



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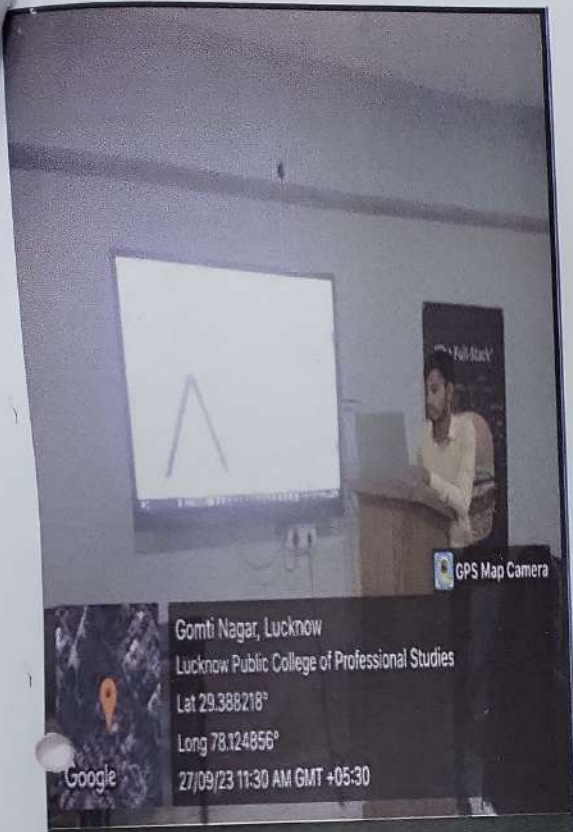
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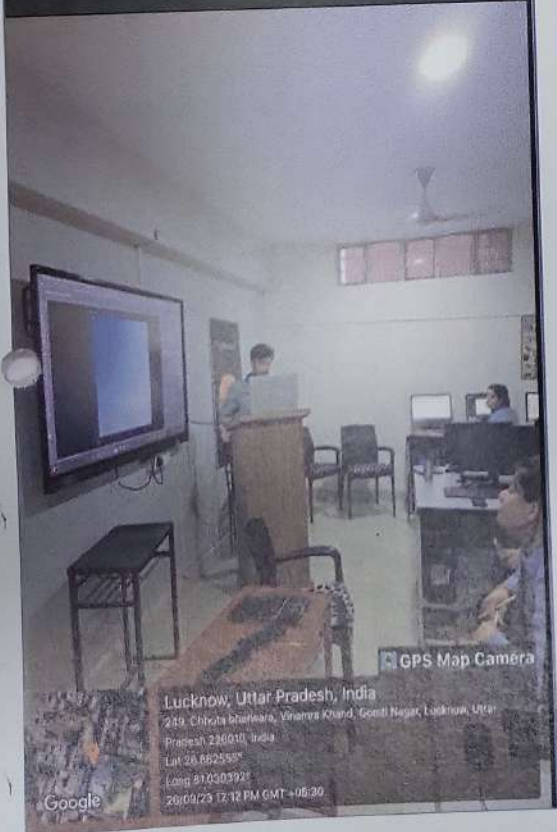
DAY – 1 (Shift -1) Basics of Ms office

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

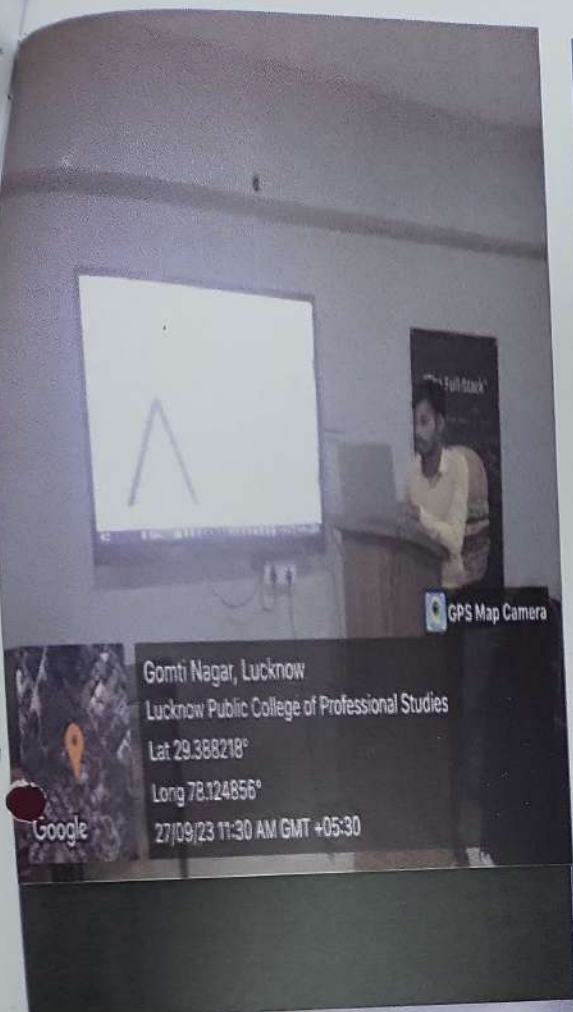
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There are two main ways to crop an image in Photoshop. You can either use the **Crop** tool or make a selection with the **Rectangular Marquee** tool. These methods work a bit differently, and you may find that you prefer using one method over the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


