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OUA MEMO 00-0620-0021
MEMORANDUM
27 May 2020

For: **Regional Directors**
Schools Division Superintendents


Subject: **WEBINAR SESSIONS ABOUT ADOBE PHOTOSHOP ESSENTIALS**

The Information and Communications Technology Service – Educational Technology Unit (ICTS-ETU) will be conducting a webinar series about Adobe Photoshop this month of June through Facebook Live (www.facebook.com/depdedtech) and YouTube Live Stream (www.youtube.com/c/educationtechnologyunit).

The webinar hands-on training is an introduction to the basic functionalities, key elements and specific use of tools or concepts in digital arts design specifically for beginners. The output of the participants will be checked by ICTS-ETU. The accounts that will be in the activity is the Adobe Creative Cloud License of DepEd.

The schedule of webinar sessions will be on 01-05 June 2020 and 22-23 June 2020 following the essential skills as indicated in the matrix (see Annex A).

The webinar session will follow the format of no output, no certificate.


ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Annex A: TRAINING-WORKSHOP ON ADOBE PHOTOSHOP ESSENTIALS

TRAINING MATRIX

TRAINER	DAY 1		OUTPUT
	AM	PM	
ICTS-ETU	<p>PHOTOSHOP INTERFACE</p> <ul style="list-style-type: none"> • Photoshop Interface Tour • Customizing toolbar • Keyboard Shortcuts and Menus • Saving a shortcut for most often used tools • Panels and Workspace <p>OPEN AND CREATING DOCUMENTS</p> <ul style="list-style-type: none"> • Open documents directly from Photoshop and Adobe Bridge • Adobe Bridge Overview • Create New document for print and screen • Image Size and Resolution • Understanding color modes • Saving documents and working files • File formats essentials <p>MANAGING DOCUMENTS AND NAVIGATION</p> <ul style="list-style-type: none"> • Viewing with different screen modes • Working with multiple documents • Image navigation • Zooming and Panning Documents • Using navigator panel 	<p>WORKING WITH LAYERS</p> <ul style="list-style-type: none"> • Learning layer stacking order • Duplicate layer • Adjust layer opacity • Grouping, Merging and Flattening Layers • Working with clipping mask on layers • Layer mask essentials <p>CREATE AND FORMAT TEXT</p> <ul style="list-style-type: none"> • Point type and Area type • Using leading, kerning, and tracking • Creating text on a path • Creating text on a shape 	Automated scanned images



TRAINER	DAY 2		OUTPUT
	AM	PM	
ICTS-ETU	IMAGE TRANSFORM ESSENTIALS <ul style="list-style-type: none"> • Scale using Image Transform • Rotate Using Image Transform • Skew / Distort Using Image Transform • Warping Images 	WORKING WITH SELECTION <ul style="list-style-type: none"> • Using the Rectangular Marquee Tool • Combine, subtract and intersect selection • Using Lasso Tool • Magic wand and Quick select • Using the select and mask to refine a hard edge object • Using select and Mask to refine a soft edge • Using Color Range for selection • Turn selection to layer mask 	Invitation/ Programme/ Certificates
TRAINER	DAY 3		OUTPUT
	AM	PM	
ICTS-ETU	CROP AND ADJUST <ul style="list-style-type: none"> • Using the Crop tool • Crop and Straighten Crooked Image • Auto-fill with Content-Aware Crop • Using the Perspective Crop Tool • Resizing the Canvas Size 	GRADIENT AND LAYER BLEND MODES <ul style="list-style-type: none"> • Blend Image using Gradient • Blend modes to layers ESSENTIAL LAYER STYLES AND EFFECTS <ul style="list-style-type: none"> • Applying layer effects and styles 	Enhancement of Image/ Filtering
TRAINER	DAY 4		OUTPUT
	AM	PM	
ICTS-ETU	<ul style="list-style-type: none"> • VECTOR SHAPES • Creating and Modifying shapes • Adding Strokes, Fills, and Effects on shapes • Draw path using Curvature Pen Tool • Convert path to shape • Pen tool Essential 	COLOR ADJUSTMENTS AND CORRECTIONS <ul style="list-style-type: none"> • Using Color Adjustments ADJUSTMENT LAYER <ul style="list-style-type: none"> • Adjust layer overview • Limiting adjustment with layer mask 	Digital Tarpaulin Making



	ESSENTIAL BRUSHES <ul style="list-style-type: none"> Using Brush Tool Using Color replacement brush tool Mixer brush tool 	<ul style="list-style-type: none"> Clipping adjustment layer ESSENTIAL FILTERS <ul style="list-style-type: none"> Essential Filter Overview Applying filters using smart filters Sharpen image 	
TRAINER	DAY 5		OUTPUT
	AM	PM	
ICTS-ETU	ESSENTIAL BRUSHES RETOUCHING <ul style="list-style-type: none"> Understanding non-destructive retouching Using Content-Aware fill, move, and scale Using clone stamp Using healing brush and spot healing brush Fixing Red eye Dodge tool and burn tool Sponge tool Smudge tool Blur and Sharpen tool Skin color adjustment Body enhancement using liquify 		BOOK COVER

