

Parangalamb - 4.

**KERALA STATE AUDIO VISUAL AND REPROGRAPHIC CENTRE
TRAINING DIVISION, CITY CENTRE, THIRUVANANTHAPURAM**

Kerala State Audio Visual and Reprographic Centre is an autonomous institution established by the Government of Kerala in the year 1992 as per G.O(M.S) 73/92/H.Edn dt 28/04/92. The main objective of the Centre is to impart training in the field of Computer Hardware & Software, Office Automation, Modern Reprography, Multi Media and Printing Technology to the educated unemployed youth and to undertake printing and reprographic works for the Government Departments / Autonomous bodies / Public sector. The centre has got a Governing Body consisting of fifteen members. Hon'ble Minister for Education, Kerala State being the Chairman and Principal Secretary Higher Education department as its Vice-Chairman. The administration of the Centre is vested with the Executive Committee consisting of five members, the Principal Secretary, Higher Education Department, Kerala State as its Chairman and Managing Director as its Member Secretary.

DIPLOMA IN DTP

PROSPECTUS

Introduction

We are living in the age of Information Technology which is advancing rapidly. Most of the homes and offices in Kerala have their own computers and network systems.

The Centre offers Six months **DIPLOMA IN DTP** course in accordance with the new Information Technology (IT) Policy of the State Government. The course will be an appropriate job oriented training course to become proficient in Desk Top Publishing and for joining fast growing Printing & IT Industry or to start self employment in the IT world. The course is structured as 70% Practical and 30 % theory consisting of the topics MS Office Packages, Pagemaker, Photoshop, Corel Draw, Malayalam DTP Software & Internet.

Rules and Regulations

Qualification and method of Selection

The minimum qualification for admission is a pass in S.S.L.C or equivalent. The selection is based on the rank list prepared according to the merit of the candidates.

Duration and Venue

Normal duration of the course is Six months. The course will be conducted at Training Division, City Centre, Punnapuram, West Fort, Thiruvananthapuram -24 and Sub Centres Ernakulam and Kozhikode. If any batch, there are not sufficient number of candidates to run the course economically, the batch might be merged with any other batch or might be cancelled. Individual complaints by any candidate against unavoidable changes in class timing will not be entertained and he/she cannot ask for any compensation on this score. In case of any dispute, Thiruvananthapuram will be legal jurisdiction.

How to Apply: Candidates may apply in the prescribed Performa, cost of which is Rs.30/- (Rs.55/- for obtaining by post), attaching self attested copies of mark list of their qualifying examinations. The application should reach the concerned centre on or before the last date prescribed in the notification.

1/11

sh

AW

Fee Structure

Scheme I - Lump sum payment of Rs.4500/- at the time of admission.

Scheme II - Six installments of Rs.750/- each.

Caution Deposit

A refundable caution deposit of Rs.500/- will be collected at the time of admission. The amount will be refunded only after the successful completion of the course.

Examination

Final Examination will be conducted after the completion of the course. A minimum of 75% attendance is required to attend the final examination (Theory & Practical) conducted by Kerala State Audio Visual and Reprographic Centre as per the syllabus. Time Table for the examination will be informed to the trainees.

A candidate shall be declared to have passed the training course only if he/she has secured a minimum of 50% marks in the internal examination and 40% marks in the final examination (Both theory & Practical). There will be four classes of passed candidates and the division in which a candidate will be placed is as follows.

- 75% and above : First class with Distinction
60% and above but below 75% : First class
50% and above but below 60% : Second class
All other successful candidates : Third class

Certificates will be awarded to successful candidates indicating the division in which they are placed

SCHEME OF STUDY & EXAMINATION

Code No.	Subject	Theory Hours	Practical Hours	Marks		Internal Marks	Total Marks
				Written	Practical		
DDTP101	Fundamentals of Computer and Office Automation Packages	30		100		25	125
DDTP102	Desk Top Publishing	30		100		25	125
DDTP103	Office Automation Packages		120		200	50	250
DDTP104	Desk Top Publishing		120		200	50	250
	Total	60	240	200	400	150	750

Any other details not specifically mentioned herein will be decided by the Managing Director, Kerala State Audio Visual and Reprographic centre and the decision will be final.

(Sd/-)

Managing Director

2 / 4 SL AKW

SYLLABUS

I. Paper I - Fundamentals of Computer and Office Automation Packages

A. FUNDAMENTALS OF COMPUTER

1. What is a computer - Advantages & disadvantages of using computer - Applications in various fields - organisation of digital computer, data representation, Input /Output units, Computer memory, processor, Binary arithmetic, Software - System Software - Application Software - Computer languages - Operating systems - Introduction to Network - Classification of Computer based on generation, working principles & computing capacity, Disk Operating System, Windows -- GUI Windows 98 - Organizing files and folders - copy, delete, rename and creation of files and folders - win 98/win 2000 - File manager - start menu - run command - task switching - windows explorer - wordpad.

