

CERTIFICATE COURSE –DTP

Department of Malayalam

(For P G Malayalam students)

In this digital age DTP in all languages especially in our mother tongue is essential in our day to day life. However the department found that there was a lacking in DTP skill of our students. So we introduced DTP course specially DTP in Malayalam to improve their computerised skills for this purpose we started a DTP Certificate course from the academic year 2018-19 onwards.

Course outcome: Increase the efficiency in DTP Malayalam & English

Time Schedule: 30 hrs.

Computer Skill oriented Programme

CERTIFICATE COURSE –DTP

Department of Malayalam

(For P G Malayalam Semester 111 students)

Time Schedule: 30 hrs.

Skill oriented Programme

Aim & Motives: To improve the computerised skills of DTP Malayalam & English of P G Malayalam students.

Module 1

Basics in DTP- Key words- Main Keys- Software's –ISM, Microsoft word, Excel, Power point Publisher

Module 11

Typing in English, Malayalam, Keys of Malayalam Tying, micro soft word, Page layout, size, orientation, Margining, Insert a Table, Pictures, Shapes, Smart Art, Chart, Header & Footer, Page Number, Word Art

Module 111

Page maker, Micro soft Excel & power point, Design, Animation, Sound & video, Insert in, Excel- Formula, Data, Excel- Spread sheet, Page maker, Micro soft publisher, Brusher, Greeting cards.

References

1. DTP Training Guide- Prof. Satish Jain, BPB Publications
2. Comdex -9- in 1DTP course Kit- Viks Gupta, Dream tech Press
3. Rapidex DTP Course – Shirish Chavan, Cloudtail India
4. Professional In Desktop publishing- Dinesh Maidasani, Laxmi Publication

