# LPCPS
## LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES



**THREE DAYS**

**"WORKSHOP ON BASIC OF COMPUTER APPLICATIONS AND DESKTOP PUBLISHING"**

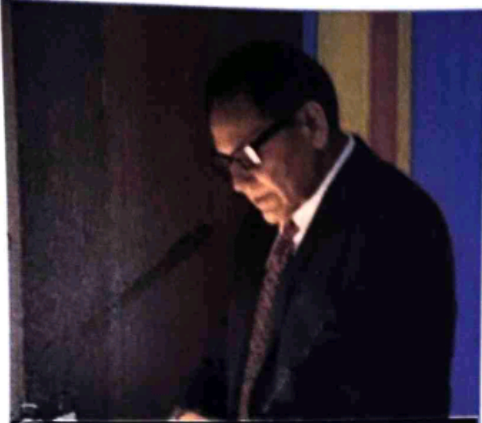**(FOR BJMC STUDENTS)**

**ORGANIZED BY-**

**(LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES , AFFILIATED TO UNOVERSITY OF LUCKNOW)**

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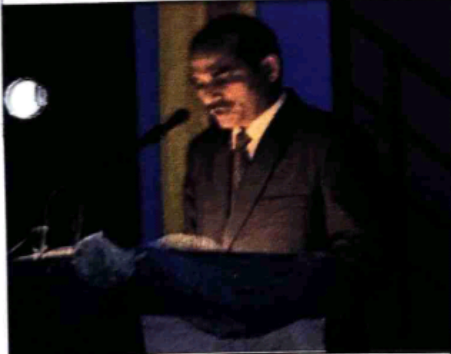Vinamra Khand, Gomtinagar, Lucknow

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## DAY – 1 ( Shift -1) Basics of Ms office

Our speaker Mr. Ankur told the student about Office Tools that are a type of application software. They help the users to perform office-related tasks easily and efficiently. Therefore, these tools help to create, manage, and manipulate large amounts of data and documents. Moreover, they help create presentations, reports, databases, etc. Hence, users can perform such tasks repeatedly with less time and effort. These tools include software such as word processors, presentation tools, spreadsheets database systems, email tools, etc. This tool helps the user to break the information into small parts called **slides**. Slides are basically small parts of a particular topic arranged on different pages. Moreover, a series of these slides representing an idea to the audience is called **presentation.** Besides, this tool allows the user to present these presentations using the **slideshow** feature. Furthermore, the slides can contain pictures, audios, videos, graphs, tables, etc. This software deals with text documents. It helps to create, format, manipulate, and save text files.
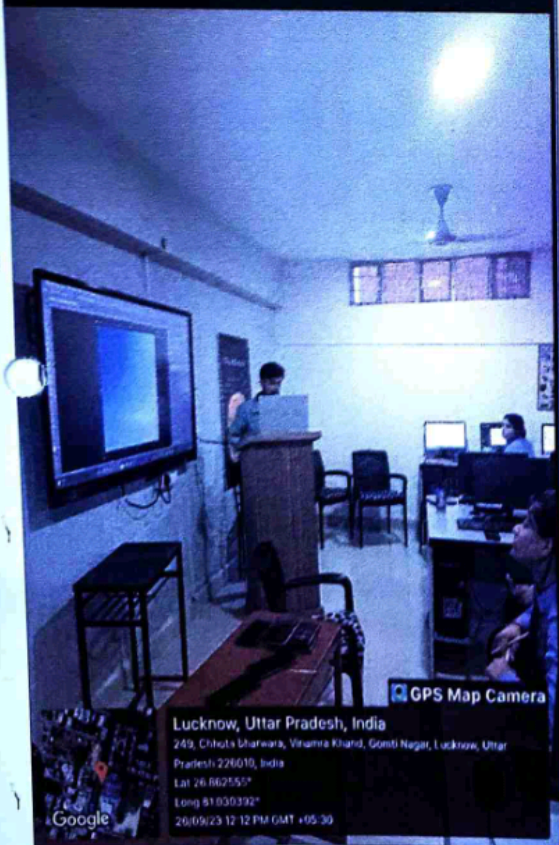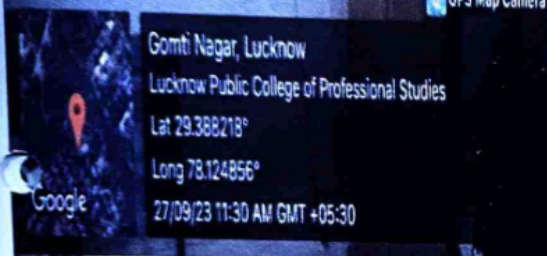
## DAY – 1 ( Shift -2)

Mr. Ankur taught that There's almost no limit to what you can do in Photoshop, but first you'll need to learn the fundamentals. We'll cover some of the most **basic image adjustments** you can make in Photoshop, including:

- **Cropping**: If you want to remove parts of an image, you can **crop** it. You can think of cropping like using a pair of scissors to **cut out** the parts you no longer want.
- **Resizing**: If you want to make an image smaller or larger, you can **resize** it. However, keep in mind that making an image larger than its original size generally does not make the image look good.
- **Rotating**: If you want to change the **orientation** of an image, you can **rotate** it to the left or right.