B. MS WORD

1. Introduction to word - Anatomy of the word screen - File management - different ways of looking documents - preview of a file - printing a document
Creating a document - Wizards and Templates - opening a document - adding text - deleting text - undo & redoactions - Selection & deselecting of text - moving and copying text - clip board - cutting versus copying versus deleting - Drag and Drop - move and copy methods - spike.
2. Formatting
Formatting options - character formatting - styles, fonts, type specifications - Animating text - highlighting text - case changes - paragraph formatting - intends and tabs - alignment - spacing - window & Orphans - Parent window - Child window.
- Adding borders and shading - Page and Section formatting
- Page margins - Headers and footer's - page numbering -

3/11  

formatting with styles - formatting with autofomat -
numbered bulleted lists - adding backgrounds.

3. Searching and proof reading

Find and Replace - Book marks - checking of spelling and
Grammars - auto correct.

4. Tables and columns

Anatomy of a table - Creating a table - adding text -
adding rows and columns - column width - formating cells,
rows, columns - formating of tables - performing
calculations - arranging text in columns - adjusting
column width and spacing - balancing the columns.

5. Graphics and Text Boxes

Add an image in the document - formatting and enhancing
graphics - picture tool - editing and images - text wrap
- adding borders - creating text boxes - inserting text
in text box - add a picture to a text box - insert a text
file in a text box - formating text boxes - enhancing
text boxes - customizing boarders - adding special
effects - auto shapes - importing of other objects.

6. Auto text entry - macros - definition - recording and
playing-mail merging-paragraph style - character style -
word art - internet and word.

7. Mail Merge

C. MS EXCEL

1. Introduction to Microsoft Electronic Sheet

Features of Excel - word book - Work sheet basics -
Row/Col markers - multiple undos - graphic support - word
art - templates and wvzards - data entry - function
supports.

2. Worksheet - creation of work book - creating and opening
of work sheet - anatomy of the screen - Cells - rows and
columns - cell addresses - Entering data - moving around
the work sheet - edit cell contents - addition and
deletion of cells - rows, columns-inserting copying moving

4/11 sh QW

of cell contents - numbers, texts, formulas and functions
- excel menu - tool bars.

3. Entry of Text and Numbers

Entering numbers - basic number formats - text formats -
special formats - custom formats - numbers in series -
Entering text - formatting text - setting font size,
attributes - editing and manipulation of text - Importing
text - finding numbers and text - checking spelling.

4. Formulas and functions

Definition of formula - functions - designing of formulas
- ranges - names ranges - functions.

5. Formatting of work sheet

Autoformat - enhancing spreadsheets - borders and colors
and patterns - conditional format - styles - emphasizing
the important data

6. Printing - Page setup - margins - headers and footers -
sheet options - print options - page order - print
preview - printing spreadsheets and workbooks - printing
to file or printer

7. Charts - types of charts - chart components - creation of
chart - chart wizard - formatting of charts - exporting
of charts - modifying the chart customizing a chart -
data markers - lines - add picture markers - add data
labels - legends - background - 3d chart.

8. Graphics

Adding and Enhancing graphics - draw tools bar -
importing graphics - linking and embedding objects - word
art.

9. Database - Designing forms - creating a form - database
features - freeze pans - split screen outlining Excel and
internet

10. Filter - Auto Filter - Advanced Filter

5/4  

D. MS-ACCESS

1. DBMS-RDBMS - Data base - database components - table, record, field, attribute, data - data retrieval tools - forms, queries, reports - features of Access - Database templates and wizards.
2. Creating of database - create a database^a - opening a database - defining records - table relations - creating table - opening of table - adding of fields and data types - modification of fields - Primary key - Adding data - selecting, copying, moving and deleting data.
3. Forms - design and creation - editing records - adding new records - creating form with auto form - creation of form with wizard - creating of form from scratch - creating forms with sub forms
4. Queries and filters - query - query types - filters - types of access filters - filter by selection - filter by form - filter for input - sorting - advanced filter/sort - designing select queries - editing a select query - adding fields - sorting data - designing of action queries - cross tabe queries - make table query - update queries - append queries - delete queries
5. Reports - creation of reports - query based reports - creation of table based reports - editing a report - reviewing and print a report.
6. Printing of tables and queries - printing of forms - printing reports - printing documentation

8/4
sh

①

7. Advanced features - Controlling data input - configuring tables for input control - sharing a database - security - password - user & group permission - user and group accounts.
8. Macros - writing expressions - creating of macro - access and internet.

