SAAZ SKILLS INSTITUTE

Course Outlines

Graphical Designing   **Duration: 03 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