



*Are you a pencil pusher trapped in a computer?
We can help!*

M J H COMPUTER TRAINING

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Adobe Indesign CS6 Level 1

Course Length: 2 day

Course Content

Lesson 1: Getting Started with InDesign

Topic A: Identify Components of the InDesign Interface

Topic B: Customize the InDesign Interface

Topic C: Use the Navigation Controls

Topic D: Set Preferences

Lesson 2: Designing a Document

Topic A: Create a New Document

Topic B: Add Text to a Document

Topic C: Add Graphics to a Document

Lesson 3: Customizing a Document

Topic A: Format Characters and Paragraphs

Topic B: Apply Colors, Swatches, and Gradients

Topic C: Create and Apply Styles

Lesson 4: Working with Page Elements

Topic A: Arrange and Align Objects

Topic B: Use Layers

Topic C: Transform and Manipulate Objects

Topic D: Thread Text Frames

Topic E: Edit Text

Lesson 5: Building Tables

Topic A: Create a New Table

Topic B: Modify a Table Structure

Topic C: Format a Table

Lesson 6: Preparing a Document for Delivery

Topic A: Resolve Errors in a Document

Topic B: Print a Document

Topic C: Package a Document

Topic D: Export Files for Printing

Topic E: Export Files for the Web