a gradient to a layer
- Applying a layer style
- Flattening & saving files
 - For print
 - For on screen presentations
 - For the web
- Adding text – Text Layer

ELEMENT SEVEN

- Further Layer techniques
- Creating a layer clipping path
- Creating layer sets/groups
- Creating a knockout gradient layer
- Importing a type layer
- Applying layer styles
- Duplicating & clipping a layer
- Liquifying a layer
- Creating a border layer
- Merging & Flattening a layers

ELEMENT EIGHT

- Painting & Editing
- Filling the background layer with colour
- Blending an image with the background
- Smoothing the edges of a paintbrush stroke
- Creating a subtle overlay effect
- Painting shadows in non-transparent areas
- Adding a gradient to the background
- Creating a textured effect with a natural brush

ELEMENT NINE

- Basic Pen Tool Techniques
- Drawing paths with the pen tool
- Drawing straight paths
- Drawing curved paths
- Combining straight & curved lines
- Drawing a path around artwork
- Converting paths to selections & vice versa.

ELEMENT TEN

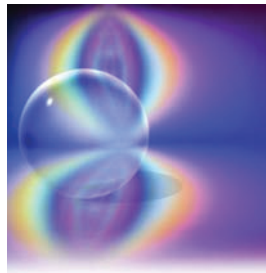
Vector Shapes & Clipping Paths
About bitmap images & vector graphics

ELEMENT ELEVEN

Creating Special Effects
Filters
Colourising a selection
Applying filters
Gradient Maps
Modes, Overlaying & Applying Images
Actions Palette
Transformation – Scale, Perspective, Warp etc.
New features.

ELEMENT TWELVE

Q & A Client Specific Requests & Projects



As of 2009 there are eleven versions of Photoshop; v2 – vCS4 (11), each an improvement on the previous.

The outlines attempt to cover as many of the functions and capabilities of all the versions; any not covered can be included on request.

Within earlier versions of Photoshop there is an additional program, 'Adobe Image Ready'. This program is specifically for producing images, image maps and animations for web sites; it is not included in these outlines.



CORELDRAW

The following outline details all the topics covered in the various levels of CorelDraw - this includes all versions up to the current X4.

Client specific courses can also be developed from these outlines.

Each level of training should be delivered over a recommended two days.

All files used during the training are either supplied by the trainer and/or if requested, using examples and 'story boards' brought by the client.

ELEMENT ONE - Introduction & Course Objectives

- What is CorelDraw
- Various Image types & their uses
- Differences between Image Types – Vector & Rasterised

ELEMENT TWO - Getting Started

- Exploring the CorelDraw Workspace
- Interactivity
- The Tool Box
- The Colour Palette
- The Status Bar
- Opening and Creating a Document
- Saving Documents
- Switching Between Open Documents
- Options & Settings
- Page Set-Up – Sizes – Backgrounds - Watermarks
- Guidelines – Guidelines Set Up and uses
- Using Snap To
- Undoing Mistakes .

ELEMENT THREE - Moving Around & Viewing Drawings

- Moving Around the Current Page
- Viewing Modes – Wireframe etc
- Inserting, Deleting, Moving & Naming Pages

ELEMENT FOUR - Selecting and Manipulating Objects

- Selecting & Deselecting Objects
- Moving Objects
- Copying, Cutting & Deleting Objects
- Sizing Objects using the sizing 'handles'
- Basic Short Cut Keys

ELEMENT FIVE - Drawing & Shaping Objects

- Drawing & Shaping Tools
- Drawing Rectangles, Rounded Corner Rectangles & Squares
- Drawing Ovals & Circles
- Drawing Lines & Polylines
- Using the Polygon Tool – Stars, Triangles & Graphs
- Using the Freehand Tool
- Other shapes using Weld, Combine & Intersect
- Using the Smart Drawing Tool
- Basic Shapes Tool
- Drawing Curves
- Shape Tool - Reshaping Curves & Objects
- Converting to Curves - Shaping

ELEMENT SIX - Arranging Objects

- Arranging Objects
- Grouping & Ungrouping Objects
- Aligning Objects
- Alignment
- Distribute
- Position
- Duplicate
- Clone

ELEMENT SEVEN - Transforming Objects

- Mirroring Objects
- Rotating & Skewing Objects
- Using the Transform Docker
- Layers
- Outline Tool Attributes
- Scrapbook

