

ComputerTeachTMPro

Learn what you need to know! 516.773.9847



Computer Teach Pro

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Adobe Acrobat Objectives (3 hours recommended training time)

You will design, build, and upload a website. Upon successful completion of this course, students will be able to prepare to use the Dreamweaver environment, create a website, add design elements to web pages, work with links, work with frames and upload a website.

1. Customize the Acrobat workspace
2. Create PDF files using Acrobat 9
3. Capture a PDF from a web site
4. Convert a Microsoft Office document to a PDF
5. Create PDF documents using Adobe Acrobat 9
6. Create a PDF file by merging documents
7. Create bookmarks in Acrobat 9
8. Edit thumbnails in Acrobat 9
9. Create hotspots and hyperlinks in Acrobat 9
10. Organize pages
11. Create a form in Acrobat
12. Add forms to a PDF
13. Add pages to a PDF
14. Add navigation to a PDF

Classes can be taken at our school in Great Neck, your business or your home.

We can provide training laptops for classes at your location.