

Adobe Acrobat DC

Brief description & Course outline

The skills and knowledge acquired in **Adobe Acrobat DC** are sufficient to be able to create and edit PDFs, use forms, collaborate with others and secure your documents.

At the completion of this course you should be able to:

- o start **Acrobat DC** and have a basic understanding of its workspace
- o work with toolbars and menus
- o navigate and **view PDFs** using various methods
- o create **PDFs**
- o edit content in a **PDF**
- o modify and work with the pages of a **PDF** document
- o create and manage bookmarks
- o combine multiple documents into a single **PDF** or a portfolio
- o create and work with **PDF** forms
- o use comments and other review processes to work collaboratively on a **PDF**
- o search one or more documents for words or phrases
- o work confidently with some of the security options in **Acrobat**
- o share a **PDF** by exporting it, saving it and printing it
- o access and use the **Help** options available in **Acrobat**

Adobe Acrobat DC assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Topic Sheets - 150 topics

Methodology - The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

Formats Available - A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

Companion Products - There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

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