

CorelDRAW 10 Introduction

Duration: 2 Days

Course Overview:

This course introduces students to CorelDRAW 10, a popular Windows-based graphics program designed to increase the productivity of any individual or corporation. Students will learn how to use CorelDRAW to create graphic images, utilize clip art, manipulate text and create special effects.

Students Learn:

- The basics of the CorelDRAW screen
- To work withdrawing objects
- Lines, shapes and other tools
- Arranging objects and working with text
- Fills, outlines, symbols and clipart
- Special effects, exporting and printing

Who Should Attend: Anyone who wants to create illustrations to enhance office documents and commercial publications. Managers or PC coordinators who must support PCs with CorelDRAW installed.

Prerequisites: Windows 2000 or XP Introduction or equivalent knowledge.

Course Outline:

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 and Manipulating Objects

Selecting and Deselecting Objects
Moving Objects
Copying and 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

Grouping and Ungrouping Objects
Using Guidelines and 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 and Filling Objects

The Outline Tool
Choosing Outline Thickness
Choosing Outline Colors
Using the Fill Tool
Copying Attributes

Using Symbols and Clipart

Adding Symbols and Clipart
Modifying Clipart
Using the Scrapbook to Search for
Clipart and Photos

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

Exporting Drawings

Exporting to Graphic Formats
Copy and Pasting Into Other
Applications

Printing

Printing a Document
Choosing Print Options