



## Course Outline – **CorelDRAW**

### **CorelDRAW – Introduction**

**Duration:** ..... 2 Days

**Mandatory Prerequisites:** ..... A working knowledge of the Windows environment, including mouse skills.

**Preferred Prerequisites:** ..... Light exposure to basic drawing tools or other desktop publishing software.

#### **Section 1 - Introduction**

Course Objectives

#### **Section 2 – Getting Started**

Using the Mouse

Exploring the CorelDRAW screen

Getting assistance

Opening a document

Saving documents

Setting up the page

Undoing mistakes

Switching between documents

Closing a document

Creating a new document

#### **Section 3 – Moving Around and Viewing Drawings**

Moving around the current page

Viewing modes

Inserting, deleting pages and changing pages

#### **Section 4 – Selecting and Manipulating Objects**

Selecting and deselecting objects

Moving objects

Copying and Deleting objects

Sizing objects

#### **Section 5 – Drawing and Shaping Objects**

Drawing and shaping tools

The freehand tool

Drawing lines and polylines

Drawing freehand polygons

Using the polygon tool

Reshaping lines and polylines

Drawing curves

Reshaping curves

Drawing rectangles and circles

#### **Section 6 – Arranging Objects**

Arranging objects

Grouping and ungrouping objects

Using guidelines & using snap to

Aligning objects

#### **Section 7 – 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

#### **Section 8 – Outlining & Filling**

The outline tool

Choosing outline thicknesses

Choosing outline colours

The fill tool

Copying attributes

#### **Section 9 – Using Symbols and Clipart**

Adding Symbols

Adding clipart

#### **Section 10 – Transforming objects**

Mirroring objects

Rotating and skewing objects

Using the transformation docker

#### **Section 11 – 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

#### **Section 12 – Exporting Drawings**

Exporting drawings

#### **Section 13 - Printing**

Printing a document

Choosing print options