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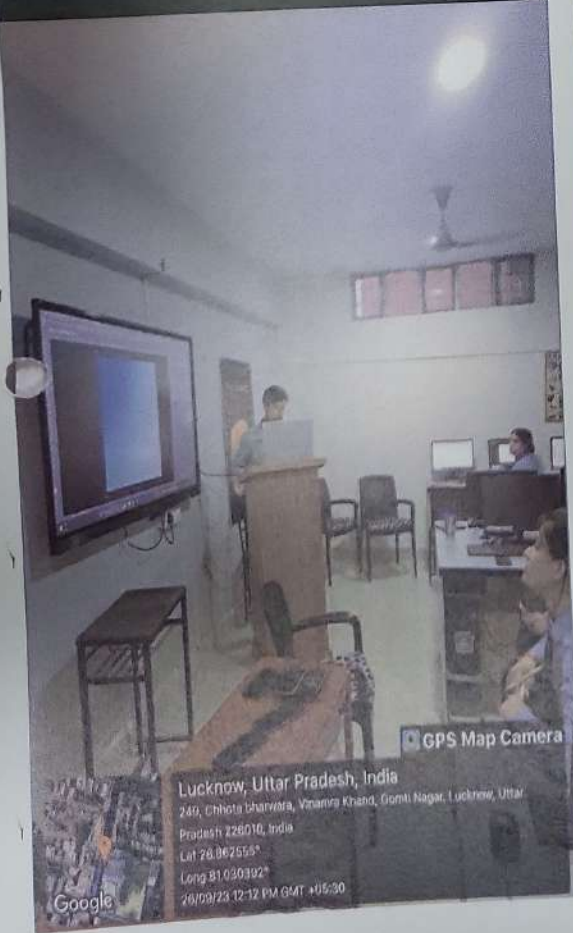
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Day – 3 Introduction to corel Draw

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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Attendance Sheet

Date : 25 SEPTEMBER 2023

S.No	Name of Participant	Course	Semester	Signature
1	Harsh Tiwari	BIMC	Ist Sem	Harsh Tiwari
2	Shashwat Gupta	BIMC	Ist Sem	Shashwat Gupta
3	Agrima Pandey	BIMC	Ist Sem	Agrima Pandey
4	Aditya Vimal	"	Ist Sem	Aditya Vimal
5	Shashank Singh	"	"	Shashank Singh
6	Sanskriti Shukla	"	"	Sanskriti Shukla
7	Shambhavi Saini	"	"	Saini
8	Pradumn Awasthi	BIMC	"	Pradumn Awasthi
9	Ayush Srivastava	BAJMC	"	Ayush Srivastava
10	Ashutosh Tivedi	BAJMC	Ist Sem	Ashutosh Tivedi
11	Gracy Pandey	BIMC	Ist Sem	Gracy Pandey
12	Devsh K. Chaturvedi	"	Ist Sem	Devsh K. Chaturvedi
13	Anurag Dixit	"	Ist Sem	Anurag Dixit
14	Aditi Gupta	"	Ist Sem	Aditi Gupta
15	Hardik Shukla	"	IIIrd Sem	Hardik Shukla
16	Tripti Nigam	"	IIIrd Sem	Tripti Nigam
17	Md. Akram Jafri	"	IIIrd Sem	Md. Akram Jafri
18	Vaishnavi Singh	BAJMC	IIIrd Sem	Vaishnavi Singh
19	Sakshi Yadav	BAJMC	IIIrd Sem	Sakshi Yadav
20	Shambhavi Gupta	BAJMC	IIIrd Sem	Shambhavi Gupta
21	Kaustiksha Pandey	BAJMC	"	Kaustiksha Pandey
22	Shrishi Dwivedi	"	"	Shrishi Dwivedi
23	Khushi	"	"	Khushi
24	Kavya Mishra	"	"	Kavya Mishra
25	Saubhagya Pandey	"	"	Saubhagya Pandey

