



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



A Division of Moore Solutions inc

CorelDRAW 10.0: Introduction (Windows)

Course specifications

Course number: 050 837
Software version number: 10.0
Course length: 2 day(s)

Hardware/software required to run this course

You will need at least 64 megabytes (MB) (128 MB recommended) of Random Access Memory (RAM) if you are using CorelDraw 10. Since this manual comes with a 3.5-inch exercise disk, you will need a 3.5-inch floppy drive configured as the A drive, and access to the C: drive with at least 4 MB of free disk space to store the exercise files.

In addition, if you want students to be able to print their work, install a printer. If you want them to be able to use Print Preview, install a printer driver. CorelDRAW 10 can be installed on Windows 95, 98, and NT.

Course description

Overview: This manual is for students who would like to learn how to use the CorelDRAW graphics program. This course describes how to get started, use the basic tools, and apply it to various drawings. Step-by-step exercises lead the students through each topic. An end-of-section exercise and a short-answer questionnaire summarize each section. Students are strongly encouraged to try the additional Self-Check Assessment exercises after selected sections for extra practice. Comes with a 3.5-inch exercise disk.

Prerequisites: It is assumed the student has Windows and mouse experience.

Delivery method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will learn how to become familiar to the CorelDRAW 10 interface and tools in order to create various drawings. They will start with the basics of drawing shapes, reshaping, and moving within the document. Then, a progressive method is used to ramp up student's skills to demonstrate how to create special effects, import clipart, and transform objects. Students will also benefit in applying tips and tricks that are mentioned in the step-by-step exercises and page margins.

Target student: Students enrolling in this course should have excellent mouse skills and a familiarity with Windows file management (opening, closing, and saving files to various folders).

What's next: Students who want to learn advanced features can take the CorelDRAW 10 Advanced course

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site www.mooresolutions.com



Software Learning Centers

1645 SE. Port St. Lucie Blvd

Port St. Lucie, Florida 34952

PHONE: 772.337.4005 FAX: 772.337.0870



Commission for
Independent Education

Florida Department of Education

A Division of Moore Solutions inc

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site [www. mooresolutions.com](http://www.mooresolutions.com)



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



A Division of Moore Solutions inc

CoreIDRAW 10.0: Introduction (Windows)

Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- * Open, close, switch between, and save CoreIDRAW documents.
- * Use various techniques to zoom and move around objects.
- * Customize and insert/delete pages.
- * Move, copy, clone, delete, and size objects.
- * Draw lines, polylines, polygons, rectangles, and circles.
- * Use the Shape tool to reshape curves and lines.
- * Group, ungroup, use guidelines, snaps, and align objects with each other.
- * Work with Artistic and Paragraph text.
- * Assign outlines and special fills to objects.
- * Incorporate symbols and clipart into the document.
- * Mirror, rotate, skew, and size using the Transformation docker.
- * Fit text to path and draw with the Artistic Media tool.
- * Apply Lens, Perspective, PowerClips, Presets, and Drop Shadow special effects.
- * Export objects into other Window applications.
- * Print and choose print options.

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site [www. mooresolutions.com](http://www.mooresolutions.com)



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



A Division of Moore Solutions inc

CorelDRAW 10.0: Introduction (Windows)

Course content

Lesson 1: Introduction

- What is CorelDRAW 10
- Course Objectives
- How to Use the Manual
- How to Install the Exercise Files

Lesson 2: Getting Started

- Exploring the CorelDRAW Screen
- Getting Assistance
- File Management
- Setting Up the Page

Lesson 3: Moving Around and Viewing Drawings

- Moving Around the Current Page
- Viewing Modes
- Inserting and Deleting Pages
- Changing Pages

Lesson 4: Selecting & Manipulating Objects

- Selecting and Deselecting Objects
- Moving Objects
- Copying and Deleting Objects
- Deleting Objects
- Sizing Objects

Lesson 5: Drawing and Shaping Objects

- Drawing and Shaping Tools
- Using the Freehand Tool
- Drawing Lines and Polylines
- Drawing Freehand Polygons
- Drawing Perfect Shapes
- Reshaping Lines and Polylines
- Drawing Curves
- Reshaping Curves
- Drawing Rectangles
- Drawing Circles

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site www.mooresolutions.com



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



A Division of Moore Solutions inc

Lesson 6: Arranging Objects

- Arranging Objects
- Grouping and Ungrouping Objects
- Using Guidelines
- Using Snap To
- Aligning Objects

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site [www. mooresolutions.com](http://www.mooresolutions.com)



Software Learning Centers

1645 SE. Port St. Lucie Blvd

Port St. Lucie, Florida 34952

PHONE: 772.337.4005 FAX: 772.337.0870



Commission for
Independent Education

Florida Department of Education

A Division of Moore Solutions inc

Lesson 7: Working with Text

- The Text Tool
- Creating Artistic Text
- Editing Text
- Formatting Text
- Setting Text Options
- Creating Paragraph Text
- Choosing Paragraph Options
- Setting Indents Using the Ruler
- Importing Text
- Using the Spell Checker

Lesson 8: Outlining & Filling Objects

- The Outline Tool
- Choosing Outline Thicknesses
- Choosing Outline Colors
- Using Fill Tool
- Copying Attributes
- Setting Outline and Fill Defaults

Lesson 9: Using Symbols and Clipart

- Adding Symbols
- Adding Clipart
- Modifying Clipart
- Using the Scrapbook to Search for Clipart

Lesson 10: Transforming Objects

- Mirroring Objects
- Rotating and Skewing Objects
- Using Transform Docker

Lesson 11: Special Effects

- Fitting Text to a Path
- Drawing With the Artistic Media Tool
- Shaping an Object with an Envelope
- Extruding an Object
- Blending Two Objects
- Using the Lens Effect
- Adding Perspectives
- Using PowerClips
- Applying Presets
- Applying Drop Shadows

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site [www. mooresolutions.com](http://www.mooresolutions.com)



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



A Division of Moore Solutions inc

Lesson 12: Printing

Exporting to Graphic Formats
Copy and Pasting Into Other Applications

Lesson 13, Printing

Print Options
Print Previewing

Appendix A, The Final Assignment

Appendix B, Keyboard Shortcuts

Appendix C, Lesson Questionnaire Answers

Appendix D, Web Resources

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site [www. mooresolutions.com](http://www.mooresolutions.com)