

SHRI RAM COLLEGE, MUZAFFARNAGAR



Short Term Course

Adobe Pagemaker

(Session: 2015-16)

Faculty of Computer Application

**Department of Computer Application
Shri Ram College, Muzaffarnagar**

**Short Term Course
On
Adobe PageMaker**

Objective of the Course: At the end of the program, Students will be able to understand the fundamentals of PageMaker & creating book works, building booklets, completing the book.

Course Duration: 30 Hours: (March 01, 2016 – March 17, 2016)

Target Group: Students from Department of Mass Communication.

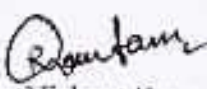
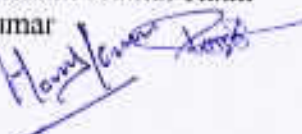
Training: Being a practical program, the focus will be more on Practical Training.

S.No.	Session	Time
1	Theory	30 minutes
2	Practical	90 minutes

Hardware & Software Requirements:

- **Software Requirement:** Adobe PageMaker
- **System Requirements:**
 - ✓ Minimum RAM size: 01 GB.
 - ✓ Hard Drive: 500 GB.
 - ✓ OS Required: Microsoft Windows XP
 - ✓ Processor Type: Intel Pentium
 - ✓ Additional Requirements: CD-ROM

Course Designing Team:

- ✓ HOD, BJMC: Mr. Ravi Gautam 
- ✓ HOD, Computer Application: Dr. Nishant Kumar Rathi
- ✓ Course Coordinator: Dr. Pramod Kumar
- ✓ Resource Person: Mr. Hans Kumar 


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25/02/16

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**Short Term Course
on
Adobe Page Maker
for
(Mass Communication Departments)**

Syllabus:

Unit 1:

Page Maker – An introduction, basics menus & tools.

Unit2:

Guides & rulers. Drawing tools. Fills & outlines.

Unit 3:

Working with – text, paragraphs, tabs & indents, graphics

Unit 4:

Importing & exporting, story editing & printing. Tips & shortcut keys.

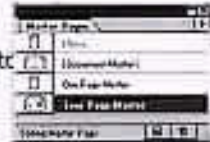

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Adobe PageMaker 6.5

Master Pages Palette

- The Master Pages palette allows you to create and apply Master Pages to Publication Pages.



Creating Master Pages

- The New Master Page dialog box allows you to create your own new Master Page.



Applying Master Pages

- To apply a master page to several pages at once, you need to use the Apply Master dialog box.




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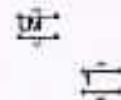
Editing Master Pages

- The Master Page Options dialog box allows you to edit the Name, Margins and Column Guide of an existing master page.



Master Page Numbers

- The Page-Number Marker allows you to place a marker on a Master Page. The marker will automatically be updated to reflect the page number of your Publication Page.



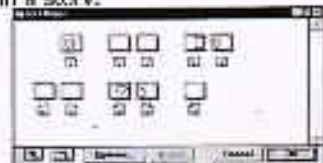
Document Pages

- There are several ways to Insert Pages in PageMaker, the two most common ways are:
 1. To use the Insert Pages command from the Layout menu.
 2. To right-click on the page icon at the bottom of the Publication Window.



Rearranging Pages

- The Sort Pages dialog box allows you to rearrange publication pages in a way that does not alter the text in a story.




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Page Numbers

- PageMaker allows you to change the way in which the pages are numbered in the publication.



Go to Page

- There are several ways to navigate through the pages in PageMaker 6.5.
- The best way to use all depends on how far into your publication you need to go.
- To go to publication page in a large



Remove Page

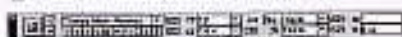
- To remove publication pages using the Remove Pages dialog box.



Control Palette Text Formatting

- The Control palette allows you to change several formatting options in one place rather than making repeat trips to the Type menu.

Use the character tool button to display the character view.



Use the paragraph tool to display the Paragraph dialog.



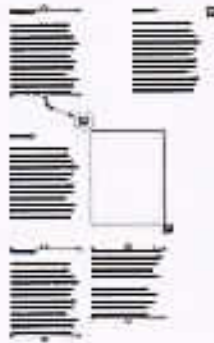
Use the Apply from button to apply the changes you have made in the control palette.


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Text Threads

- Text in PageMaker is part of a story and each story has to be placed into a text block or text frame.
- When you have a story that cannot fit onto one page, you will have to Thread the story over several pages, or break it up into smaller stories.



