Adobe PageMaker 7.0 Course Catalog – 45 Days

Day	Module	Topics Covered
1-2	Introduction to PageMaker 7.0	Overview of Adobe PageMaker, Interface, Toolbars, Menus
3-4	Document Setup	Creating New Documents, Page Setup, Rulers, Grids, Guides
5-6	Text Basics	Text Tools, Formatting Text, Fonts, Paragraphs, Character Styles
7-8	Working with Paragraphs & Styles	Creating & Managing Paragraph Styles, Character Styles, Leading, Tracking
9-10	Managing Pages & Master Pages	Page Layouts, Using Master Pages, Applying Master to Pages
11-12	Working with Text Frames	Creating & Linking Text Frames, Text Flow, Adjusting Frame Sizes
13-14	Graphics & Images	Importing Images, Positioning, Scaling, Wrapping Text Around Images
15-16	Creating & Using Layers	Layer Basics, Managing Layers, Layer Visibility, Locking Layers
17-18	Drawing Tools & Shapes	Using the Pen Tool, Drawing Basic Shapes, Pathfinders, Compound Paths
19-20	Working with Colors	Color Palettes, Swatches, Fill & Stroke, Applying Colors to Text and Objects
21-22	Tables in PageMaker	Creating & Formatting Tables, Inserting Data, Adjusting Table Layout
23-24	Importing & Working with External Files	Importing Text, Images, Graphics from Other Applications
25-26	Advanced Formatting & Layouts	Multi-column Layouts, Drop Caps, Tabs, Text Alignment
27-28	Designing for Print	Prepress Setup, Preparing for Print, Exporting to PDF, Printer Settings
29-30	Working with Typography	Advanced Text Formatting, Stylesheets, Using Hyphenation & Justification
31-32	PageMaker Automation & Shortcuts	Time-saving Techniques, Using Shortcuts, Automating Layouts
33-34	Working with Layers and Transparency	Layer Effects, Transparency, Blending Modes, Effects in PageMaker
35-36	Creating Brochures & Flyers	Designing Effective Flyers, Brochures, Pamphlets, and Newsletters

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37-38	Creating Magazines & Newsletters	Multi-Page Documents, Working with Columns, Organizing Layouts
39-40	Business Card & Letterhead Design	Creating Professional Business Cards, Letterheads, and Stationery
41-42	Final Project Work	Hands-on Project (e.g., Designing a Brochure or Magazine Layout)
43	Proofing & Reviewing	Checking Documents for Errors, Proofreading Techniques, Spell Check
44	Exporting & Printing	Exporting Files to PDF, Printing for Professional Outputs, Quality Control
45	Final Review & Certification	Final Exam, Hands-on Project Review, Certification of Completion