



Looking at Training Differently.....

CorelDRAW 9.0: Introduction (Windows)

Objectives : Students will learn how to become familiar to the CorelDRAW 9 interface and tools in order to create various drawings. They will start with the basics of drawing shapes, reshaping, and moving within the document. Then, a progressive method is used to ramp up student's skills to demonstrate how to create special effects, import clipart, and transform objects. Students will also benefit in applying tips and tricks that are mentioned in the step-by-step exercises and page margins.

Prerequisites: It is assumed the student has Windows and mouse experience.

Duration: 2 days

Additional Information Consultancy or Tailored courses are available upon request

Course Contents

Getting Started	
Using the Mouse	Exploring the CorelDRAW Screen
Saving Documents	Opening a Document
Undoing Mistakes	Setting Up the Page
Switching Between Documents	Closing a Document
Creating a New Document	
Getting Assistance	
Moving Around and Viewing Drawings	
Moving Around the Current Page	Viewing Modes
Inserting and Deleting Pages	Changing Pages
Selecting & Manipulating Objects	
Selecting and Deselecting Objects	Moving Objects
Copying and Deleting Objects	Deleting Objects
Sizing Objects	
Drawing and Shaping Objects	
Drawing Circles	Using the Freehand Tool
Drawing Lines and Polylines	Drawing Polygons
Reshaping Lines and Polylines	Using the Polygon Tool
Drawing Curves	Reshaping Curves
Drawing Rectangles	Drawing and Shaping Tools
Arranging Objects	
Arranging Objects	Grouping and Ungrouping Objects
Using Guidelines	Using Snap To
Aligning Objects	

Course Content Continues over page.



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continued

Course Contents

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 & Filling Objects	
The Outline Tool	Choosing Outline Thicknesses
Choosing Outline Colors	Using Fill Tool
Copying Attributes	Setting Outline and Fill Defaults
Using Symbols and Clipart	
Adding Symbols	Adding Clipart
Modifying Clipart	
Transforming Objects	
Mirroring Objects	Rotating and Skewing Objects
Using Transform Docker	
Special Effects	
Fitting Text to a Path	Drawing With the Artistic Media Tool
Using the Lens Effect	Adding Perspectives
Using PowerClips	Applying Presets
Applying Drop Shadows	
Printing	
Exporting to Graphic Formats	Copy and Pasting Into Other Applications