

Microsoft PhotoDraw 2000

Course Objectives:

This course is designed for new users of Microsoft PhotoDraw 2000, or for users with limited experience. Delegates will learn how to use PhotoDraw to create and manipulate graphics for inclusion in web sites and other published materials.

Prior Knowledge Required:

No prior knowledge of PhotoDraw 2000 is required, but some basic PC and Windows experience is assumed.

Course Duration: 2 days, but course contents can be tailored if required.

Introduction

- PhotoDraw Concepts
- Launching PhotoDraw 2000

PhotoDraw Basics

- Exploring The PhotoDraw Screen Layout
- Viewing Objects and Pictures
- Working With Picture Lists
- Working With Object Lists
- Working With Guides and Grids
- Customising Settings

Working With Objects and Pictures

- Selecting Objects
- Repositioning Objects
- Resizing Objects
- Copying and Moving Objects
- Changing Colours
- Inserting a Graphics File
- Ordering and Aligning Objects
- Grouping and Ungrouping Objects
- Rotating Objects
- Applying Designer Effects
- Creating, Editing & Formatting Text Objects
- Applying 3-D Text Effects

Using PhotoDraw Templates

- Creating Web Graphics
- Creating Business Graphics
- Creating Cards
- Using Designer Clip Art

Using Drawing Tools

- Drawing Shapes
- Specifying Lines and Outlines

Painting in PhotoDraw

- Working With Paint Brushes
- Working With Artistic Brushes
- Working With Photo Brushes

Using Colours

- Working With Colour Palettes
- Applying Colour Effects

Editing and Retouching Photos

- Adjusting Hue and Saturation
- Blurring and Sharpening Pictures
- Removing Red Eye
- Adjusting Brightness and Contrast

Saving and Printing

- Saving In Different File Formats
- Printing

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