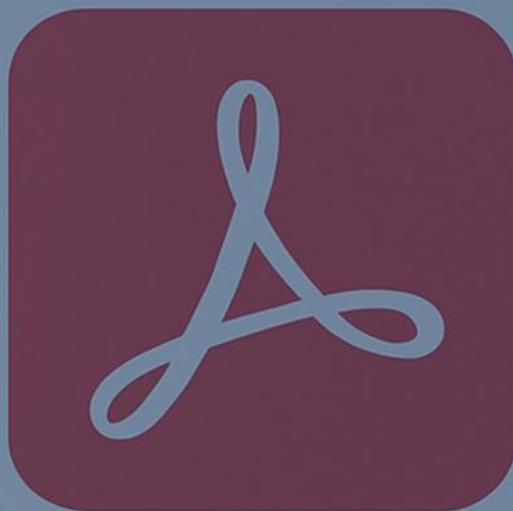


INTRODUCTION TO ADOBE ACROBAT (3 HOURS)

COURSE OUTLINE



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 **Capital**
TRAINING

Introduction to Adobe Acrobat (3 Hours)

Course Aims

This three-hour introduction to Adobe Acrobat is suitable for those who need to work with PDF documents and want to learn essential skills for creating, editing, and managing PDFs efficiently. Through guided demonstrations and hands-on practice, participants will explore the Adobe Acrobat workspace, navigate the toolbar and menu options, create PDFs from various file formats using quick conversion tools, perform basic text and image editing, organise PDF pages by rearranging, merging and splitting, use commenting and markup tools for collaboration, and apply password protection and basic encryption for document security. By the end of this three-hour course, participants will have gained fundamental skills in Adobe Acrobat, allowing them to confidently navigate the software, create and edit PDF documents, and apply essential features for efficient document management.

Duration

3 hours (Face to Face or Virtual)

Target Audience

This course is suitable for those who need to work with PDF documents and want to learn essential skills for creating, editing, and managing PDFs efficiently.

Learning Outcomes

By the end of the course, participants will be able to:

- Understand the role of Adobe Acrobat in PDF document management
- Navigate the Acrobat interface, toolbar and menu options confidently
- Create PDFs from various file formats using quick conversion tools
- Perform basic text editing and insert or modify images within PDFs
- Rearrange, add, delete, merge and split pages in PDF documents
- Use commenting and markup tools to annotate and collaborate
- Apply password protection and basic encryption to secure PDFs

Course Content

Session 1 - Overview of Adobe Acrobat

- Introduction to Adobe Acrobat and its key features.
- Understanding the importance of PDF documents.

Session 2 - Navigating the Acrobat Interface

- Orientation to the Acrobat interface and layout.
- Overview of the toolbar and menu options.

Session 3 - Creating PDF Documents

- Creating PDFs from various file formats.
- Using Acrobat's quick conversion tools.

Session 4 - Editing Text and Images

- Basic text editing within PDF documents.
- Inserting and modifying images.

Session 5 - Organising PDF Pages

- Rearranging, adding and deleting pages in PDFs.
- Merging and splitting PDF documents.

Session 6 - Commenting and Markup Tools

- Using commenting tools for collaboration.
- Adding annotations, highlights and markups.

Session 7 - Security and Document Protection

- Applying password protection to PDFs.
- Basic encryption and security features.