

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,  
MUMBAI -51**

1	Name of Syllabus	<b>C.C. In D. T. P. Operator (for Deaf) (101211) (w.e.f. 2018-19)</b>																																															
2	Max No of Student	25 Students																																															
3	Duration	1 Year																																															
4	Type	Part Time																																															
5	Nos of Days / Week	6 Days																																															
6	Nos of Hours /Days	7Hrs																																															
7	Space Required	Practical Lab = 200 Sq feet <u>Class Room = 200 Sq feet</u> TOTAL = 400 Sq feet																																															
8	Entry Qualification	S.S.C. appeared																																															
9	Objective of Syllabus/ Introduction	DTP plays a major role in modern publishing process. It is used to design attractive easy-to-read. Professional looking Publications. It is used to communicate information in an Organized easy-to-follow manner.																																															
10	Employment Opportunity	He can get employment in DTP Enterprise.																																															
11	Teacher’s Qualification	Diploma / Certificate in concern field.																																															
12	Training System	Training System Per Week <table><tr><td><b>Theory</b></td><td><b>Practical</b></td><td><b>Total</b></td></tr><tr><td><b>6 hr.</b></td><td><b>18 hr.</b></td><td><b>24 hr.</b></td></tr></table>						<b>Theory</b>	<b>Practical</b>	<b>Total</b>	<b>6 hr.</b>	<b>18 hr.</b>	<b>24 hr.</b>																																				
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13	Exam. System	<table><tr><th>Sr.No</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Min. Marks</th></tr><tr><td>1</td><td><b>10121111</b></td><td>COMPUTER FUNDAMENTALS</td><td>TH - I</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>2</td><td><b>10121112</b></td><td>DESK TOP PUBLISHING</td><td>TH – II</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>3</td><td><b>10121121</b></td><td>COMPUTER FUNDAMENTALS</td><td>PR – I</td><td>6 hrs.</td><td>200</td><td>100</td></tr><tr><td>4</td><td><b>10121122</b></td><td>DESK TOP PUBLISHING</td><td>PR – II</td><td>6 hrs.</td><td>200</td><td>100</td></tr><tr><td></td><td></td><td><b>TOTAL</b></td><td></td><td></td><td><b>600</b></td><td><b>270</b></td></tr></table>						Sr.No	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	<b>10121111</b>	COMPUTER FUNDAMENTALS	TH - I	3 hrs.	100	35	2	<b>10121112</b>	DESK TOP PUBLISHING	TH – II	3 hrs.	100	35	3	<b>10121121</b>	COMPUTER FUNDAMENTALS	PR – I	6 hrs.	200	100	4	<b>10121122</b>	DESK TOP PUBLISHING	PR – II	6 hrs.	200	100			<b>TOTAL</b>			<b>600</b>	<b>270</b>
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**Theory - I**  
**COMPUTER FUNDAMENTALS**

**[I] Fundamentals of computers & operating systems:**

A) Introduction to computer: Definition of electronic digital computer & their characteristics like: speed, accuracy, storage, diligence, Automation & versatility. Computers – micro, mini, mainframe, Super computers, pc, pc-xt, and pc-at.

B) Structure of computer: - Block diagram & functions of different Units of computer.

C) Computer languages: - Machine language, assembly language and High level languages, introduction to compilers and interpreters, (Definition and comparison). Overview of representation of data.

D) Input / Output devices: - Study of keyboard, VDU, printer, plotter, And mouse.

E) Secondary storage devices: - Tapes, Disks, Hard disks, Floppy Sectors, Tracks, Cylinders, Memory Capacity, Cartridge, Backup Tapes

F) Security & safety of data: - Security: Like passwords, write protections. Safety: Like monthly, weekly backup, concept of virus & preventive measures.

G) Introduction to operating systems: - Dos, introduction to LAN, windows 98 and introduction to nt, study of commonly used do internal and external commands like dir, type, cls, date, time, copy, del, erase, disk copy, format, disk comp, md, cd, rd, backup, restore, copy con, deltree, attrib, creating simple batch file, edit command.

