

**Corel Draw – 2 day****Exercises**

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

The Screen Layout

- Basic Orientation
 - The Toolbox
 - Property Bar
 - Standard Menus
- Interaction
 - Status Bar
 - Rulers

The Drawing Window and Drawing Page

- Page Setup
- Adding and Subtracting Pages
- Zoom Tools
- Getting around quickly and easily

Drawing

- What 'Vector' means
- Drawing Preset Shapes
- Drawing Spirals, Polygons and Graphs
- Nudge and Duplicate
- Drawing Straight and Curved Lines
- Bezier Curves and 'Freehand' Mode
- Editing Drawn Shapes

Colouring Objects

- Using Fill and Outline Tools
- The 'Colour Picker' Window
- Filling with Gradients
- Pattern Fill
- Texture Fill
- Postscript Fill

Working with Text

- Creating 'Artistic' and 'Paragraph' Text
- Editing Text
- Assigning Font, Size and Style
- Colouring Text
- Editing the Shape of Letters
- Creating Text on a Path
- Adjusting Letter / Word / Line Spacing
- Paragraph Text Options
- Linked Type Blocks
- Flowing Text into Objects
- Checking Spelling and Grammar

Working with Imported Graphics

- Importing Images
- Using Corel Trace
- Tracing with the Drawing Tools

The Interactive Tools

- Blend Tool
- Contour Tool
- Distortion Tool
- Envelope Tool
- Extrude Tool
- Drop-Shadow Tool
- Transparency Tool
- Mesh Fill Tool/Interactive Fill Tool

Other Useful Tools

- Knife Tool
- Eraser Tool
- Free Transform Tool

The 'Arrange' Menu

- Aligning Objects
- Ordering the Layout of Objects
- Group, Combine and Lock
- Shaping: Weld, Intersect and Trim
- Convert to Curves
- Convert Outline to Object

The 'Options' Window

- Customising the way CorelDraw Works