Working With Paragraphs

- The Paragraph Specifications dialog box allows you to apply many formatting commands that are not available on the Control palette.



Style Sheets

- The Style Sheets contain character and paragraph formatting attributes, if used properly, style sheets can save you a lot of time when it comes to making changes to a publication.



Indents and Tabs

- The Indents/Tabs dialog box allows you to set tabs and indents to style sheets, text blocks and text frames.




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Working With Pantones

- If used properly Pantone colors can save you money, while allowing you add color to your publication.



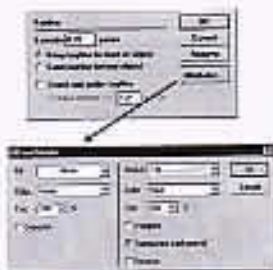
Photo Effects

- You can use Photoshop plug-ins to enhance CMYK & RGB TIFF images in PageMaker.



Keylines

- Adding borders or Keylines has been made easy. To do this manually requires too many precise steps, and you would have to group the Keyline with the graphic to move it around.



Masks

- If you want to cover a part of an object, or create non-rectangular keyline, you can use the Mask command to create the effect.




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Text and Graphics

- You can add graphics into a paragraph, by placing the graphic into the text frame or text block.



Text Wrap

- There are several controls you have available to control the way text is affected by a placed graphic.



Layers

- The advantage of using layers is the ability to work on a publication and only focus on the content that pertains to the layer you are working on.
- You can hide or lock layers so that you do not accidentally make changes or get distracted by elements of other layers.



Locking

- You can Lock objects into place in order to prevent them from being resized, or moved.
- When an object is locked, you will see a little lock icon appear if you try to move the object.

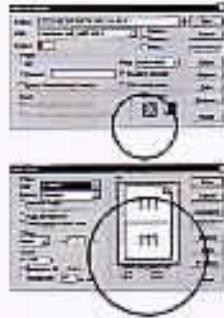



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Printing Spreads

- The Reader's Spreads command allows you to print the left and right pages of a document at the same time, on the same page.




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Workshop on Photoshop for students of Department of JMC (Demonstration)




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Workshop on Photoshop for students of Department of JMC (Practical)




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Exercise & Practical

- 1) Open Pagemaker and create a new magazine layout which includes the following setup options:
 - Page size – magazine narrow
 - Orientation tall
 - 4 page spread
 - Numbering – Lower Roman
 - Margins 1.25 inches – top, and .75 inches – all other sides.
- 2) Insert the new page into existing file.
- 3) What is hanger?


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Department Journalism & Mass Communication

Session : 15 -16

S.No	Name of Student	Father's Name	March 1	March 2	March 3	March 4	March 5	March 7	March 8	March 9
1	AADESH KASANA (DP)	VIRENDRA SINGH	P	P	P	P	P	P	P	P
2	ABHISHEK SRIVASTAV (DP)	RAJESH SRIVASTAVA	P	P	P	P	P	P	P	P
3	AHTASHAM	DILSHAD	P	P	P	(A)	P	P	P	(A)
4	AKSHAY SHARMA	SANJAY SHARMA	P	P	P	P	P	P	P	P
5	AMIRANJAN SINHA(DP)	MANORANJAN SINHA	P	P	P	P	P	P	P	P
6	ANTIM PANWAR	HARENDRA PANWAR	P	P	P	P	P	P	P	P
7	ASHISH KUMAR	MADAN SINGH	P	P	P	P	P	P	P	P
8	ASHISH KUMAR SINGH (DP)	RAJA BAKSH SINGH	P	P	P	P	P	P	P	P
9	ASHU KUMAR	NARESH KUMAR	P	P	P	P	P	P	P	(A)
10	ASHWANI KUMAR	SURESH KUMAR	P	P	P	P	P	P	P	(A)
11	ATUL KUMAR PAYAL (DP)	SURENDER SINGH	P	P	P	P	P	(A)	P	P
12	DHARMENDRA KUMAR	SOMPAL SINGH	P	P	P	P	P	P	P	P
13	FURKAN	MOHD. GULFAM	P	P	P	P	P	P	P	P
14	HARPREET KAUR (DP)	DAVINDER SINGH	P	P	P	P	P	P	P	P
15	INDRANI DASTIDAR (DP)	HAREN DASTIDAR	P	P	P	P	P	P	P	P
16	KAMAL KANT SHARMA (DP)	VIDYARAM SHARMA	P	P	P	P	P	P	P	P
17	KARAMJIT SINGH (DP)	MANJEET SINGH	P	P	P	P	P	P	P	P
18	KARAN GIDWANI (DP)	MAHESH GIDWANI	P	P	P	P	P	P	P	P
19	Kahakshan	Mazahid Hussain	P	P	P	P	P	P	P	P
20	MENKA RANI	HARBEER SINGH	P	P	P	P	P	P	P	P
21	KUNAL SAXENA(DP)	RAJESH SAXENA	P	P	P	P	P	P	P	P
22	LAVI CHOUDHARY	DHARAMBEER SINGH	P	P	P	P	P	P	P	P
23	MOHD. HAROON	NASIM AHMAD	P	P	P	P	P	P	P	P
24	MOHD. USMAN	ANWAR AHMAD	P	P	P	P	P	P	P	P

