

# An Introduction to Corel Ventura

- Course Title :** Introduction to Corel Ventura
- Duration :** 1 Day
- Pre-requisites :** Introduction to Windows or equivalent experience.
- For Whom:** The course is intended for people who wish to Desktop Publish documents including instruction manuals, catalogues, books, fliers and price lists.
- Course Objectives:** At the conclusion of the training participants will be able to -
- Create Ventura Documents
  - Create and Position frames
  - Import and format text
  - Create Style sheets
  - Import Graphics
  - Draw lines, boxes and circles
  - Add and Remove Pages to a document
  - Create multi-chapter documents
  - Create Indexes and Tables of Contents

- 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 INTRODUCTION

### INTRODUCTION TO VENTURA

- Starting Ventura
- Working Area & Side Bar
- Mouse, menus and icons
- Keyboard alternatives

### OPERATING MODES

- Frame Mode
- Paragraph Mode
- Text Mode
- Graphics Mode

### PAGE LAYOUT AND DESIGN

- Basic Principles
- Examples

### OPTIONS AND PREFERENCES

- Printer Options
- Page Setup

### FRAMES

- Creating frames
- Moving and Resizing frames
- Position and Size
- Padding
- Text around a frame

### TEXT

- Adding a file to list
- Adding to a frame
- Renaming files
- Editing text
- Copying frames
- Clipboard

### TABLES

- Creating tables

### FORMATTING TEXT

- Typefaces and soft fonts
- Type attributes
- Aligning text
- Paragraph tags
- Tabs and indents
- Page Breaks
- Renaming tags

### SPECIAL FORMATTING

- Kerning
- Drop Capitals

### IMPORTING GRAPHICS

- Adding to list
- Multiple files
- Moving and Resizing
- Cropping
- Captions
- Anchoring graphics to text

### DRAWING

- Lines, Boxes and Circles
- Line Attributes
- Fills

### PAGES

- Adding & Removing pages
- Automatically adding pages
- Repeating frames
- Headers and Footers

### MULTIPLE CHAPTERS

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

**COMPUTER**  
**WorkGroup**  
**TRAINING**