CorelDraw

What do I need?
Formal training, or a thorough working knowledge of Windows, Mouse handling and typing skills or knowledge of keyboard layout are essential. Formal training or a thorough working knowledge of Word Basic features would be beneficial. The learner needs to know how this application will be utilised in the work place.

How long is the course?
3 Days

Who should attend?
This course is designed for students who have little or no experience using CorelDraw, but want to know the basic features of CorelDraw and use it to create engaging and dynamic drawings.

Getting started with CorelDraw
Explore the CorelDraw interface
Getting help in CorelDraw
Create a new graphic (i.e. File)
Set up the drawing page
Insert, delete and rename pages
Add and remove drawing guides/grids
Save a graphic
Open and close an existing graphic
Use Dockers / Flyouts
Reset ruler to zero point origin
Zoom and pan
Change views of graphic
Exit CorelDraw for Windows

Work with drawing objects
Draw shapes / objects
Select, size and move objects
Change order of objects
Copy, cut & paste
Duplicate and clone objects
Step and repeat
Copy properties from…
Nudge objects
Group and ungroup objects
Use object transformations
Align and distribute
Use artistic media

Work with pictures
Import pictures
Insert pictures using the scrapbook docker
Powerclip pictures
Crop pictures
Add picture effects
Apply a lens to a picture

Work with text
Use text tool (artistic and paragraph text)
Edit and format text
Link text boxes
Fit text to path
Text to columns
Create lists
Use find and replace
Import text
Create, edit and format tables

Insert symbols

Work with object shaping tools
Weld
Trim
Intersect
Simplify
Front minus back/back minus front
Combine

Bending shapes
Convert to curves
The shape tool
Add & delete nodes
To curve/ line
Cusp, smooth or symmetrical nodes

Work with interactive tools
Use interactive blend tool
Use interactive contour tool
Use interactive distort tool
Use interactive drop shadow tool
Use interactive envelope tool
Use interactive extrude tool
Use interactive transparency tool
Use the bevel tool

Work with layers
The object manager
Explore master page
Create a master layer
Create, delete and rename layers

Printing options
Print preview
Print setup
Printing options
Print

File formats
Use templates
Create and save templates
Publish to the web
Publish to pdf

KEYBASE
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