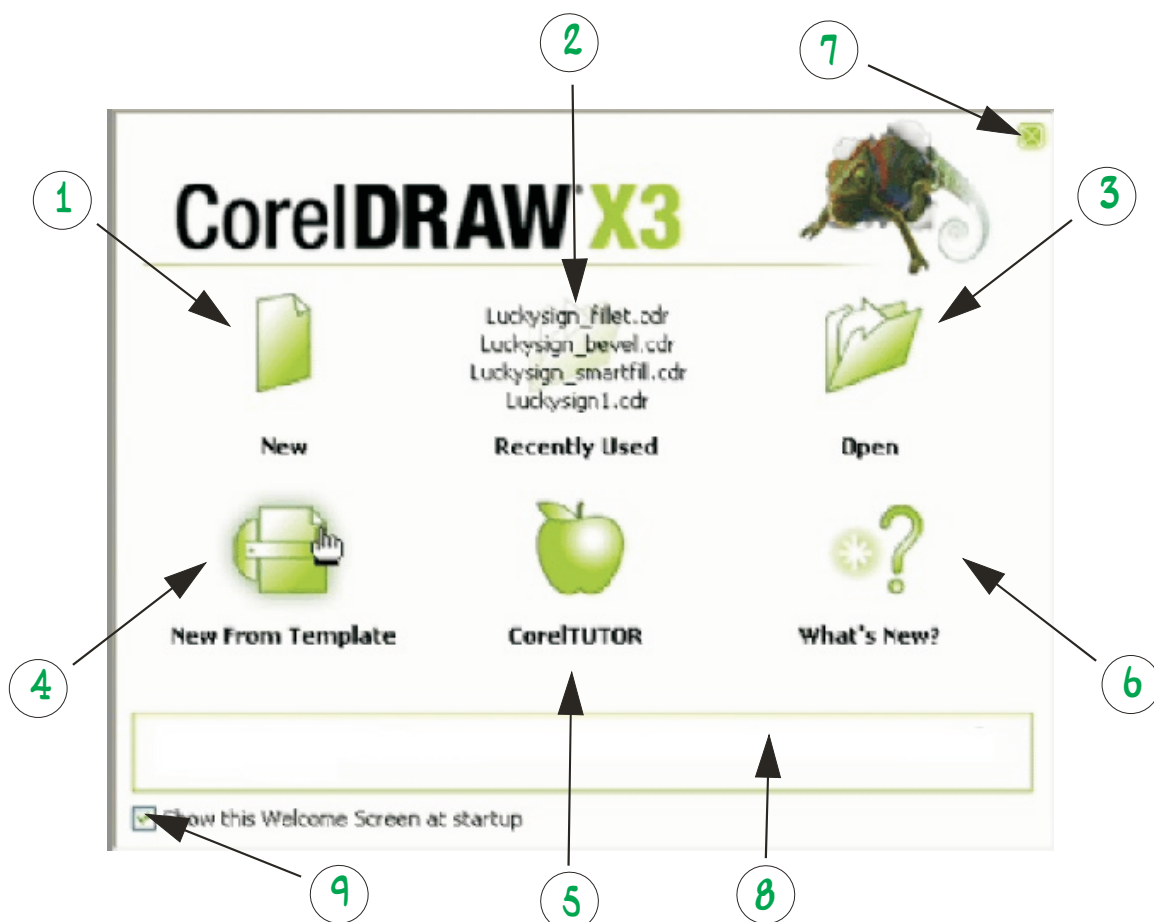


Getting Started with CorelDRAW Graphics Suite X3

Worksheet #1

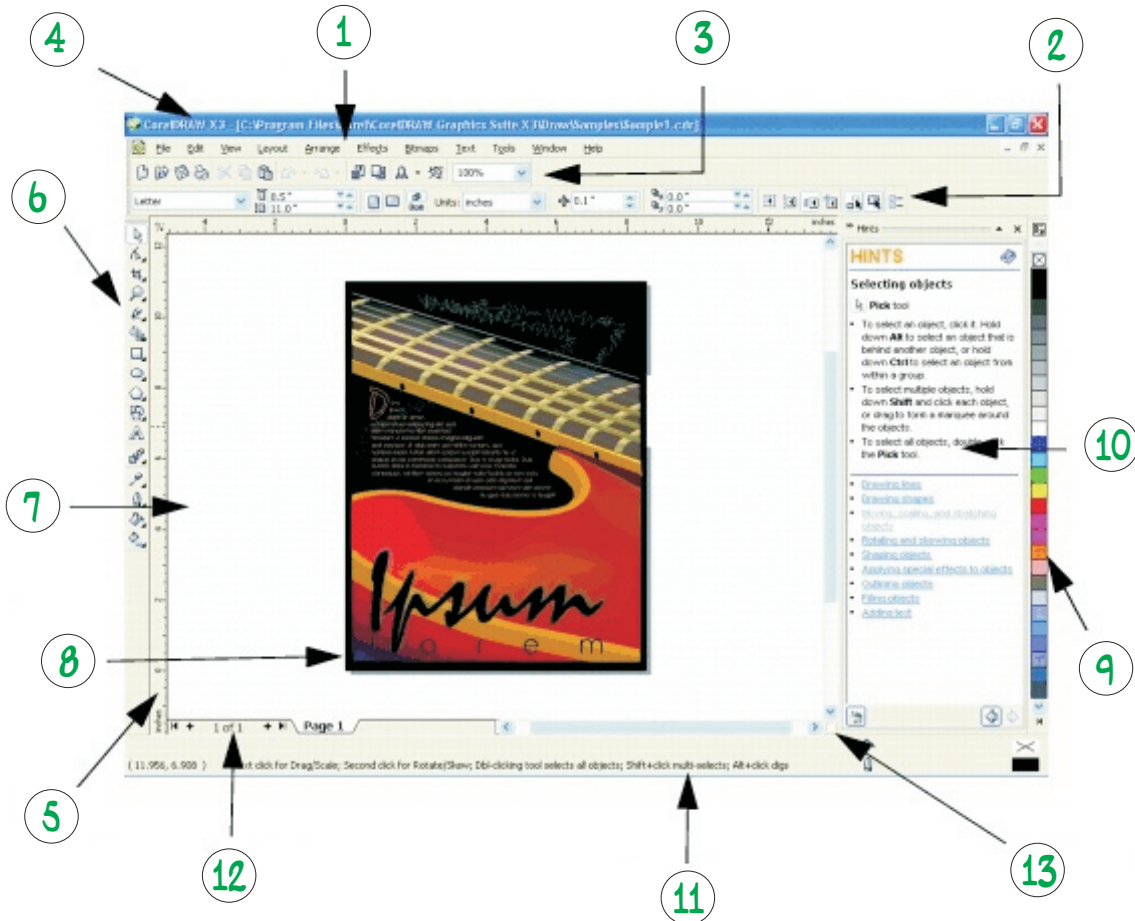
Video 1: Using the Welcome Screen



Instructions: Match description to the Illustration above using the numbers

No.	Description
1	Starts a new graphics with the current default template.
2	Opens recent files so you can continue working where you left off.
3	Opens an existing file.
4	Starts a new graphics using the template of your choice. There are many professionally created designs to chose from.
5	Allows you to follow step-by-step instructions on completing dozens of tasks from creating objects to publishing your work.
6	Teaches you about the new features in CorelDRAW X3, including optimized performance, interactive tools and more.
7	Closes the Welcome Screen without making a selection
8	Displays a description of the icon you are pointing at.
9	Prevents the Welcome Screen from popping up the next time you start CorelDRAW X3.

Video 2: Exploring the Interface



Instructions: Match description to the Illustration above using the numbers

No	Part	Description
1	Menu bar	The area containing pull-down menu options
2	Property bar	A detachable bar with commands that relate to the active tool or object. For example, when the text tool is active, the text property bar displays commands that create and edit text.
3	Toolbar	A detachable bar that contains shortcuts to menu and other commands
4	Title bar	The area displaying the title of the currently open drawing
5	Rulers	Horizontal and vertical borders that are used to determine the size and position of objects in a drawing
6	Toolbox	A floating bar with tools for creating, filling, and modifying objects in the drawing
7	Drawing window	The area outside the drawing page bordered by the scroll bars and application controls

No	Part	Description
8	Drawing page	The rectangular area inside the drawing window. It is the printable area of your work area.
9	Color palette	A dockable bar that contains color swatches
10	Docker	A window containing available commands and settings relevant to a specific tool or task
11	Status bar	An area at the bottom of the application window that contains information about object properties such as type, size, color, fill, and resolution. The status bar also shows the current mouse position.
12	Document navigator	The area at the bottom left of the application window that contains controls for moving between pages and adding pages
13	Navigator	A button at the lower-right corner that opens a smaller display to help you move around a drawing

Video 3: Getting Assistance

Instructions: Using the list provided, fill in the blanks of the descriptive sentences.