Paper-II - Desk Top Publishing

1. Introduction :
Different brands of DTP - Suppliers name - Approximate cost - Advantages in the field of printing and publishing - Principle of operation - Definition of terms used in DTP.
2. Essential Components of DTP :
Processor with memory - Mouse - Monitor - Laser printer - Disk storage - Program - Graphics.
3. Optional items :
Scanner - Colour monitor
4. Software :
Adobe Pagemaker 6.5, Photoshop, Coreldraw, ISM Gist - Multi-language software - Processing - Proof-reading.
5. Scanning :
Scanner and its resolution - Imparting of images - general study on graphic software.
6. Types of Scanners :
Monochrome scanner, Colour scanner
7. Pagination :
Different Softwares - Database

7/11 sh

Sub

8. Printer :

Different types of printers - Dotmatrix Printer - Daisy wheel printer - Inkjet printer - Laser printer - Principles of operation - advantages and disadvantages of laser printers - terms used in printer memory - Interfaces - consumables required - fonts.

8/2
Su

AW

SOFTWARES : Pagemaker 6.5, Photoshop 6/5.5,
Coreldraw 9/10.

A. PAGEMAKER 6.5

Components of the Pagemaker Window - Creating a new document - New document windows - Entering text - formatting type - changing character specifications - saving your document - Developing paragraphs - formatting paragraphs - columns.

Editing - Free-Form - creating a frame - threading and unthreading Text - selecting text - Editing text inserting and removing pages - Adjusting spacing of characters, words and lines.

Adding Design Elements - Adding graphics to your document - changing Pagemaker options - Creating graphics in Pagemaker - Importing graphics into Pagemaker.

Setting up templates - creating Templates from existing documents. Setting up custom styles - defining styles - Applying styles to text, using layers, printing.

Adding Color - Using Pagemaker's Default colors - working with Color graphics - Defining custom colors - Editing, copying, Removing and Replacing Colors - Screening Text and graphics.

Developing Long documents - Using the story Editor - checking your spelling - using the find feature - using the change feature - Linking Text and graphics - compiling chapters into a Book - creating an Index - creating a table of contents.

Filters - Expanding Pagemaker's Filter Options - using photoshop Filters in Pagemaker.

9/11
sh

AW

B. PHOTOSHOP 6/5.5

Basic Theory - Bitmaps and Vectors - Pixels and Resolution - RGB and CMYK colour models - RGB setup - CMYK setup - Greyscale setup - Monitor Calibration.

Working Environment - Photoshop Screen Environment - using the toolbox - Document and Scratch sizes - Ruler guides and grids moving around - The Info Palette - Palette techniques saving and loading custom settings - Printing Composites - The History palette - Deleting, clearing & Purging states - Taking Snapshots.

Opening and saving files - Selection modes - Transformations - Color modes and color Models - Adjusting color - Paintbrushes and Art tools - Digital painting - Moving paint - Advanced painting Techniques - Layers - using masks - Paths - Filters that improve your picture - filters to make your picture artistic - fillers to distort and other funky effects - Adding type to pictures - special effects - photoshop plug - Ins and Add-Ons - Compositing - photo repair - Black and white & Color - Printing.

C. CORELDRAW 9/10

A tour of the tools - surfing the interface Exploring the Toolbox - browsing the menus - working with objects - Using Fills and outlines - Turning many objects into one - saving and opening files - zooming - Aligning Elements - using undo - copying properties - using the Repeat command - Drag and Dupe, Making Arrangements : Transformations 101 - Aligning with Aplomb - order - group - combine and break apart - lock and unlock - shaping - separate - convert to curves - covert outline to object.

Applying Fill Patterns: Understanding Fills - Applying Uniform Fills - Adding Flair with Fountains - Applying complex Fills - The Appeal of the palette - On screen Niceties - A colourful star - Textured Text.

10/11/87 

Understanding outlines - Accessing Draw's outline Tools -
Penning an outline - The outline Color dialog - working
with text:Artistic and Paragraph text - The wonder of
Artistic Text - Navigating your way - Remember the
hotkeys - Importing text. Advanced text Handling -
Shaping text to objects - Transparent Text - Creating a
Text Mark - working with "UNTEXT"

Effects and Affects : The shaping Triumvirate - finding
the Intersection - Cookie cutters and Cookie Dough -
Melting objects together - Advanced options - Turning
many shapes into one. Adding perspective - creating the
frame - Creating the sides of the cube - Creating an
Envelope - Using Envelope to create a Reflection -
Blending objects - Blend Controls - Art of Blends -
Science of Blends. Faking out reality - controlling an
extrusion. New Bitmap extrusion Tool - different faces
of contour - through the looking glass - dropping shadows
- power of the clip.

11 / 11
8

AW
9/10/2020
T.O. POIE (TD)