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Course Duration: 2.0 days

Course Description

CoreIDRAW® 12: Level 1 (Windows) is designed for students with little or no experience using CoreIDRAW® 12. Students will use their knowledge of graphical design in conjunction with the basic features of CoreIDRAW to create engaging and dynamic drawings.

Prerequisites:

To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- *Windows XP: Introduction*

Course Objectives

- Identify the components of the CoreIDRAW environment, open and close a drawing, and find information using Help.
- Set up a drawing page, draw shapes, lines, and arrows, add and format text, use the Artistic Media Sprayer tool, and save a drawing.
- Import a file, ungroup and modify objects, and add graphic images.
- Add fills to objects, modify outlines, add and clone drop shadows, rotate an object, fit text to a path, group objects, and add a background.
- Format text with bullets, modify paragraph spacing, wrap text around graphic objects, spell check text in a drawing, and preview and print a drawing.
- Customize the CoreIDRAW environment.
- Create and edit paragraph text.
- Create and modify styles and templates.
- Draw and modify advanced objects.
- Work with clipart, special characters, and symbols.
- Set advanced printing options.

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Course Content

Lesson 1: Getting Started with CoreIDRAW

- Topic 1A:** Starting CoreIDRAW
- Topic 1B:** Working with Command Bars
- Topic 1C:** Opening and Navigating in a Drawing
- Topic 1D:** CoreIDRAW Help
- Topic 1E:** Closing a Drawing

Lesson 2: Drawing Tools

- Topic 2A:** The Drawing Area
- Topic 2B:** Drawing Objects
- Topic 2C:** Drawing Lines
- Topic 2D:** Saving a Drawing
- Topic 2E:** Working with Text
- Topic 2F:** The Artistic Media Tool

Lesson 3: Working with Objects

- Topic 3A:** Importing a File
- Topic 3B:** Modifying Objects
- Topic 3C:** Adding a Graphic Image
- Topic 3D:** Working with Text Objects—Copying

Lesson 4: Formatting Objects

- Topic 4A:** Working with Fills
- Topic 4B:** Modifying Outlines
- Topic 4C:** Working with Drop Shadows
- Topic 4D:** Rotating an Object
- Topic 4E:** Fit Text to Path
- Topic 4F:** Additional Formatting Techniques

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Lesson 5: Working with Text

Topic 5A: Artistic and Paragraph Text

Topic 5B: Formatting Paragraph Text

Topic 5C: Wrapping Text

Lesson 6: Customizing the Environment

Topic 6A: Customizing the Menu Bar and Standard Toolbar

Topic 6B: Working with Workspaces

Lesson 7: Working with Paragraph Text

Topic 7A: Creating and Modifying Paragraph Text

Topic 7B: Finding and Replacing Text

Topic 7C: Fitting Text

Topic 7D: Importing and Editing OCR Text

Lesson 8: Creating and Modifying Styles and Templates

Topic 8A: Creating and Editing a Text Style

Topic 8B: Working with Templates

Lesson 9: Drawing and Modifying Objects

Topic 9A: Drawing and Editing Curves and Lines

Topic 9B: Using Three-point Tools

Lesson 10: Using Clipart, Special Characters, and Symbols

Topic 10A: Inserting and Editing Clipart from the Web

Topic 10B: Inserting Special Characters

Topic 10C: Creating Symbols

Lesson 11: Using Advanced Printing Options

Topic 11A: Creating and Editing a Print Style

Topic 11B: Using the Print Merge Wizard