

DRAW

Chapter 1 - INTRODUCING DRAW

Introduction

What are Vector and Raster Images?

Introduction to parts of Draw window

Draw workplace

Choosing and defining colours

Grid, snap, and guidelines/help lines

Chapter 2 - DRAWING and WORKING WITH SHAPES

Drawing basic shapes

Drawing custom shapes

Adding text to drawings and objects

Selecting objects

Positioning and adjusting size of objects

Changing form of regular shapes

Curves and polygons

Chapter 3 - CHANGING OBJECT ATTRIBUTES

Toolbars and menus

Formatting lines

Formatting fill area

Creating new area fills

Applying special effects

Grouping objects

Chapter 4 – WORKING WITH GRAPHICS

Inserting graphics, resizing, moving

Formatting raster objects

Picture toolbar

Cropping

Graphic filter toolbar

Replacing colors

Chapter 5 - ADDING AND FORMATTING TEXT

Using the text tool

Inserting text

Formatting text

Formatting characters

Formatting paragraphs

Creating bulleted and numbered lists

Chapter 6 - ADDING AND FORMATTING TEXT

3D Object types

Creating

Editing 3D Objects

Combining 3D objects

Printing

Exporting to PDF format