

Module 1: Introduction to Desktop Publishing

- What is DTP and its importance
- Applications of DTP in business, education, and media
- Overview of DTP software (PageMaker, CorelDRAW, Photoshop, InDesign, MS Publisher)
- Understanding fonts, typography, and color theory

Module 2: Page Layout & Design Basics

- Principles of page design (balance, contrast, alignment)
- Working with text boxes, frames, and columns
- Using rulers, grids, and guides
- Creating templates for documents

Module 3: Word Processing & Document Preparation

- Advanced formatting in MS Word
- Styles, templates, and tables
- Importing text into DTP software
- Proofing tools (spell check, grammar check)

Module 4: Graphics & Image Editing

- Basics of image editing (Photoshop/Canva)
- Cropping, resizing, and color correction
- Working with layers and masks
- Creating logos, banners, and posters

Module 5: Publishing Software Training

- **Adobe PageMaker / InDesign**
 - Creating booklets, magazines, and flyers
 - Master pages and styles
 - Handling large documents
- **CorelDRAW / Illustrator**
 - Vector graphics basics
 - Designing illustrations and layouts
- **MS Publisher**
 - Simple brochures and newsletters

Module 6: Printing & Production

- Preparing documents for print
- File formats (PDF, EPS, TIFF)
- Resolution and DPI concepts
- Color models (RGB vs. CMYK)
- Prepress and proofing techniques

Module 7: Digital Publishing

- Creating e-books and PDFs
- Exporting for web and mobile devices
- Basics of interactive publishing
- Introduction to online publishing platforms

Module 8: Practical Projects & Assessment

- Design a business card and letterhead
- Create a brochure for a product/service
- Prepare a magazine layout with images and text
- Final project: Complete book or newsletter design

Learning Outcomes

By the end of the DTP course, students will:

- Understand principles of design and typography
- Use DTP software to create professional layouts
- Edit and enhance images for publishing
- Prepare documents for both print and digital formats
- Build real-world projects like brochures, posters, and magazines