

<b>SYLLABUS FOR DESKTOP PUBLISHING OPERATOR</b>			
<b>DURATION: ONE YEAR</b>			
<b>Duration</b>	<b>Reference Learning Outcome</b>	<b>Professional Skills (Trade Practical) With Indicative Hours</b>	<b>Professional Knowledge (Trade Theory)</b>
Professional Skill 90 Hrs;  Professional Knowledge 18 Hrs	Install and set up operating system and related software in a computer following safety precautions.	<ol style="list-style-type: none"> <li>1. Visit DTPO Lab of the institutes and locate the electrical connections with computer system setup. (06hrs)</li> <li>2. Identifying safety symbols and hazard identification. (04hrs)</li> <li>3. Practice safe methods of fire fighting in case of electrical fire. (04hrs)</li> <li>4. Use of fire extinguishers. (04hrs)</li> <li>5. Identify computer peripherals and internal components of a disassembled desktop computer. (06hrs)</li> <li>6. Assemble components of desktop computer. (06hrs)</li> </ol>	<p><b>Safe working practices</b></p> <ul style="list-style-type: none"> <li>• Scope of the DTPO trade.</li> <li>• Safety rules and safety signs.</li> <li>• Types and working of fire extinguishers.</li> </ul> <p><b>Introduction to computer components</b></p> <ul style="list-style-type: none"> <li>• Introduction to computer system. Concepts of hardware and software.</li> <li>• Function of motherboard components and various processors.</li> <li>• Various Input/ Output devices in use and their features.(06 hrs)</li> </ul>
		<ol style="list-style-type: none"> <li>7. Practice on Windows interface and navigating windows. (10hrs)</li> <li>8. Practice on managing files and folders using removable drives. (10hrs)</li> <li>9. Customize the desktop settings and manage user accounts. (06hrs)</li> <li>10. View system properties and control panel details. (06hrs)</li> <li>11. Work with keyboard</li> </ol>	<p><b>Introduction Windows Operating System</b></p> <ul style="list-style-type: none"> <li>• Introduction to operating System</li> <li>• Main features of Windows OS</li> <li>• Concept of various shortcut commands.</li> <li>• Introduction to the booting process.</li> <li>• Introduction to various types of memories and</li> </ul>

		<p>shortcut commands. (06hrs)</p> <p>12. Print and scan document using different commands. (04hrs)</p> <p>13. Install Windows operating system. (06hrs)</p> <p>14. Install necessary application software for Windows i.e. Office Package, PDF Reader, Media Player etc. (04hrs)</p> <p>15. Install Drivers for printer, scanner, webcam and DVD etc. (04hrs)</p> <p>16. Burn data, video and audio files on CD/DVD using application software. (04hrs)</p>	<p>their features.</p> <ul style="list-style-type: none"> <li>• Basic Hardware and software issues and their solutions.</li> <li>• Usage of Application software and Antivirus.(12 hrs)</li> </ul>
<p>Professional Skill 30 Hrs;</p> <p>Professional Knowledge 06 Hrs</p>	<p>Create, format, edit text file, document file and BMP file by using different Accessories of Windows.</p>	<p>17. Practice to create text file by Notepad and edit file by using different menu under notepad. (06hrs)</p> <p>18. Practice to create Document file in Word, and edit and format file by using different tools available under Word. (10hrs)</p> <p>19. Practice to create basic symbols by using MS Paint and format the drawing by using different tools available. (14hrs)</p>	<p><b>Introduction to different basic Accessories under MS-Window</b></p> <ul style="list-style-type: none"> <li>• Introduction of the basic Windows Accessories.</li> <li>• Define text file and document file.</li> <li>• Introduction of the basic features of document file.</li> <li>• Discuss the difference between document file and text file.</li> <li>• Give the basic idea about image file including BMP and other format. (06 hrs)</li> </ul>
<p>Professional Skill 120 Hrs;</p> <p>Professional Knowledge 24 Hrs</p>	<p>Create, edit, format and enhance document using word processing application software.</p>	<p>20. Practice typing using open source typing tutor. (30hrs)</p> <p>21. Open MS Word and familiarise with basic word components. (02hrs)</p> <p>22. Practice creating, saving and renaming word</p>	<p><b>Document Set Up: Conceptualization of Document Desktop Publishing</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Merits and demerits</li> </ul> <p><b>Word Processing Software</b></p>