ELEMENT EIGHT - Outlining & Filling Objects

- The Outline Tool
- Choosing Outline Thicknesses
- Choosing Outline Colours
- Using the Fill Tool
- Copying Attributes
- Setting Outline & Fill Defaults

ELEMENT NINE - Importing Images & Clipart

- Adding Clipart & Images
- Modifying Clipart - Child Objects

ELEMENT TEN - Working with Text

- The Text Tool
- Creating Artistic Text
- Creating Paragraph Text
- Editing Text & Formatting Text
- Importing Text – MS Word documents
- Fitting Text to a Path

ELEMENT ELEVEN - Special Effects

- Drawing With the Artistic Media Tool
- Using the Lens Effect
- Adding Perspective
- Using PowerClips
- Applying Presets
- Applying Drop Shadows
- Envelopes

ELEMENT TWELVE - Other relevant functions

- Dockers
- Layers - Introduction
- Corel Scripts – Page Numbering

ELEMENT THIRTEEN - Printing

- Exporting to Graphic Formats
- Adobe Acrobat
- Copy & Pasting Into Other Applications

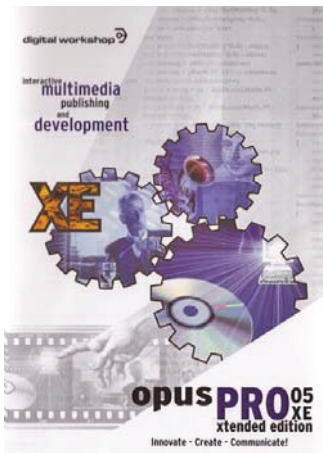
ELEMENT FOURTEEN - Client Specifics

CorelDraw as applicable to Corporate requirement
Menus, Fliers, Brochures, Calendars & other advertising media
Workshops



As of 2009 there are twelve versions of CorelDraw, 3 – X4 (14), each an improvement on the previous.

The outlines attempt to cover as many of the functions and capabilities of all the versions; any not covered can be included on request.



DIGITAL WORKSHOP OPUS

Imagine – Design – Produce - Present

Opus Pro is a cost effective tool providing fast track development of interactive applications and presentations at all levels.

It is quick enough to make simple prototypes but powerful enough for full blown applications.

It is useful not just for multimedia authoring but also for producing stylish modern applications and presentations of all kinds.

It is both powerful and easy to use, allowing you to create stunning interactive applications, presentations and multimedia more efficiently and professionally than applications such as MS Power Point®

It will save time and money on existing work and open up new revenue opportunities.

Finished Opus work, unlike MS Power Point® which requires 'pack & go', can be published in a number of different formats such as; Web, CDs, stand alone .exe files, DVD-video or Flash® format media presentations.

More recently this application has been used to produce mini-cd business cards and cd based company brochures at a fraction of the cost of printed documents.



OPUS PRO XE

This is a basic overview of the course.

All training will be based on client specific requirements.

INTRODUCTION

- Getting Started
- Installing Opus on your computer
- Starting Opus
- Getting Help
- Sample Publications
- Exiting Opus

THE BASIC PRINCIPLES

- The Opus Editor
- The Toolbars
- The Organiser
- The Colour Palette
- The Status Bar
- The Workspace

THE START-UP WIZARD

- Opus Publication types
- Additional Elements

WORKING WITH OBJECTS

- What is an Object?
- Types of Objects
- Adding Objects to a page

PROPERTIES

- Page Properties
- Object Properties

MAKING THINGS HAPPEN

- Introducing Actions
- Creating and Editing Actions
- Actions Dialog
- Actions Organiser
- Actions Tab

TIME LINES

SAVING THE PUBLICATION

- Publication Resources
- Resource Manager
- Using Resources
- Consolidate Resources
- Saving your Publication

PUBLISHING

- Overview of Publishing
- Considerations before Publishing
- Publication Types
- Considerations after Publishing
- Using the Publish Wizard

Imagine - Design - Produce - Present



All files used during the courses are either supplied by the trainer or if requested, using examples and 'story boards' supplied by the Client.

It is recommended that the training be over two days in order to gain an efficient and acceptable level of knowledge.



MICROSOFT FRONT PAGE

The following outline details most of the topics covered in the various versions of Frontpage.

All files used during the training are either supplied by the trainer and/or if requested, using examples and 'story boards' brought by the client.

