



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 9.0: Introduction (Windows)

### **Course specifications**

Course number: 050 835  
Software version number: 9.0  
Course length: 2 day(s)

### **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 9 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 9 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:

- Open, close, switch between, and save CorelDRAW 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.

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*

- 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.

## **CorelDRAW 9.0: Introduction (Windows)**

### ***Course content***

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

- What is CorelDRAW 9
- Course Objectives
- How to Use the Manual
- How to Install the Exercise Files

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

- Using the Mouse
- Exploring the CorelDRAW Screen
- Getting Assistance
- Opening a Document
- Saving Documents
- Setting Up the Page
- Undoing Mistakes
- Switching Between Documents
- Closing a Document
- Creating a New Document

#### **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

**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*

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 9.0: Introduction (Windows)

### **Course content**

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

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

#### **Lesson 6: Arranging Objects**

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

#### **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

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*

- Copying Attributes
- Setting Outline and Fill Defaults

## **CoreIDRAW 9.0: Introduction (Windows)**

### ***Course content***

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

- Adding Symbols
- Adding Clipart
- Modifying 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
- Using the Lens Effect
- Adding Perspectives
- Using PowerClips
- Applying Presets
- Applying Drop Shadows

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

- Exporting to Graphic Formats
- Copy and Pasting Into Other Applications

#### **Appendix A, The Final Assignment**

#### **Appendix B, Keyboard Shortcuts**

#### **Appendix C, Lesson Questionnaire Answers**

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)