**[II] Introduction to Internet**

A) Concept of Internet www, ISP, Internet protocols, TCP/IP, http,ftp, telnet, browsers, web page.

B) Web surfing, sending and receiving e-mail, sending word document as an attachment.

**[III] Microsoft Windows xp, or NT or Higher**

A) The Windows Environment. : Structure of a simple window, exploring the Desk Top, the start button, my computer, using help, taskbar working with multiple windows, printing documents, menus, dialog boxes, icons, views and switching views maximizing, minimizing, restoring, resizing, moving, closing, moving, closing window, parent & child window creating icons /shortcuts.

B) Accessories: - Notepad, WordPad, paint, character map, clipboard, media player, phone dialer, calculator.

C) Customizing windows: - Setting colour, patterns, wallpapers and screen savers, date and time, mouse, keyboard.

D) Managing files and folders: - Selecting multiple files/folders, using windows explorer, copy and moving files/folders, using the recycle bin, by passing the recycle bin globally, creating / renaming Files/folders, opening documents.

E) Working with programs: - Starting and closing programs, using run command, adding start menu program, using startup folder, starting programs minimized, cut, copy & paste operation, running ms-dos application.

## **FUNDAMENTALS & CONCEPTS IN WEB PAGE DESIGNING**

Web publishing strategy, type of websites: commercial, entertainment. Sites planning a Websites: hierarchies, linear, organization, story boarding, deciding on links, creating text, Converting content to HTML, creating graphics, putting content on the web server, publishing the site, overview of audio broadcasting, digital video, animation ,3D images, virtual reality, electronic publishing.

### **HYPERTEXT MARKUP LANGUAGE (HTML)**

“EXTENSIBLE” concept, “MARKUP” concept. HTML basics: hypertext, links, hyper helpers, visuals, tags, links, attributes, tag categories: structure, text phrases, and paragraphs, lists, tables, frames, embedded content, style, forms, scripts. Attribute categories: core attributes language attributes, event attributes. Relative link, absolute links, linking two pages, linking to other documents on the web, linking to specific places within doc., page layout, using graphics in Pages: GIF & JPEG formats. Creating styles: character style logical style, physical style. Wrapping text next to images, image & links. Using external images, image previews, using colour, image backgrounds, creating simple animated graphics. Creating & managing tables, the frame & rules attributes in tables, creating & using simple image maps, embedding sound & Videos, creating forms for data inputs: text control, password control, submit buttons, reset buttons, check box controls, radio buttons, graphical buttons, push buttons, create large text entry fields with text area, creating menus with select & option. Overview of (interpreted scripts & compiled programs, client side scripting language, java script, VB script.) Putting the site online, getting the site listed on the major web directories, testing, revising & maintaining web site.

M.S. WORD: - Working with text, graphics and text boxes inserting & sizing pictures, normal view, online layout view, page layout view, print preview, outline view, split screen view, zooming the view, character formatting, paragraph formatting, language formatting, flowing text, borders & shading, creating / applying / modifying / removing styles, using style gallery, setting margins, paper size, paper orientation, creating & deleting section, using auto format, setting headers, footers, footnote, end note using print dialog box, printing documents. Introduction to mail-merge and tables, printing documents, auto format, using heading numbering, find and replace, auto-text, auto-correct, automatic bullet and numbering, inserting/ updating caption, using auto-caption, using bookmarks.

M.S. POWERPOINT: - Creating a presentation, using auto content wizard, using template, working with five views, creating and editing slides, entering / pasting / selecting / formatting text, promoting and demoting paragraphs, changing layout of slide, previewing slide show inserting graph / chart / picture / org chart in presentation, drawing, auto-shapes, working with borders, fills, shadows. Setting preset / custom animation, assigning transitions and timings, creating builds slides, setting up slide show.

## THEORY – II

### DESK TOP PUBLISHING

#### **PageMaker 6.5 or above**

Introduction of PageMaker, entering page setup specification, setting preferences, working with pages. Master page settings, using style, saving the PageMaker file as a template sheets. Brief introduction of various tools in toolbox. Typing text in layout, define paragraph formats, use of story editor, creating tables using table editor, wrapping text around the object, pasting graphics view, moving and sizing text blocks, editing of text, change type specifications from chipboard, building of templates, creating multiple columns documents, using drop-cap, bullets and numbering, change case facilities in plug-ins using various fill and stroke effects to objects/outline. Importing text with place command, importing graphics created in other programs, use and options of auto flow command. Printing a range of pages, layered objects, link options, introduction of library creation.

