



# Certified DTP Operator VS-1076

**Vskills Certifications**

**Vskills Brochure**



Skills for a secure future

## Certified DTP Operator

### Certification Code VS-1076

Vskills certification for DTP Operator assesses the candidate for a company's desk top publishing needs. The certification tests the candidates on various areas in printing concepts and basics, Photoshop, Coreldraw and PageMaker which include basic knowledge of graphics, fonts, formatting and using Photoshop, Coreldraw and PageMaker software for designing and publishing.

### Why should one take this certification?

This Course is intended for professionals and graduates wanting to excel in their chosen areas. It is also well suited for those who are already working and would like to take certification for further career progression.

Earning Vskills DTP Operator Certification can help candidate differentiate in today's competitive job market, broaden their employment opportunities by displaying their advanced skills, and result in higher earning potential.

### Who will benefit from taking this certification?

Job seekers looking to find employment in design and publishing department of various companies, students generally wanting to improve their skill set and make their CV stronger and existing employees looking for a better role can prove their employers the value of their skills through this certification

### Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%). There is no negative marking in this module.

### Fee Structure

Rs. 3,499/- (Excludes taxes)\*

\*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

### Companies that hire Vskills Certified DTP Operator

DTP operators are in great demand. Companies specializing in advertising, visualization, publishing and designing are constantly hiring DTP operators. Various public and private companies also need DTP operators for their designing, publishing and documentation needs.

# Table of Contents

## **1. Computer Basics**

- 1.1 Computer characteristics and types
- 1.2 Input and output devices
- 1.3 Memory and storage devices
- 1.4 Ports and Printers

## **2. Software**

- 2.1 Windows XP features and components
- 2.2 Windows Explorer
- 2.3 Hardware & Software (install and troubleshoot)
- 2.4 Sharing information.

## **3. Word Processing**

- 3.1 MS-Word Interface and editing document
- 3.2 Printing and Formatting
- 3.3 Advanced Features (Find & Replace, Thesaurus, Mail Merge, Graphics)
- 3.4 Tables & Charts

## **4. Web Technology**

- 4.1 Introduction (Hypertext, URL, Domain Name)
- 4.2 Web Browser and ISP
- 4.3 Uploading and download files

## **5. HTML**

- 5.1 Web page components
- 5.2 HTML Elements
- 5.3 MS Front page

## **6. Introduction to Printing**

- 6.1 Printing Types
- 6.2 Hardware and Software

## **7. DTP Basics**

- 7.1 Raster and vector graphics
- 7.2 Fonts
- 7.3 Font formatting

## **8. Publishing Elements**

- 8.1 Half tone images
- 8.2 Spot and process colors

## **9. Coreldraw 10**

- 9.1 Interface and components
- 9.2 Create, open and save files
- 9.3 Cartesian coordinates and property bar
- 9.4 Page and document setup
- 9.5 Artistic text
- 9.6 Object arrangement

## **10. Photoshop 7**

- 10.1 Interface and components
- 10.2 Create, open and save files
- 10.3 Layers
- 10.4 Work path and color picker
- 10.5 Filters

## **11. PageMaker 7**

- 11.1 Interface and components
- 11.2 Create, open and save files
- 11.3 Text Formatting and text blocks
- 11.4 Paragraph Formatting
- 11.5 Page Formatting
- 11.6 Story Editor, styles and master pages

## Sample Questions

1. Which of the following is an storage device \_\_\_\_\_.
  - A. RAM
  - B. Hard Disk
  - C. ROM
  - D. None of the above
  
2. The bar usually at the bottom of the desktop, is called \_\_\_\_\_.
  - A. Windows Bar
  - B. Taskbar
  - C. Menu Bar
  - D. None of the above
  
3. The shortcut used in MS-Word to copy selected text is \_\_\_\_\_.
  - A. Control + V
  - B. Control + X
  - C. Control + C
  - D. None of the above
  
4. The shortcut used in MS-Word to cut an selected paragraph is \_\_\_\_\_.
  - A. Control + X
  - B. Control + V
  - C. Control + C
  - D. None of the above
  
5. The default file extension for PageMaker files is \_\_\_\_\_.
  - A. PMD
  - B. DOC
  - C. TXT
  - D. None of the above

**Answers: 1 (B), 2 (B), 3 (C), 4 (A), 5 (A)**

## Certifications

### ➤ Accounting, Banking and Finance

- Certified AML-KYC Compliance Officer
- Certified Business Accountant
- Certified Commercial Banker
- Certified Foreign Exchange Professional
- Certified GAAP Accounting Standards Professional
- Certified Financial Risk Management Professional
- Certified Merger and Acquisition Analyst
- Certified Tally 9.0 Professional
- Certified Treasury Market Professional
- Certified Wealth Manager

### ➤ Big Data

- Certified Hadoop and Mapreduce Professional

### ➤ Cloud Computing

- Certified Cloud Computing Professional

### ➤ Design

- Certified Interior Designer

### ➤ Digital Media

- Certified Social Media Marketing Professional
- Certified Inbound Marketing Professional
- Certified Digital Marketing Master

### ➤ Foreign Trade

- Certified Export Import (Foreign Trade) Professional

### ➤ Health, Nutrition and Well Being

- Certified Fitness Instructor

### ➤ Hospitality

- Certified Restaurant Team Member (Hospitality)

### ➤ Human Resources

- Certified HR Compensation Manager
- Certified HR Staffing Manager
- Certified Human Resources Manager
- Certified Performance Appraisal Manager

### ➤ Office Skills

- Certified Data Entry Operator
- Certified Office Administrator

### ➤ Project Management

- Certified Project Management Professional

### ➤ Real Estate

- Certified Real Estate Consultant

### ➤ Marketing

- Certified Marketing Manager

### ➤ Quality

- Certified Six Sigma Green Belt Professional
- Certified Six Sigma Black Belt Professional
- Certified TQM Professional

### ➤ Logistics & Supply Chain Management

- Certified International Logistics Professional
- Certified Logistics & SCM Professional
- Certified Purchase Manager
- Certified Supply Chain Management Professional

### ➤ Legal

- Certified IPR & Legal Manager
- Certified Labour Law Analyst
- Certified Business Law Analyst
- Certified Corporate Law Analyst

### ➤ Information Technology

- Certified ASP.NET Programmer
- Certified Basic Network Support Professional
- Certified Business Intelligence Professional
- Certified Core Java Developer
- Certified E-commerce Professional
- Certified IT Support Professional
- Certified PHP Professional
- Certified Selenium Professional
- Certified SEO Professional
- Certified Software Quality Assurance Professional

### ➤ Mobile Application Development

- Certified Android Apps Developer
- Certified iPhone Apps Developer

### ➤ Security

- Certified Ethical Hacking and Security Professional
- Certified Network Security Professional

### ➤ Management

- Certified Corporate Governance Professional
- Certified Corporate Social Responsibility Professional

### ➤ Life Skills

- Certified Business Communication Specialist
- Certified Public Relations Officer

### ➤ Media

- Certified Advertising Manager
- Certified Advertising Sales Professional

### ➤ Sales, BPO

- Certified Sales Manager
- Certified Telesales Executive

**& many more job related certifications**

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