

Section 1

Unit 1

Getting to know the Interface and Selection Tools

- Interface menus
- Tools
- Panels
- Working with the various Selection tools

Unit 2

Working with Layers and Masks

- Layers and layer management
- Non- destructive editing using masks
- How to type and format text
- Using various type formatting and style tools and panels

Unit 3

Image Correction & Enhancement

- Photo correction and enhancement tools
- Crop, dodge and burn

- Recoloring, retouching
- Healing brushes

Unit 4

Using the Drawing Tools

- How to use the Pen tool
- Other drawing tools in Photoshop
- Advanced drawing and selection
- File formats
- How to save files for print or web
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Section 2

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Section 3

Unit 1

Getting to Know the Interface and Setting up a Document

- Interface menus
- Tools
- Panels
- Starting and setting up a multi-page document in InDesign

Unit 2

Working with Objects and Color

- Learning to work with color panels
- Creating, managing and applying color to elements
- Inserting and managing images and illustrations into an InDesign document

Unit 3

Working with Text

- Learning about insert and flow text to multiple pages
- Managing long text documents

- Text editing in InDesign documents

Unit 4

Typography

- Advance typography tools and menus
- Character and paragraph settings and styles
- Creating print-ready PDF files.