ELEMENT ONE - Creating Web Pages

- Overview
- Opening FrontPage
- Workspace Overview
- Getting Started
 - To create a home page
 - To insert a graphic on the home page
 - To create a hyperlink from a picture
 - To center elements on a page
 - To save the current page
- Page View Options
 - To display the HTML of the current page
 - To preview the current page

ELEMENT TWO - Creating a Web site with FrontPage

- To create a new Web site
- To create a navigation structure
- Creating Web site Content
- Designing a Page
- Creating Tables
- Formatting Tables
- Importing Pictures
 - To create a feedback form
- Creating a Photo Gallery
- Linking to Other Web Sites
- To create a dynamic text effect

ELEMENT THREE - Enhancing and Publishing a Web site

Enhancing the Appearance of a Web site

To create hyperlinks from text

To create hyperlinks to other pages

Applying a Theme

Previewing a Web site

To preview the current Web site in a Web browser

Organizing the Files in your Web site

To move picture files to the Images folder

To create a new folder

Spelling Checking

Publishing a Web site

To publish the current Web site

Closing FrontPage.



MICROSOFT EXCEL 2000 - 2003

The following outline details most of the topics covered in the various versions of Excel up to 2003. These can be adapted to suit client requirement.

All files used during the training are either supplied by the trainer and/or if requested, using examples and 'story boards' brought by the client.

LEVEL ONE - INTRODUCTION

ELEMENT ONE

- General Overview
- Workspace & Toolbars
- Selecting Cells, Rows & Columns
- Simple Data Entry
- Erasing the contents of a cell
- AutoComplete
- AutoFill
- Pick From a List
- Custom Lists

ELEMENT - TWO

- Inserting, Deleting & Hiding Rows & Columns
- Inserting Multiple Rows & Columns
- Column Width and Height
- Hiding & Un-hiding Rows & Columns
- Formatting Text, Numbers & Cells
- Cell Borders & Colours
- Aligning Cell Contents
- Merging Cells
- Freezing Row and Column Headings

ELEMENT - THREE

- Naming, Adding, Deleting & Moving Worksheets
- Naming & Colouring Worksheet Tabs
- Adding Worksheets
 - To add a new blank Worksheet
 - To add a copy of a Worksheet
- Deleting Worksheets
- Moving Worksheets

ELEMENT - THREE

- Formulas & Functions
- Precedence
- Error Example
- Simple Function
- Entering Formulas
- AutoSum
- Performing Calculations
- Absolute References
- Basic Functions – Function Wizard

ELEMENT - FOUR

- Sorting data
- One Column Sort

ELEMENT - FIVE

- Page Display & Printing
- View Options
- Printing
- Setting the Print Area
- Printing
- Orientation
- Setting Page Margins
- Headers and Footers

LEVEL TWO - INTERMEDIATE +

ELEMENT - ONE

Working with Multiple Worksheets
Grouping Worksheets
Using Functions across Worksheets
Paste Special
Formatting – Special
Conditional Formatting
To apply Conditional Formatting

ELEMENT - TWO

Statistical Functions
Small
Large
Text Manipulation Functions
UPPER
LOWER
CONCATENATE
Look Up & Reference Functions
VLOOKUP
The Function Wizard
Logical Functions
IF ()

ELEMENT - THREE

Comments & Validation
Protecting Worksheets
To Protect all of a Worksheet

ELEMENT - FOUR

Charting Using F11
Chart Wizard
Sorting Data
Filtering Data

ELEMENT - FIVE

Hyperlinks
Entering a Hyperlink
Creating Automatic Backup Files

ELEMENT - SIX

Tips and Tricks



SUPPLEMENTAL COURSES

In addition to the foregoing applications any and all finished files together with MS Word files can all be brought to together either by using Adobe Acrobat or Adobe InDesign.

ADOBE ACROBAT

This is the standard application for producing 'Portable Documents' for many different types of output.

These PDF files are made up of pages of text, images, drawings, spreadsheets etc designed and construction in other applications.

ADOBE INDESIGN

InDesign is an essential application for design firms, ad agencies, magazines, newspapers, book publishers, and freelance designers.

InDesign Essential training presents a thorough explanation of the core features and techniques that make this powerful page layout application easy to use.

A basic Course is offered to produce such documents both for print and screen presentation.

By using files produced in other applications high quality documents can be produced.

The majority of documents produced by the press and print houses are produced using this application.

Details of the outlines for both these applications can be supplied on request.