

## Course Outline

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### CorelDraw Beginner

**Duration:** 1.5 days (9 hours)

**Learning Objectives:**

This course involves hands-on exercise with a series of specially prepared examples to help the delegates be more confident working with the main CorelDraw tool set. The course also allows delegates to explore areas of individual interest within the framework of a structured course

**Target Audience:**

Intending, new or recent users of the CorelDraw who need to get to grips with its features and facilities quickly

**Prerequisites:**

- The course is targeted at typical users working on a range of sample images such as a company logo, illustrations, a single-page leaflet, and the like
- Participants will be using CorelDraw with other software packages (PageMaker, Ventura) so knowledge of their operation would be beneficial

**Topics Covered:**

- Introduction
  - What is CorelDRAW 10
  - Course Objectives
  - How to Use the Manual
- Getting Started
  - Exploring the CorelDRAW Screen
  - Getting Assistance
  - File Management
  - Setting Up the Page
- Moving Around and Viewing Drawings
  - Moving Around the Current Page
  - Viewing Modes
  - Inserting and Deleting Pages
  - Changing Pages
- Selecting & Manipulating Objects
  - Selecting and Deselecting Objects
  - Moving Objects
  - Copying and Deleting Objects
  - Deleting Objects
  - Sizing Objects
- Drawing and Shaping Objects
  - Drawing and Shaping Tools

- Using the Freehand Tool
- Drawing Lines and Polylines
- Drawing Freehand Polygons
- Drawing Perfect Shapes
- Reshaping Lines and Polylines
- Drawing Curves
- Reshaping Curves
- Drawing Rectangles
- Drawing Circles
- Arranging Objects
  - Arranging Objects
  - Grouping and Ungrouping Objects
  - Using Guidelines
  - Using Snap To
  - Aligning Objects
- Working with Text
  - The Text Tool
  - Creating Artistic Text
  - Editing Text
  - Formatting Text
  - Setting Text Options
  - Creating Paragraph Text
  - Choosing Paragraph Options
  - Setting Indents Using the Ruler
  - Importing Text
  - Using the Spell Checker
- Outlining & Filling Objects
  - The Outline Tool
  - Choosing Outline Thicknesses
  - Choosing Outline Colors
  - Using Fill Tool
  - Copying Attributes
  - Setting Outline and Fill Defaults
- Using Symbols and Clipart
  - Adding Symbols
  - Adding Clipart
  - Modifying Clipart
  - Using the Scrapbook to Search for Clipart
- Transforming Objects
  - Mirroring Objects
  - Rotating and Skewing Objects
  - Using Transform Docker
- Special Effects
  - Fitting Text to a Path

- Drawing With the Artistic Media Tool
  - Shaping an Object with an Envelope
  - Extruding an Object
  - Blending Two Objects
  - Using the Lens Effect
  - Adding Perspectives
  - Using PowerClips
  - Applying Presets
  - Applying Drop Shadows
- Printing
- Exporting to Graphic Formats
  - Copy and Pasting Into Other Applications
  - Print Options
  - Print Previewing