

KEEP IT SIMPLE COMPUTER TRAINING

WWW.KEEPITSIMPLE.NET

866-PC-SKILLS

Course Title:	Adobe Acrobat Essentials
Course Length:	1 day
Prerequisite:	Basic Computer Skills
Course Description:	Topics include converting various types of documents to PDF, modifying PDF documents by arranging pages, adding headers and footers, page numbering, adding bookmarks, adding hyperlinks and articles to a PDF document, organizing PDF documents into a document collection, reviewing, markups, and advanced commenting, merging comments and digital signatures and certification.
Performance Objectives: Students will become skilled in ...	<ol style="list-style-type: none">1. Accessing Information in PDF Documents<ol style="list-style-type: none">1.1. Browse and Navigate a PDF Document1.2. Conduct a Simple Search1.3. Export Content from a PDF Document2. Converting Files to Adobe PDF<ol style="list-style-type: none">2.1. Create PDF Documents from Word Documents2.2. Create PDF Documents from PowerPoint Presentations2.3. Create PDF Documents from Excel Worksheets2.4. Create PDF Documents Using the Print Command2.5. Create a PDF Document from Multiple Files2.6. Create PDF Documents from Web Pages2.7. Convert and Combine Multiple Files to PDF3. Modifying PDF Documents<ol style="list-style-type: none">3.1. Add, Remove, and Reorder PDF Document Pages3.2. Add Headers and Footers3.3. Customize Page Numbering3.4. Editing Text3.5. Copying Text and Images from a PDF File4. Adding PDF Navigation Aids<ol style="list-style-type: none">4.1. Add Bookmarks4.2. Add Text Links4.3. Create Links to Named Destinations4.4. Add Articles5. Creating Document Collections<ol style="list-style-type: none">5.1. Specify Access to Documents in a Collection5.2. Search a Document Collection6. Reviewing Documents<ol style="list-style-type: none">6.1. Prepare a PDF Document for Review6.2. Add Comments and Markups to a PDF Document6.3. Compile and View Document Comments6.4. Import and Export Comments