



INFOCUS COURSEWARE

Adobe Acrobat Version XI



Module Series

Order Code: INF541

ISBN: 978-1-925179-74-3

❖ General Description

The skills and knowledge acquired in **Adobe Acrobat Version XI** are sufficient to be able to create and edit PDF's, use designer forms, collaborate with others and secure your documents.

❖ Learning Outcomes

At the completion of this course you should be able to:

- start **Acrobat**, open a document, navigate and exit
- view and print **PDFs**
- create **PDFs**
- merge documents into a single **PDF** and create **PDF** portfolios
- modify **PDF** documents
- create and edit bookmarks
- create a variety of links
- create and work with **PDF** forms
- work with the **Acrobat** review and commenting features
- use the available tools to search for and find information within **PDFs**
- work confidently with some of the security options available in **Acrobat**

❖ Target Audience

Adobe Acrobat Version XI is designed for users who are keen to extend their understanding and knowledge of the PDF generation software.

❖ Prerequisites

Adobe Acrobat Version XI assumes some knowledge of the software. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

140 pages

❖ Student Files

Many of the topics in **Adobe Acrobat Version XI** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF541**.

❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

** Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, October 15, 2013 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



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➤ Concluding Remarks



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