

# **PERIYAR UNIVERSITY**

**PERIYAR PALKALAI NAGAR**

**SALEM – 636 011**

**DIPLOMA IN DESKTOP PUBLISHING (DTP)**

**PERIYAR INSTITUTE OF DISTANCE EDUCATION**



**For the Students Admitted from the academic year  
2014-15 Onwards**

## Regulations

### 1. OBJECTIVE OF THE PROGRAMME

Diploma in Desktop Publishing course has been specifically designed to teach learners how to use all the main Adobe Desktop Publishing Applications. This programme provides the students with the skills and graphic design competencies in Adobe software required for effective work practices to industry level standards in the area of graphics and design.

### 2. ELIGIBILITY FOR ADMISSION DESKTOP PUBLISHING (DTP):

A pass in 10<sup>th</sup>(SSLC) Examination or Equivalent Examination recognized by the Tamil Nadu Government.

### 3. DURATION OF THE programme

The duration for **Diploma in Desktop Publishing** programme shall consist of six months.

### 4. STRUCTURE OF DESKTOP PUBLISHING (DTP)FROM 2015ONWARDS

| Subject Code | Title of the Paper                            | Examination (Hrs) | Maximum Marks |
|--------------|-----------------------------------------------|-------------------|---------------|
| 15DDCS01     | Microsoft Office                              | 3                 | 100           |
| 15DDCS02     | Adobe Dreamweaver                             | 3                 | 100           |
| 15DDCS03     | Adobe Illustrator                             | 3                 | 100           |
| 15DDCS04     | Adobe Photoshop                               | 3                 | 100           |
| 15DDCS05     | Practical-I Microsoft Office and Dream Weaver | 3                 | 100           |
| 15DDCS06     | Practical-II Photoshop and Illustrator        | 3                 | 100           |
| <b>Total</b> |                                               |                   | <b>600</b>    |

## **5. EXAMINATIONS**

### **a) THEORY EXAMINATIONS**

#### **QUESTION PAPER PATTERN**

Time duration: 3 Hours

Max. Marks : 100

#### **PART- A: 5x5 = 25**

Answer all the questions  
Either or type for each unit

#### **PART- B: 5x15 = 75**

Answer all the questions  
Either or type for each unit

The Passing minimum shall be 50% out of 75 marks (38 marks)

### **b) PARACTICAL EXAMINATIONS**

|                                            |
|--------------------------------------------|
| <b>EVALUATION OF EXTERNAL EXAMINATIONS</b> |
|--------------------------------------------|

|                        |                  |
|------------------------|------------------|
| Time duration: 3 Hours | Max. Marks : 100 |
|------------------------|------------------|

#### **QUESTION PAPER PATTERN**

1. One compulsory question from the given list of programmes : 50 Marks
2. One Either/OR type question from the given list of programmes: 50 Marks

#### **Distribution of Marks**

|                       |            |
|-----------------------|------------|
| Problem Understanding | : 10 Marks |
| Program writing       | : 15 Marks |
| Debugging             | : 15 Marks |
| For Correct Results   | : 10 Marks |

## **6. PASSING MINIMUM**

The candidate shall be declared to have passed the examination if the candidate secures not less than 50% marks in the University examination in each paper / practical.

## **7. CLASSIFICATION OF SUCCESSFUL CANDIDATES**

Candidates who secure not less than 60% of the aggregate marks in the whole examination shall be declared to have passed the examination in **First Class**. All other successful candidates shall be declared to have passed in **Second Class**.

## **PAPER -1 : MICROSOFT OFFICE**

### **UNIT – I**

Introduction to Microsoft Office – MS Word – Creating and Editing Documents – Menus, Commands, Toolbars and Icons – Formatting document – Creating Tables – Mail Merge – macros.

### **UNIT – II**

MS Excel: Spreadsheet Overview – Menus, Commands – Toolbars, Icons – Creating worksheets – Editing and Formatting – Excel Formulas and Functions – Creating a Chart Data Forms, Sort, Filter.

### **UNIT – III**

MS PowerPoint: Introduction – Menus – Toolbars – Navigating in PowerPoint – working with PowerPoint: Text and Table Formatting – Picture Formatting – Graphs and Charts Formatting – Animation – Art and Sound.

### **UNIT – IV**

MS Access: Database overview – Creating a Database – Table wizard – Creating, Modifying Table – Relationships between Tables – Forms – Queries – Reports – Mailing Labels.