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25	MOHIT KUMAR	YOUGENDRA KUMAR	P	P	P	P	P	P	P	P
26	MOHIT RATHEE(DP)	KULDEEP SINGH	P	P	P	P	P	P	P	P
27	NISHANT SEKHAR (DP)	PRAKASH SHARMA	P	P	P	P	P	P	P	P
28	PARTEEK KUMAR	AJEET SINGH	P	P	P	P	P	P	P	P
29	PRABHAT RANJAN SINHA (DP)	V.K. SINGH	P	P	P	P	P	P	P	P
30	PRAKUL DUBEY (DP)	OM PRAKASH SHARMA	P	P	P	P	P	P	P	P
31	PRATEEK KUMAR RAI (DP)	CHABDRA KANT RAI	P	P	P	P	P	P	P	P
32	RAJAT MENON (DP)	C.M. MENON	P	P	P	P	P	P	P	P
33	RAVI KUMAR	DEVENDRA SINGH	P	P	P	P	P	P	P	P
34	RISHAB MOLHOTRA (DP)	SHASHI MALHOTRA	P	P	P	P	P	P	P	P
35	ROHIT KUMAR SINGH(DP)	BASANT KUMAR	P	P	P	P	P	P	P	P
36	SACHIN BHARTI	JASBEER	P	P	P	P	P	P	P	P
37	SACHIN CHOUDHARY (DP)	ASHOK	P	P	P	P	P	P	P	P
38	SAGAR PURI	RAJESH PURI	P	P	P	P	P	P	P	P
39	Saleem	Mahmood Ali	P	P	P	P	P	P	P	P
40	SANJEET KUMAR SINGH (DP)	KRISHNA KUMAR SINGH	P	P	P	P	P	P	P	P
41	SANKALP LAL(DP)	UMMED LAL	P	P	P	P	P	P	P	P
42	SHAHRUKH	MOHD. NEESAR	P	P	P	P	P	P	P	P
43	SHALU RANI	SHYAM SINGH	P	P	P	P	P	P	P	P
44	SHIV KUMAR	DEER SINGH	P	P	P	P	P	P	P	P
45	SHIVAM TYAGI	ADESH TYAGI	P	P	P	P	P	P	P	P
46	SHRADHA KHOSHLA	ANIL KHOSHLA	P	P	P	P	P	P	P	P


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47	SHUBHAM RAJ	RAJENDRA KUMAR PAL	P	P	P	P	P	P	P	P
48	SHUBHAM TRIPATHI (DP)	DHARMENDRA NATH TIWARI	P	P	P	P	P	P	P	P
49	TIVIN KUMAR	JANESHER	P	P	P	P	P	P	P	P
50	VIJAY SINGH PUNDIR	HARIOM SINGH PUNDIR	P	P	P	P	P	P	P	P
51	VIKAS KUMAR	KIRAN PAL	P	P	P	P	P	P	P	P
52	VIPLOV YADAV (DP)	RAMA PATI YADAV	P	P	P	P	P	P	P	P


Dr. Nishant Rathi
HOD, Computer Application


Hans Kumar
(Subject Expert)


