



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 7: Introduction

### **Course specifications**

Part #: 50-326

Course length: 1 day

### **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 summate 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 7 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 7 Advanced course that covers the advanced features of CorelDRAW (60%), Corel Trace (10%), and Corel Photo-Paint (30%).

### **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:

- Discuss the components of a Visual Basic database application.
- Create an ODBC driver and connect to a database.
- Manage record navigation, data maintenance, and data integrity by using the Data control.
- Use other data-bound controls to present and maintain data.
- Maintain data in Recordset objects that include data changes, record additions, and record deletions.
- Validate data.
- Debug database applications by trapping run-time errors.
- Use SQL statements to create recordsets, update records, and summarize data.
- Produce reports from within Visual Basic 5.0 and by using Crystal Reports.
- Deploy their database application by creating the setup application for it.

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 7: Introduction**

### ***Course Content***

#### **Lesson 1: Introduction**

- What is CorelDraw?
- Examples of use
- Course objectives
- Installing the exercise files

#### **Lesson 2: Getting Started**

- Exploring the screen
- Getting on-line assistance
- Setting options
- Undoing mistakes
- Using Roll-Ups
- Opening and saving documents
- Setting up the page
- Switching between documents
- Creating a new drawing

#### **Lesson 3: Moving Around and Viewing Drawings**

- Moving around the page
- Viewing modes
- Inserting and deleting pages
- Changes pages

#### **Lesson 4: Selecting and Manipulating Objects**

- Selecting and deselecting objects
- Moving objects
- Copying and deleting objects
- Deleting objects
- Sizing 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



*A Division of Moore Solutions inc*

## **Lesson 5: Drawing and Shaping Objects**

- Using the Freehand tool
- Drawing lines, polygons
- Drawing curves
- Reshaping lines and curves
- Drawing rectangles
- Drawing ellipses

## **CoreIDRAW 7: Introduction**

### ***Course Content***

## **Lesson 6: Arranging Objects**

- Arranging objects to front, back
- Grouping and ungrouping
- Using guidelines
- Using grids
- Using snaps
- Aligning objects

## **Lesson 7: Working With Text**

- Using the Text tool
- Creating Artistic text
- Editing text
- Formatting text
- Setting text options
- Creating paragraph text
- Applying bullets
- Setting indents using the ruler
- Setting text defaults
- Using the spell checker

## **Lesson 8: Outlining and Filling Objects**

- Using the outline tools
- Applying outlines to objects
- Using the fill tools
- Applying fills to objects and text
- Setting outline and fill defaults

## **Lesson 9: Using Symbols and Clipart**

**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*

- Adding symbols
- Adding clipart
- Importing pictures

## **Lesson 10: Transforming Objects**

- Mirroring objects
- Rotating and skewing objects
- Using the Transform Roll-Up

## **CoreIDRAW 7: Introduction**

### ***Course Content***

#### **Lesson 11: Special Effects**

- Fitting text to a path
- Shaping an object with an envelope preset
- Extruding and object
- Blending two objects
- Using the Lens feature

#### **Lesson 12: Exporting Drawings**

- Exporting objects to other Windows programs
- Copy and pasting objects
- Linking and embedding objects

#### **Lesson 13: Printing**

- Print options
- Print previewing

#### **Appendix: Optional Self-check exercises**

- Drawing shapes
- Creating an organizational chart
- Creating a flyer
- Creating a certificate

**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)**