### **UNIT – V**

MS Outlook: Introduction – Parts of Outlook window – Menus – Toolbars: Standard toolbar –Inbox – Calendar – Contacts –Tasks. Working with Outlook: Address Book – Adding Contacts – Changing View – Finding, Filtering, Sorting Contacts – Calendar – Tasks – Journal – Inbox – Notes.

### **TEXT BOOKS:**

1. Microsoft Office 2000 for Every One – Vikas Publishing House Pvt.Ltd., Sanjay Saxena.
2. Microsoft Office 2000 Professional Fast & Easy – June Slton, BPB Publications.
3. Guide to Microsoft Office 2000 PHI. – I LouraAcklen.
4. The ABC &Microsoft Office Professional Edition – Guy Hart–Davis.

## **PAPER – 2 : ADOBE DREAMWEAVER**

### **UNIT – I - Getting Started with Dreamweaver**

What Is Dreamweaver: The Real World of Dreamweaver, The Dreamweaver Interface, Up-to-Date HTML Standards, Next-Generation Features, Program Extensibility. Setting Up Your First Site: Planning Your Site, Defining a Site, Creating and Saving New Pages

### **UNIT – II - Using Basic HTML in Dreamweaver**

Understanding How HTML Works, Adding Text to Your Web Page, Inserting Images, Establishing Web Links, Creating Lists

### **UNIT – III - Incorporating Advanced HTML**

Setting Up Tables, Making Client-Side Image Maps, Interactive Forms, Using Frames and Framesets

### **UNIT – IV - Extending HTML through Dreamweaver**

Accessing External Programs, Creating and Using Objects, Using Behaviors, Creating a Behavior

### **UNIT – V - Adding Multimedia Elements**

Adding Video to Your Web Page, Using Audio on Your Web Page, Inserting Flash and Shockwave Elements

### **TEXT BOOKS:**

1. Dreamweaver Bible, Hungry Minds, Inc., Joseph W. Lowery
2. Dreamweaver MX Bible, Wiley Publishing, Inc., Joseph W. Lowery
3. Dreamweaver CS4 All-in-One For Dummies, Wiley Publishing, Inc., by Sue Jenkins and Richard Wagner

## **PAPER – 3 : ADOBE ILLUSTRATOR**

### **UNIT – I - Designing Type & Layout**

Introduction- Organizing Your Workspace, Mastering Object Management, Managing Multiple Artboards, Manually Tracing a Template Layer, Basic to Complex: Starting Simple for Creative Composition, Navigating Layers: Creating, Organizing, and Viewing Layers, Basic Appearances: Making and Applying Appearances, Guides for Arcs: Designing with Guides, Arc, and Pen Tools, Apply Effects and Graphic Styles to Resize. Working with Theaded Text, Wrapping Area Type Around Objects, Formatting Text, Converting Type to Outlines, Using the Eyedropper with Type, Using the Appearance Panel with Type, The Glyphs Panel, Working with Legacy Text, Advanced Features of Multiple Artboards,

### **UNIT – II- Rethinking Construction**

The Eraser Tools & the Blob Brush, Shape Builder Tool, Working with Live Paint, Using Image Trace, Aligning, Joining, and Averaging, Draw Behind and Draw Inside, Compound Shapes & Compound Paths, Combining Paths: Basic Path Construction with Pathfinders, Coloring Line Art: Using Live Paint for Fluid Productivity, Blob to Live Paint: From Sketch to Blob Brush and Live Paint, Rapid Reshaping: Using Shape Builder to Construct Objects Drawing Inside: Building with Multiple Construction Modes

### **UNIT – III- Expressive Strokes**

Width Tool and Stroke Profiles, The Expanded Stroke panel, Brushes, Symbols, Stroke Variance: Creating Dynamic Width Strokes, Brushes & Washes: Drawing with Naturalistic Pen, Ink, Wash, Painting Inside: Painting with Bristle Brushes & Draw Inside, Painterly Portraits: Painting in Layers with Bristle Brushes, Pattern Brushes: Building Characters with Pattern Brushes

### **UNIT – IV- Color Transitions**

Working with the Color and Swatches panels, Gradients, Gradient Mesh, Live Color, Custom Coloring: Creating Custom Colors & Color Groups, Scripting Colors: Tools for Adding and Editing Colors, Kuler Colors: Using Kuler, Image Trace, & Live Color, Unified Gradients: Controlling Fills with the Gradient Annotator, Gradient Paths: The Basics of Gradients on a Path, Bending Mesh: Converting Gradients to Mesh for Editing, Transparent Mesh: Molding Transparent Mesh Layers, Recolor a Pattern: Creating Variations on a Color Palette