Dr. Ravi Gautam
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S.No	Name of Student	Father's Name	March 10	March 11	March 12	March 14	March 15	March 16	March 17	TEST
1	AADESH KASANA (DP)	VIRENDRA SINGH	P	P	P	P	P	P	P	
2	ABHISHEK SRIVASTAV (DP)	RAJESH SRIVASTAVA	P	P	P	P	P	P	P	
3	AHTASHAM	DILSHAD	P	P	P	P	P	P	P	
4	AKSHAY SHARMA	SANJAY SHARMA	P	P	P	P	P	P	P	
5	AMIRANJAN SINHA(DP)	MANORANJAN SINHA	P	P	P	P	P	P	P	
6	ANTIM PANWAR	HARENDRA PANWAR	P	P	P	P	P	P	P	
7	ASHISH KUMAR	MADAN SINGH	P	A	P	P	P	P	(A)	
8	ASHISH KUMAR SINGH (DP)	RAJA BAKSH SINGH	P	P	(A)	P	P	A	P	
9	ASHU KUMAR	NARESH KUMAR	P	P	P	P	P	P	P	
10	ASHWANI KUMAR	SURESH KUMAR	A	P	P	P	P	P	(A)	
11	ATUL KUMAR PAYAL (DP)	SURENDER SINGH	P	(A)	P	P	P	P	P	
12	DHARMENDRA KUMAR	SOMPAL SINGH	P	(A)	P	P	(A)	P	P	
13	FURKAN	MOHD. GULFAM	P	P	P	P	P	P	P	
14	HARPREET KAUR (DP)	DAVINDER SINGH	P	P	P	P	P	P	P	
15	INDRANI DASTIDAR (DP)	HAREN DASTIDAR	P	P	P	P	P	P	P	
16	KAMAL KANT SHARMA (DP)	VIDYARAM SHARMA	P	P	P	P	P	P	P	
17	KARAMJIT SINGH (DP)	MANJEET SINGH	P	P	P	P	P	P	P	
18	KARAN GIDWANI (DP)	MAHESH GIDWANI	P	P	P	P	P	P	P	
19	Kahakshan	Mazahid Hussain	P	(A)	P	(A)	P	P	P	
20	MENKA RANI	HARBEER SINGH	P	P	P	P	P	P	P	
21	KUNAL SAXENA(DP)	RAJESH SAXENA	P	P	P	P	P	P	P	
22	LAVI CHOUDHARY	DHARAMBEER SINGH	(A)	P	P	P	P	P	P	
23	MOHD. HAROON	NASIM AHMAD	P	(A)	P	P	P	P	P	
24	MOHD. USMAN	ANWAR AHMAD	P	P	(A)	P	P	P	P	

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Department Journalism & Mass Communication

Session : 15 -16

S.No	Name of Student	Father's Name	P	A	A	P	P	A	P	Signature
25	MOHIT KUMAR	YOUGENDRA KUMAR	P	P	P	P	P	P	P	
26	MOHIT RATHEE(DP)	KULDEEP SINGH	P	P	A	A	P	P	P	
27	NISHANT SEKHAR (DP)	PRAKASH SHARMA	P	A	P	P	P	P	P	
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30	PRAKUL DUBEY (DP)	OM PRAKASH SHARMA	P	P	P	P	P	P	A	
31	PRATEEK KUMAR RAI (DP)	CHABDRA KANT RAI	P	A	P	P	P	P	P	
32	RAJAT MENON (DP)	C.M. MENON	P	P	A	A	P	P	P	
33	RAVI KUMAR	DEVENDRA SINGH	P	A	P	P	P	P	P	
34	RISHAB MOLHOTRA (DP)	SHASHI MALHOTRA	P	P	A	P	P	P	A	
35	ROHIT KUMAR SINGH(DP)	BASANT KUMAR	A	P	P	P	P	P	P	
36	SACHIN BHARTI	JASBEER	P	P	P	P	P	P	P	
37	SACHIN CHOUDHARY (DP)	ASHOK	A	P	P	P	P	P	P	
38	SAGAR PURI	RAJESH PURI	P	P	P	P	P	P	P	
39	Saleem	Mahmood Ali	A	P	P	P	P	P	A	
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41	SANKALP LAL(DP)	UMMED LAL	A	P	P	P	P	A	P	
42	SHAHRUKH	MOHD. NEESAR	P	P	P	P	P	P	P	
43	SHALU RANI	SHYAM SINGH	P	P	P	P	P	P	P	
44	SHIV KUMAR	DEER SINGH	P	P	P	A	P	P	P	
45	SHIVAM TYAGI	ADESH TYAGI	P	P	P	P	P	A	A	
46	SHRADHA KHOSHLA	ANIL KHOSHLA	P	P	P	P	P	P	P	


