



CORELDRAW – INTRODUCTION

Course Duration: 2 Days:

1. Getting Started

- Using the Mouse
- Exploring the CorelDRAW Screen
- Getting Assistance
- Opening a Document
- Saving Documents
- Setting Up the Page
- Undoing Mistakes
- Switching Between Documents
- Closing a Document
- Creating a New Document

2. Moving Around and Viewing Drawings

- Moving Around the Current Page
- Viewing Modes
- Inserting and Deleting Pages
- Changing Pages

3. Selecting & Manipulating Objects

- Selecting and Deselecting Objects
- Moving Objects
- Copying and Deleting Objects
- Deleting Objects
- Sizing Objects

4. Drawing and Shaping Objects

- Drawing and Shaping Tools
- Using the Freehand Tool
- Drawing Lines and Polylines
- Drawing Polygons
- Using the Polygon Tool
- Reshaping Lines and Polylines
- Drawing Curves
- Reshaping Curves
- Drawing Rectangles
- Drawing Circles

5. Arranging Objects

- Arranging Objects
- Grouping and Ungrouping Objects
- Using Guidelines
- Using Snap To
- Aligning Objects

6. Working with Text

- The Text Tool
- Creating Artistic Text
- Editing Text
- Formatting Text
- Setting Text Options
- Creating Paragraph Text
- Choosing Paragraph Options
- Setting Indents Using the Ruler
- Importing Text
- Using the Spell Checker

7. Outlining & Filling Objects

- The Outline Tool
- Choosing Outline Thicknesses
- Choosing Outline Colors
- Using Fill Tool
- Copying Attributes
- Setting Outline and Fill Defaults

8. Using Symbols and Clipart

- Adding Symbols
- Adding Clipart
- Modifying Clipart

9. Transforming Objects

- Mirroring Objects
- Rotating and Skewing Objects
- Using Transform Docker

10. Special Effects

- Fitting Text to a Path
- Drawing With the Artistic Media Tool
- Using the Lens Effect
- Adding Perspectives
- Using PowerClips
- Applying Presets
- Applying Drop Shadows

11. Exporting Drawings

- Exporting to Graphic Formats
- Copy and Pasting Into Other Applications

12. Printing

- Print Options
- Print Previewing