

GRAPHIC DESIGNING (Powered with AI)

(DURATION: 6 MONTHS PART TIME/ 3 MONTHS FULL TIME)

• MS OFFICE

○ **WORD (Documentation)**

- Page Setup, Text formatting, Paragraph setting, Header & footers, Mail Merge, Table
- **PROJECTS** (Resume, Official Application, Letter, etc.)

○ **ADVANCE EXCEL (For Data Entry and Data Analysis) with AI**

- Basics of Excel, Data Entry in Excel, Workbook, Worksheet, Workspaces etc.
- Referencing, Functions & formulas, Data Import & Export, Macros, **Sorting and filtering**
- **Data Validation**, Pivot Table, **H Lookup– V Lookup, X Lookup**, Creating Reports,
- **Database Projects, Use of AI in EXCEL (ChatGPT, Copilot etc)**

○ **POWERPOINT (Presentation & Projects)**

- Slide Layout, Slide Transition, Slide Show, Animation, Sound and Video Effects, etc.

○ **INTERNET**

- Email, Net Banking, Bill Payment, Ticket Booking, Digital Locker, Job Portals, etc.

• COREL DRAW

- Color Properties, Tool Box, Text Effect, Rollover, Power clip, Glowing Effects
- Bitmap , Texture, Tracing (Logo & Cartoons), 3D Logo Design, Paper Adjustments
- Pamphlet Designing, Banner Design, Invitation Cards, Book Covers

• PHOTOSHOP

- Layers, Channel, Tools, Color Adjustment, Background Effects, Digital Object Painting
- Retouching Objects, Layer Mask, Vector Mask, Clipping Mask, Quick Mask
- Texture Advance Editing, Portfolio, Book Cover, Flyer, Background Designing By Brush
- Digital Painting, **Social Media Graphics, Framing Insta Reels**, NewsLetter Design
- **Creating Web Layouts, Web Graphics, Website Backgrounds, Thumbnail Design**

• GIF ANIMATOR

- Animation on Images, Slide Show

Use of AI in Graphic Designing (ChatGPT etc)

• ILLUSTRATOR

- Create Digital Illustrations, Infographics and Charts, Background Effects
- 3D text effect, Creating Object Palette, 3D Object and Symbol, **Vector Graphics**
- Design for Animation and Motion Graphics,), Avg filter(intro)

• INDESIGN

- Tools, Image Adjustment, Colors Setting, Text Wrapping, FX effects, Master Pages
- Hidden Character Spaces, Character and Paragraph style, Links, Liquid Layout

• **An Introduction to Canva in Graphic Design.**

LIVE PROJECTS

ADD: PLOT No. 8, VAISHALI ENCLAVE, METRO ROAD, PITAMPURA, DELHI-110034

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