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S.No	Name of Participant	Course	Semester	Signature
26	Rishabh Mishra	BAJMC	IIIrd Sem	Rishabh
27	Tanmay Dubey	BAJMC	IIIrd Sem	Tanmay
28	Himanshu Mishra	"	IIIrd Sem	Himanshu
29	Ayush Dubey	"	IIIrd Sem	Ayush
30	Anushka Saini	"	IIIrd Sem	Anushka
31	Divya Singh	BAJMC	Vth Sem	Divya
32	Shreyash Yadav	BAJMC	Vth Sem	Shreyash
33	Sarthak Tiwari	BAJMC	Vth Sem	Sarthak
34	Vartika Singh	"	Vth Sem	Vartika
35	Shruti Awasthi	"	Vth Sem	Shruti
36	Natasha Singh	"	Vth Sem	Natasha
37	Vaishnavi Gupta	"	Vth Sem	Vaishnavi Gupta
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S.No	Name of Participant	Course	Semester	Signature
1	Harsh Tiwari	BAJMC	I	Harsh Tiwari
2	Shashant Gupta	BAJMC	I	Shashant Gupta
3	Ageema Pandey	BAJMC	I	Ageema Pandey
4	Aditya Vimal	BAJMC	I	Aditya Vimal
5	Shashank Singh	BAJMC	I	Shashank Singh
6	Sanskriti Shukla	BAJMC	I	Sanskriti Shukla
7	Shyamabhavi Saini	BAJMC	I	Shyamabhavi Saini
8	Pradumn Awasthi	BAJMC	I	Pradumn Awasthi
9	Ayush Srivastava	BAJMC	I	Ayush Srivastava
10	Ashutosh Teivedi	BAJMC	I	Ashutosh Teivedi
11	Gray Pandey	BAJMC	I	Gray Pandey
12	Devesh K. Chaturvedi	BAJMC	I	Devesh K. Chaturvedi
13	Anurag Dixit	BAJMC	I	Anurag Dixit
14	Aditi Gupta	BAJMC	I	Aditi Gupta
15	Harsh Chukla	BAJMC	III	Harsh Chukla
16	Tejani Nigam	BAJMC	III	Tejani Nigam
17	Md. Akram Jafri	BAJMC	III	Md. Akram Jafri
18	Vishnavi Singh	BAJMC	III	Vishnavi Singh
19	Sakshi Yadav	BAJMC	III	Sakshi Yadav
20	Shambhavi Gupta	BAJMC	III	Shambhavi Gupta
21	Pratiksha Pandey	BAJMC	III	P. Pandey
22	Shreeshri Dwivedi	BAJMC	III	Shreeshri Dwivedi
23	Khushi	BAJMC	III	Khushi
24	Kavya Mishra	BAJMC	III	Kavya Mishra
25	Saunbhagya Pandey	BAJMC	III	Saunbhagya Pandey

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26	Rishabh Mishra	BAJMC	VI	Rishabh
27	Tannay Dubey	"	V	Tannay
28	Vinay Kumar Mishra	"	V	Vinay
29	Ayush Dubey	"	V	Ayush
30	Anushka Saini	"	V	Anushka
31	Divya Singh	BAJMC	V	Divya
32	Shreyash Yadav	"	V	Shreyash
33	Sasmita Tiwari	"	V	Sasmita
34	Vastika Singh	"	V	Vastika
35	Smriti Awasthi	"	V	Smriti Awasthi
36	Natasha Singh	"	V	Natasha
37	Vaishnavi Gupta	"	V	Vaishnavi Gupta
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2	Shashneat Gupta	BAJMC	I	Shashneat Gupta
3	Agrima Pandey	BAJMC	I	Agrima Pandey
4	Aditya Vimal	BAJMC	I	Aditya Vimal
5	Shashank Singh	BAJMC	I	Shashank Singh
6	Sanskriti Shukla	BAJMC	I	Sanskriti Shukla
7	Shyambhavi Saini	BAJMC	I	Shyambhavi Saini
8	Pradumn Awasthi	BAJMC	I	Pradumn Awasthi
9	Ayush Srivastava	BAJMC	I	Ayush Srivastava
10	Ashutosh Trivedi	BAJMC	I	Ashutosh Trivedi
11	Geeray Pandey	BAJMC	I	Geeray Pandey
12	Dvish k. Chaturvedi	BAJMC	I	Dvish k. Chaturvedi
13	Anurag Dixit	BAJMC	I	Anurag Dixit
14	Aditi Gupta	BAJMC	I	Aditi Gupta
15	Hardik Shukla	BAJMC	III	Hardik Shukla
16	Tripti Nigam	BAJMC	III	Tripti Nigam
17	Md. Akram Jafri	BAJMC	IV	Md. Akram Jafri
18	Vaishnavi Gupta	BAJMC	III	Vaishnavi Gupta
19	Sakshi Yadav	BAJMC	III	Sakshi Yadav
20	Shambhavi Gupta	BAJMC	III	Shambhavi Gupta
21	Pratiksha Pandey	BAJMC	IV	P. Pandey
22	Shrishti Dwivedi	BAJMC	IV	Shrishti Dwivedi
23	Khushi	BAJMC	IV	Khushi
24	Kanya Mishra	BAJMC	III	Kanya Mishra
25	Saubhagya Pandey	BAJMC	IV	Saubhagya Pandey

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27	Tanmay Dubey	"	"	Tanmay Dubey
28	Himanshu Mishra	"	"	Himanshu Mishra
29	Ayush Dubey	"	"	Ayush Dubey
30	Anushka Seeni	"	"	Anushka Seeni
31	Divya Singh	BAJMC	V	Divya Singh
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33	Sarthak Tineani	"	"	Sarthak Tineani
34	Vantika Singh	"	"	Vantika Singh
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