



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

M J H COMPUTER TRAINING

www.mjhtraining.com

m.herman@sasktel.net

☎ 306 . 242-2231 (Office)

☎ 306 . 220-5112 (Cell)

Adobe® Acrobat® XI Pro: Level 1

Course Number: 092101

Course Length: 1 day

Target Student: This course is for individuals who are new to Adobe Acrobat Pro, but need to create and share PDF files and PDF portfolios. Students should have some experience using office productivity applications, such as a word processor, a multimedia presentation application, or a spreadsheet application.

Course Content

Lesson 1: Accessing PDF Documents

Topic A: Open a PDF Document

Topic B: Browse a PDF Document

Lesson 2: Creating and Saving PDF Documents

Topic A: Create and Save a PDF Document from an Existing Document

Topic B: Create a PDF Document from a Web Page

Topic C: Combine Multiple PDF Documents

Lesson 3: Navigating Content in a PDF Document

Topic A: Perform a Search in a PDF Document

Topic B: Search Multiple PDF Documents

Topic C: Work with Bookmarks

Topic D: Create Links and Buttons

Lesson 4: Modifying PDF Documents

Topic A: Manipulate PDF Document Pages

Topic B: Edit Content in a PDF Document

Topic C: Add Page Elements

Lesson 5: Reviewing PDF Documents

Topic A: Add Comments and Markup

Topic B: Compare PDF Documents

Topic C: Initiate and Manage a Review

Lesson 6: Converting PDF Files

Topic A: Reduce the File Size of a PDF Document

Topic B: Optimize PDF Files

Topic C: Convert and Reuse PDF Document Content