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48	SHUBHAM TRIPATHI (DP)	DHARMENDRA NATH TIWARI	P	P	P	(A)	P	P	A	
49	TIVIN KUMAR	JANESHER	P	(A)	P	P	P	P	P	
50	VIJAY SINGH PUNDIR	HARIOM SINGH PUNDIR	P	P	P	P	P	P	P	
51	VIKAS KUMAR	KIRAN PAL	P	P	A	(A)	P	P	A	
52	VIPOV YADAV (DP)	RAMA PATI YADAV	P	(A)	P	A	P	P	P	


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 (Subject Expert)


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Shri Ram College, Muzaffarnagar
Department of Journalism & Mass Communication (2015 -16)
Evaluation Sheet

S.No	Name of Student	Father's Name	Marks (20)	Marks (15)
1	AADESH KASANA (DP)	VIRENDRA SINGH	14	
2	ABHISHEK SRIVASTAV (DP)	RAJESH SRIVASTAVA	12	
3	AHTASHAM	DILSHAD	14	
4	AKSHAY SHARMA	SANJAY SHARMA	12	
5	AMIRANJAN SINHA(DP)	MANORANJAN SINHA	14	
6	ANTIM PANWAR	HARENDRA PANWAR	13	
7	ASHISH KUMAR	MADAN SINGH	11	
8	ASHISH KUMAR SINGH (DP)	RAJA BAKSH SINGH	14	
9	ASHU KUMAR	NARESH KUMAR	12	
10	ASHWANI KUMAR	SURESH KUMAR	08	
11	ATUL KUMAR PAYAL (DP)	SURENDER SINGH	15	
12	DHARMENDRA KUMAR	SOMPAL SINGH	15	
13	FURKAN	MOHD. GULFAM	15	
14	HARPREET KAUR (DP)	DAVINDER SINGH	10	
15	INDRANI DASTIDAR (DP)	HAREN DASTIDAR	15	
16	KAMAL KANT SHARMA (DP)	VIDYARAM SHARMA	14	
17	KARAMJIT SINGH (DP)	MANJEET SINGH	15	
18	KARAN GIDWANI (DP)	MAHESH GIDWANI	15	
19	Kahakshan	Mazahid Hussain	10	
20	MENKA RANI	HARBEER SINGH	15	
21	KUNAL SAXENA(DP)	RAJESH SAXENA	10	
22	LAVI CHOUDHARY	DHARAMBEER SINGH	10	
23	MOHD. HAROON	NASIM AHMAD	15	
24	MOHD. USMAN	ANWAR AHMAD	14	
25	MOHIT KUMAR	YOUGENDRA KUMAR	12	
26	MOHIT RATHEE(DP)	KULDEEP SINGH	10	
27	NISHANT SEKHAR (DP)	PRAKASH SHARMA	14	

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28	PARTEEK KUMAR	AJEET SINGH	15
29	PRABHAT RANJAN SINHA (DP)	V.K. SINGH	10
30	PRAKUL DUBEY (DP)	OM PRAKASH SHARMA	15
31	PRATEEK KUMAR RAI (DP)	CHABDRA KANT RAI	14
32	RAJAT MENON (DP)	C.M. MENON	12
33	RAVI KUMAR	DEVENDRA SINGH	15
34	RISHAB MOLHOTRA (DP)	SHASHI MALHOTRA	10
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36	SACHIN BHARTI	JASBEER	14
37	SACHIN CHOUDHARY (DP)	ASHOK	15
38	SAGAR PURI	RAJESH PURI	11
39	Saleem	Mahmood Ali	14
40	SANJEET KUMAR SINGH (DP)	KRISHNA KUMAR SINGH	15
41	SANKALP LAL(DP)	UMMED LAL	14
42	SHAHRUKH	MOHD. NEESAR	12
43	SHALU RANI	SHYAM SINGH	11
44	SHIV KUMAR	DEER SINGH	10
45	SHIVAM TYAGI	ADESH TYAGI	12
46	SHRADHA KHOSHLA	ANIL KHOSHLA	14
47	SHUBHAM RAJ	RAJENDRA KUMAR PAL	12
48	SHUBHAM TRIPATHI (DP)	DHARMENDRA NATH TIWARI	14
49	TIVIN KUMAR	JANESHER	10
50	VIJAY SINGH PUNDIR	HARIOM SINGH PUNDIR	12
51	VIKAS KUMAR	KIRAN PAL	15
52	VIPLOV YADAV (DP)	RAMA PATI YADAV	15


