

Adobe® Acrobat® 9.0 Pro: Level 1

Course Specifications

Course number: 084021

Software: Adobe Acrobat 9.0 Professional

Course length: 1.0 day(s)

Course Description

You may have used different applications to create documents for your own reference. However, you may now be required to share your files electronically by email, over a network, or on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe® Acrobat® 9.0 to make your information more portable, accessible, and useful to meet the needs of your target audience.

Course Objective: You will use Adobe® Acrobat® 9.0 Pro to create and manage PDF documents.

Target Student: This course is designed for office professionals who need to create and share PDF files and PDF Portfolios.

Prerequisites: Basic experience with computers and common Microsoft applications, such as word processing, spreadsheet, and web browser applications.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- access information in a PDF document.
- create PDF documents.
- navigate to specific content in a PDF document.
- modify PDF documents.
- work with multiple PDF documents.
- review a PDF document.
- validate a PDF document.

Course Content

Lesson 1: Accessing a PDF Document

Topic 1A: Open a PDF Document

Topic 1B: Explore the Adobe Acrobat 9 Pro Interface

Topic 1C: Browse Through a PDF Document

Lesson 2: Creating PDF Documents

Topic 2A: Create a PDF Document Using Microsoft Applications

Topic 2B: Create a PDF Document Using the Print Command

Topic 2C: Create a PDF Document from Web Pages

Topic 2D: Create a PDF Document Using Email Applications

Topic 2E: Create a PDF Document Using Acrobat

Lesson 3: Navigating to Specific Content in a PDF Document

Topic 3A: Conduct a Simple Search

Topic 3B: Use Bookmarks

Topic 3C: Work with Links

Topic 3D: Define Articles

Lesson 4: Modifying PDF Documents

Topic 4A: Manipulate PDF Document Pages

Topic 4B: Edit Content in a PDF Document

Topic 4C: Add Page Elements

Topic 4D: Extract Content from a PDF Document

Lesson 5: Working with Multiple PDF Documents

Topic 5A: Organize PDF Documents into a Collection

Topic 5B: Redact PDF Documents

Topic 5C: Search Multiple PDF Documents

Lesson 6: Reviewing a PDF Document

Topic 6A: Initiate a Review

Topic 6B: Review a PDF Document

Topic 6C: Compare PDF Documents

Lesson 7: Validating a PDF Document

Topic 7A: Sign a PDF Document Digitally

Topic 7B: Verify a Digital ID