		<p>documents. (02hrs)</p> <p>23. Use templates to create New Word document. (02hrs)</p> <p>24. Edit document using basic character formatting and paragraph formatting tools. (08hrs)</p> <p>25. Practice to create and format Tables including Table Formatting Tool. (08hrs)</p> <p>26. Practice to create page layout including insert column by using Page Formatting. (04hrs)</p> <p>27. Use Auto Correct tool and customize Auto correct option. (04hrs)</p> <p>28. Insert Header/Footer, symbols, Equations, Page Number, Foot Note, End Note, Citation, pictures including Clip arts. (06hrs)</p> <p>29. Format Header/Footer, Picture by using respective formatting tool. (05hrs)</p> <p>30. Enhanced document by adding Page/ Paragraph border, shading and enhancement features like include pictures within document in proper place. (12hrs)</p> <p>31. Use hyperlink, bookmark, cross reference within document and also establish link with other formatted file. (06hrs)</p> <p>32. Use spell check, grammar, translate, synonyms, thesaurus. (06hrs)</p>	<ul style="list-style-type: none"> <li>• Introduction to the various applications in MS office.</li> <li>• Introduction to Word features, Office button, toolbars.</li> <li>• Creating, saving, formatting and printing documents using Word.</li> <li>• Working with objects, macro, mail merge, templates and other tools in Word.</li> </ul> <p>(24 hrs)</p>
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<p>Professional Skill 30 Hrs;  Professional Knowledge 06 Hrs</p>	<p>Introduce the Networking concept including sharing of different resources, use of Internet, accessing/ browsing, downloading and e-mailing.</p>	<p>36. Install network printer. (01hr)</p> <p>37. Use of file and printer sharing in peer to peer connection. (01Hrs)</p> <p>38. Browse the Internet for information (use at least 3 popular browsers). (04hrs)</p> <p>39. Practice to create and use e-mail for communication with attachment, priority setting, address book. (03hrs)</p> <p>40. Communicate with text, video chatting and social networking sites. (04hrs)</p> <p>41. Use online dictionary, translation software, storage space, share files with e-mail links, download manager, download &amp; upload YouTube files, google map &amp; earth etc. Update windows &amp; other software. (05hrs)</p> <p>42. Configure Outlook, mail service in mobile phones. Use tools like Skype, Google etc. (06hrs)</p> <p>43. Download different font</p>	<p><b>Networking Concepts</b></p> <ul style="list-style-type: none"> <li>• Introduction to Computer Networks, necessity and advantages.</li> <li>• Client Server and peer to peer networking concepts.</li> <li>• Network topologies. Introduction to LAN, WAN and MAN.</li> <li>• Network components, viz. Modem, Hub, Switch, Router, Bridge, Gateway etc.</li> <li>• Network Cables, Wireless networks and Blue Tooth technology.</li> <li>• Introduction to www, Concept of internet, web browsers, internet servers and search engines.</li> <li>• Concepts of Domain naming Systems and email communication.</li> <li>• Introduction to video chatting tools and social networking concepts.</li> </ul> <p>(06 hrs)</p>

		file and install it in local machine. Download different type of suitable image and insert within publication. (06hrs)	
Professional Skill 180 Hrs;  Professional Knowledge 36 Hrs	Create, format and edit different publication using publication software Adobe Pagemaker.	<p>44. Open PageMaker and familiarize with basic screen component of opening screen of PageMaker Window. (05hrs)</p> <p>45. Practice creating, saving PageMaker document. (10hrs)</p> <p>46. Introduce tool box and practice different tools. (20hrs)</p> <p>47. Draw rectangle, ellipse, circle, rounded rectangle, polygon, star and different frame by using tools. (20hrs)</p> <p>48. Type text on a full page or page consisting of columns (creating column first) and threading text blocks. (14hrs)</p> <p>49. Introduce three views of control pallet – character view, paragraph view and object view. (05hrs)</p> <p>50. Practice the formatting character like changing in font style, size, leading, kerning, tracking by using character view of control pallet. (05hrs)</p> <p>51. Practice formatting paragraph like different alignment and indentation by using paragraph view of control pallet. (05hrs)</p>	<p><b>About Publication Software:</b></p> <ul style="list-style-type: none"> <li>• Define different type of publication like newspaper, magazine, books, newsletters, visiting cards, letter head, brochures, poster etc.</li> <li>• Introduction to adobe PageMaker.</li> <li>• Introduction to properties and editing of text.</li> <li>• Introduction of page layout, creating, saving, formatting and printing publication using PageMaker.</li> <li>• Working with objects, templates and other tools in PageMaker.</li> <li>• Proof reading and its marks.</li> </ul> <p>(36hrs)</p>

