

SARDAR PATEL UNIVERSITY
Programme & Subject: B.Sc. (CA & IT) – M.Sc. (CA & IT) Dual Degree
Semester – I
Syllabus with Effect from: June-2016

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|---|--|------------------------|
| Paper Code: PS01EIT01 | | Total Credit: 2 |
| Title Of Paper: Desktop Publishing | | |
| Unit | Description in detail | Weightage (%) |
| I | Introduction Publishing – meaning and planning Graphics and desktop publishing Publication purpose and effectiveness Introduction to a popular desktop publishing software and key features | 25% |
| II | Using DTP Software-I 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 | Using DTP Software-II Working with multipage documents Working with master pages, hyperlinks Working with frames, text frames Using tables | 25% |
| IV | Using DTP Software-III 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 forMac & Windows, BPB, 2002
 Connally C. : PageMaker (R) 7 – The Complete Reference, McGraw-Hill/Osborne Media, 2002
 Manuals of relevant software packages