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## Day – 2 Introduction to photoshop

Mr. Ankur taught that **Photoshop** is a photo editing and raster graphic design software which allows users to create, edit, and manipulate various graphics as well as digital art. It also allows to create and edit raster images with multiple layers and import the images in various file formats. Photoshop is developed by Adobe Systems for both Windows and MacOS.

This is a photoshop basics for designers in the latest version of adobe photoshop CC with **Guru99**.

We are going to cover Introduction to Photoshop and a lot of features which are commonly used by each and every designers to create some composites or any design or to make any illustrations or even just doing some simple retouching on Photoshop latest version.

So we are going to cover some most common features like workspace, layers, smart objects, blend modes, selections techniques, filters and much more Photoshop basics and necessary features that every designers use to work on photoshop.
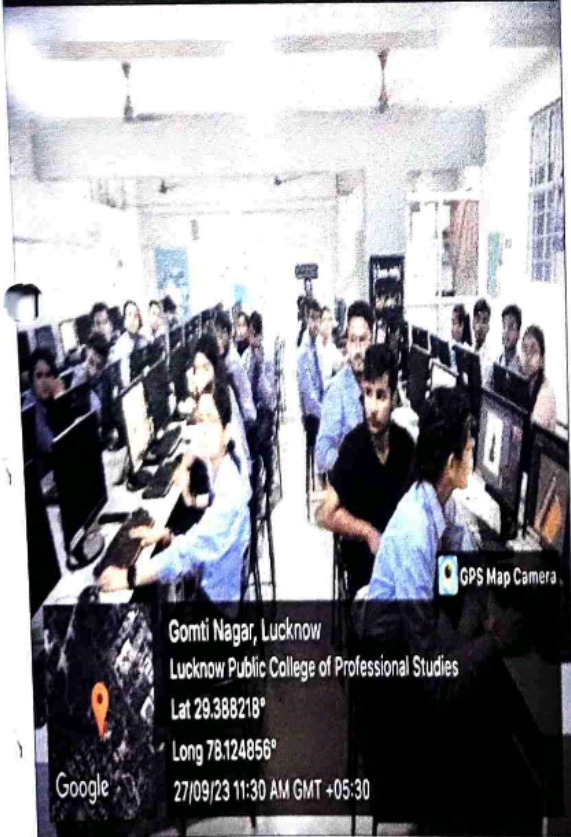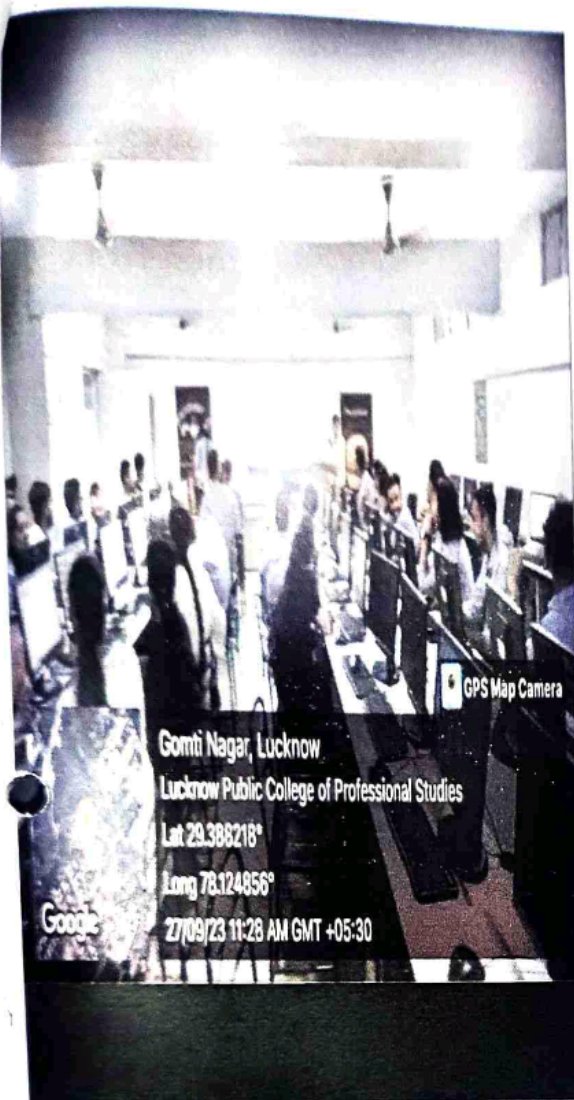
## Day – 2 Basic of photoshop

### Basic tasks in Photoshop

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- **Resizing**: If you want to make an image smaller or larger, you can **resize** it. However, keep in mind that making an image larger than its original size generally does not make the image look good.
- **Rotating**: If you want to change the **orientation** of an image, you can **rotate** it to the left or right.

