

CorelDRAW® 12 Introduction

Length: 1 Day

Performance-Based Objectives

- Identify the components of the CorelDRAW environment, open and close a drawing, and find information using Help.
- Set up a drawing page, draw shapes, lines, and arrows, add and format text, use the Artistic Media Sprayer tool, and save a drawing.
- Import a file, ungroup and modify objects, and add graphic images.
- Add fills to objects, modify outlines, add and clone drop shadows, rotate an object, fit text to a path, group objects, and add a background.
- Format text with bullets, modify paragraph spacing, wrap text around graphic objects, spell check text in a drawing, and preview and print a drawing.
- Customize the CorelDRAW environment.
- Create and edit paragraph text.
- Create and modify styles and templates.
- Draw and modify advanced objects.
- Work with clipart, special characters, and symbols.
- Set advanced printing options.

COURSE CONTENT

GETTING STARTED WITH CORELDRAW

- Starting CorelDRAW
- Working with Command Bars
- Opening and Navigating in a Drawing
- CorelDRAW Help
- Closing a Drawing

DRAWING TOOLS

- The Drawing Area
- Drawing Objects
- Drawing Lines
- Saving a Drawing
- Working with Text
- The Artistic Media Tool

WORKING WITH OBJECTS

- Importing a File
- Modifying Objects
- Adding a Graphic Image
- Working with Text Objects—Copying

FORMATTING OBJECTS

- Working with Fills
- Modifying Outlines
- Working with Drop Shadows
- Rotating an Object
- Fit Text to Path
- Additional Formatting Techniques

WORKING WITH TEXT

- Artistic and Paragraph Text
- Formatting Paragraph Text
- Wrapping Text

CUSTOMIZING THE ENVIRONMENT

- Customizing the Menu Bar and Standard Toolbar
- Working with Workspaces

WORKING WITH PARAGRAPH TEXT

- Creating and Modifying Paragraph Text
- Finding and Replacing Text
- Fitting Text
- Importing and Editing OCR Text

CREATING AND MODIFYING STYLES AND TEMPLATES

- Creating and Editing a Text Style
- Working with Templates

DRAWING AND MODIFYING OBJECTS

- Drawing and Editing Curves and Lines
- Using Three-point Tools

USING CLIPART, SPECIAL CHARACTERS, AND SYMBOLS

- Inserting and Editing Clipart from the Web
- Inserting Special Characters
- Creating Symbols

USING ADVANCED PRINTING OPTIONS

- Creating and Editing a Print Style
- Using the Print Merge Wizard