IFDA INSTITUTE

Awarded as Most Trusted
Accounts and IT Training Institute

Learn

DESKTOP
PUBLISHING

**Knowledge
For Bright Future**

About Course

Tally Essential Level 3 is a continuation of Level 2 which imparts knowledge of Goods and Services, various aspects of TDS, and concludes the Company year-end process. This course covers all aspects of taxation concepts ranging from basics to intermediate along with maintaining books of accounts. Tally Essential Level 3 evaluates your knowledge and skills to provide you with endless potential and has achieved the flexibility which the other accounting software probably failed to do so.

Learning Outcomes

- Design print communications such as brochures, flyers, ads, and posters.
- Design print communications such as catalogs, directories, and annual reports.
- Design logos, business cards, and letterhead.
- Design and publish newsletters, magazines, and newspapers.
- Design books and booklets.
- Create resumes and business forms including invoices, inventory
- sheets, memos, and labels.
- Self-publish books, newsletters, and e-books.
- Design and publish blogs and websites.
- Design slides shows, presentations, and handouts

Course Duration

Months : 4 Month
Hours   : 100 hours

Eligibility Criteria

Academic   :   10th pass

Career Opportunity

- UI/UX Designer
- Graphic Designer
- Newspaper or Magazine Designer
- Executive- Desktop Publisher
- Freelancer

Why Choose Us

☑ Backup class
☑ Expert Trainer
☑ Flexible Timing

☑ Free Library
☑ Practical Learning
☑ 100% Job Assistance

Course Content

INDESIGN

- Introduction to InDesign
- Creating Documents
- Managing and Text Formatting
- Master Page
- Paragraphs in InDesign
- Working with Objects
- Colors and Swatches
- Numbering
- Working with Tables

- Illustrator Art Brushes
- Changing Text to an Art Brush
- Saving and Loading Graphic Styles
- Paint-Bucket Basic
- Symbol Creating and Editing
- 3D Effects in Illustrator
- Extrude and Bevel effect & Resolve Effect
- Printing and Exporting

ADOBE ILLUSTRATOR

- Drawing & Shape tool
- Vector based path
- Working with layer
- Alignment of shapes
- Fill and storoke
- CMYK vs RGB
- Working with swatches
- Fill, Pattern & Gradirent
- Offset path dialogue Box
- Grouping Paths
- Scale Tools and Rotate tool
- Drawing with pen tool
- Modifying a path
- Editing Spline Curves
- Formatting of Text
- Using Gradient Palette and
- Gradient Slider Bar
- Applying Clipping Masl
- Illustrator Brush Tool
- Brush Dialogue Box
  Illustrator Art Brushes

PHOTOSHOP

- Introduction to Photoshop
- Background Change
- Retouching on Image
- Working with brush
- Creation of pattern, brush & gradient
- Pen & Other Vector tools
- Types of Layers
- Types of Masking
- Manipulation Techniques
- Alignments and Distributes
- Linking and grouping
- File management
- Import / Export
- Action & Batch
- Image Adjustments with Levels and Curves
- Tips and Tricks
- Saving web page
- Creating GIF's & video
- Variables & Print
- Styles & Blending options, Type & Selection
- Liquify & Vanishing point, Working with 3d

Achievements

**Most Trusted Accounts &
IT Training Institute**

**Entreprenuer
Of The Year 2021-22**

**Best Accounts &
IT Training Institute**

**Accounts & IT Training
Institute of Delhi**

We are truly overhelmed by this chance that we have has received
this honourable award by indusrtry expert

**Mr. Jeetendra Kumar Singh
(Director Of IFDA)**

IFDA
INSTITUTE

IFDA Institute Welcomes You

Registered office
H-18/B, 2nd Floor, Kalkaji Main Road New, Delhi-110019

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