



COMPLETE COMPUTING, INC.

Adobe® Acrobat® XI Professional

Course length: 1 day

Course Description

Adobe® Acrobat® XI Pro puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality and features available in Acrobat, you will ensure the integrity of your electronic documents regardless of who views them, on what devices, or with what operating systems. And that will give the confidence and peace of mind that comes with knowing that what you meant to communicate is what your document recipients will see.

Course Objective

In this course, you will create and work with PDF documents. You will:

- Access information in a PDF document.
- Create and save PDF documents.
- Navigate content in a PDF document.
- Modify PDF documents.
- Review PDF documents.
- Convert PDF documents.

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.

Prerequisites

To ensure your success in this course, you should have basic experience with computers and exposure to Windows® 8, as well as common productivity tools such as Microsoft® Office Word and Microsoft® Office PowerPoint®. You can obtain this level of skill and knowledge by taking the following Logical Operations courses:

- Using Microsoft® Windows® 8
- Microsoft® Windows® 8 Transition from Windows 7
- Microsoft® Office Word 2013: Part 1
- Microsoft® Office PowerPoint® 2013: Part 1



COMPLETE COMPUTING, INC.

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

Appendix A: Acrobat XI Pro on Touchscreen Devices

Appendix B: Adobe Acrobat XI Pro ACE Certification Exam Objectives