



PhotoDraw 2.0

Course Outline



Course Synopsis:	Getting Started with the Basics – PhotoDraw Basics; Creating, Inserting and Modifying Objects; Adding Text; Scanning a Photo; Working with Digital Photos; Clipart; Pictures for the Web
Who Should Attend:	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of PhotoDraw v2.0 in action.
Prerequisites:	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
What You Will Learn:	<p>Microsoft PhotoDraw 2000 Version 2 combines easy-to-use image editing and drawing tools in a single powerful program to enable business users to create professional-looking graphics for their web pages, printed documents, and presentations</p> <ul style="list-style-type: none"> • PhotoDraw 2000 Version 2 is easy to learn and use. It simplifies complex graphics tasks. • PhotoDraw 2000 lets you work efficiently with the familiar Microsoft Office user interface. • Quickly and efficiently create your graphics using professional templates and wizards. • Work with all the imaging and drawing tools you need in one application. • Create stunning web graphics.
Time:	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled from 12-1. Students provide their own lunch.
Location:	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
Related Courses:	
Goals:	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
Registration:	You can register over the phone or online by emailing Rebecca Williams at rebeccawilliams@cts-ky.com or 859-277-1771



PhotoDraw 2000

Course Outline

COURSE MATERIALS

COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.

Getting Started with PhotoDraw

- What is PhotoDraw?
- Design Tips
- Getting Started
- PhotoDraw Basics
- My First Design
- The Background
- Templates
- Saving Space

Creating and Modifying Objects

- Composing a Picture
- Moving and Resizing an Object
- Duplicate and Order an Object
- Flip and Rotate Objects
- Fill and Outline Styles
- Modifying Color Attributes
- Paint and Erase Features

Adding Text to Objects and Pictures

- Inserting Text in a Picture
- Styles of Text
- Other Effects

Using Artwork

- Scanning a Picture
- Automatic Scan
- Your Scanner Software
- Digital Camera
- Inserting Clip Art
- Opening Designer Clip Art
- Opening Pictures from Other Programs

Working with Digital Photography

- Fixing Red Eye
- Removing Scratches and Spots
- Correcting and Balancing Colors
- Cutting Part of a Picture
- Cropping a Photograph
- Cloning Areas of a Photograph
- Previewing and Printing a Picture
- Save Send

Pictures For the Web

- Creating a Tiled Background
- Web Effects
- Web Buttons
- Rollover Effect
- Hyperlinks
- Image Map