#### **Introduction to Shree Lipi or I Leap or Akruti**

Marathi DTP packages, operation and interfacing with other packages.

#### **Corel Draw 11 or above**

Advantages of coral draw, difference between bitmap and vector based image, definitions of work area.

Drawing area, rules, grids, guidelines, and toolbox.

a) Drawing objects using tools in toolbox- polygon, rectangle, ellipse, freehand lines, artistic media tools, and nodes editing options.

b) Applying various fill effects-interactive fill, interactive mesh, interactive transparency tool, paint bucket tool etc.

c) Giving various effects to drawing – interactive contour, blend, distort, envelope, 3D extrude, shadow etc. other shape, zoom tools, adding/removing of toolbars. Entering page setup Specification, grids, and rulers settings, snapping the objects various views options ( Simple Wire Frame, Wire Frame, Draft, Normal, Enhanced etc.) inserting pages, deleting and renaming the pages, changing page orientation, typing text ( Artistic/paragraph), fitting artistic text to path, changing styles, font size, extruding and blending the text. For Paragraph Text :- Setting multiple columns, applying bullets and drop caps, setting tabs, formatting text, change case, text alignments etc.Group, ungroup, combine the objects, aligning the objects transformation, arrange the objects in proper order, shape options-weld, trim, intersect, (Form arrange menu). Using power clip, lens effects, copy the effects, and clone the effects, 3D effect, art stroke, inserting symbols, using symbols, docker Window, use of scrap book, colour management, using coral scripts, creating simple, giving various bitmap effects to bitmap drawings. Using style sheets, importing graphics, printing the Page, creating different signs, borders, logo etc. And saving the settings using template, acquiring images from scanner and Internet sights.

**Photoshop CS:**

Use of Photoshop – detailed introduction of various tools used in tool box (with their settings from options dialog box) i.e. selection tools and various selection techniques, drawing the shapes using brush tools, use of history brush. Rubber stamp tools, special effects tools blur, sharpen, smudge, dodge, sponge, burn tool etc. Applying various fill effects using the option in gradients tools, creating text, creating text, creating at the paths/selection using options in pen tool etc., use all these Tool effects to appropriate drawings; create logos etc. general settings using preferences options. Creating the brushes. Layer– creates layers, duplicate the layer. Arranging and linking the layer, hiding and deleting the layers, merging the layers, grouping the layer with previous layer. Applying special effects to layers such as shadow, bevel and emboss, inner or outer glow etc. various selection option in selection menu i.e. grow similar, color range etc. Creating and modifying the border, using of feathering, saving the particular selection mask – use of mask, apply and remove the mask. Changes Image Modes – Adjust: colour settings, hue-saturation, brightness, replace colour, channel mixer etc. change image size, canvas size and rotation, L cutting/copying. The select objects fill, stroke options, use of define pattern saving the file in new formats i.e. converting the file to gif, tiff, bmp etc. Importing the graphics from scanner, options in scanner dialog box, applying various filter effects, retouching of images and photographs. Stamp tool, transforming the selected objects. Saving –

