



# COMPLETE COMPUTING, INC.

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## CorelDRAW® X3: Level 1

*Course length: 1.0 day(s)*

### **Course Description**

CorelDRAW X3 contains many features and tools that enable you to create attractive illustrations, brochures, logos, and other such artwork. The advanced features bundled in this software assist you in the creation of sophisticated designs and effects. Getting to know this software and its working shall help you in creating effective compositions efficiently. In this course, you will explore the basics of CorelDRAW, customize the application to suit your needs, create graphical objects and format them, add text to the objects, and set advanced printing options.

### **Course Objective**

You will explore the CorelDRAW X3 application, customize its settings to suit your needs, create graphical objects and modify them by adding text, spraying objects, and arranging them. You will also create symbols and templates.

### **Target Student**

This course is designed for students who have little or no experience using CorelDRAW, but desire to know the basic features of CorelDRAW X3 and use it to create engaging and dynamic drawings.

### **Prerequisites**

The student must have basic PC skills such as basic understanding of the computer's operating system, launching applications, creating, editing, and saving files, copying files from CDs and other media.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- Ⓞ explore the various elements of the application interface.
- Ⓞ create graphical objects.
- Ⓞ format objects.
- Ⓞ manipulate text.
- Ⓞ enhance a drawing.
- Ⓞ manage styles, templates, and symbols.
- Ⓞ work with advanced printing options.



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## Course Content

### **Lesson 1: Getting Started with CorelDRAW® X3**

- Topic 1A: Explore the CorelDRAW X3 Interface
- Topic 1B: Customize the Command Bars
- Topic 1C: Manage Workspaces
- Topic 1D: Obtain Help

### **Lesson 2: Creating Graphical Objects**

- Topic 2A: Set Up the Drawing Page
- Topic 2B: Draw Shapes
- Topic 2C: Draw Lines
- Topic 2D: Add Text to Objects

### **Lesson 3: Formatting Objects**

- Topic 3A: Work with Fills
- Topic 3B: Modify Outlines
- Topic 3C: Work with Drop Shadows
- Topic 3D: Transform Objects

### **Lesson 4: Manipulating Text**

- Topic 4A: Format Artistic Text
- Topic 4B: Fit Text to a Path
- Topic 4C: Create Paragraph Text
- Topic 4D: Wrap Paragraph Text
- Topic 4E: Modify OCR Text
- Topic 4F: Insert Special Characters

### **Lesson 5: Enhancing the Drawing**

- Topic 5A: Modify Objects
- Topic 5B: Add Graphics
- Topic 5C: Add Clipart
- Topic 5D: Spray Objects

### **Lesson 6: Managing Styles, Templates, and Symbols**

- Topic 6A: Work with a Text Style
- Topic 6B: Work with Templates
- Topic 6C: Create Symbols

### **Lesson 7: Working with Advanced Printing Options**

- Topic 7A: Edit a Print Style
- Topic 7B: Merge Text with Drawing