

ACROBAT PRO DC – LEVEL 1

1 – Day course

Course Code: 92103

COURSE DESCRIPTION

This course is for individuals who are new to Adobe Acrobat Pro, but need to create and share PDF files and PDF portfolios. Students should have some experience using office productivity applications, such as a word processor, a multimedia presentation application, or a spreadsheet application.

PREREQUISITES

To ensure your success in this course, you should have basic experience with computers and exposure to Windows®, as well as common productivity tools such as Microsoft® Office Word and Microsoft® Office PowerPoint®.

COURSE OBJECTIVE

Upon successful completion of this course, students will be able to:

- Access information in a PDF document.
- Create and save PDF documents.
- Navigate content in a PDF document.
- Modify PDF documents.
- Review PDF documents.
- Convert PDF documents.

COURSE CONTENT

LESSON 1: ACCESSING A PDF DOCUMENT

Open a PDF Document; Browse a PDF Document

LESSON 2: CREATING AND SAVING PDF DOCUMENTS

Create and Save a PDF Document from an Existing Document; Create a PDF Document from a Web Page; Combine Multiple PDF Documents

LESSON 3: NAVIGATING CONTENT IN A PDF DOCUMENT

Perform a Search in a PDF Document; Search Multiple PDF Documents; Work with Bookmarks; Create Links and Buttons

LESSON 4: MODIFYING PDF DOCUMENTS

Manipulate PDF Document Pages; Edit Content in a PDF Document; Add Page Elements

LESSON 5: REVIEWING PDF DOCUMENTS

Add Comments and Markup; Compare PDF Documents; Initiate and Manage a Review; Digitally Sign PDF Documents

LESSON 6: CONVERTING PDF FILES

Reduce the File Size of a PDF Document; Optimize PDF Files; Convert and Reuse PDF Document Content