

## ICDL Module 9: Image Editing

### Course Aims

In this 3 days course, participants will learn the main concepts underlying digital images and to use Photoshop to enhance images, apply effects, and prepare an image for printing. Participants will also learn the techniques to capture and save an image, use various selection tools, and manipulate images.

### Pre-requisites

Before enrolling in this class, you should have basic computer skills.

Level	Duration	Time
Basic & Intermediate	3 Days / 24 Hours	9:00 am to 6:00 pm

#### Module 1. Imaging Concepts ( 1 hrs)

- Identify Common Uses of Digital Images
- Understanding Pixel & Resolution
- Identify Key Features of a Digital Images
- Image File Compression
- Copyright & Implication for Image Use

#### Module 2. Graphic Formats(1.5 hrs)

- Distinguish Raster & Vector Graphics
- Identify Common Raster Formats
- Recognize Proprietary Digital Image Editing Application Formats

#### Module 3. Colour Concepts ( 1.5 hr)

- Colour Model
- Colour Palette & Depth
- Hue, Saturation & Colour Balance
- Contrast, Brightness & Gamma
- Transparency

#### Module 4. Capturing Images ( 1 hr)

- Saving Image from Digital Camera
- Using Print Screen Facility
- Saving Image from Image Library
- Scanning Images

#### Module 5. Creating Images ( 2 hrs)

- Opening Images in Photoshop
- Creating New Image File & Setting Options
- Creating New Image File using Clipboard
- Switching Between Open Image Files
- Saving Images
- Exporting Image as Another File Type

#### Module 6. Settings ( 1 hr)

- Setting Background & Foreground Colour
- Setting Grid Properties

#### Module 7. Enhancing Productivity (2 hrs)

- Setting Basic Options & Preferences
- Using Help Functions
- Using Magnification & Zoom Tools
- Undo & Redo Commands
- Using the History Panel
- Manipulating Toolbars, Panels & Windows

#### Module 8. Selection Techniques (2 hrs)

- Selecting An Entire Image or Layer
- Setting Selection Tool Properties
- Feathering & Anti-Aliasing
- Selecting Part of An Image
- Inversing Selection
- Saving & Loading Selection

#### Module 9. Image Manipulation (1.5 hrs)

- Changing Image Canvas Size
- Resize Images
- Cropping
- Copy & Move Image or Selection
- Rotate & Flip Image of Selection

#### Module 10. Layers (2 hrs)

- Define & Understand Layers
- Create, Copy & Delete a Layer
- Setting Layer Properties
- Arrange, Merge, Link & Flatten Layers
- Transform Layers
- Convert Drawn Object to Raster Layer
- Create Animated GIF from Layers

#### Module 11. Working with Text (1.5 hrs)

- Adding & Editing Text
- Copying & Moving Text
- Aligning Text
- Applying Text Formatting
- Applying Text Wrap

#### Module 12. Effects & Filters ( 2 hrs)

- Applying Artistic & Distortion Effects
- Applying Blur Effects
- Apply Adjustments
- Working with Sharpen & Unsharp Mask
- Apply Red Eye Reduction

#### Module 13. Drawing Tools ( 1.5 hr)

- Adding Lines
- Adding Shapes
- Setting & Modify Options

#### Module 14. Painting Tools (2 hrs)

- Picking Colour with Dropper
- Filling Portion of Image with Gradient Tool
- Colouring using the Paint Brush Tool
- Erasing with the Eraser Tool
- Using Paint Bucket Tool
- Cloning

#### Module 15. Prepare Outputs (1.5 hrs)

- Preview an Image
- Selecting Appropriate Colour Depth & Resolution
- Changing Print Output Orientation
- Printing an Image