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Test Series

Arranging and Transforming Objects

Module 1 - Grouping and Aligning Objects

What is Grouping in CorelDRAW?

When working with many shapes or elements in a design, it's useful to group them so they act as one single object.

Why Group Objects?

- To move multiple items together.
- To resize or rotate everything at once.
- To keep layout organized.

How to Group Objects

1. Select the objects you want to group.
 - Hold **Shift** and click each object.
 2. Click **Object > Group > Group Objects**, or press **Ctrl + G**.
- Now, all selected items behave as one.

How to Ungroup

1. Click the grouped object.
2. Click **Object > Group > Ungroup Objects**, or press **Ctrl + U**.

◆ **Example:**

If you draw a sun with a circle and several lines as rays, you can group them to move the whole sun without shifting parts separately.

✏ **Modifying Grouped Objects**

- You can still **edit inside** a group using:
 - **Ctrl + click** on the object inside the group.
 - Or use the **Pick Tool**, then click twice on the group to select individual items.
- To **add or remove** items from a group:
 - Use **Object > Group > Add to Group** or **Remove from Group**.

⚙ **What is Aligning in CorelDRAW?**

Aligning helps place objects in straight lines or equal distances for a neat and professional look.

◆ **Types of Alignments**

1. **Left / Center / Right**
2. **Top / Middle / Bottom**
3. **Distribute Horizontally / Vertically**

These are found under:

Arrange > Align and Distribute

Or shortcut: **Ctrl + A** to select all → Use alignment buttons on Property Bar.



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 **Aligning Objects - Step by Step**

Example 1: Align Text Boxes

- Select all text boxes.
- Go to **Arrange > Align > Align Top**
→ All text boxes line up at the top.

Example 2: Center a Logo

- Select the logo and the page boundary.
- Click **Arrange > Align > Center to Page**
→ The logo will be centered.

 **Distribute Objects Evenly**

- You can also **space objects** evenly across a page.
- Useful for creating buttons, menu items, etc.

Steps:

1. Select multiple objects.
2. Go to **Arrange > Align and Distribute > Distribute Centers Horizontally**
→ Objects will be spaced equally.


 **Useful Tools for Grouping and Aligning**

 **Pick Tool:**

- The main tool to **select, move, rotate, or resize** objects.
- Use it to click and drag objects before grouping or aligning.

 **Guidelines and Grid:**

- Helps align objects manually with visual guides.
- Found in **View > Guidelines/Grid**.

 **Snapping:**

- Enables objects to **snap** to guidelines or other objects.
- Found in **View > Snap To > Guidelines/Objects**.

 **Tips for Students**

- Group before moving multiple items.
- Align objects for better symmetry and design balance.
- Use Distribute to create equal spacing for menus, labels, icons.
- Always check alignment with **Preview (Shift + F9)** before printing.

 **Real-Life Example**

Imagine you're designing a certificate:

- You have the logo, title, name area, and signature fields.
- Use **Align** to center everything.
- Use **Group** to fix layout before sending for print.

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Assignment

Quick Steps: Designing a Certificate in CorelDRAW X7

1. Set Up Page

○ Open CorelDRAW X7 → New Document → Choose A4 and Landscape orientation.

2. Add Border

○ Use **Rectangle Tool (F6)** to draw a margin box inside the page.
○ Set exact size using **Property Bar** and adjust **outline thickness**.

3. Insert Logo

○ Go to **File > Import** → Place logo at top center.
○ Press **P** or use **Align Centers Horizontally** to center it.

4. Add Title & Name

○ Use **Text Tool (F8)** to write:
▪ Title: "Certificate of Excellence"
▪ Text: "This is awarded to" → "Name Here"
○ Choose suitable font and size → **Center align all text**.

5. Add Signature & Date

○ Bottom-left: Draw signature line and label it.
○ Bottom-right: Write "Date" with line above it.
○ Use **Align Top** to keep both aligned.

6. Group Elements

○ Select all elements → Press **Ctrl + G** to group and lock layout.

7. Save & Export

○ Save as **.CDR**.
○ Export as **.PDF** or **.PNG** via **File > Export**.



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Designing a Certificate in CorelDRAW X7

Steps to Set Up Page

- Open CorelDRAW X7 → New Document → Choose A4 S size – Landscape.

Add Border

- Use Rectanggle Tool (F6) to draw margin box inside the page.
- Set exact size using Property Bar and adjust outline thickness.

Insert Logo

- Use File → Import → place logo at top center.
- Press P or us ↵Align > Align Centers Horizoontally.

Add Title & Name

- Use Text Tool (F8) to draw signature line label it.
- Bottom-left, writing 'Date' with line above it. Using Top to keep both aligned.

Group Elements

- Select all elements → Press Ctrl + G to group and lock layout.

Save & Export

- Save as .CDR. Export as .PDF or PNG via ↵Export.

