tidalfire®

Tidalfire Business Solutions

Adobe Acrobat for Microsoft Office Users

This one day, hands-on course focuses on the creation of Adobe PDF documents from Microsoft Office applications. This course will provide Microsoft Office users with the skills necessary to create PDF documents as well as showing how the features of Office applications can be used to automatically create bookmarks, notes and links in PDFs. The application of security, creating presentations and editing PDF documents is also covered.

Topics covered in this course:

Introducing Adobe Acrobat
- Adobe Acrobat Feature Overview
- PDF - Portable Document Format

Creating PDF Documents from Office Applications
- Understanding PDF Settings
- Using Adobe PDFMaker
  - -Word
  - -Excel
  - -PowerPoint
  - -Internet Explorer
  - -Outlook

Manipulating PDF Documents
- Using Adobe Acrobat Tools
- Manipulating Pages
- Editing PDF Documents
- Creating Bookmarks & Links
- Searching
- Adding Watermarks and Backgrounds

Reviewing Documents
- Using Comment and Markup Tools
- Setting Comment and Markup Properties
- Email Review
- Summarising Comments

PDF Security
- Applying Password Security
- Setting Document Permissions

Creating Presentations
- Specifying Initial Views
- Using PDF Documents in Full Screen View
- Adding and Controlling Transitions
- Adding Multimedia content

Course Information

Course Prerequisites
Before taking this course, students should be familiar with the basic functions of their computer's operating system and have a basic knowledge of Microsoft Office applications.

Software
This course uses Adobe Acrobat Professional and -
- Microsoft Office

Additional Prerequisites
All courses can be run on Windows and Macintosh platforms at Tidalfire's premises or on-site .Where there are operating system dependencies these are indicated in the factsheet.

Course Duration
1 Day

Acrobat Related Courses
- Adobe Acrobat - Essentials
- Adobe Acrobat - Advanced
- Adobe Acrobat for Microsoft Office Users
- Creating Interactive PDF eNewsletters
- Creating Accessible Adobe PDF Documents
- Adobe LiveCycle Designer - Developing Forms

Adobe AUTHORISED Training Centre

Adobe SOLUTION PARTNER

Tidalfire 42 St Mary's Street, Edinburgh EH1 1SX t +44 (0)131 510 1240 f +44 (0)131 510 1241 e info@tidalfire.com w www.tidalfire.com
Copyright © Tidalfire Limited, 2001–2010. All rights reserved.
Registered Office : 387 Old Dalkeith Road Edinburgh EH16 4ST. Registered in Scotland No. 178825.