Dr. Nishant Rathi
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Hans Kumar
(Subject Expert)


Dr. Ravi Gautam
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STC on Adobe Page Maker



Brochure 2015-16



Department of Computer Application
Shri Ram College, Muzaffarnagar

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STC on Adobe Page Maker

About Adobe Page Maker

Duration: 30 Hours

Adobe Page maker is a powerful Desktop Publishing(DTP) package produced by Adobe. DTP packages are neither graphic packages nor word processors, although they have some of the characteristics of both. Their main strength lies in their ability to combine text and graphics which have been produced in other packages into a single document, sometimes consisting of many pages.

Areas where PageMaker can be used includes:

- ➔ Designing a particular text or image object.
- ➔ Creating illustrations
- ➔ Producing publications
- ➔ Writing and editing text and graphics
- ➔ Composing templates

Course Contents

- ➔ Using the Toolbox
- ➔ Working with palettes, text and graphics
- ➔ Positioning ruler guides
- ➔ Typing Text
- ➔ Formatting Graphics
- ➔ Creating columns
- ➔ Changing type style & Alignment
- ➔ Rotating and moving of text block and graphics
- ➔ Placing text file
- ➔ Positioning and resizing the logo
- ➔ Changing documents setup
- ➔ Print the document




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STC on Adobe Page Maker

Learning Outcomes

- ☞ Basic features of page maker
- ☞ Working with various tools
- ☞ Working with palettes and various templates
- ☞ Positioning ruler, typing text, basic formatting
- ☞ Working with various graphics, positioning, logo.
- ☞ Changing and modifying designs.

Target Group

Students of Journalism & Mass Communication

Certification

The candidates successfully completing the Course shall be awarded a certificate by the institution.

Fee Structure

Free of cost.

Conducted By

Department of Computer Applications, Shri Ram College, Muzaffarnagar.


Principal
Shri Ram College
Muzaffarnagar

SHRI RAM COLLEGE, MUZAFFARNAGAR



Short Term Course

on

Adobe Pagemaker

CERTIFICATE: 2015-16

This is to certify that Mr/Ms _____
of _____ has
successfully completed the thirty hours Short Term Course on Adobe Pagemaker
conducted by the Department of Computer Application from _____ to
_____.

(Dr. Nishant Kumar Rathi)
Head, Computer Application

(Dr. Pramod Kumar)
Course Coordinator

(Dr. D.S. Rawat)
Director

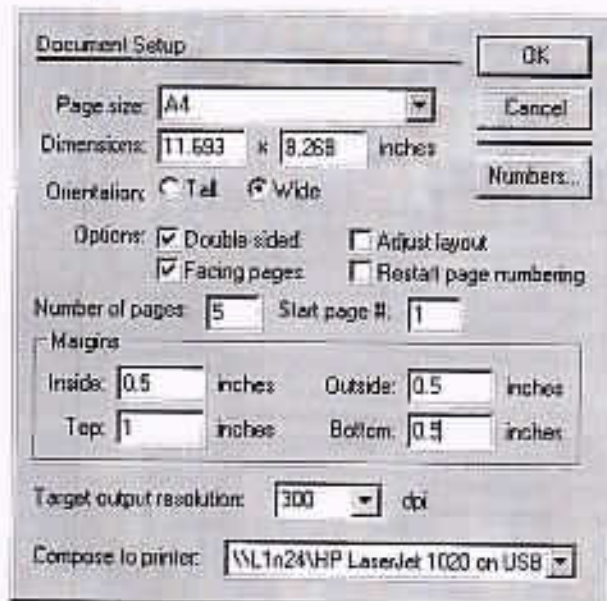
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Muzaffarnagar

Principal
Shri Ram College
Muzaffarnagar

Exercise & Practical -

(Answer)

1. Click the document setup in file menu and appear the following dialog box –



Then Click Ok.

2. To open the page show the control palette and press the Ctrl + print screen button then Ctrl + V. Select crop tool and drag around the control palette then only select control palette.

Whe

N.G.



Contact:
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STC on Adobe Page Maker




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- ➔ Changing documents setup
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STC on Adobe Page Maker

Learning Outcomes

- ☞ Basic features of page maker
- ☞ Working with various tools
- ☞ Working with plates and various templates
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