

Syllabus for Written Examination for Recruitment of Vocational Instructor.

Trade:- Desktop Publishing Operator.

Syllabus:-

Basics Computer Fundamentals-

- History of Computer, Generations of Computer, Types of computer, Advantages and Applications of Computers. Central Processing Unit, Microprocessor
- Computer Hardware and Software.
- Input and Output devices and their features,
- **Storage Media (Memory Device)**- Types & principle of storing. Data organization 4 bit, 8 bit, word, **Semiconductor memories**- RAM, ROM, PROM, EPROM, EEPROM, Static and dynamic
- **Types of software**- System & Application Software. Concepts, Bits, Bytes, RAM, ROM, ASCII etc
- **Operating System**- functions of an Operating System, Popular Operating Systems in Use. DOS, Windows, Linux, Features of Windows Operating System.

Networking- Computer Networks, Necessity and Advantages, **Network topologies**- LAN, WAN and MAN. **Network components**- Modem, Hub, Switch, Router, Bridge, Gateway etc. Network Cables, Wireless networks and Blue Tooth technology. Client Server and peer to Peer networking concepts. Concept of Proxy Server and proxy firewall server. **Network protocols**- TCP/IP, FTP, Telnet etc. Logical and Physical Addresses, Classes of Networks. Network Security & firewall concepts. Concept of DHCP Server.

Internet- Concept of Internet, uses of World Wide Web and Internet Browser, internet servers and search engines, Concepts of Domain naming Systems and E-mail communication, Internet Security, Threats and attacks, Malicious Software types, Internet security products and their advantages.

Printing Process- History of Printing and Types ☐ Comparative Analysis of various printing processes.

Desk Top Publishing- Merits and Demerits of Desktop Publishing, Word Processing through MS Word.

Basic Word Processing- MS- Word, MS- Worksheet (MS Excel), MS Power Point, Data Base (MS Access), Adobe Page Maker, Quark Xpress, Adobe Photoshop, Corel Draw, Adobe In Design

Typography- Types of Fonts, Type sizes, Different families (Style). Point system and other system of measuring. House of style. Page composition through Page Maker.

Composing Process: various methods of composing.

Paper: Various paper sizes (Conventional and metric) and their uses. paper calculations Page composing through Quark Xpress.

Graphic Design - Principles of page design. Elements of design. Color-Define color, type of colors, impact of colors, color wheel. Achieving of different colors through appropriate color percentage.

Costing and Estimating- Costing and estimating of various jobs. Preparations of masters/ use of masters for taking out proofs.

Digital Printing- Types of digital Printing. Uses in commercial operations. Inkjet bubble jet /thermal printer/laser printer used for small and big formats. Page composing through Regional Language Software.

File and Print Management- Printing- Various Types of Printers and their uses. Merit & Demerits. File format supported for printing i.e. EPS, PDF, TIFF etc. and also conversion in PDF.

Binding: Various Binding techniques