		<p>52. Practice formatting including resizing, rotating, skewing and create mirror image of the object by using object view of control pallet. (03hrs)</p> <p>53. Introduce colour pallet and create, edit and remove colours from the pallet. (05hrs)</p> <p>54. Practice to create the PageMaker file by using template and save files as templates. (05hrs)</p> <p>55. Introduce measurement system, setting up rulers, adjusting layout. Practice positioning ruler guides, zero lock and position different objects as per ruler guides. (06hrs)</p> <p>56. Use copy, paste and paste multiple of text and object. (05hrs)</p> <p>57. Insert importable file within document and also establish a link. Insert/draw graphics, crop it and wrap text around graphics. (06hrs)</p> <p>58. Use own styles and apply the style on the document. (05hrs)</p> <p>59. Copy text block from word document file within PageMaker document and show the autoflow feature. (06hrs)</p> <p>60. Set different type of stroke and fill style on the object by using Element Menu. Create group/ un-group,</p>	
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		<p>mask/ un-mask, lock/ un-lock objects. (10hrs)</p> <p>61. Change document setup by document setup dialog box including margin and facing page. Introduce page sorter view and repositioning the page. (05hrs)</p> <p>62. Introduce master page and insert page number, column guide using master page. (06hrs)</p> <p>63. Change edit layout to story layout and apply find-replace, spell check on the document, customize the dictionary, hyphenation. (06hrs)</p> <p>64. Export a graphic/ text from PageMaker to other format. (03hrs)</p> <p>65. Practice to create table of content, index and library. (03hrs)</p> <p>66. Use of template, picture, script and library pallet. (10hrs)</p> <p>67. Print the publication by choosing odd pages, even pages, proof, reverse printing, composite colour, 4 colour separation using laser printer. (06hrs)</p> <p>68. Printing of publication proof correction with appropriate reading marks. (06hrs)</p>	
<p>Professional Skill 150 Hrs; Professional</p>	<p>Create, edit, format and develop publication using Quark Xpress</p>	<p>69. Open Quark Xpress and familiarize with basic screen component of opening screen of Quark</p>	<p><b>Page layout software:</b></p> <ul style="list-style-type: none"> <li>• Different type of page layout.</li> <li>• Introduction to Quark</li> </ul>

<p>Knowledge 30 Hrs</p>	<p>application software.</p>	<p>Xpress Windows. (02hrs)</p> <p>70. Practice creating new publication using existing layout, save the publication and again open it.(02hrs)</p> <p>71. Practice creating different layout within a single document, typing and manipulating text by using formatting tool. (20hrs)</p> <p>72. Practice to type change type style, alignment of text, rotating and moving of text block, setting type tab, indents and leaders. (20 hrs.)</p> <p>73. Draw graphics by using different tools available in tool box. (20hrs)</p> <p>74. Edit, rotate, resize, reposition and scale of graphics in publication. (20hrs)</p> <p>75. Apply colour to the object by creating own solid, blended colours. Adding/ removing colours from colour palette. (03hrs)</p> <p>76. Practice to group / ungroup, lock/ unlock objects and wrapping text around the object. (15hrs)</p> <p>77. Practice creating threaded text by linking and also unthread it by unlinking. (10hrs)</p> <p>78. Practice creating tables and also manipulate table by using table menu. (20hrs)</p> <p>79. Use master page and</p>	<p>Xpress.</p> <ul style="list-style-type: none"> <li>• Introduction to properties and editing of text.</li> <li>• Introduction of page layout, creating, saving, formatting and printing publication using Quark Xpress.</li> <li>• Working with objects, templates and other tools and menus in Quark Xpress.</li> </ul> <p>(30 hrs)</p>
