

An Advanced Workshop in Corel Ventura

- Course Title :** An Advanced Workshop in Corel Ventura
- Duration :** 1 Day
- Pre-requisites :** A strong understanding of Corel Ventura. Participants are encouraged to bring samples of their work to the course.
- For Whom:** The course is intended for people who wish to extend their knowledge of Corel Ventura and to access its more sophisticated features, including the Database Publisher.
- Course Objectives:** At the conclusion of the training participants will be able to -
- Create multi-chapter documents
 - Create a Table of Contents
 - Apply advanced typographic control
 - Generate colour separations
 - Create Tables
 - Select and sort records from a database
 - Format the database information
 - Customise Ventura button bars

Course Design: This workshop is part of our FastTrack Training scheme.

Training is undertaken in a one-on-one situation, or with a small group from the same workgroup. Throughout the course, the instructor will fully demonstrate and explain each new concept. This demonstration and explanation, coupled with plenty of practical exercises ensures that participants are able to meet the course objectives.

Participants are encouraged to bring samples of their work, both hard copy and on disk to the workshop, as well as a list of questions.

Notes are provided to each participant to take away at the conclusion of the training and each participant will have the exclusive use of a computer for the duration of the course.

COURSE OUTLINE

COREL VENTURA - 1 DAY INTENSIVE ADVANCED WORKSHOP

MULTIPLE CHAPTERS

- Multi-chapter command
- Copying chapters and publications
- Adding, Moving and Deleting
- Table of Contents
- Indexing
- Footnotes

TYPOGRAPHY

- Kerning
- Tracking
- Vertical Justification
- Baseline Shift
- Rules
- Special Characters

SEPARATIONS & COLOUR

- Colour Models
- Defining Colours
- Colour Separations
- Screenings

- Printing Separations
- Adobe Acrobat

TABLES

- Creating
- Adding Cells
- Type Formatting
- Borders

DATABASE PUBLISHER

- Selecting the Database
- Selecting Records
- Sorting records
- Typographical Attributes
- Extracting Data

CUSTOMISING VENTURA

- Autonumbering
- Button bars
- Width Tables

COMPUTER
WorkGroup
TRAINING