There are two main ways to crop an image in Photoshop. You can either use the **Crop** tool or make a selection with the **Rectangular Marquee** tool. These methods work a bit differently, and you may find that you prefer using one method over the other.
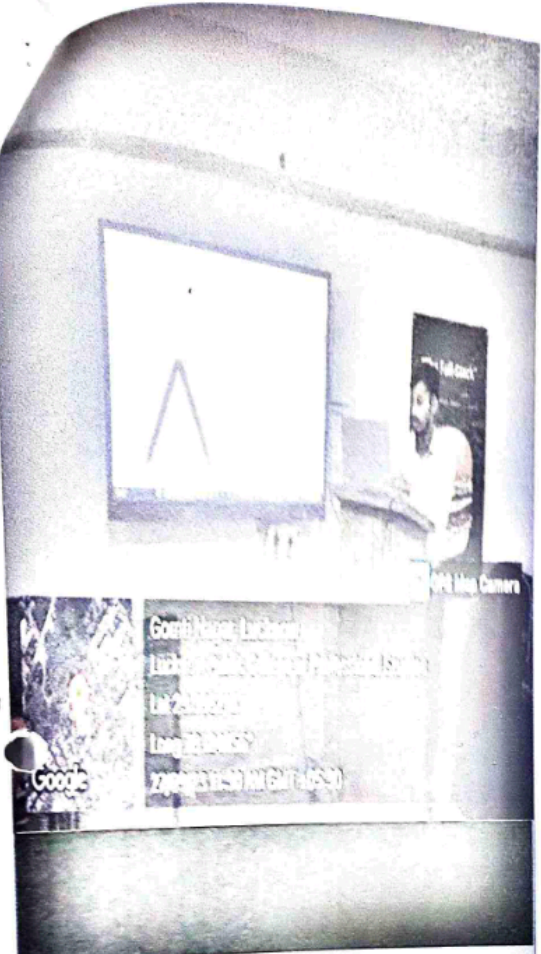
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## Day – 3  Introduction to corel Draw

Mr. Ankur taught that Corel DRAW is a graphic design and illustration tool that enables users to develop and edit various vector designs using different operating systems and devices. Marketing, advertising, and design teams from varying sectors, organizations, and institutions will find the tool handy when creating diverse sales and publication materials for products and services. Corel DRAW, or CorelDraw, is a robust graphic suite from All udo, formerly known as Corel Corporation, providing different features for individuals to edit their graphic designs. The official release of Corel DRAW dates back to January 1989, running on Windows 2 operating system, with the product now supporting both Windows and mac OS, with frequent updates on functionality and features. Corel DRAW is a vector and graphics editor tool from an Ottawa-based company, All udo (formerly Corel), that enables users to incorporate special effects like borders, contrast adjustments, color balances, etc. Corel DRAW is a vector graphics editor developed and marketed by Corel Corporation. It is a popular software used for creating and editing graphics, illustrations, and designs.

## Day – 3  Corel Draw

Mr. Ankur taught that Corel DRAW is a software program that supplies its users with a means to create advertising and marketing materials for various events that an organization needs when promoting products and services to the general public. Learning to work around the program is easy when the software contains a user-friendly interface for beginners working on a vector-based program. Corel DRAW .app is an application sharing similarities to the CorelDraw Standard software that users can access through the web or an iPad, ideal for collaborative file review and editing on the go. The application provides flexibility and spontaneity in crafting designs and graphics, turning ideas into beautiful layouts anytime and anywhere Overall, Corel DRAW is a versatile graphic design software used for creating, editing, and manipulating vector-based graphics and designs. Its features and tools make it suitable for a wide range of applications, from creating logos and illustrations to designing print materials and layout compositions.

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## WORKSHOP ON BASICS OF COMPUTER APPLICATION AND DESKTOP PUBLISHING

### Attendance Sheet

Date-25,26,27 September,2023

| S.No | Name of Participant | Designation | Signature |
|------|---------------------|-------------|-----------|
| 1 | Vaishnavi Singh | Student | |
| 2 | Mr. Ankur Verma | " | Ankur. |
| 3 | Shatakshi dwivedi | Student | Shatakshi. |
| 4 | Hardik shukla | Student | Hardik. |
| 5 | Sambhavi gupta | Student | Sambhavi. |
| 6 | Pratiksha gupta | " | Pratiksha |
| 7 | Mohd akram Jafri | " | Mohd Akram |
| 8 | TRIPATHI NIGAM | " | Tripathi |
| 9 | Tanmay dubey | Stu | Tanmay |
| 10 | Sakshi yadav | Student | Sakshi |
| 11 | Anishka Shiel | Student | Anishka |
| 12 | Anishka Nigam | Stu | Anushka |
| 13 | Ria Singh | Stu | |
| 14 | Shreyanshi Gupta | Stude | Gaurangi |
| 15 | Abakirt Singh | Shama | |
| 16 | Samskar Rastogi | " | |
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