### **UNIT – V - Reshaping Dimensions and Mastering Complexity**

Warps and Envelopes, 3D Effects, The Perspective Grid, Warp & Distort: Bending Forms to Create Organic Variations, Pattern Making, Transparency, Opacity Masks, Blends, Clipping Mask

### **TEXT BOOKS:**

1. The Adobe Illustrator CS6 WOW! Book Paperbac, Publisher: Peachpit Press, Sharon Steuer.
2. Adobe Illustrator CS5 Bible Paperback, Wiley India Private Limited, Ted Alspach.

## **PAPER – 4 : ADOBE PHOTOSHOP**

### **UNIT – I**

A Look at Photoshop: The Toolbox, The Palettes, Viewing the Image, Accelerators, Layers: The Layer Masks, A Look at the Layers Palette, Adjustment Layers, Some Notes on Layers, Merged Image Layers, Photoshop Brushes, Basic Adjustment Tools: Histograms, Levels, Curves, Color Balance, Hue/Saturation, Geeky Stuff, A Digital Image, Pixels, Channels/Color Models, Bits and Bytes, Bit Depth, Image Size, Dots and Sensors, Resolution, Resampling/Interpolation, Native Resolution, Files for Digital Imaging: Photoshop (\*.PSD), TIFF (\*.TIF, \*.TIFF), JPEG (\*.JPG, \*.JPEG), PDF Files, RAW Files.

### **UNIT – II**

The Image Editing Workflow, Stage 1: Organize the Images, Stage 2: Open Image Files (Process RAW Files), Stage 3: Image Clean-Up, Stage 4: Perform Global Adjustments, Stage 5: Perform Local Adjustments

### **UNIT – III**

Printing: Components of a Good Print, Proof Prints, Preparing Images for Print, Basic Printing, Online Printing Services, Advanced Printing

### **UNIT – IV**

Blending Layers, Advanced Adjustments – Tonal, Advanced Options – Color Corrections B&W Images, Photographic Effects

### **UNIT – V**

Images for the Web, Issues for Web Images, Creating an E-mail File, Preparing Images for the Web, Adding a Black Border and Drop Shadow

### **TEXT BOOKS:**

1. The Focal Easy Guide to Photoshop Cs2, Focal Press-An Imprint of Elsevier, Brad Hinkel.
2. Photoshop CS2 for Dummies, Wiley Publishing, Inc., Peter Bauer
3. Photoshop ver. (8) CS Bible, Deke McClelland, Wiley Publishing Inc, USA.
4. Adobe Photoshop 7.0 Classroom in a Book, Techmedia,
5. Photoshop CS3 in Simple Steps, Published by Dreamteck.

## **PRACTICAL – 1: MICROSOFT OFFICE AND DREAM WEAVER – LAB PROGRAM**

### **MS –Word**

1. Create a document and apply alignment and edit properties.
2. Create a table and apply its various properties.
3. Develop “Mail merge”.

### **MS – Excel**

4. Create an Excel sheet using the following operations
  - i) Cell formatting.
  - ii) Row/ Column formatting.
5. Create Chart applications.
6. Create an excel book that consists of various excel sheets.
  - i). A work sheet should consist of tables & text.
  - ii). A work sheet should consist of charts.
7. Create a Table of values and apply mathematical functions.

### **MS– Power point**

8. Create Slides with different layout and apply different backgrounds.
9. Create slide with links and change the order of slides.
10. Create a slide with custom animation.
11. Create slides with action button and reverse using animation.

### **MS– Access**

12. Create a new database with various tables.
13. Create different tables and assign relationships between them.
14. Create tables and develop action & cross tab queries.
15. Create forms in column & tables style.

### **Dreamweaver**

16. Develop static pages of an online Book store which includes Home page
17. Create a Stylesheet in CSS and display the document in Web Browser.
18. Create a Stylesheet in XSL and display the document in Web Browser.

## **PRACTICAL – 2 : PHOTOSHOP AND ILLUSTRATOR– LAB PROGRAM**

### **Photoshop**

1. To design the text with image and adding the special effects on the respected text and image.
2. To develop the any natural picture.

### **Illustrator**

3. Design a Cover page for the book
4. Design a Novel page for the book format
5. To design the text with image and adding the special effects on the respected text and image.
6. To develop the dancing text and image.