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		<p>include master items within page and create own master page. (03hrs)</p> <p>80. Set pages by using document set up. Adjust layout of page, rearranging pages, creating columns. (03hrs)</p> <p>81. Import and linking text and graphics within document and also export text and graphics from Quark Xpress to PDF and other web layout format. (02hrs)</p> <p>82. Print documents by using different options available in print menu with composite and separating colour. (10hrs)</p>	
<p>Professional Skill 30 Hrs;</p> <p>Professional Knowledge 06 Hrs</p>	<p>Install and setup scanner and scan the documents and images.</p>	<p>83. Install scanner and use scanner to scan picture, line drawing and document. (10hrs)</p> <p>84. Select scanner resolution and adjust highlights, middle tone, shadow, contrast, brightness, saturation. (06 hrs)</p> <p>85. Read colour strip and do colour correction. (06 hrs)</p> <p>86. Making of OCR. (08 hrs)</p>	<p><b>Scanning:</b></p> <ul style="list-style-type: none"> <li>• Principle of scanning</li> <li>• Types of scanner (flatbed &amp; drum) and its use.</li> <li>• Resolutions, DPI, LPI, PPI</li> <li>• Graphics drawings inputs of pictures, sketches etc.</li> <li>• Preparation of OCR. (06 hrs)</li> </ul>
<p>Professional Skill 180 Hrs;</p> <p>Professional Knowledge 36 Hrs</p>	<p>Create, format, edit and develop images using Adobe Photoshop software.</p>	<p>87. Open Adobe Photoshop and familiarize with basic screen component of opening screen of Photoshop Windows. (04hrs)</p> <p>88. Practice creating new canvas using existing canvas size, save it and again open it.(04hrs)</p> <p>89. Create new layers by</p>	<p><b>Image Fundamentals and Image editing Software:</b></p> <ul style="list-style-type: none"> <li>• ++Different type of images – pixel and vector – their properties and differences.</li> <li>• Introduction to the measurement of picture quality – resolution of picture and their quality depending upon the resolution.</li> </ul>

		<p>duplicating layer, via copy layer or cut layer. Practice different properties like visibility, transparency, opacity and blending mode of layers. (16hrs)</p> <p>90. Practice rearranging layer, lock layer, merge down, visible, flatten layer. (04hrs)</p> <p>91. Practice to select images of pixel format by using Marquee-Rectangular/ Elliptical/ single row/single column, Lasso, Polygonal Lasso, Magnetic Lasso, Magic, wand tool. (06hrs)</p> <p>92. Practice to edit pixel images by using crop, slice, healing brush, brush, history brush, eraser, blur, dodge, smudge, burn, clone, clone stamp tool in standard mode and quick mask mode. (16hrs)</p> <p>93. Practice to change the background of image, cut one portion of image and place on the other image. Change eye colour, hair style, colour of garment. (16hrs)</p> <p>94. Change default foreground and back ground colour from the tool box and also create/ edit/ delete colour by colour swatches and apply the colour on the drawn image by using paint bucket and gradient tool. Also create own pattern style. (06hrs)</p>	<ul style="list-style-type: none"> <li>• Define the colour property of picture – Tonal Value, Tonal gradation, Continuous tone and Half tone.</li> <li>• Introduce highlight, middle tone and shadow area of image.</li> <li>• Discuss the property of various image file format.</li> <li>• Discuss the relation between pixel density and size of the image.</li> <li>• Introduce different tools and menus available in Photoshop. (36 hrs)</li> </ul>
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		<p>95. Practice to type text by using horizontal and vertical type tool and format the text by using different options available on property bar. (06hrs)</p> <p>96. Practice to create horizontal and vertical type mask tool and colour it by using paint bucket and gradient tool. (04hrs)</p> <p>97. Draw paths by using pen tool, using different inbuilt shape, edit paths using anchor point and change the property from the property bar. Also rasterize the path (from vector to pixel). (16hrs)</p> <p>98. Practice to see image by using different display options. (04hrs)</p> <p>99. Apply different layer properties like shadow, bevel and emboss, satin, colour and pattern overlay. (18hrs)</p> <p>100. Edit images by changing colour mode(B/W to Colour and Colour to B/W), brightness contrast, hue and saturation, colour label, changing pixel dimension and re-sampling images. (16 hrs)</p> <p>101. Apply different filter effects like render, 3D transform, lens flare, lighting effects, motion blur, radial blur and artistic effect on image.(16 hrs)</p>	
