

# ADOBE PHOTOSHOP – LEVEL 1



**Computer Smart Training Centre**  
SOFTWARE TRAINING SPECIALISTS

**Learning Outcomes:** Open and create new images and work with the Photoshop workspace, navigate images in Photoshop, understand the factors that affect file size and know several methods for resizing images, flip, rotate, straighten and transform photos, make and work with selections, perform several colour correction functions and use various retouching and repairing techniques.

**Pre-Requisites:** Adobe Photoshop assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Photoshop Orientation:

- Starting Photoshop
- The Photoshop Workspace
- Working With The Palette Dock
- Working With Palettes And Palette Groups
- Palette Techniques
- About The Toolbox
- Working With The Options Bar
- Opening An Existing Document
- Creating A New Image
- Brush Tool Essentials
- Selecting Colours Using The Swatches Palette
- Undoing Actions
- Exiting Photoshop

## Navigating In Photoshop:

- Understanding The Document Window
- Navigating With The Navigator Palette
- Navigating With The Hand And Zoom Tools
- Navigating With Keyboard Shortcuts
- Changing Screen Modes
- Working With Multiple Documents

## Digital Image Basics:

- Understanding File Formats And File Size
- Understanding Colour Mode
- About Resizing And Resampling
- Resizing An Image For Printing
- Resampling An Image
- Cropping Images
- Cropping Images Without The Crop Tool
- Using The Crop Tool To Add A Border

## Transforming Images:

- Flipping And Rotating Images
- Straightening Photos
- Straightening Scanned Images
- Correcting Perspective Problems
- Scaling, Skewing And Rotating Images
- Warping Images

## Basic Tonal And Colour Corrections:

- About Tonality And The Histogram Palette
- Using Levels To Improve Contrast
- Adjusting Levels Automatically
- Using Curves To Improve Contrast
- Opening Up Shadows
- Repairing Photos That Needed Fill Flash
- Repairing Photos With Too Much Flash
- Using Auto Colour
- Adjusting Colour Balance
- Painting The Sky Blue
- Desaturating Colours Selectively
- Changing Hues Selectively

## Retouching And Repairing Images:

- Using The Clone Stamp Tool
- Removing Blemishes
- Removing Bags Under Eyes
- Reducing Freckles Or Acne
- Whitening Eyes
- Whitening Teeth
- Reducing Hot Spots
- Reducing Wrinkles
- Repairing Large Areas
- Removing Red Eye
- Changing Eye Colour
- Sharpening An Image

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# ADOBE PHOTOSHOP – LEVEL 1

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## **Layer Basics:**

- Understanding Layers And The Layers Palette
- Creating New Layers
- Working With Layers
- Working With The Background Layer
- Changing Layer Stacking Order
- Changing Layer Opacity
- Creating A Simple Composite

## **Working With Layers:**

- Filling Text With An Image
- Applying A Soft Focus Effect
- Applying A Blurred Lighting Vignette
- Applying A Focus Vignette Effect
- Using A Gradient Mask
- Understanding Adjustment Layers
- Converting A Colour Image To Greyscale
- Using Multiple Adjustment Layers
- About Blending Modes
- Dodging And Burning With Overlay Blend Mode

## **Making Selections:**

- Using The Marquee Tools
- Working With Selections
- Using The Lasso And Polygonal Lasso Tools
- Using The Magic Wand Tool
- Using The Magnetic Lasso Tool
- Modifying Selections Using Quick Mask Mode
- Extracting Selections From The Background
- Cleaning Up Extractions

## **Text Essentials:**

- Adding Point Type
- Changing Text Colour
- Changing Text Size
- Editing Text
- Adding Paragraph Type
- Warping Text
- Adding Special Text Effects With Layer Styles
- Drawing Paths For Text
- Creating Text On A Path

## **Printing Sharing And Saving Images:**

- Printing Single Images
- Using Print With Preview
- Creating A Picture Package
- Creating A Web Photo Gallery
- Creating A Contact Sheet
- Saving Layered Files
- Saving Images In A New Format
- Understanding The Save For Web Dialog Box
- Optimising Photos For The Web – Part1
- Optimising Photos For The Web – Part2
- Creating A PDF Presentation