Hints Docker

Insights from the Experts

Highlight What's New

Help Topics

Corel Tutor

Tooltip

What's New

1. *I would like to learn how to use the tool I have selected.*

The Hints Docker, which is located on the right side of the screen, is context sensitive, and updates when you select a new tool. It contains tips and tricks on using the tool, including short-cuts to make the work even easier.

2. *I need step-by-step instructions for completing a project.*

The Corel Tutor, which can be accessed from the Welcome Screen as well as under the Help Menu, provides a series of project-based tutorials that introduce you to basic and advanced features of CorelDRAW

3. *I am curious about a particular tool. I am not sure what it is called.*

The Tooltip, which pops up whenever you hover your mouse pointer over a tool, gives you its name and the shortcut key you can use to activate it.

4. *I am interested in more in-depth information on CorelDRAW.*

The Help Topics, located under the Help Menu, is formatted like a comprehensive manual, with a Table of Contents, an Index and even a search function.

5. *I used CorelDRAW 12 and would like some details on changes since then.*

What's New, which can be found both in the Welcome Screen and under the Help Menu, provides detailed information on how CorelDRAW has been updated since Version 12.

6. *I haven't updated CorelDRAW in a while. How can I tell what has been added?*

The Highlight What's New option, which can be activated from the Help Menu, lets me visually identify updates to the toolbars and menus, and even lets me select which version I want to compare CorelDRAW X3 to.

7. *I wonder how CorelDRAW X3 is used in the various businesses around the world.*

Insights from the Experts, which I can open by going through the Help Menu, is a series of articles written by experts who use CorelDRAW Graphics Suite X3 in their daily work. The articles deconstruct designs that the authors created in CorelDRAW Graphics Suite X3.

Video 4: Opening and Closing Files

Instructions: In the "To Use It" column, check the correct options.

Name	Funtion	To Use It
New	start a drawing from a blank page, the drawing is based on the default CorelDRAW template	<input checked="" type="checkbox"/> From the File Menu <input checked="" type="checkbox"/> From a button on the Standard Toolbar <input checked="" type="checkbox"/> Using a Short Key Combination <input checked="" type="checkbox"/> From a button on the Menu Bar
Open	continue working on an existing drawing	<input checked="" type="checkbox"/> From the File Menu <input checked="" type="checkbox"/> From a button on the Standard Toolbar <input checked="" type="checkbox"/> Using a Short Key Combination <input checked="" type="checkbox"/> From a button on the Menu Bar
Import	add an new image to an existing drawing	<input checked="" type="checkbox"/> From the File Menu <input checked="" type="checkbox"/> From a button on the Standard Toolbar <input checked="" type="checkbox"/> Using a Short Key Combination <input checked="" type="checkbox"/> From a button on the Menu Bar
Save	updates the existing changes in the drawing	<input checked="" type="checkbox"/> From the File Menu <input checked="" type="checkbox"/> From a button on the Standard Toolbar <input checked="" type="checkbox"/> Using a Short Key Combination <input checked="" type="checkbox"/> From a button on the Menu Bar
Save As	allows you to change the name, file format (only to vector), or version of the drawing	<input checked="" type="checkbox"/> From the File Menu <input checked="" type="checkbox"/> From a button on the Standard Toolbar <input checked="" type="checkbox"/> Using a Short Key Combination <input checked="" type="checkbox"/> From a button on the Menu Bar
Export	creates a new file from all or part of the drawing in a different file format (vector or bitmap)	<input checked="" type="checkbox"/> From the File Menu <input checked="" type="checkbox"/> From a button on the Standard Toolbar <input checked="" type="checkbox"/> Using a Short Key Combination <input checked="" type="checkbox"/> From a button on the Menu Bar
Close	exits the current drawing, and asks to save changes	<input checked="" type="checkbox"/> From the File Menu <input checked="" type="checkbox"/> From a button on the Standard Toolbar <input checked="" type="checkbox"/> Using a Short Key Combination <input checked="" type="checkbox"/> From a button on the Menu Bar
Close All	exits all open drawings, and asks to save changes	<input checked="" type="checkbox"/> From the File Menu <input checked="" type="checkbox"/> From a button on the Standard Toolbar <input checked="" type="checkbox"/> Using a Short Key Combination <input checked="" type="checkbox"/> From a button on the Menu Bar