SAAZ SKILLS INSTITUTE

Course Outlines

Graphical Designing   Duration: 06 Months

Canva

1st Month

Week	Topics
1st week	1-use of premade templates 2-Drag and drop editor 3-Customizable fonts 4-Image Library 5-Illustration and graphics: icons, shapes , illustrations 6-Resizing designs for different platforms.
2nd week	1-Export options 2-sharing designs directly on social media 3-Presentations 4-Instagram Posts 5-Poster Designing 6-Resume / CV designing 7-White board designing 8-Instagram story 9-FB posts 10-Infographics
3rd week	1-Flyer designing 2-Mobile video designing 3-Invitation designing 4-You tube thumbnails 5-Worksheets (Doc) 6-Card designing 7-Desktop wallpaper 8-Broucher 9-Facebook cover 10-Banner designing (Landscape)
4th week	1-T-Shirt Designing 2-Certificates 3-Phone wallpapers 4-ID card / Student Card designing 5-Campaign Poster designing 6-Zoom virtual Background 7-Email signatures 8-Clothing Label 9-Animated videos

	10-slide show videos
Corel Draw	
2ⁿᵈ Month	
1ˢᵗ week	1-Installation 2-Layout Settings 3-Tool Box (overview) 4-use of pick tool 5-Use of Eraser tool 6-Zoom Tool
2ⁿᵈ week	1-Artistic media tool 2-Rectangle tool 3-Ellipse tool 4-polygon tool
3ʳᵈ week	1-Arrow shapes 2-Text tool 3- Interactive blend tool 4-Eyedroper tool
4ᵗʰ week	1-Outline tool 2-Fill tool 3-Interactive fill tool 4-Corel button
3ʳᵈ Month	
1ˢᵗ week	1-Use of File Tab 2-Edit Tab in Corel draw
2ⁿᵈ week	1-View Tab 2-Layout Tab
3ʳᵈ week	1-Arrange Tab 2-Effect Tab 3- Bitmaps Tab
4ᵗʰ week	1-Text Tab 2-Tools Tab 3-Windows Tab
Adobe Photoshop	

	4th Month
1st week	1-Tools in Adobe photoshop 2-Tabs in Adobe photoshop 3-Getting start with Adobe photoshop layouts 4-Use of Move tool, Magic tool & Slice tool 5-Use of brush tool, History brush tool 6-Use of gradient tool, Sponge tool 7- Use of Type tool, Rectangle tool 8- use of eyedropper tool, Zoom tool 9- Use of Switch colours, Background colours 10- Quick mask mode
2nd week	1-Use of Marquee Tool, Lasso Tool, Crop tool 2-Healing Brush, Clone Stamp tool, Eraser Tool , Blur Tool 3-Direct selection tool, Pen Tool 4-Notes tool, Hand tool 5-Foreground colour, Default colour 6-Standard Mode, Screen Mode
3rd week	File Tab Edit Tab Image Tab
4th week	Layer Tab Type Tab Select Tab
	5th Month
1st week	Filter Tab 3D Tab
2nd week	View Tab Plugin Tab Windows Tab
	Adobe Illustrator
3rd week	1-Tools in Adobe photoshop 2-Tabs in Adobe photoshop 3-Getting start with Adobe photoshop layouts 4-Use of Move tool, Magic tool & Slice tool 5-Use of brush tool, History brush tool 6-Use of gradient tool, Sponge tool 7- Use of Type tool, Rectangle tool 8- use of eyedropper tool, Zoom tool 9- Use of Switch colours, Background colours 10- Quick mask mode

4th week	1-Use of Marquee Tool, Lasso Tool, Crop tool 2-Healing Brush, Clone Stamp tool, Eraser Tool , Blur Tool 3-Direct selection tool, Pen Tool 4-Notes tool, Hand tool 5-Foreground colour, Default colour 6-Standard Mode, Screen Mode
6th Month	
1st Week	File Tab Edit Tab Image Tab
2nd Week	Layer Tab Type Tab Select Tab
3rd Week	Filter Tab 3D Tab
4th Week	View Tab Plugin Tab Windows Tab