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		<p>102. Practice to create artificial rainbow, cloud, waves, shadow, star, sun on the image. (16 hrs)</p> <p>103. Save the file in other format like JPEG, PSD, PDD, TIFF, GIF, WMF and also create PDF presentation. (06 hrs)</p> <p>104. Print image by using different options available in print menu with composite and separating colour. (06hrs)</p>	
<p>Professional Skill 120 Hrs;</p> <p>Professional Knowledge 24 Hrs</p>	<p>Draw, edit, format and develop graphics design using Corel draw application software.</p>	<p>105. Open Corel Draw and familiarize with basic screen component of opening screen of Corel Draw Windows. (02hrs)</p> <p>106. Practice creating new file, draw any simple graphics design save it and again open it.(02hrs)</p> <p>107. Draw graphics by using different tools like free hand, Bezier, pen, artistic media and also draw different geometrical shape using pre-define shape available in tool box. (10hrs)</p> <p>108. Edit, rotate, resize, reposition, scale and apply fill and border colour on graphics design. (06hrs)</p> <p>109. Apply different fill like solid, fountain, pattern, texture, postscript to the object using predefined library and also creating</p>	<p><b>Graphics Designing Software</b></p> <ul style="list-style-type: none"> <li>• Introduction to line art design.</li> <li>• Define colour-define, different colour modes and colour wheel, showing primary, secondary and tertiary colour.</li> <li>• Introduction to features of Corel Draw and its toolbar and menu bar.</li> <li>• Creating, saving, formatting and printing graphics design using Corel Draw. (24hrs)</li> </ul>

		<p>own fountain, pattern and texture. (06hrs)</p> <p>110. Draw different type of outline of the object and colour it using outline pen tool. (03hrs)</p> <p>111. Practice to edit drawing (convert into curve) by manipulating three types of nodes using shape tool and apply different properties available property bar. (10hrs)</p> <p>112. Practice to edit drawing by using knife, eraser tool and apply the different properties available on the property bar. (06hrs)</p> <p>113. Write artistic and paragraph text by using text tool and format the text using different options available in character and paragraph pallet. (10hrs)</p> <p>114. Practice to group/ ungroup, combine/ break curve apart, lock/unlock the objects and wrapping text around the object. (03hrs)</p> <p>115. Practice to apply different interactive effect on object like blend, contour, drop shadow, extrude, envelop and transparency. Apply different properties associated with specific effect also apply the</p>	
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		<p>effects available from blend, contour, drop shadow, extrude, envelop and transparency from the menu bar. (16hrs)</p> <p>116. Apply different alignment on the object with respect to object themselves and page. (02hrs)</p> <p>117. Apply different shape like weld, trim, intersect on the object using shaping pallet. (16hrs)</p> <p>118. Apply all the options available under text menu on paragraph and artistic text. (16hrs)</p> <p>119. Export text and graphics from Corel Draw to PDF and other web format. (01hr)</p> <p>120. Import graphics (pixel) from outside and apply different options available in bitmap menu. (05hrs)</p> <p>121. Print graphics by using different options available in print menu with composite and separating colour. (06hrs)</p>	
<p>Professional Skill 150 Hrs; Professional Knowledge 30 Hrs</p>	<p>Create, edit, format and develop page combining text and graphics using page makeup Adobe InDesign application software.</p>	<p>122. Open InDesign and familiarize with basic screen component of opening screen of InDesign Window. (03hrs)</p> <p>123. Practice creating, saving InDesign document. (03hrs)</p>	<p><b>Page Layout Software:</b></p> <ul style="list-style-type: none"> <li>• Introduction to Adobe InDesign.</li> <li>• Introduction to properties and editing of text.</li> <li>• Introduction of page layout, creating, saving, formatting and printing</li> </ul>