**PRACTICAL - I**  
**COMPUTER FUNDAMENTAL**

SR.NO.	TOPIC NAME
01	<p><b>INTRODUCTION TO OPERATING SYSTEM</b>  <b>Disk Operating system</b>  Internal and External DOS commands like dir, type, cls, date, time, copy, del, erase, disk copy, format, disk comp, md, cd, rd, backup, restore, copy con, deltree, attrib, creating simple batch file, edit command.</p> <p><b>MICROSOFT WINDOWS XP OR NT HIGHER</b>  The windows environment :- Structure or a sample window, exploring the desktop, the start button, my computer, using help, taskbar, working with multiple windows, printing documents, menus, dialog boxes, icons, views and switching views maximizing, minimizing, restoring, resizing, moving, closing, closing window, parent &amp; child window creating icons / shortcuts.</p> <p>Accessories: - Notepad, WordPad, paint, character map, clipboard, viewer media player, phone dialer, calculator.</p> <p>Customizing windows: - Setting colour, patterns, wallpapers and screen savers, date and time, mouse, keyboard.</p> <p>Managing files and folders: - Selecting multiple files/folders, using windows explorer, copy and moving files/folders, using the recycle bin, by passing the recycle bin globally, creating / renaming files/folders, opening documents.</p> <p>Working, with programs :- Starting and closing programs, using run command adding start menu program, using startup folder, starting programs minimized, cut, copy &amp; paste operation, running ms-dos application</p>
02	<p><b>INTRODUCTION TO SHREE LIPI OR I LEAP OR AKRUTI</b>  Marathi DTP packages, operation and interfacing with other packages.</p>
03	<p><b>INTRODUCTIONS TO INTERNET</b>  Concept of Internet www, ISP, Internet protocols, TCP/IP, http, ftp, telnet, browsers, web page</p> <p>Web surfing, sending and receiving e-mail, sending word document as an attachment.</p>
04	<p><b>FUNDAMENTALS &amp; CONCEPTS IN WEB PAGE DESIGNING</b>  Web publishing strategy, type of websites: commercial, entertainment. sites planning a websites: hierarchies, linear, organization, story boarding, deciding on links, creating text, converting content to HTML, creating graphics, putting content on the web server, publishing the site, overview of audio broadcasting, digital video, animation ,3D images, virtual reality, electronic publishing.</p>
	<p><b>HYPERTEXT MARKUP LANGUAGE (HTML)</b>  “EXTENSIBLE” concept, “MARKUP” concept. HTML basics:hypertext, links, helpers, visuals, tags, links, attributes, tag categories: structure, text phrases, and paragraphs, lists, tables, frames, embedded content, style, forms, scripts. Attribute categories: core attributes, language attributes, event attributes. Relative link, absolute links, linking two</p>

	<p>pages, linking to other documents on the web, linking to specific places within doc., page layout, using graphics in pages: GIF &amp; JPEG formats. Creating styles: character style logical style, physical style.</p> <p>Wrapping text next to images, image &amp; links. Using external images, image previews, using colour, image backgrounds, creating simple animated graphics. Creating &amp; managing tables, the frame &amp; rules attributes in tables, creating &amp; using simple image maps, embedding sound &amp; videos, creating forms for data inputs: text control, password control, submit buttons, reset buttons, check box controls, radio buttons, graphical buttons, push buttons, create large text entry fields with text area, creating menus with select &amp; option. Overview of (interpreted scripts &amp; compiled programs, client side scripting language, java script, VB script .) Putting the site online, getting the site listed on the major web directories, testing, revising &amp; maintaining web site.</p>
	<p><b>M.S. WORD :</b> - Working with text, graphics and text boxes inserting &amp; sizing pictures, normal view, online layout view, page layout view, print preview, outline view, split screen view, zooming the view, character formatting, paragraph formatting, language formatting, flowing text, borders &amp; shading, creating / applying / modifying / removing styles, using style gallery, setting margins, paper size, paper orientation, creating &amp; deleting section, using auto format, setting headers, footers, footnote, end note using print dialog box, printing documents. Introduction to mail-merge and tables, printing documents, auto format, using heading numbering, find and replace, auto-text, Auto-correct, automatic bullet and numbering, inserting/ updating caption, using auto-caption, using bookmarks.</p>
	<p><b>M.S. POWERPOINT:</b> - Creating a presentation, using auto content wizard, using template, working with five views, creating and editing slides, entering / pasting / selecting / formatting text, promoting and demoting paragraphs, changing layout of slide, previewing slide show inserting graph / chart / picture / org chart in presentation, drawing, auto-shapes, working with boarders, fills, shadows. Setting preset / custom animation, assigning transitions and timings, creating builds slides, setting up slide show.</p>

