

You will be asked to perform any of the actions listed below for part of your final exam grade. Make sure you are comfortable with all of these actions before you are called up for testing. If you have any questions or concerns, use the week before exams to clear up any confusion and practice.

#### CREATE/MODIFY/SAVE A FILE

1. Open a new Illustrator file.
2. Change the orientation of the new file (landscape or portrait)
3. Change the size of the artboard.
4. Change the color mode of the file to suit the purpose of the artwork (RGB for web and CYMK for print.)
5. Save as an Illustrator file.
6. Export file as a JPEG so that only the artboard is showing.

#### CREATE AND MODIFY IMAGES/OBJECTS/STROKES

7. Place a picture on the artboard.
8. Use the Shapes tool to create a shapes.
9. Copy and paste an object.
10. Copy and paste an object in front or back.
11. Arrange an object (move to front or back)
12. Rotate an object.
13. Reflect an object.
14. Group and/or Ungroup objects.
15. Use the Direct selection tool to modify a shape or line.
16. Modify the fill or stroke on a shape.
17. Modify the Opacity (transparency) of an object/type.
18. Use Live Paint to fill an object. (Includes: Make, Gap Options, and Expand)
19. Sample a color using the Eyedropper to fill a shape.
20. Create a smooth blend between two shapes/lines.
21. Create a blend with specified steps between two shapes/lines/type.
22. Add a gradient (radial or linear) to a shape.
23. Change the colors and/or direction of gradient in a shape.
24. Modify a shape using gradient mesh.
25. Add a symbol to the canvas.
26. Change the fill or stroke of a symbol.
27. Apply and modify a shape using Stylize (Drop Shadow, Inner/Outer Glow, Feather, etc.)
28. Apply and modify a Photoshop Effect.
29. Use the pathfinder panel to modify using Shape Modes (unite, minus front, intersect, exclude shapes)
30. Open/Insert/Modify a Swatch
31. Create/Save a new Swatch
32. Create a Swatch Folder
33. Open/Insert/Modify a Symbol

#### CREATE/MODIFY TYPE

34. Change the size and style of font.
35. Create a baseline shift with type (letters are higher/lower than the letters next to them.)
36. Rotate font.
37. Create an outline around text.
38. Change the fill and stroke of text.
39. Create an outline around a stroke and change the stroke/fill around the path.
40. Place a glyph on the canvas.
41. Change the fill and stroke of a glyph.
42. Add text to the canvas.
43. Add text to a path.
44. Add text inside a shape.
45. Close a 'donut letter' (Compound path) and 'bite' the letter with a symbol (minus front)

## PEN TOOL

46. Draw a shape using the Pen tool.
47. Trace an object using the Pen tool.
48. Add an anchor.
49. Delete an anchor.
50. Convert an anchor to either curve or corner.
51. Modify one handle on a curved anchor.
52. Delete the forward handle on an anchor in order to sharply change direction.

## WORKSPACE

53. Zoom in and out then Fit Artboard to Window.
54. Show/Hide Rulers
55. Show/Hide Grid
56. Create Guides from Rulers.
57. Lock/Hide Guides.
58. Reset Workspace to Essentials.
59. Find and open panels necessary to create (layers, pathfinder, libraries, etc.)

## LAYERS

60. Create/Lock a layer.
61. Move a layer.
62. Turn off visibility to a layer.
63. Delete a layer.
64. Change the path color on a layer.