		<p>124. Introduce tool box and practice different tools. (15hrs)</p> <p>125. Practice to set Margin, Facing Page &amp; column guide and type the text according to layout. (13hrs)</p> <p>126. Practice to create threaded and un-threaded text block. (03hrs)</p> <p>127. Format character including font style, size, leading, tracking, kerning. (08hrs)</p> <p>128. Format paragraph like different alignment and indentation. (06hrs)</p> <p>129. Draw and place graphics within page and do text wraps, resizing, rotating and skewing. (08hrs)</p> <p>130. Create templates and style pallets. (06hrs)</p> <p>131. Introduce colour pallet and create, edit and remove colours from the pallet. (03hrs)</p> <p>132. Practice to create the In Design file by using template and save files as templates. (03hrs)</p> <p>133. Introduce measurement system, setting up rulers, adjusting layout. Practice positioning ruler guides, zero lock and position different objects as per ruler guides. (03hrs)</p> <p>134. Use copy, paste and paste multiple of text</p>	<p>publication using InDesign.</p> <ul style="list-style-type: none"> <li>• Working with objects, templates and other tools in In Design.</li> <li>• Preparation of page imposition. (30hrs)</li> </ul>
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		<p>and object using edit menu. (03hrs)</p> <p>135. Practice to create own different type of publication matter like visiting card, letter head, tri-fold brochure, small advertisement, big advertisement. (20 hrs)</p> <p>136. Insert importable file within document and also establish a link. Insert/ draw graphics, crop it and wrapping text around graphics. (03 hrs)</p> <p>137. Use own styles and apply the style on the document. (03 hrs)</p> <p>138. Copy text block from word document file within InDesign document. (03hrs)</p> <p>139. Set different type of stroke and fill style on the object. Create group/ ungroup, mask/ unmask, lock / unlock objects. (12hrs)</p> <p>140. Create custom colour within colour pallet. (03 hrs)</p> <p>141. Apply find-replace, spell check on the document, customize the dictionary, hyphenation. (08hrs)</p> <p>142. Export a graphic/ text from InDesign to other format. (03 hrs)</p> <p>143. Practice page imposition (8/ 16/ 32 forma) of book by combining InDesign page. (10hrs)</p>	
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		144. Print the document by choosing odd pages, even pages, proof, reverse printing, composite colour, 4 colour separation using laser printer. (08hrs)	
Professional Skill 60 Hrs;  Professional Knowledge 12 Hrs	Create, edit and format different types of publication using bilingual software.	145. Set INSCRIPT key board (any regional language/ Hindi) in Windows environment and practice typing by using any word processor. (30 hrs)  146. Install any bilingual software like iLeap Office/ ISM/STM software and create solid and tabular text document. (30 hrs)	<b>Bilingual Software</b> <ul style="list-style-type: none"> <li>• Introduction, need &amp; overview of bi-lingual software. (12 hrs)</li> </ul>
Professional Skill 60 Hrs;  Professional Knowledge 12 Hrs	Print, bind and publish to form a full-fledged book format.	147. Install new Printer by printer setup. (11hrs) 148. Use printer properties to set page orientation, paper size, auto flip, quality, colour adjustment and take print out to see effect of that adjustment. (13hrs) 149. Use Inkjet/Laser Printer for taking out draft copies. (09hrs) 150. Use Digital Flex Machine (color) to print banner, visiting card, letterhead, advertisement with high quality resolution including regional language document. (13hrs) 151. Binding the pages in form of book using spiral	<b>Printing:</b> <ul style="list-style-type: none"> <li>• Principle of printing</li> <li>• Types of printer (Dot Matrix, Inkjet, Laser), flexographic printer and its uses.</li> <li>• Page orientation, paper size, auto flip, quality, colour adjustment and take print out.</li> <li>• Preparation of project work for DTP unit.</li> <li>• Various binding techniques. (12hrs)</li> </ul>

		binding (14hrs)	machine.	
<b>Industrial Visit/ Project work:</b> <ol style="list-style-type: none"><li>1. Create own visiting card and letterhead including own style and logo, showing cutting mark and colour registration, symbol and take a print by using any colour printer.</li><li>2. Create a regional language magazine showing column structure and insert properly edited appropriate picture within magazine.</li><li>2. Create at least one banner and one poster on skill development.</li></ol>				