Certificate Course in Adobe InDesign

Detailed Curriculum

Name of Unit of Qualification	:	Adobe InDesign
Duration	:	30 Hours
Topics	:	Working with Text, Arranging and Combining Objects, Creating Tables, Adobe Product Integration

Performance Criteria (OUTCOME) No.	Contents	Hrs.
1. Looking at the Work Area	Using the tools, Using palettes, Workspaces, Using context menus, Opening and closing documents, Changing the view, Selecting objects, Saving a document, Recovering a document after a failure, Undoing mistakes, Working with preferences and defaults	4
2. Setting Up Pages	Setting up basic layout options, Using rulers, grids, and guides, Working with pages and spreads, Numbering pages, Changing Numbering and Section Options, Using master pages, Laying out pages with frames, Adjusting layout objects automatically, Working with layers	4
3. Working with Text	About text frames, About threading text frames, Adding text to frames, Setting text frame properties, Editing text, Finding and changing text, Finding and changing fonts, Combining text and graphics, Creating path type	2
4. Setting Type	Formatting characters, Formatting paragraphs, Working with tabs, Copying type attributes with the eyedropper tool, Working with the type composition engines, Controlling hyphenation and justification, Paragraph and character style sheets, Creating nested styles, OpenType, Glyphs palette	4
5. Arranging and Combining Objects	Modifying objects using graphics frames, Grouping and ungrouping objects, Stacking objects, Aligning and distributing objects, Locking object position, Moving objects, Changing size, proportions, or orientation, Duplicating objects	3
6. Applying Color	About spot and process color types, Working with swatches and unnamed colors, Applying color, Using the Swatches palette, Mixed inks, Mixed ink groups, Using swatch libraries,	2

7. Creating Tables	Creating and editing tables, Importing spreadsheets from Word or Excel, Advanced table techniques, Placing graphics into tables	3
8. Adobe Product Integration	Working with Acrobat, Photoshop, and Illustrator files, Using Photoshop layer masks instead of clipping paths, Using Photoshop's file browser, Copy and Paste from Illustrator to InDesign CS	4
9. PDF, Print, Preflight, and Package	PDF styles, Export options, PDF in detail, Other export formats (ID Interchange), Preflighting your files, Using the Package command, Printing and transparency, Flattener settings, The Separations palette	4
10. Project Work	Project work to be undertaken individually	
11. Soft Skills	- Verbal/ Non-verbal communication - Interview skills - Professional/social etiquettes - Professional correspondence/ English	