

**SARDAR PATEL UNIVERSITY**  
**Programme: BCA**  
**Semester: I**  
**Syllabus with effect from: JUNE 2011**

<b>Paper Code: US01EBCA03</b>	<b>Total Credit: 2</b>
<b>Title Of Paper: Desktop Publishing</b>	

Unit	Description in detail	Weighting (%)
I	<b>Introduction</b> Publishing – meaning and planning Graphics and desktop publishing Publication purpose and effectiveness Introduction to a popular desktop publishing software and key features	25%
II	<b>Using DTP Software-I</b> Working with document - creating, saving, printing, etc. Working with tools and pallets, navigation Working with margins, indents, tabs and ruler Working with text , paragraph and graphics	25%
III	<b>Using DTP Software-II</b> Working with multipage documents Working with master pages, hyperlinks Working with frames, text frames Using tables	25%
IV	<b>Using DTP Software-III</b> Using styles and story board Working with objects, forms Working with templates Importing and exporting	25%

**Basic Text & Reference Books :-**

- Jain S. : PageMaker 7 Training Guide, BPB, 2008
- Busch : Teach Yourself PageMaker 6.5 for Mac & Windows, BPB, 2002
- Connally C. : PageMaker (R) 7 – The Complete Reference, McGraw-Hill/Osborne Media, 2002
- Manuals of relevant software packages

