

# CorelDraw

## What do I need?

Formal training, or a thorough working knowledge of Windows, Mouse handling and typing skills or knowledge of keyboard layout are essential. Formal training or a thorough working knowledge of Word Basic features would be beneficial. The learner needs to know how this application will be utilised in the work place.

## How long is the course?

3 Days

## Who should attend?

This course is designed for students who have little or no experience using CorelDraw, but want to know the basic features of CorelDraw and use it to create engaging and dynamic drawings.

## Getting started with CorelDraw

Explore the CorelDraw interface

Getting help in CorelDraw

Create a new graphic (i.e. File) Set up the drawing page

Insert, delete and rename pages

Add and remove drawing guides/grids Save a graphic

Open and close an existing graphic Use Dockers / Flyouts

Reset ruler to zero point origin Zoom and pan

Change views of graphic Exit CorelDraw for Windows

## Work with drawing objects

Draw shapes / objects

Select, size and move objects Change order of objects

Copy, cut & paste

Duplicate and clone objects Step and repeat

Copy properties from... Nudge objects

Group and ungroup objects Use object transformations

Align and distribute

Use artistic media

## Work with pictures

Import pictures

Insert pictures using the scrapbook docker Powerclip pictures

Crop pictures

Add picture effects Apply a lens to a picture

## Work with text

Use text tool (artistic and paragraph text) Edit and format text

Link text boxes Fit text to path

Text to columns

Create lists

Use find and replace Import text

## Work with Tables

## Work with object

Shaping tools

Weld Trim Intersect

Simplify

Front minus back/back minus front Combine

## Bending shapes

Convert to curves

The shape tool

Add & delete nodes

To curve/ line

Cusp, smooth or symmetrical nodes

## Work with interactive tools

Use interactive blend tool

Use interactive contour tool

Use interactive distort tool

Use interactive drop shadow tool

Use interactive envelope tool

Use interactive extrude tool

Use interactive transparency tool

Use the bevel tool

## Work with layers

The object manager Explore master

page Create a master layer

Create, delete and rename layers

## Printing options

Print preview Print setup Printing

options Print

## File formats

Use templates

Create and save templates

Publish to the web

Publish to PDF