## PRACTICAL - II - DESK TOP PUBLISHING (DTP)

SR.NO.	TOPIC NAME
01	<b><u>PAGE MAKER</u></b> Introduction of PageMaker, entering page setup specification, setting preferences, working with pages. Master page settings, using style, saving the PageMaker file as a template sheets.
	Brief introduction of various tools in toolbox. Typing text in layout, define paragraph formats, use of story editor, creating tables using table editor, wrapping text around the object, pasting graphics view, moving and sizing text blocks, editing of text, change type specifications from chipboard, building of templates, creating multiple columns documents, using drop-cap, bullets and numbering, change case facilities in plug-ins using various fill and stroke effects to objects/outline.
	Importing text with place command, importing graphics created in other programs, use and options of auto flow command. Printing a range of pages, layered objects, link options, introduction of library creation.
02	<b><u>COREL DRAW</u></b> Introduction of CORELDRAW. Drawing area, rules, grids, guidelines, and toolbox.
	Drawing objects using tools in toolbox- polygon, rectangle, ellipse, freehand lines, artistic media tools, and nodes editing options.
	Applying various fill effects-interactive fill, interactive mesh, interactive transparency tool, paint bucket tool etc.
	Giving various effects to drawing – interactive contour, blend, distort, envelope, 3D extrude, shadow etc. other shape, zoom tools, adding/removing of toolbars
	typing text ( Artistic/ paragraph), fitting artistic text to path, changing styles, font size, extruding and blending the text. For Paragraph Text :- Setting multiple columns, applying bullets and drop caps, setting tabs, formatting text, change case, text alignments
	Group, ungroup, combine the objects, aligning the objects transformation, arrange the objects in proper order, shape options-weld, trim, intersect, (Form arrange menu).
	Using power clip, lens effects, copy the effects, clone the effects, 3D effect, art stroke, inserting symbols, using symbols, docker window, use of scrap book, colour management, using coral scripts.
	Use of scrap book, colour management, using coral scripts, creating simple, giving various bitmap effects to bitmap drawings.
	Using style sheets, importing graphics, printing the page(s), creating different signs, borders, logo etc. And saving the settings using template, acquiring images from scanner and Internet sights.



	<p><b><u>ADOBE PHOTOSHOP CS</u></b></p> <p>Use of Photoshop – detailed introduction of various tools used in tool box ( with their settings from options dialog box ) i.e. selection tools and various selection techniques, drawing the shapes using brush tools, use of history brush. Rubber stamp tools, special effects tools blur, sharpen, smudge, dodge, sponge, burn tool etc. Applying various fill effects using the option in gradients tools, creating text, creating text, creating at the paths/selection using options in pen tool etc., use all these tool effects to appropriate drawings, create logos etc. general settings using preferences options. Creating the brushes.</p>
	<p>Layer – create layers, duplicate the layer. Arranging and linking the layer, hiding and deleting the layers, merging the layers, grouping the layer with previous layer. Applying special effects to layers such as shadow, bevel and emboss, inner or outer glow etc. various selection option in selection menu i.e. grow similar, color range etc. Creating and modifying the border, using of feathering, saving the particular selection mask – use of mask, apply and remove the mask.</p>
	<p>Changes Image Modes – Adjust: colour settings, hue-saturation, brightness, replace colour, channel mixer etc. change image size, canvas size and rotation, L cutting/copying. The select objects, fill, stroke options, use of define pattern Saving the file in new formats i.e. converting the file to gif, tiff, bmp etc. Importing the graphics from scanner, options in scanner dialog box, applying various filter effects, retouching of images and photographs. Stamp tool, transforming the selected objects. Saving –</p>
	<p>Ileap Shreelipi</p>

### **List of Tools / Equipments**

<b>Sr. No.</b>	<b>Equipment</b>	<b>Nos. Required</b>
1	Computers	10
2	Scanner	One
3	Modem	One

### **Reference Books:**

1	Fundamental of Computers	Raja Raman
2	Mastering Corel Draw	Altman
3	Adobe Photoshop 5.5 short order	Lennox
4	Mastering Page maker 6.5	Altman
5	Page Maker 6.5	David Busch
6	Mastering Photoshop 6	Romaniello
7	Introduction to Internet	

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