

Course: Adobe Acrobat

Duration: One day workshop

Course covers the following topics:

- Portable Documents
- The Acrobat Interface
- Navigation
- Creating PDF files from different applications
- Working with Pages
- Adding Hyperlinks
- Adding Watermarks
- Security
- Commenting/Review

At completion of the course students will be able to:

Create PDF files from Word, InDesign and other applications.

Insert, Move and Delete Pages

Add Bookmarks

Apply Watermarks

Add Security options

Add Headers & Footers

Use Review and Commenting options

Redact documents

Create Forms

Add Calculations

Add Interactivity

Add Video

Add Audio

Applying Accessibility

Tips & Techniques

Keyboard Shortcuts



We also offer courses in

Adobe

InDesign

Captivate

PhotoShop

Illustrator

Acrobat

All students receive:

An Microsoft Certified Instructor
Comprehensive Training Manual
Course Certificate

Free luncheon voucher

Unlimited Telephone Support

Additional onsite support at a cost
effective rate to suit specific

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