

KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

Course Title:	Adobe Acrobat Essentials
Course Length:	2 days
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, creating form fields, setting field properties, using various list and box tools, controlling actions, creating forms from existing documents, distributing forms and collecting data.
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 Comments7. Creating Acrobat Forms<ol style="list-style-type: none">7.1. Creating Text Fields7.2. Setting Text Field Properties7.3. Creating and Formatting Date and Value Fields7.4. Calculations using Form Fields7.5. Creating Check Boxes7.6. Using Combo Boxes and List Tools7.7. Using Radio Buttons7.8. Managing Form Fields

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<p>Performance Objectives:</p> <p>Students will become skilled in ...</p>	<ul style="list-style-type: none">8. Enhancing Forms<ul style="list-style-type: none">8.1. Duplicating Form Elements8.2. Working with Icons8.3. Working with Labels8.4. Creating Buttons8.5. Setting and Editing Button Actions8.6. Setting and Controlling Page Actions9. Forms Workflow<ul style="list-style-type: none">9.1. Initiating a Forms Workflow9.2. Distributing a Form9.3. Initiating a Data Collection Workflow9.4. Using Collected Form Data9.5. Creating a Form from an Existing Document9.6. Creating a Form Based on a Spreadsheet9.7. Collecting Data Manually10. Adding Signatures and Security<ul style="list-style-type: none">10.1. Create a Digital ID11. Add Security to a PDF Form
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