



# Institute for Capacity Development (ICD)

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## Desk-top Publishing Course

### Course Objectives

Upon successful completion of this course, participants should be able to:

- Demonstrate efficient use of Publisher features
- Analyze and design a project for a target group.
- Demonstrate the ability to create a file to take to a printer.
- Demonstrate the ability to operate a graphic program to edit clipart and photos.
- Demonstrate the steps to scan a photo or line drawing.
- Work with multiple pages
- Use advanced features in publishing
- Create a web document review the basics of desktop publishing.
- Proficiently use available software and hardware in the desktop laboratory.
- Be creative in the use of design, development and preparation of published materials.

### Target Groups

- Designers
- Publishers
- Information Officers
- Web Designers
- IT Technicians
- Administration staff
- Marketing Officers

### Course Outline

- General Management skills and principles
- Understanding Desktop Publishing
- Introduction to Layout and Design
- Basic Design Rules
- Text Features
- Identify Characteristics of a font
- Choosing Fonts Activity
- Text Boxes, importing and threading text
- Identify Text Features
- Introduce the Use of Colors and Patterns
- Understanding Graphics
- Identify Graphic Formats
- Introduction to Photoshop
- Discuss Drawing Tools
- Importing Graphics in In Design
- Scanning an Image
- Use a scanned image in a document
- Publication Features
- Create a multi-column brochure

- Create a multi-column newsletter
- Photo Editing
- Photo Management Features
- Presentation Design
- Multimedia Presentations (PowerPoint)
- Web Page Design
- HTML
- Web documents
- Planning, designing and Creating a Publication
- Creating a Publication Using the Task Pane
- Using the Design Gallery
- Using Layout Guides
- D-Base Management
- Action Planning

Dates: 13<sup>th</sup> – 24<sup>th</sup> February 2012

Duration: 2 Weeks

Course Costs: US\$3350

Venue: Windhoek, Namibia